

# Wheeler High School Student Handbook 2009-2010



**CATS:  
Challenging All  
To Succeed**



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## Wheeler Fight Song

**Fight on you cats. We'll win tonight  
A victory is near. We'll show the \_\_\_\_\_ we can fight,  
Let's give our mighty cheer - - GO CATS!!!**

**The Wheeler cats will never fail. They are the very best.  
The blue and gold will win tonight. Fight on for WHS!**

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

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## **I. SCHOOL INFORMATION**

### ***Letter from the Wheeler High School Principal***

**Welcome to Wheeler High School**

***Home of the Wildcats!***

**Dear Students and Parents:**

**Welcome to the 2009-2010 school year at Wheeler High School, home of the Wildcats!**

**This handbook is designed primarily for the students. However, I encourage parents to browse through the handbook and become familiar with the contents as well. You will notice the handbook covers rules/regulations/procedures, academic planning, activities and clubs to get involved with, some behavior policies and consequences for inappropriate behavior, a daily planner for the school year, and other general information. It is impossible to include all of the information and knowledge about Wheeler in a small handbook. You must use common sense and ask questions if you don't know the answer. Making good decisions will yield outstanding results.**

**Student learning is the chief priority of the school. The Wheeler staff is committed to continuous improvement and will challenge you to be a self-directed lifelong learner. To develop those skills you must plan for success. It doesn't come by accident. *"If you fail to plan, you may be planning to fail."* Use this handbook daily to record homework, projects, research assignments, quizzes, tests, and any activity that is important to you. Wheeler's mission is: *Challenging All To Succeed (CATS)*. We will never give up on you, so don't give up on yourself!**

**The last bit of advice is to enjoy your high school career. The high school years are full of friendships, activities, trips, and experiences that you will remember for a lifetime. The entire Wheeler staff is committed to providing the environment needed for an outstanding high school education. When you graduate with a Wheeler High School diploma, the world is yours for the taking!  
GO CATS!!**

**David Chiprany  
Principal**

**Dear Students,**

**Welcome back to another year at Wheeler High School! The 2009-2010 school year is sure to bring new, exciting events and classes, so let's make sure to start off right. My name is Peter Moot, the 2009-2010 student body president, and I know that, with a little work, your high school experience at Wheeler will be both exciting and rewarding.**

**For the Freshmen just coming to Wheeler, high school is a new experience that offers new opportunities and exciting classes to take. You will make friends and memories that will stay with you for the rest of your life. Your four years at Wheeler is just beginning, and I'm sure that your time here will be enjoyable and exciting, but don't forget to keep up with your schoolwork. Do your best in your classes and in all of your activities to get a good foundation for the rest of your high school career.**

**The Sophomores, Juniors and Seniors have gotten a feel of what high school takes, but there is still more work ahead of us. Make sure not to slack off, but enjoy your high school experience as well, especially the seniors. For all the seniors, this is your last year of high school, a year that ends an important part of your education, and begins an endless number of new opportunities. Enjoy every minute of it. You will be remembering it for the rest of your lives.**

**High school is a time to learn about who you are, and what you want to spend your life doing. Make sure to try new things and participate in clubs and sports that you might not later have an opportunity to experience. High school is what you make of it, and Wheeler can offer a lot to it's students, but the four years spent here will be a lot more rewarding if you get involved.**

**In the end, the classes you take and clubs and sports in which you participate will help define your life's path. No one can choose the path for you, but the students and faculty at Wheeler can help guide and show you all the options. Your actions and what you do here will shape the type of person that you will be for the rest of your life. After all, in the end it is not what you have done, but who you have become that matters.**

**Peter Moot  
Student Council President**

The Wheeler Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing the contents of this handbook. All information contained is subject to change or modification with regard to policy and procedures adopted by the Cobb County Board of Education or the Wheeler High School staff. During the first week of school, students will receive Cobb County School System policies. Students are also responsible for any additional information related to local or district policies throughout the school year and for communicating this information to their parents/guardians. For additional information on district policies, please go to [www.cobbk12.org](http://www.cobbk12.org). For more information related to Wheeler High School, please visit [www.wheelerhigh.com](http://www.wheelerhigh.com)

### ***Mission and Belief Statements***

#### **WHEELER HIGH SCHOOL MISSION**

Wheeler's mission is **Challenging All To Succeed (CATS)**.

#### **BELIEF STATEMENTS**

The following core beliefs, fundamental to school life, guide the Wheeler community in the pursuit of our mission.

- **Student learning is the chief priority of the school.**
- **The responsibility for learning is a collaborative effort among teachers, students, parents, and community members.**
- **Students learn best when they are actively engaged in demonstrating their understanding in meaningful contexts.**
- **We are committed to continuous improvement that encourages students to be confident, self-directed lifelong learners.**
- **Each student is a valued individual with unique physical, social, emotional, and intellectual needs.**
- **Students will have a variety of assessments to demonstrate their achievements.**
- **A safe and encouraging environment promotes student learning.**
- **Students will have the skills necessary for life and work.**

## ***Who's Who?***

### **Administrators**

Mr. David Chiprany  
Dr. Charles Braddock  
Ms. Millie Threeton  
Ms. Cathy Wentworth  
Mr. Peter Giles  
Mr. Mark Trachtenbroit  
TBA

### **Graduation Coach**

### **Department Chairs**

Career Technology  
English  
Fine Arts  
Foreign Language  
Guidance  
ESOL  
Magnet Coordinator  
Mathematics  
Physical Education  
Science  
Social Studies  
Special Services

### **Guidance Counselors**

Ms. Corell  
Ms. Edwards  
Dr. Tavernaro  
Ms. Suttles  
Ms. Shlomer

### **Media Specialists**

**Nurse** – Admin III

### **Office Personnel**

Front Desk – Admin I  
Bookkeeper – Admin I  
Clerk – Admin. II  
Pupil Personnel Clerk  
School Secretary – Admin I  
Guidance Clerk  
SchoolMax Clerk  
Magnet Clerk

### **Social Worker**

**Campus Police Officer** – Admin II

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal  
Assistant Administrator  
Assistant Administrator

Ms. Pat Bohler

Ms. Patty Morgan  
Ms. Sharon Condon  
Ms. Suzanne Yates  
Ms. Holly Safir  
Dr. Richard Tavernaro  
Ms. Susan Walls  
Dr. Tiffany Stark  
Ms. Lynn Barry  
Ms. Tanya Robson  
Ms. Linda Patterson  
Mr. Russ Clayton  
Ms. Ann Bailey

A-F  
G-N  
S-Z and Magnet N-Z  
Magnet A-M  
O-R and AVID/ESOL

Ms. Rene Marsala  
Ms. Valerie Bryan  
Ms. Patti Hough

Ms. Judy Collins  
Ms. Pari Payne  
Ms. Yvonne Losner  
Ms. Geri Gagat  
Ms. Mary Brettner  
Ms. Kathy Doyle  
Ms. Susan Searle  
Ms. Mary McGinnis

Ms. Julie Lance  
Officer Dennis Moore

## ***Important Places***

**ADMINISTRATION I** - is located in the front lobby of the school. In that office you will find the principal, who is responsible for the operation of the entire school. Also housed in Admin I are the assistant principal in charge of curriculum, the school secretary, the receptionist, and the bookkeeper.

**ADMINISTRATION II** - is located in the middle of the building. Here you will find administrators and the campus police officer.

**ADMINISTRATION III** - is located near the back of the building. Here you will find the school clinic and nurse, lost and found, and an administrator.

**ADMINISTRATION IV** – is located in the Music Building. Here you will find an administrator.

**ADMINISTRATION V** – is located in the new Science Building. Here you will find an administrator.

**ATTENDANCE OFFICE** - is located near the front of school by the cafeteria. The pupil personnel officer oversees all attendance issues.

**GUIDANCE OFFICE** - is located in the main lobby by Admin I. Counselors are available for individual or group counseling, post-secondary education and career planning, work permits, information about testing, tutors, registration, and advisement. You may stop in the Guidance Office to set up an appointment.

## ***Bell Schedules***

### **REGULAR BELL SCHEDULE**

Warning Bell	8:23 A.M.	
<b>Period 1</b>	<b>8:25 – 10:02 A.M.</b>	<b>1 hr. 37 min.</b>
Warning Bell	10:06 A.M.	
<b>Period 2</b>	<b>10:08 - 11:38 A.M.</b>	<b>1 hr. 30 min.</b>
Warning Bell	11:42 A.M.	
<b>Period 3</b>	<b>11:44 - 1:44 P.M.</b>	<b>2 hours</b>
	Lunch A - 11:44 - 12:14	Lunch C - 12:44 - 1:14
	Lunch B - 12:14 - 12:44	Lunch D - 1:14 - 1:44
Warning Bell	1:48 P.M.	
<b>Period 4</b>	<b>1:50 - 3:25 P.M.</b>	<b>1 hr. 35 min</b>

### **WEDNESDAY - HOMEROOM SCHEDULE**

Warning Bell	8:23 A.M.	
<b>Period 1</b>	<b>8:25 - 9:52A.M.</b>	<b>1 hr. 27 min.</b>
Warning Bell	9:56 A.M.	
<b>HOMEROOM</b>	<b>9:58 - 10:14 A.M.</b>	<b>16 min.</b>
Warning	10:18 A.M.	
<b>Period 2</b>	<b>10:20 - 11:46 A.M.</b>	<b>1 hr. 26 min.</b>
Warning Bell	11:50 A.M.	
<b>Period 3</b>	<b>11:52 - 1:52 P.M.</b>	<b>2 hours</b>
	Lunch A – 11:52 – 12:22	Lunch C - 12:52 – 1:22
	Lunch B – 12:22 – 12:52	Lunch D - 1:22 – 1:52
Warning Bell	1:56 P.M.	
<b>Period 4</b>	<b>1:58 - 3:25 P.M.</b>	<b>1 hr. 27 min</b>

