

WHAT WHEELER PARENTS NEED TO KNOW

2008-09

770-578-3266

www.wheelerhigh.com

HELPFUL SOURCES FOR SCHOOL INFORMATION

Wheeler Enews - The “Wildcat Weekly” Enews is your best source of the most up to date Wheeler news. Sign up on the Wheeler website to receive this weekly email.

Student Handbook - contains the official policies regarding school. The Handbook is in the Student Planner and on the Wheeler website www.wheelerhigh.com. Replacements are available in Admin II for \$5.

Student Planner - All students are