**ASSEMBLY /PEP RALLY BELL SCHEDULE**

Warning Bell	8:23 A.M.	
<b>Period 1</b>	<b>8:25 - 9:30 A.M.</b>	<b>1 hr. 5 min.</b>
<b>ASSEMBLY</b>	<b>9:40 - 10:40 A.M.</b>	<b>1 hour</b>
Warning Bell	10:48 A.M.	
<b>Period 2</b>	<b>10:50 - 11:55 A.M.</b>	<b>1 hr. 5 min.</b>
Warning Bell	11:59 A.M.	
<b>Period 3</b>	<b>12:01 - 2:01 P.M.</b>	<b>2 hours</b>
	Lunch A - 12:01 – 12:31	Lunch C - 1:01 – 1:31
	Lunch B - 12:31 – 1:01	Lunch D - 1:31 – 2:01
Warning Bell	2:05 P.M.	
<b>Period 4</b>	<b>2:07 - 3:25 P.M.</b>	<b>1 hr. 18 min.</b>

**EARLY RELEASE WEDNESDAY BELL SCHEDULE**

Warning Bell	8:23 A.M.	
<b>Period 1</b>	<b>8:25 – 9:22 A.M.</b>	<b>57 min.</b>
Warning Bell	9:26 A.M.	
<b>Period 2</b>	<b>9:28 – 10:20 A.M.</b>	<b>52 min.</b>
Warning Bell	10:24 A.M.	
<b>Period 3</b>	<b>10:26 – 12:26 P.M.</b>	<b>2 hours</b>
	Lunch A – 10:26 - 10:56	Lunch C – 11:26 – 11:56
	Lunch B – 10:56 - 11:26	Lunch D – 11:56 – 12:26
Warning Bell	12:30 P.M.	
<b>Period 4</b>	<b>12:32 – 1:25 P.M.</b>	<b>53 min.</b>

## II. ATTENDANCE

**\*\*PER COBB COUNTY SCHOOL POLICY, CELL PHONES ARE NOT ALLOWED TO BE USED DURING SCHOOL HOURS 8:25 – 3:25 INCLUDING LUNCH\*\***

### ***The School Day***

The building will be open by 7:15 A.M. for students who need to arrive early. The school day officially begins for a student when he arrives on campus. If a student arrives early for any reason (detention, make-up work, extra help), he is expected to remain on campus at all times until the school day ends at 3:25 P.M. or administrative permission has been granted for early dismissal. Students may not stay at school after dismissal unless under the direct supervision of a faculty member.

### ***Student Absences***

When a student has been absent, he should bring a written statement the next day from his parent or guardian stating the reason he was absent. This statement is brought to the Attendance Office and exchanged for an “Absence Slip” which is shown to all the student’s teachers. If a statement is not brought, the absence is recorded as unexcused. The student has **two school days** to clear an absence.

The GA Board of Ed. states that students may be temporarily excused from school for the following reasons: (1) personal illness; (2) death or serious illness in the immediate family; (3) recognized religious holidays observed by the student’s faith; (4) absences mandated by order of governmental agencies; and (5) conditions which render school attendance impossible or hazardous to the student’s health or safety.

We strongly encourage students to attend school daily. Although makeup work may be completed after a student’s return from an absence, there is no substitute for actual classroom instruction. The Department of Motor Vehicles revokes all driving privileges for students with 10 or more unexcused absences per academic year.

### ***Attendance Incentive Policy (AIP)***

A student may exempt one final exam per semester if the following criteria are met. Teachers keep all records on tardies, absences, and grades.

- a. Students must be enrolled within the first 3 days of the semester to qualify.
- b. Students must earn an average of 80 or better in the class they wish to exempt.
- c. Students may not exempt finals in AP classes or Post AP classes.

- d. Student may NOT exempt End of Course Tests even if they meet the AIP criteria. They MAY exempt the assessment given on exam day.
- e. An assignment to ISS, OSS or Saturday School voids the exemption for the semester of the incident.
- f. Any cheating incident voids the exemption for the semester of the incident.
- g. Students may have only 1 absence in a 9-week or “skinny” class. (See explanation of excuses in h)
- h. Students may have no more than 2 absences in a full semester class. This includes excused absences and unexcused absences with a note. Please refer to the attendance policies regarding full day absences (p.12), early dismissals (p.13), and late arrivals/tardies (P.14).
- i. Approved school field trips, including preapproved Senior Project mentor visits, do not count against the AIP exemption.
- j. Students who have more than 2 unexcused tardies lose the exemption privilege.

### ***Early Dismissals***

Doctor’s appointments should be made after school hours when possible. To be present at school, a student must check in prior to 11:45, or if checking out, remain in school until 11:45 A.M. If a student has a court appearance, court documentation should be provided for an excused absence.

A written parental note must be submitted before permission will be given to leave school early. These requests should be taken to the Attendance Office prior to start of school. **The note must have a phone number where a parent or guardian can be reached. If the parent or guardian cannot be reached, the student MAY NOT LEAVE.** After the early dismissal request has been verified in Attendance, a dismissal slip will be written. Students may then pick up these slips between classes. **If a student leaves without a dismissal slip, disciplinary action will be taken.** Students with dismissal slips will be allowed to leave class at the designated time to sign out in Attendance. All notes will be verified. The parent (or their designee) must go to the Attendance Office to pick up students. Anyone picking up a student must be on the student’s emergency contact list, and the person must be prepared to show ID. If a student returns to school, he must sign-in again in the Attendance Office.

Students who do not turn in a dismissal note will not be allowed to leave class until the parent arrives in the Attendance Office. In order to release a student, Wheeler High School requires a written note from a parent; phone calls to release students will NOT be accepted. Students who do not have a note will be released from class after the parent comes to the Attendance Office.

Attendance in the classroom is critical to learning. Therefore, as a general rule, students will not be called out of class without approval by an administrator or a guidance counselor. Items brought to school for students such as money for

lunch, actual lunch, textbooks/homework left at home, and other items will be given to students during class changes. Parents should have access to their children anytime so a student will be called out of class if the parent or guardian is present to see their child. All other exceptions must be approved by an administrator.

Any time a student feels too ill to remain in class or lunch, he should obtain a pass from a teacher and report to the clinic nurse in Admin III. Temperatures will be taken to verify illness. The administration reserves the right to require parents to come in to check out students on certain days.

### ***Late Arrivals/Tardies***

Any student not in their classroom by the 8:25 tardy bell must report to a Late Arrival System (LAS) station for an admit slip to class. If the student does not have a written, **confirmable** note from a parent or guardian, the tardy will be considered unexcused. Tardies will be marked as excused or unexcused according to the previous stated absence policy. Six unexcused tardies to school will result in the revocation of parking privileges.

***Continual tardiness will result in disciplinary action. The consequences for unexcused tardies will be the following:***

**5- Sat School or 1 day of ISS**

**8- 2 days of ISS**

**11- 3 days of ISS**

**14- 4 days of ISS**

**17- 5 days of ISS**

**\*\*\*more than 17- 5 days of ISS for each 3rd tardy after 17 (20, 23 ,26,etc.)**

Failure to sign in will also result in disciplinary action. STUDENTS MUST BRING A PARENT'S NOTE TO EXCUSE ILLNESS AND/OR A DOCTOR'S NOTE TO EXCUSE A MEDICAL APPOINTMENT. School officials may ask for a doctor's note for an absence. To be counted present for the day, a student must arrive at school before 11:45 A.M. or be present from 8:25 AM – 11:45.

### ***Attendance Certificates***

According to the 1998 Teenage Driver Responsibility Act, students must obtain an attendance/proper discipline certificate from their school in order to obtain a driver's license. Certificates are issued through the Attendance Office with a 48-hour turn around. There is a \$2.00 processing fee. Per the Department of Motor Vehicles, certificates will not be issued to those students with 10 or more unexcused absences for one academic year prior to the date of application. Certificates are only issued during the school year. Plan ahead for the summer months.

### ***College Visits and Personal Field Trips***

Recognizing that parents may desire to take students on a non-school sponsored trip, the administration does not want to penalize a student who might be able to avail himself of an educational experience outside the classroom. In compliance

with state regulations, the administration must consider such absences as “unexcused,” but students can make up their work upon return. This provision can be offered ONLY to students who request such approval **at least five days prior to the proposed absence. Written requests should be turned in to Attendance.** The student will then be notified of acceptance or denial of his request.

### ***Withdrawals***

Any student withdrawing from school for any reason is to report to the attendance clerk to complete the proper forms. The student must be accompanied by a parent or guardian or bring a signed note stating the reason for withdrawal, the new home address, and/or the new school’s address. This should be done no later than the last day the student will be in school. All books must be returned and fines or fees paid in order to clear the records.

### ***Readmission Policy***

Any student who officially withdraws from school will **NOT** be considered for readmission during the same semester in which he left unless unusual circumstances prevail. This policy also applies to seniors who choose to graduate early.

## **III. ACADEMICS/INSTRUCTION**

### ***Textbooks***

Students are responsible for returning textbooks in the same condition as they are issued. If a book is not returned or is damaged beyond use, the student will be charged the cost of the book. Minor damage will be assessed at 25% of book cost and major damages at 50% of book cost. ***No books will be issued until the fine(s) is paid. It is the student’s responsibility to clear all fines.***

### ***Wheeler Library***

Hours: Weekdays, 7:30 a.m. – 4:00 p.m.

In addition to a friendly, helpful staff, the Wheeler Library provides over 15,000 books, dozens of online databases, over forty magazine titles, and five daily newspapers for research and personal enjoyment. Many resources are available 24/7 at [www.wheelerlibrary.com](http://www.wheelerlibrary.com). We hope that you will make the Wheeler Library your headquarters for research and reading.

Students are welcome in the library all day, but your classes take first priority. We encourage you to use the library before school and after school to avoid missing time in the classroom. However, if you need to visit the library during the school day, just get permission (**and a hall pass**) from your classroom

teacher for that period. **If you wish to visit the library during your lunch period, just get a pass from your third period teacher.**

You don't need a card or number to check out a book, just your name! Most books can be checked out for a three-week period, and you can renew them for longer unless someone else has requested the book. Reference books can be checked out at the end of the school day for overnight use, but they must be returned before the start of the next school day. Magazines and newspapers must stay in the library, but you can always make a free photocopy of any article you like. Students are responsible for any lost or damaged materials, and the library does charge fines for overdue books (\$.10 per day for regular books, \$.50 per day for reference books). Students may not check out additional items until all overdue books and fines are cleared.

Library computers are available for your school assignments. Individual students may use the computers any time during library hours, except when they are reserved for use by a class. Of course, you must abide by the library computer rules and the school district's policies and regulations regarding the use of technology.

### ***Grade Reports & Home/School Communication***

Cobb County School District Administrative Rule IHAC recognizes that effective communication between the school and the home is essential to the success of students. The Board further recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. **Parents should provide valid daytime phone numbers and update information in the Attendance Office when addresses or phone numbers change.** Students in grades 9-12 are expected to transmit written notes, messages, deficiencies, report cards and other documents between the school and their parents. School personnel shall be responsible for making reasonable efforts in the communication processes, including e-mail, written, and telephone messages and for providing particular attention to situations where the educational welfare of students may be jeopardized. **However, school personnel shall not be held responsible for student problems that develop from the refusal of students to transmit messages from the school to the**

Progress reports/report card dates are listed below:

- After 6 Weeks - Students receive progress report card (**Sept. 25, Feb. 22**).
- After 12 Weeks - Students receive progress report card (**Nov. 9, April 16**).
- 15<sup>th</sup> Week - Teacher notifies parents of students in danger of failing.
- After 18 Weeks - Students receive semester report card (**Jan. 8, May 28**).

We strongly encourage students and parents to communicate their concerns to teachers **as soon as a problem becomes evident**. If a student has a concern or a problem in a class, the student should follow these steps to resolve the issue:

1. The student should schedule a meeting with the teacher.
2. If the issue is not resolved, the student and parent should make an appointment with the teacher.
3. If the problem persists, the parent/teacher should make an appointment with the appropriate counselor/administrator.

**At any time, parents/guardians may access their student's grade through PIV, an on-line reporting system. For info, contact the Guidance Department.**

### ***Course Registration/Drop-Add***

After registration, students may request a schedule change only if credit has already been received for the class scheduled or if a mistake was made in registering for the course. If a course is dropped after the first ten days of the semester, a grade of 10 will be given for that course, and no credit will be awarded.

### ***Grading System***

Cobb County high schools observe the following grading system:

A - 90 – 100                      B - 80 – 89                      C - 74 - 79  
D - 70 – 73                      F - below 70

Students should work with their teachers to complete all assignments missed.

**Any work not made up within ten (10) calendar days will receive a zero, and a grade will be averaged for the course. Incomplete grades which are not made up within ten calendar days from the end of the semester will be considered failing grades and will influence a student's eligibility for participation in extracurricular activities.**

Additionally, conduct grades will be given. Proper citizenship development of students is as important as their academic training. The following is a guide to conduct grading:

- Satisfactory - Needs no correction
- Needs Improvement - Needs some correction
- Unsatisfactory - Needs immediate correction

### **Quality Points For Accelerated/Honor Classes**

The following Accelerated and Advanced Placement courses are weighted and given one extra quality point. (A=5, B=4, C=3...)

Analysis	AP Language/Comp.	Calculus III
Advanced Chem. Eng.	AP Latin	French IV
Advanced DNA/Genetics	AP Literature	French V
Advanced Physics/Robotics	AP Music Theory	French VI
AP Biology	AP Physics	Latin IV
AP Calculus	AP Psychology	Latin V
AP Chemistry	AP Spanish	Scientific Internship
AP Computer Science	AP Statistics	Scientific Research
AP Economics	AP Studio Art	Spanish IV
AP Environmental Science	AP US History	Spanish V
AP French	AP World History	Spanish VI
AP Government	Calculus II	AP Lang/Am Lit Honors

### **10<sup>th</sup> , 11<sup>th</sup> , and 12<sup>th</sup> Honors Courses that receive an additional 0.5 Quality Point:**

Honors Tenth Literature	Accelerated Math II	Accelerated Math III, IV
Honors World History	Spanish III	Calculus
Honors Biology	Honors American Lit.	Biochemistry
French III	Honors Human Ana/Phy	Honors Physics
Honors English Lit.	Latin III	Physics II
Hon. Chemistry I	Honors World Lit	Chemistry II
Magnet Biology	Magnet Chemistry	Magnet Physics

### **Learning Links/Tutorials**

Students who need extra practice or additional learner support may attend Learning Links in the Wheeler Media Center on Tuesday and Thursday afternoons from 3:30-5:00 PM. Students must report promptly with their books and notes. They will not be admitted after 3:30 PM and must stay with the supervising teachers until dismissal. Students may NOT attend on days that they serve ISS. Busses provide a ride home to all students who live in the district and attend Learning Links. Certified teachers in content areas provide the needed support.

### **Testing Days**

A student should have no more than two (2) major tests in one day. It is the **student's responsibility** to discuss conflicts with each of his teachers before the tests. Requests for postponements are available in Admin II and must be signed by the three teachers **a day in advance**.

### ***Make-Up Work***

Students are expected to make up all work missed during an absence. **It is the student's responsibility to find out what work was missed and to turn it in to his teachers.** Students will be allowed one day for each day of absence plus one additional day to make up work missed during absences. For example, if a student is absent for two days, he/she will be allowed three days to make up work that was missed. Work not made up within this time frame could receive a zero. Students should check with individual teachers for policies regarding make-up tests. Work missed due to skipping class or removal from ISS may not be made up for credit.

### ***Final Exams/End-Of-Course Tests***

Comprehensive final exams are given at the end of each course in every class and count from 10-20% of the final course grade. Students may NOT take a final exam early. In the case of illness, students may be tested after the scheduled testing period. It is the responsibility of the student to make arrangements with their teachers to make up final exams. Algebra I, Geometry, Ninth Literature, American Literature, Economics, US History, and Biology also have state-mandated End-of-Course Tests that count 15% of the final course grade. The final exam in these courses will count 5%. End-of-course test scores will also be posted on transcripts.

## Advanced Placement Exam Schedule for Spring 2010

<u>WEEK 1</u>	<u>Morning Session</u>	<u>Afternoon Session</u>
Monday, May 3	8:00 A.M. Government & Politics: United States	12:00 P.M. Government & Politics: Comparative French Language
Tuesday May 4	Computer Science A Spanish Language	Statistics
Wednesday, May 5	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 6	English Literature and Comp German Language	Japanese Language and Culture
Friday, May 7	United States History	European History Studio Art (portfolios due)

<u>WEEK 2</u>	<u>Morning Session</u>	<u>Afternoon Session</u>
Monday, May 10	8:00 A.M. Biology Music Theory	12:00 P.M.    2:00 P.M. Physics B      Physics C Physics C      Elec. & Mag. Mechanics
Tuesday, May 11	Environmental Science Chemistry	Psychology
Wednesday, May 12	English Language and Composition	Art History
Thursday, May 13	Macroeconomics World History	Microeconomics
Friday, May 14	Human Geography Spanish Literature	Latin: Vergil

For more information, go to [www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com).

\*\*Coordinators should contact AP Services if a student would like to take exams that are scheduled for the same slot.

### ***Advisement***

Advisement is a process involving the student, the parent, and professional educators. This team makes decisions regarding a student's progress in his

studies and sets out a recommended course of action for future classes. In the fall, 11th grade advisement takes place, and in the spring, 9th grade advisement occurs. Parents/Guardians are invited to participate in an individual conference during this time. Guidance counselors are available by appointment at any time to discuss a student's progress.

### ***Student Mentorship Class.***

Career technical mentorship is a class offered for juniors and seniors on track for graduation. Students must have a 2.5 minimum GPA, good attendance, and minimum tardies. Students must have a good discipline record. That means no ISS or OSS and must not have had Saturday School during the previous semester. Students may only mentor twice in their high school career, and the credits do not count for the technical diploma. Mentoring is a privilege. Those students who take this class should be dedicated to the office in which they serve and represent Wheeler well.

### ***Senior Minimum Day***

Students classified as seniors and carrying sufficient credits to provide for one unit above the total needed for high school graduation may schedule a minimum of three blocks (in consecutive order). Students must have taken and passed all graduation tests in order to participate in the minimum day program. Students participating in the mentoring program may not take minimum day. These seniors must have passed or be enrolled in all specified courses for graduation with the exception of courses limited to seniors. **Seniors who choose minimum day must be off campus no later than five minutes after their last class or be under the direct supervision of a faculty member. Failure to comply will result in administrative action.**

### ***College Entrance Examinations***

The PSAT (Preliminary Scholastic Aptitude Test) is an examination of interest to college-bound students. All freshmen and sophomores at Wheeler will be given the PSAT on October 14, 2009. Juniors wanting to qualify as a National Merit Scholar should take this test and must sign up and pay in guidance during September. The SAT (Scholastic Aptitude Test –[www.collegeboard.org](http://www.collegeboard.org)) and the ACT (American College Testing Assessment –[www.act.org](http://www.act.org) ) are college entrance exams accepted by most colleges and universities. Students should consult the website of the college of their choice for the appropriate exam to take. Application forms and study guides for the tests are available in Guidance. Check with Guidance for specifics; expect to pay approximately \$41.50 for the SAT.

SAT		ACT	
Oct. 10, 2009	Jan. 23, 2010	Sept. 12, 2009	Feb. 6, 2010
Nov. 7, 2009	March 13, 2010	Oct. 24, 2009	April 10, 2010
Dec. 5, 2009	May 1, 2010	Dec. 12, 2009	June 12, 2010
	June 5, 2010		

### ***Financial Aid***

Information concerning scholarships, grants, and loans is available through the Guidance Office. Information is regularly updated. A financial aid meeting held in the fall offers help for students and parents. Students interested in obtaining aid are advised to complete paperwork by January. Because financial aid information is often obtained from income tax records, it is advised that the student and his parents gather this information for early filing.

### ***Transcripts***

- Transcripts of a student's record can be obtained by signing a request card in the Guidance Office.
- Transcripts are NOT released without a student's written consent.
- One final transcript for seniors is free, each additional is approx. \$2.00.
- Official transcripts must be mailed by Guidance.
- If transcripts are given to a student in an envelope, they will be marked unofficial.
- The main reasons for sending transcripts are college entrance, scholarship or financial aid requests, and prospective employment.
- No transcripts will be sent until all fines/fees are cleared.

### ***College Applications***

Obtain college information and an application online. Some of these are available in the Guidance Office. If the application that you need is not available, you may obtain the websites and addresses of all colleges from your counselor. Take the completed application to the Guidance Office with a check for the appropriate application fee. Sign the card releasing your transcript and SAT scores. Guidance will mail the application for you. **Applications need to be turned in three weeks before the college deadline to allow time for processing. Guidance will not do any overnight or express mailing.**

You are encouraged to visit the Guidance Office College Corner maintained by our Academic Booster Club. A wealth of information is available to all students, including underclassmen preparing for the college application process. Parents are also encouraged to stop by and check things out.

### ***Early Graduates***

Seniors desiring to graduate at the end of the first semester should schedule an appointment with their counselor. Early graduates are limited in school function participation to the Junior/Senior Prom and Graduation Exercises.

### ***Grade Level Promotion***

Promotion to the next grade level is based on number of credits a student has earned. The following units are required for promotion:

To 10<sup>th</sup> grade: 5 units

To 11<sup>th</sup> grade: 10 units

To 12<sup>th</sup> grade: 16 units

Students who enter High School in 2008-2009 and later are subject to the following graduation requirements:

To 10<sup>th</sup> grade: 5 units including 1 unit each in English, Math, and Science

To 11<sup>th</sup> grade: 10 units including 2 units each in English, Math, and Science

To 12<sup>th</sup> grade: 16 units including 3 units each in English, Math, and Science

### ***Graduation Requirements***

The State Board of Education offers six diplomas:

**College Preparatory, College Preparatory with Distinction, Technology/Career, Technology/Career with Distinction, Dual Diploma, and Dual Diploma with Distinction.** Fulfillment of these graduation requirements will earn a student a high school diploma. Georgia's Board of Regents establishes the admissions requirements for Georgia's colleges and universities. Students should check the admissions requirements of the college they wish to attend. In order to receive a diploma, students must also pass all sections of the Georgia High School Graduation Test.

Beginning with the class of 2012, the Georgia Board of Education has removed the six distinctions from the diploma options. Students in the class of 2012 and after will earn a "Diploma."

Students have the option of earning distinction of completing a "Career Pathway" by completing the requirements for a specific career/technical pathway, however this will not be designated on the diploma.

## GRADUATION REQUIREMENTS

Subjects	Technology/Career Diploma	College Preparatory Diploma
<b>English</b>	4 Units Including ½ unit American Literature	4 Units Including ½ unit American Literature (courses must be Level 2 or higher)
<b>Mathematics*</b>	3 units including 1 Unit of Algebra I or 2 Units of Integrated Math or 2 Units Algebra I, Parts I & II	4 Units The student's transcript shall show credit or equivalency for each of the core courses of Alg I; Euc Geom or Info Geometry and Alg II and an additional course listed in the CP mathematics or advanced mathematics category <b>OR</b> 2 units of Alg I Parts 1 & 2; Infor Geom; and Alg II. A math track ending with Alg II may not meet the admission requirements for some colleges and universities.
<b>Science</b>	3 Units Including 1 Unit of a Physical Science 1 Unit of a Life Science <b>OR</b> 2 units Applied Bio/Chemistry And 1 additional Science unit	3 units: one of the following plans is recommended (1 unit Bio) or (1 unit Phys Sci) (1 unit Chem) or (1 unit Biology) (1 unit Physics) or (1 additional unit)
<b>Social Studies</b>	3 Units including: 1 Unit of World Studies (World Geog. or World History) 1 Unit U.S. History ½ Unit American Government ½ Unit Principles of Economics	3 Units including 1 Unit of World History 1 Unit of U.S. History ½ Unit of American Government ½ Unit Principles of Economics
<b>Health &amp; Physical Ed.</b>	½ Unit Health ½ Unit Personal Fitness	½ Unit Health ½ Unit Personal Fitness
<b>Technology and/or Fine Arts and/or ROTC Tech/Career prep and/or Foreign Lang.</b>	1 Unit	1 Unit
<b>Foreign Lang.</b>	No requirement	2 Units in One Foreign Language
<b>Technology/ Career Education</b>	4 units A minimum of 3 of the units needs to be from Business, Computer, Family & Consumer Sci., Cooperative Ed., Youth Apprenticeship, Tech/Career, or ROTC. One of the four units may include CVAE.	No Requirement (Students who complete the College Preparatory Program may also receive the Technology/Career Diploma with at least 4 units from among the Technology/Career offerings.  A minimum of 3 of the units must be from one area of concentration.
<b>Local Electives</b>	3 Units	4 Units
<b>State Electives</b>	0 (from Core Courses-English/Lang Arts, Mathematics, Sci, Soc Studies, Foreign Lang and/or Fine Arts)	0 (from Core Courses-English/Language Arts, Mathematics, Sci, Social Studies, Foreign Lang and/or Fine Arts)
<b>Total Units Minimum</b>	<b>22</b>	<b>22</b>

\*Students who successfully complete Alg. I or Geometry at the middle school level will earn 1 unit of high school math credit for each course.

## **Graduation Checklist**

**BE SURE YOU ARE ON TRACK FOR GRADUATION!** Use your transcript and the list of graduation requirements on the preceding page to complete this form!

Current Grade: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**DIPLOMA GOAL:** CP CPd TECH TECHd DUAL DUALd  
(d = with distinction)

**\* See Graduation requirements for more specific information..**

<b>SUBJECT AREA</b>	<b>CREDITS EARNED</b>	<b>STILL NEEDS</b>
<b>ENGLISH (4)</b> <ul style="list-style-type: none"> <li>• American Literature is required for all diplomas</li> </ul>		
<b>MATH (3 Tech-4 College Prep)</b> <ul style="list-style-type: none"> <li>• Need Algebra for CP</li> <li>• Many colleges require a unit beyond Alg. II</li> </ul>		
<b>SCIENCE (3)</b>		
<b>SOCIAL STUDIES (3)</b> <ul style="list-style-type: none"> <li>• <u>Tech:</u> World Geog or World Hist.</li> <li>• <u>College Prep</u> must have World History</li> <li>• <u>All must have:</u> Amer. Hist. and Gov't/Econ</li> </ul>		
<b>FOREIGN LANGUAGE:</b> <ul style="list-style-type: none"> <li>• <u>Tech:</u> no requirement</li> <li>• <u>College Prep:</u> 2 units of same language</li> </ul>		
<b>HEALTH/BPE (1)</b>		
<b>TECH/FINE ARTS/ROTC/FOR. LANG. (1)</b>		
<b>TECHNOLOGY/CAREER ED</b> <ul style="list-style-type: none"> <li>• <u>College Prep:</u> no requirement</li> <li>• <u>Tech:</u> 4 units (3 in 1 area of concentration)</li> </ul> <u>Dual Diploma:</u> 4 units (3 in 1 area of concentration)		
<b>Local Electives:</b> 3 for <u>Tech</u> and 4 for <u>all others</u>		
<b>State Electives</b> 1 for <u>Techd</u> and 2 <u>CPd</u> (From core classes or Fine Arts)		

**GHS GT PASSED:** Writing \_\_\_\_\_ Lang \_\_\_\_\_ Math \_\_\_\_\_ Sci \_\_\_\_\_ Soc.St. \_\_\_\_\_

**GRADUATION REQUIREMENTS FOR CLASS OF 2012**

		<b>Subject</b>	<b>Unit</b>
<b>CORE ACADEMIC CLASSES</b>	<b>English</b> Must include 9 <sup>th</sup> Grade Lit AND American Lit.		4
	<b>Math</b>		4
	<b>Science</b> 1 unit of Biology 1 unit of Physics 1 unit of Chemistry, Earth Systems, Env. Science, or an AP/IB course 1 unit of a 4th science		4
	<b>Social Studies</b> 1 Unit World History 1 Unit US History ½ Unit American Gov. ½ Unit Principles of Econ.		3
	<b>CTAE and/or Foreign Language and/or Fine Arts</b> <i>(two units of the same foreign language required for admission to most colleges)</i>		3
	<b>Health/ Personal Fitness</b>		½ each
	<b>Additional Electives:</b>		4
	<b>Career Pathway (optional)</b> (requires three specific units from any career path)		3

**To be promoted:**

9-10: 5 Units (including 1 English, 1 Math and 1 Science)

10-11: 10 Units (including 2 English, 2 Math and 2 Science)

11-12: 16 Units (including 3 English, 3 Math and 3 Science)

**GRADUATION CHECKLIST (2012+)**

		<b>Subject</b>	<b>Unit</b>	<b>Credits Earned</b>	<b>Still Needs</b>
<b>CORE ACADEMIC CLASSES</b>	<b>English</b> Must include 9 <sup>th</sup> Grade Lit AND American Lit.		4		
	<b>Math</b>		4		
	<b>Science</b> 1 unit of Biology 1 unit of Physics 1 unit of Chemistry, Earth Systems, Env. Science, or an AP/IB course 1 unit of a 4th science		4		
	<b>Social Studies</b> 1 Unit World History 1 Unit US History ½ Unit American Gov. ½ Unit Principles of Econ.		3		
	<b>CTAE and/or Foreign Language and/or Fine Arts</b> <i>(two units of the same foreign language required for admission to most colleges)</i>		3		
	<b>Health/ Personal Fitness</b>		½ each		
	<b>Additional Electives:</b>		4		
	<b>Career Pathway (optional)</b> (requires three specific units from any career path)		3	<b>Pathway:</b>	

**GHS GT PASSED**

- \_\_\_\_\_ Writing
- \_\_\_\_\_ Language Arts
- \_\_\_\_\_ Math
- \_\_\_\_\_ Science
- \_\_\_\_\_ Social Studies

## IV. GENERAL INFORMATION

### ***Lockers***

- A. Students will be assigned lockers during Wildcat Daze or the first week of school. Students should NOT share their combination.
- B. The right is reserved to search a school locker when there is reason to believe a violation of school regulations has occurred and at the end of each semester. All lockers are subject to inspection and search by school officials as provided by law. There may be random locker searches.
- C. Students should not go to their lockers during any class period or during lunch period without a written pass signed by a faculty member.
- D. The school is not responsible for items taken from a locker. If students have a problem with their lockers, they should report the problem to the appropriate administrator.
- E. PE lockers are provided for student use during PE classes. These lockers can be secured with a lock provided by the student. Be sure to secure all your possessions before you leave the locker room. Students must remove personal locks from P.E. lockers at the end of each period.
- F. No obscene or illegal substance-oriented pictures, slogans, etc. may be placed inside lockers or on the doors. A student will be held responsible for any extraordinary measures needed to clean his locker at the end of the year.

### ***Beverages and Snacks***

Vending machines available for student use are located throughout the school. Students should dispose of all trash in an appropriate manner. **FOOD OR BEVERAGES ARE ALLOWED IN CLASSROOMS ONLY WITH THE TEACHER'S PERMISSION.**

### ***Student Phone Use***

OFFICE PHONES CAN BE USED FOR EMERGENCIES AND WITH THE PERMISSION OF ADULT OFFICE PERSONNEL ONLY. **Cell phones may not be used or heard from 8:25 – 3:25 including during lunch. Students should report to a teacher, an administrator, a counselor, or the nurse for emergencies that require a phone.**

### ***Lost And Found***

Lost and Found is located in Admin III. If students do not find their lost items there, they can report the missing item to Ms. Collins in Admin. I.

### ***School Social Worker***

Wheeler's social worker addresses issues including but not limited to: drug abuse, teen pregnancy, depression, and attendance problems. The school social worker works in conjunction with community agencies, the family, and the school to help all function together in the best interest of the student.

### ***Emergency Drills***

Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm. Students are to quietly file out of the building to a designated area. Severe Weather Drills as well as Emergency Situational Drills will be conducted periodically. Students must remain quiet and comply with their teachers' directions.

### ***Insurance***

School accident insurance is available to all students at the beginning of the school year. Information is included in the Cobb County School District folder.

### ***Hall Passes***

Students who leave a class for any reason are responsible for asking their teacher to sign a pass *in the personal planner*. The pass should include the date, time, and destination, as well as the teacher's signature. **Students who wish to leave the cafeteria during lunch to make up work or work in the media center must present a pass to the administrator on lunch duty. The pass must include the date, an explanation of the reason the student should leave the cafeteria, and the signature of the teacher making the request.**

### ***Visitors***

Parents/guardians or community resource visitors are welcome to visit our school but are required to sign in at Admin. I and obtain a Visitor Pass. **Students are asked not to bring visitors to school.**

## **V. TRANSPORTATION**

### ***Student Parking***

Each student who chooses to park a vehicle at a Cobb County public school must purchase a parking permit, which consists of a decal sticker (that must be affixed to the front windshield), and the student will be assigned a parking area. Only seniors and juniors without unpaid fines will be assigned parking spaces.

Student parking permits for available parking areas will be issued upon application and payment of a parking fee. No refund will be made for any days the student does not attend school in the current semester. The Cobb County Public School Parking and Traffic Regulations Form shall be used to register vehicles. A copy of the rules and regulations are listed below and on Form 12-89 which is used to register vehicles parked on campus. All students must have a current Georgia driver's license (Class C or D), proper insurance, and a Georgia license tag.

Payment of tickets should be to the campus police officer. Violators on campus shall be subjected to, but not limited to, one or more of the following disciplines:

1. A minimum of \$15.00 to a maximum of \$50.00 will be charged for fines. For minor violations, fine imposed must be paid within ten days of school or imposed fine is increased \$1.00 per day; and or
2. Suspension of parking on campus; (no refund will be made)
3. Removal of parking decal; (no refund will be made)
4. Impounding of vehicle per County Ordinance
5. For serious violations, State Court Traffic Ticket may be issued.
6. Leaving campus without permission of a school official will result in loss of parking privileges on the first offense.
7. Six (6) unexcused tardies will result in loss of parking privileges.

**NOTE:** Failure to respond to a citation is grounds for canceling a permit. **If parked illegally, cars will be impounded without warning.** Impoundment fees can run as high as \$100. All tickets must be paid before a car will be released from impoundment. Parking tickets will increase as directed by the Cobb County Department of Public Safety..

Parking and traffic violations on campus subject to above discipline shall be, but not be limited to, the following:

1. Parking an unregistered vehicle on campus
2. Parking in the front parking lot and/or teachers' spaces during school hours
3. Parking at yellow or red curbs or at 'No Parking' or 'Fire Lane' signs
4. Parking on service roads, driveways, walkways, unpaved areas, or in reserved places
5. Parking in entrances or exits of parking lots
6. Parking at an angle or in a manner so as to utilize two parking spaces
7. Failing to stop for 'Stop' signs
8. Failing to vacate vehicle on arrival at school
9. Failing to leave school campus upon entering vehicle
10. Giving false information and/or falsely registering a vehicle
11. Operating a vehicle without valid driver's license
12. Reproducing, altering, defacing, or improperly displaying a parking decal (decal is not affixed to the windshield)
13. Unauthorized parking in handicap parking space
14. Driving too fast for conditions or reckless conduct with vehicle

**Students who fail to clear financial obligations will not be allowed to purchase a parking decal.**

A student's parking privileges will be revoked after six (6) unexcused tardies to school. Parking permits may be suspended for a period of not less than 45 school days. A student must reapply for another parking space, and if none are available, the student must place his/her name on the waiting list. The period of suspension may, in some cases, extend into the next semester.

The driver/owner of any vehicle will be responsible for the use of his vehicle while on campus and, subsequently, for a violation of the rules and regulations by persons other than himself if the offense is committed with or in his vehicle. Vehicle owners who utilize the school parking facility agree to maintain adequate liability insurance and must have proof of insurance available at all times. The Cobb County Board of Education shall not be responsible for any losses or damages to the property of users of its facilities, including loss due to bodily injury.

**STUDENTS MAY GO TO THEIR CARS DURING THE SCHOOL DAY WITH A PASS FROM AN ADMINISTRATOR.**

The right is reserved to search an automobile when there is reason to believe a violation of school regulations has occurred. If a student's vehicle is vandalized or if student's have articles stolen from their vehicles, a report to the campus officer should be made immediately. A stolen property report should also be filled out. A report will be filed with the Cobb County Police Department for follow up.

***Driver's License***

Georgia law requires both license and permit applicants to provide proof of school enrollment (attendance). License applicants must also provide the ADAP certificate.

***Driving Privilege***

In accordance with O.C.G.A. 40-5-22, Cobb County Schools are required to report to the Department of Driver Services any student who has dropped out of school without graduating and has remained out of school for ten consecutive school days; has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or has been suspended from school for threatening, striking, or causing bodily harm to a teacher or other school personnel; possession of or sale of drugs or alcohol on school property; possession of or use of a weapon on school property, any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. Upon receipt of such report, the Department of Driver Services shall notify (by certified mail or statutory overnight delivery) any minor (between the ages of 14 and 18) who has been issued an instruction permit or driver's license that such minor's instruction permit or driver's license is suspended for one year or until the minor's eighteenth birthday, whichever comes first.

### ***Driver's Education***

The Marietta/Cobb Driver's Education program is a combined program of the Marietta City and Cobb County school systems and operated through Marietta Community School. The program consists of 30 hours of classroom and 6 hours of behind-the wheel instruction designed to teach new drivers fundamental skills and basic knowledge about driving a motor vehicle. The program curriculum and instructors are approved and licensed by the Department of Driver Services.

Classes are taught year round at Marietta High School and various Cobb County high schools. Exact dates, locations, cost, and registration information may be obtained at [www.mariettacommunityschool.com](http://www.mariettacommunityschool.com). Follow the link to Driver's Education.

### ***Bus Conduct***

**Maintaining proper conduct while on the school bus shall be the responsibility of the student. Students will observe the same code of conduct as they would on the school campus. Serious or continued misconduct will result in disciplinary action which may include suspension from the bus.** Students must board the bus at their **assigned** stop. **DO NOT CROSS SEVERAL LANES OF TRAFFIC** as a short-cut to another bus stop.

In accordance with Cobb County policy, students may be transported from and returned to their residences only. Students who need to ride a bus other than their assigned bus **must bring a note from a parent with a phone number to Attendance before 12:00 P.M.** on the day the change is needed. In addition to the phone number of the parent, include the following information in the note: student's name, date of change, and name of the student where the rider will be a guest. If parent cannot be reached, student may NOT change buses. **NO PASSES will be issued at dismissal.** Bus changes will only be granted for childcare or academic purposes. Students may not ride a middle school or elementary school bus to or from school. **IF YOUR BUS IS LATE TO SCHOOL**, you must enter through the doors of the front lobby in order to obtain a **LATE BUS PASS** from Admin I. Your tardy will be counted as an unexcused tardy to class if you do not present a late bus pass to your teacher in a timely manner.

## **VI. EXTRACURRICULAR ACTIVITIES**

Students are encouraged to take an active part in student clubs and organizations. Wheeler High School offers a wide variety of clubs and activities that are as diverse as the interests of our students. Only clubs and organizations that do not discriminate based on race, color, national origin, and religious affiliation will be chartered by the Principal. All approved organizations must be registered with the appropriate administrator and have a faculty sponsor. A staff member must be present at all meetings and activities. All club activities, including fundraisers, must be scheduled with the administrator at least two weeks prior to the event. Fundraisers must be approved. A list of clubs and activities can be found here and on Wheeler's website at [www.wheelerhigh.com](http://www.wheelerhigh.com).







## ***Fundraising***

Policies JKA and JKB govern fundraising activities. Commitment to raise funds cannot and must not be made to students, parents, vendors, etc. until approval has been received from an administrator in charge. All fundraising activities must be requested in writing on the appropriate form and approved by the administrator in charge of fundraising/clubs. No sales may take place during class time. At such events such as dances, students may be requested to show identification. **School regulations and disciplinary actions apply to all extracurricular functions.** All special events must be approved and scheduled at least two weeks in advance.

## ***Participation in Extracurricular Activities***

State Board Policy and Cobb County Board of Education Policy require that students who participate in extracurricular activities meet certain eligibility requirements.

To be eligible for participation, a student must:

1. pass three subjects the semester preceding participation;
2. be enrolled in at least 3 classes which offer at least 3 credits toward graduation; and
3. be on-track for graduation as follows:
  - earned 5 units at the beginning of the 2nd year
  - earned 10 units at the beginning of the 3rd year
  - earned 16 units at the beginning of the 4th year
4. if student enrolls in 3 classes (minimum day), all 3 classes must be passed to continue extracurricular participation

Additionally, students who participate in extracurricular activities are expected to display exemplary behavior. Chronic and/or severe discipline problems will result in students being ineligible for class office or to serve as an officer in an extracurricular club.

A student who uses or possesses illegal drugs or alcohol on or off school property shall be suspended from interscholastic/extracurricular activities in compliance with Cobb County School Administrative Rule JJICA. A student who is arrested for, or charged with, a misdemeanor involving moral turpitude or a felony shall be automatically suspended from interscholastic/extracurricular activities. The student shall remain suspended from these activities until such time as the matter is resolved in favor of the student.

The Cobb County Board of Education recognizes the significance of extracurricular activities at the high school level. In order to assure that students' participation in these activities is in line with their progress toward high school graduation, the following standards shall be observed for student participation in all high school extracurricular activities. (For the purpose of this policy, extracurricular activities include athletic and competitive teams

sanctioned by the Georgia High School Association at the 9<sup>th</sup>, JV, & V levels and groups defined by the Georgia High School Association including cheerleading, debate, and one-act play.)

- A. Students must meet all academic eligibility requirements as outlined under “Guidelines for Participation in Extracurricular Activities.”
- B. Students who wish to participate on an athletic team must have a physical exam performed by a licensed physician prior to participation. This exam must be dated after April 1 of the preceding school year. Students must also submit proof of adequate insurance coverage.
- C. Students are not eligible to participate in a GHSA-sanctioned activity after their eighth semester in high school.

### ***Drug/Alcohol Policy Governing Extracurricular Activities***

In order to provide consistency and fairness in dealing with students involved in extracurricular activities who violate the drug and alcohol policy, we will follow the Cobb County School Administrative Rule JJICA. Students participating in any athletic program may be dismissed by their coach if they have been involved in substance use.

### ***National Honor Society***

NHS recognizes and encourages academic achievement while striving for ideals in leadership, character, honor, and service. Students are selected for membership in the spring of their junior year on the basis of GPA, character, and participation in extracurricular activities. The GPA requirement is a 4.00. Certain disciplinary offenses, occurring at any time during a student’s high school career, may exclude him or her from consideration. These include, but are not limited to: academic dishonesty, insubordination, skipping/truancy, fighting, forgery, and other inappropriate actions leading to ISS or OSS.

### ***Student Council Officers***

President: Peter Moot

1st Vice President: Chandni Duphare

2nd Vice President: Niya McCray

Secretary: Andrea Ousley

## **2009-2010 Athletic Teams at Wheeler**

### **Baseball**

Dave McDonald      Head  
 Jason Borcharding    Asst.  
 Jeff Milton            Asst.  
 Shane McFayden      Asst.

### **Basketball**

Doug Lipscomb      Head Boys  
 Mario Mayes          JV  
                                   9<sup>th</sup>  
 Nathan Stark         Head Girls  
 Tiffany Stark         JV  
 Joel Howell            9<sup>th</sup>

### **Cheerleading**

Alex Marsh            Varsity  
 Kristen Schloemer    Varsity  
 Jacqueline Burnett-Brown JV  
 Chrissy Young        9<sup>th</sup>

### **Cross Country**

Jeff Townsend        Head  
                                   Asst.

### **Football**

Tom Flugham          Head  
  
 Jerry Mahon            Asst.  
 Shane McFayden      Asst.  
 Ryan Broome          Asst.  
 Bubba Brocard        Asst.  
 John Brocard         Comm. Cch.  
 Blan Jordan            Comm. Cch.

### **Golf**

Gary Ravenscroft    Boys  
 Jerry Mahon            Girls

### **Lacrosse**

Bubba Brocard        Head Boys  
                                   JV  
 Joel Howell            Head Girls  
 Chrissy Young        Asst.

### **Soccer**

Tom Russell            Head Boys  
 Sergio Corvalan      JV  
 Ryan Broome          Head Girls  
 Giselle Concalves    JV

### **Softball (Fast Pitch)**

Jeff Milton             Head  
 Vicki Massey          Asst.

### **Swimming**

Richard Tavernaro    Head  
 Michelle Colasurdo    Asst.  
 Cameron Ward        Asst.

### **Tennis**

Rob Case                Boys  
 Jenny Boucher         Girls

### **Track**

                                  Head Boys  
 Kristin Colasurdo    Asst.  
                                   Head Girls  
                                   Asst.

### **Volleyball**

Chris Shields         Head  
                                   Asst.

### **Wrestling**

David Lockhart        Head  
 Oren Williams        Asst.

See [www.wheelerhigh.com](http://www.wheelerhigh.com) for a list of athletic teams and schedules.

### **Conduct at Athletic Events**

Good sportsmanship is important to Wheeler's athletic program. Student fans represent Wheeler as much as the athletes do and are responsible for much of the school's reputation. Support your team enthusiastically, but consider the other team's players and fans. Applaud fine play and good sportsmanship by both teams. Remember, extracurricular activities are an extension of the school day, and students must comply with all school behavior policies. We take much pride in our tradition of excelling on all fields of competition and in showing good sportsmanship. Let's continue this fine tradition.

## **VII. DRESS CODE**

Students should maintain the level of personal hygiene and safety necessary to ensure a healthy school environment and should not wear anything that might distract from classroom instruction or contribute to the disruption of the normal function of the school. Wheeler complies with the CCSD dress code policies.

### **The following types of clothing are considered inappropriate at Wheeler:**

1. Shorts and skirts (including over leggings) that are too short. At a minimum, clothing must be no shorter than five inches above the knee.
2. The outer layer of pants must be worn so as to cover ALL undergarments and or other layers of clothing.
3. Hats, caps, or other head coverings including bandannas and "do-rags" worn in the building from the time a student enters the building until 3:25 PM. **ALL HEAD COVERINGS WILL BE CONFISCATED AND HELD UNTIL THE END OF THE YEAR.**
4. Pants with holes above the knee. Holes below the knee may be no larger than the size of a hand.
5. Pajamas (unless on spirit days), boxer shorts, cut-off sweat pants, slippers, or going without shoes.
6. Spandex shorts or leggings worn alone or without outer garment of appropriate length (see #1 above).
7. Shirts or blouses that expose the midriff, chest, shoulders or back, "see-through" garments.
8. Clothing which advertises alcohol or substances illegal for minors or which displays suggestive phrases, designs, markings, or profanities.
9. Tank tops with straps less than two inches wide, strapless tops, spaghetti-strapped tops which expose chest, shoulders, or back.
10. Shirts or blouses with elongated arm opening or opened in the front or sides without an undershirt.
11. Exposed underwear; chains attached to pants, belts, or wallets; excessively long or heavy neck chains (see Weapons policy).
12. Clothing that displays weapons, violence, gang affiliations, or other logos that cause dissension.

**\*\* The interpretation of acceptable dress will be made by school officials.** Students judged to be inappropriately dressed will be allowed to change clothes, to call home for someone to bring a change of clothes or to get permission to go home to change and return to school. If none of the above is possible, the student may change into “scrubs” available in Attendance. If the inappropriate dress is not corrected, the student will go to ISS the remainder of the day. **Missed classes will be unexcused.** Repeat offenses will result in disciplinary action.

1<sup>st</sup> offense – warning; clothing change required; documentation in SchoolMax

2<sup>nd</sup> offense – Saturday School

3<sup>rd</sup> offense – ISS

Violations of categories 2, 11, or 12 may result in more serious consequences.

## VIII. LUNCH AND BREAKFAST

Wheeler uses a computer system in the cafeteria that allows parents to pay in advance for student lunches by contacting 1-866-210-3679 or [www.mealpayplus.com](http://www.mealpayplus.com). Students or parents may put money in their accounts at any time. Students must memorize their 6- or 7-digit Cobb County ID number (not the student’s Social Security Number) and should NOT SHARE THEIR ID NUMBERS WITH ANY OTHER STUDENT.

The price of the student lunch is \$1.85 (subject to change). Additional milk may be purchased for \$.50. Extra food will be sold as cash only sales. The price of the student breakfast is \$1.00 (subject to change). Students may apply for free or reduced lunch or breakfast on the FREE OR REDUCED PRICE LUNCH APPLICATION FORM given to them in their student folders or from the lunchroom staff. Return the form to the lunchroom manager.

**Students must stay in the cafeteria or on the student patio or deck within the fenced area unless they have written permission to leave. FOOD MAY NOT BE TAKEN OUT OF THESE AREAS.**

## IX. CLINIC

Students needing minor attention should report to the nurse in Admin III.

### Medications and Health Care at School

#### 1. Does the school provide medications?

No, the school does not provide medication. Medication must be brought to the front office or school clinic by the parent/guardian. An “Authorization to Administer” medication form must be completed.

#### 2. May the parent/guardian bring and give medications to their student?

Yes, a parent/guardian may come to school and give her or his child medication. Appropriate visitor sign-in procedures should be followed.

**3. Where can I find authorization forms?**

Authorization forms are found in the front office, school clinic, or online. Forms are available online at [www.cobbk12.org](http://www.cobbk12.org). Locate “Superintendent” on the left hand side of the page, and then click on “Administrative Rules.” Click on Section “J-Students.” Find Administrative Rule JLCD (Student Welfare: Medication). Click on the Form needed.

**4. Why do I need a doctor's note for adult strength over-the-counter medication when my doctor has told me this is appropriate for my student's weight (or condition)?**

The school nurse wants to protect your child and must follow guidelines for dosage recommended by the manufacturer.

**5. Why do medications have to be in the original container?**

The original container provides information from the manufacturer about over-the-counter medications, including the name of the medication, the proper dose, how the medication should be given, how often the medication can be given, possible side effects, and when the medication is no longer effective (an expiration date).

The original prescription container includes the name of the medication, the patient's name, the prescribing doctor, the proper dose, how and when it should be given, how long the medication should be given, when the medication expires, and the pharmacy where the medication was purchased.

All of this information is necessary for the school nurse to administer medication in a safe manner.

**6. What if my child's medication or dosage changes?**

Parents/guardians must inform the school nurse of any medication changes. New medication or different doses will not be given unless the parent completes a new medication form. The information on the prescription bottle label must match the new consent form.

**7. Can my child take herbal medication at school?**

No. Over-the-counter diet pills, vitamins, dietary supplements, including minerals or herbs will not be given.

**8. May my child carry cough drops at school?**

All students may carry cough drops and throat lozenges as long as an “Over-The-Counter Medication Permission” form is completed and the school nurse has the original completed form on file. The student should carry a copy of the form with the medication. The medication must be kept in the original container.

**9. May my child carry over-the-counter medication at school?**

Middle and high school students (grades 6-12) may carry certain over-the-counter medications: ibuprofen (i.e.: Advil, Motrin, Midol), acetaminophen (Tylenol), aspirin, antacids, cough drops and throat lozenges with a completed

“Over-the-Counter Medication Permission Form” on file in the clinic. The student should carry a copy of the form with the medication. The medication must be kept in the original container.

**10. Can my child carry his asthma inhaler at school?**

Yes, students may carry inhalers, Epi-pens or insulin with a completed “Authorization for Student to Carry a Prescription Inhaler, Epi-pen or Insulin” form on file in the clinic.

**11. Why is there a place for the health care provider to sign the authorization form for my child to carry their inhaler at school?**

The health care provider’s signature indicates that your child has been instructed on the proper use of their inhaler and that your child is responsible for administering it to himself/herself without supervision. The form can be faxed to the doctor and then faxed back to the individual school nurse.

**12. Why do I have to have a prescription label on the inhaler?**

The prescription on the inhaler includes the child’s name, how often it is to be used and what dose is appropriate for your child. It is difficult to keep the label directly on the inhaler. You can write your child’s name on the inhaler and bring the labeled prescription box to the school nurse.

**13. If my child is sick, why can’t I bring the medicine and send her or him back to class?**

You can, **unless** your child has a fever, vomiting, two episodes of diarrhea, a rash that may be contagious, or any other condition that the school nurse or administrator believe may be contagious or disruptive to the class or teacher.

**14. If I give my child Tylenol for a fever, can I still send them to school?**

If the fever is more than 100.9 degrees F before you give her or him Tylenol, then your child cannot come to school. Your child may return to school when his/her temperature is below 101 degrees F without Tylenol or any other fever reducing medication for 24 hours, if s/he feels well and is not showing any signs of illness.

**15. If I give my child Tylenol for aches and pains, can I still send her or him to school?**

Your child is welcome at school while taking Tylenol and any other over-the-counter medication for an injury, dental work, etc. However, if the medication is for a sore throat, earache or flu-like symptoms, please keep her/him at home.

**16. Why can’t I put medicine in my child’s lunch box if he/she has to take medicine at lunch?**

Medication in a lunch box could be lost or taken by another child. If a staff member found the medication it could be considered an illegal drug with consequences according to the Code of Conduct. Medications must be brought

to the front office or school clinic by parents/guardians the original and properly labeled container.

**17. If I treat my child for lice can I send them back to school the same day?**

Yes. Please bring your child back to the school nurse to be rechecked.

**18. Why do I have to bring in a box top to verify lice treatment?**

A box top from the product provides the school nurse with the type of treatment that was used and confirms that treatment was provided for the child since a prescription is not necessary for treatment of head lice.

**19. How much time do I have to get to the school if the nurse calls me to pick up my child because he's sick?**

You or a person you designate should arrive within one hour of being called. Most school clinics have an area where your child can rest for a short period of time. You or a person you designate, must arrive within 15 minutes if your child has a fever of 104 degrees F or higher. Otherwise, 911 will be called.

**20. How long will my child's over-the-counter medication be given at school?**

Over-the-counter medication may be given with parent/guardian permission as needed throughout the school year. A doctor's note is required for over-the-counter medication that is given for more than 10 consecutive school days.

**21. What happens to my child's medication at the end of the school year?**

All medications not picked-up by parents by the last day of school will be destroyed.

## **X. STUDENT BEHAVIOR AND CONSEQUENCES**

The faculty and students of Wheeler are a community of people working together. In order to accomplish our goals, we must treat each other with mutual respect and adhere to established expectations of behavior.

### ***Behavior in the Classroom***

Students are expected to arrive for each class on time and remain attentive, respectful, and on-task throughout the entire class period. Only by following the simple rules listed below can we ensure that the classroom atmosphere remains conducive to learning.

- I. Show respect for your teachers and other students:
  - A. Be on time for school and class.
  - B. Do not interrupt instruction (beating on desks, humming, singing, blurting out, talking to others during instruction, or making other inappropriate noises or gestures.)

- C. Ask permission to leave your seat.
  - D. Keep your head up during instruction and remaining attentive. Do not sleep in class.
  - E. Leave the personal belongings of others alone.
  - F. Respect the opinions of others by avoiding inappropriate personal attacks.
- II. Show respect for school property and the classroom environment:
- A. Dress appropriately for school (see “Dress Code”).
  - B. Keep cell phones, headphones and CD player or I-Pod in your locker or at home.
  - C. Do not deface desks, bulletin boards, or walls.
  - D. **DO NOT BRING FOOD OR DRINK INTO ANY CLASSROOM WITHOUT THE TEACHER’S PERMISSION.**

**Follow all classroom rules outlined by your teacher.**

### ***Cheating Policy***

The following are considered scholastic dishonesty in schoolwork and will be disciplined:

- A. Taking information of any form into a test situation for the purpose of responding to test items
- B. Plagiarism – Using the ideas or words of others without proper documentation
- C. Copying the work of others when the copied material will count as part of the semester grade. This includes the copying of computer disks.
- D. Communicating test information to others in or out of class
- E. Taking test questions (complete test, answer key, teacher’s edition) to provide assistance in later test situations
- F. Selling, buying, or using papers written by another party
- G. Talking, communicating, or displaying cell phone during testing

#### **Disciplinary procedures when cheating is discovered:**

- A. Individual teacher handles situations A, B, C, D and G above. Mandatory actions by teachers will include the following:
  - 1. Assignment of a zero for that particular grade
  - 2. Teacher/student conference
  - 3. Parent notification
  - 4. Misconduct form to be filed in student’s disciplinary file
- B. Teacher refers situations E and F to the appropriate administrator. Disciplinary action will include the following:
  - 1. Assignment of a zero for that particular grade
  - 2. Student/administrator conference
  - 3. Teacher/parent conference
  - 4. Assignment to ISS for a minimum of two days

Once a cheating incident has occurred and the teacher has discussed the matter with the student, the teacher should refer the student to the appropriate administrator so that it can be determined if a previous cheating incident has occurred. After the first offense, all subsequent offenses must be directed immediately to the appropriate administrator for action. National Honor Society and other organizations do not allow membership by students who have cheated. Incidents of cheating are cumulative over the student's high school enrollment.

### ***Computer Related Discipline Consequences***

A student who uses a computer to violate a discipline rule will FIRST receive the normal consequences for that violation. For example, students who are insubordinate in their use of a computer will receive the consequence for insubordination. Students will ALSO lose their computer privileges for a time:

- 1<sup>st</sup> violation – minor: two weeks; major: two semesters
- 2<sup>nd</sup> violation – minor: one month; major: permanent loss of privileges
- 3<sup>rd</sup> violation – minor: remainder of school year

### ***Behavior in the Cafeteria***

Students are expected to display appropriate behavior in the cafeteria. Lunch is a class that students must attend in the cafeteria or on the patio. These guidelines should be followed:

1. Do not cut in line.
2. Dispose of trash in garbage cans.
3. Do not take food or drinks **outside** the cafeteria and lunch area.
4. Students may not leave the campus during lunch.

### ***Class Tardies***

Tardiness to class is a disruption of instructional time.

**The consequences for unexcused tardies will be the following:**

**5- Sat School or 1 day of ISS**

**8- 2 days of ISS**

**11- 3 days of ISS**

**14- 4 days of ISS**

**17- 5 days of ISS**

**\*\*\*more than 17- 5 days of ISS for each 3rd tardy after 17 (20, 23 ,26,etc.)**

### ***Cell Phones, Pagers, Signaling Devices***

**Students shall not use, display, or turn on cellular phones, communication beepers, video phones, pagers, or electronic devices during the regular school day, including instructional class time, class change time, and lunch.** No such devices may be used at any time on school-operated vehicles, including

buses. If these devices are **visible, used or heard**, a discipline referral will result. See Infraction Guideline W.

### ***Headphones/Electronics***

Headphones, I-Pods, CD players, MP3 players, and other electronic devices may not be used between 8:25-3:25. **Students shall not use, display, or turn on cellular phones, communication beepers, video phones, pagers, or electronic devices during the regular school day, including instructional class time, class change time, and lunch.** No such devices may be used at any time on school-operated vehicles, including buses. If these devices are **visible, used or heard**, a discipline referral will result. See Infraction Guideline W.

**The school is not responsible for lost or stolen items.**

### ***Disciplinary Measures for General Misconduct***

Students receive a current copy of the JCDA Student Code of Conduct in the Cobb County School District Parent Information Guide during the first week in school. Parents may also find the JCDA-H Student Code of Conduct online at [www.cobbk12.org](http://www.cobbk12.org).

Disciplinary actions taken for misconduct are progressive in nature and will be determined by the appropriate administrator based on the circumstances of the specific infraction and the student's previous disciplinary conduct. If a student is in the company of someone who is in violation of a behavioral policy, that student may be treated as if s/he is in violation of the policy. These rules apply 24/7, 365 days a year, when/where a Wheeler student represents Wheeler. A general guideline of disciplinary actions follows. These rules are found at [www.cobbk12.org](http://www.cobbk12.org) under Administrative Rule JCDA-H.

Parents and guardians are encouraged to discuss with their children the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### ***Infraction Guidelines***

- A. Possession of a Weapon ( See Policy JCDA-H)  
Police will be involved for the above behavior.
- B. Drugs Alcohol - Possession or Consumption (Policy JCDA-H)  
1<sup>st</sup> – Minimum ten days OSS  
Police will be involved for the above behavior.
- C. Fighting (for any fight, a recommendation for expulsion is possible.)  
1<sup>st</sup> - Five to ten days OSS / parent notification  
2<sup>nd</sup> – Ten days OSS; Referral to AEP  
Police will be involved for the above behavior, and the students involved will be searched. A parent conference may be required before a student returns to classes.
- D. Threatening Faculty / Staff Member  
1<sup>st</sup> - Three to ten days OSS / parent notification

- 2<sup>nd</sup> - Five to ten days OSS / possible referral to AEP
- 3<sup>rd</sup> - Recommendation for expulsion; referral to local law authorities.

**Police charges could be filed for the above behaviors A-D.**

- E. Tobacco- Possession or Use (Policy JCDA)
- 1<sup>st</sup> - Two days OSS
- 2<sup>nd</sup> - Three days OSS
- 3<sup>rd</sup> - Five days OSS.
- Violations for A-E above are cumulative throughout high school career.**
- F. Stealing
  - Minor - Three days ISS with restitution
  - Major or repeat offenses – Three to ten days OSS with restitution and referral to AEP
- G. Tampering With or Destruction of School Property
  - 1<sup>st</sup> - Two to five days OSS and restitution
  - 2<sup>nd</sup> - Five to ten days OSS and restitution and referral to AEP
- H. Violation of Dress Code (see also page 33)
  - 1<sup>st</sup> - Students will be allowed to change clothes, to call home for someone to bring a change of clothes, or for permission to go home to change clothes and return to school. Students may also change into “scrubs” available in Attendance. **Classes missed will be unexcused.** Students will be readmitted to class only with a pass from an administrator. **Students who do not change will be supervised in ISS for the remainder of the day.**
  - 2<sup>nd</sup> - One day Saturday School/ISS
  - 3<sup>rd</sup> - ISS

**ADMINISTRATORS RESERVE THE RIGHT TO MAKE JUDGMENT REGARDING ANY ARTICLE OF DRESS.**

- I. Being on Another Campus during School Hours
  - 1<sup>st</sup> - Three days ISS
  - 2<sup>nd</sup> -Three days OSS
  - 3<sup>rd</sup> - Five days OSS
- J. Inappropriate or Profane/Vulgar Language
  - In classroom setting – up to three days ISS
  - Directed at student - Three to five days ISS
  - Directed to staff member - Three to five days OSS
- K. Forgery or Use of Forged Notes /Passes/Admit Slips
  - 1<sup>st</sup> - Two days ISS
  - 2<sup>nd</sup> - Five days ISS
- L. Giving False Information to Staff Member/hampering an investigation
  - 1st - Two days ISS (Giving false name)
  - 2nd - Three days ISS
  - 3<sup>rd</sup> – OSS / required parent conference

- M. Leaving Campus Without Permission
  - 1<sup>st</sup> – Two days ISS (parking revoked)
  - 2<sup>nd</sup> - Three days ISS
- N. Truancy
  - 1<sup>st</sup> - Two days ISS
  - 2<sup>nd</sup> - Three days ISS
  - 3<sup>rd</sup> - Three-ten days OSS and referral to social worker
- O. Cutting class (without leaving campus)
  - 1<sup>st</sup> - 1-2 days Saturday School/ISS
  - 2<sup>nd</sup> - Two days ISS
  - 3<sup>rd</sup> - Three days ISS
- P. Misuse of Hall Pass
  - 1<sup>st</sup> - Saturday School/ISS
  - 2<sup>nd</sup> - Two days ISS
- Q. Class Disruption (behavior which disrupts the learning environment, e.g. inappropriate noises, talking during instruction, out of seat)
  - 1<sup>st</sup> - Detention assigned by teacher. Teacher notifies parent.
  - 2<sup>nd</sup> - Detention/ Saturday School/ISS
  - 3<sup>rd</sup> - Two days ISS
  - NOTE: For severe cases, refer to Insubordination.
- R. Insubordination to Faculty/Staff (Rude, disrespectful behavior, e.g. arguing, talking back, refusing to comply with a request)
  - 1<sup>st</sup> - Two days ISS
  - 2<sup>nd</sup> - Three days ISS
  - 3<sup>rd</sup> - Three days OSS
- S. Confrontation/Intimidation of another student
  - 1<sup>st</sup> - Saturday School/ISS
  - 2<sup>nd</sup> - Five days ISS
  - 3<sup>rd</sup> - Three days OSS
  - 4<sup>th</sup> - Assignment to AEP
- T. “Horseplay”: Physical Contact with another Student Which Is Disruptive in Class/Hall/Cafeteria /Buses (i.e. slapping, wrestling, hitting, throwing objects, etc.)
  - 1<sup>st</sup> - Saturday School/ISS
  - 2<sup>nd</sup> - Two days ISS
  - 3<sup>rd</sup> - Five days ISS
- U. Bus Disruptions
  - 1<sup>st</sup> - Admin. Warning / ten days suspension from bus
  - 2<sup>nd</sup> - Two days ISS
  - 3<sup>rd</sup> - Three days OSS

- V. Cafeteria disruption (including leaving trash)
  - Minor - lunch work detail up to ISS
  - Major - ISS up to OSS
- W. Cell phone, music player, Gameboy, etc. used or heard between 8:25 and 3:25
  - 1<sup>st</sup> - Saturday School/ISS
  - 2<sup>nd</sup> - ISS
  - 3<sup>rd</sup> - ISS or OSS
- X. Improper Check-In/Check-out
  - 1<sup>st</sup> - Saturday School/ISS
  - 2<sup>nd</sup> - Two days ISS
  - 3<sup>rd</sup> - Three days ISS
- Y. Public Display of Affection
  - 1<sup>st</sup> - Conference w/ student and notify parents
  - 2<sup>nd</sup> - Two days ISS - Notify parent
  - 3<sup>rd</sup> - Three days OSS
- Z. Unexcused tardies result in disciplinary action.
  - See handbook for details.
- AA. Running from a school official
  - 1<sup>st</sup> - Three to five days OSS
- BB. Sexual Harassment
  - 1<sup>st</sup> - up to 10 days OSS
- CC. In a Restricted Area -(Definition: wrong place – wrong time)
  - 1<sup>st</sup> - Saturday School/ISS.
  - 2<sup>nd</sup> - Three to Five days ISS
- DD. Failure to give information to a staff member
  - 1<sup>st</sup> - ISS to OSS
- EE. Gambling
  - 1<sup>st</sup> - Three to five days ISS
  - 2<sup>nd</sup> - Three to ten days OSS
- FF. Cheating (See page 38.)
  - 1<sup>st</sup> - Zero for that particular grade; teacher notifies parent and administrator; possible exclusion from club membership; if student took test questions or sold or bought papers, minimum of 2 days ISS
  - 2<sup>nd</sup> - Zero for that particular grade; teacher notifies parent and administrator; minimum of 2 days of ISS

**Report School Violence Pronto (RSVP): 770-499-3911  
Confidential Phone Call!**

## ***Student Searches***

### **Cobb County School Administrative Rule JIH**

The Cobb County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner that ensures that students are not arbitrarily stripped of personal privacy. The principal of each school or his authorized representative possesses the authority to conduct inspection of students' lockers, articles carried upon their persons, and vehicles. Such search shall be based on a reasonable suspicion of the presence of deleterious items but not limited to bombs, handguns, or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, hidden noisemakers, and water guns.

In the event the search of a student's person, his personal possessions, his locker, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, local law enforcement authorities shall be notified so they may take appropriate action, in addition to administrative response.

## ***Teacher Detention***

During the first days of a semester, each student will receive oral or written orientation procedures from his teachers regarding detention policies. Each teacher may have his own guidelines, and it is the student's responsibility to abide by detention rules. Failure to serve a teacher detention will result in referral to an administrator. Saturday School or ISS may be given to the student who fails to serve a teacher given detention.

## ***Saturday School***

As a consequence of inappropriate student behavior, a local school may exercise the option of Saturday School for certain offenses. Implementation of this policy is governed by administrative regulations. A student assigned to Saturday School must report to the **front lobby of the school by 7:50 A.M. with his Saturday School contract signed by a parent. No student will be permitted to enter Saturday School after 8:00A.M.** He must also bring books and materials adequate for four hours of work.

If your student cannot attend Saturday School due to an emergency situation, please be sure to contact school and request to speak to the Saturday School Coordinator. If you need to contact the school after hours, please leave a message at 770-578-3266 x. 290. This message **MUST** be received prior to 8:00 A.M. on the Saturday of the Saturday School assignment or normal consequences for a no show to Saturday School will be imposed.

**Failure to attend Saturday School will result in two days Out-of-School Suspension.**

### ***In-School Suspension (ISS)***

In-School Suspension has been established as a measure to keep students in school while they are being disciplined for serious offenses. Strict state and county policies govern the ISS program, and the student is made aware of these prior to his reporting to ISS. Students are given the opportunity to obtain all class assignments before entering the ISS program, and that work must be returned to the teachers on the **first day** the student is back in class, or no credit will be granted. **Students cannot participate in school activities such as but not limited to: athletic events, club competitions, drama, band, chorus, or orchestra performances until the ISS assignment ends.**

A student will be removed from ISS after receiving 3 penalty demerits and subsequently suspended from ISS. Removal/suspension from ISS will result in Out-of-School suspension for the remainder of the ISS suspension plus 1 additional day and the loss of opportunity to make up classwork. To receive a full day's credit in ISS, the student must remain in ISS for the **entire** school day regardless of student schedule.

**In accordance with Cobb County policy, ISS CANNOT be assigned in place of suspension for the following:**

Weapons	Tobacco	Bomb threat
Alcohol/Drug Use	Fighting	False fire alarms

### ***Out-of-School Suspensions (OSS)***

Suspension is a very serious disciplinary action. It is the strongest statement the local school makes in expressing its displeasure with misbehavior. Suspended students (except those suspended from ISS) will be permitted to make up their work. All work will be due the day the student returns from suspension. Suspended students are not permitted on Wheeler campus or on any other Cobb County campus during their suspension. They are also not permitted to participate in or attend any extra-curricular events.

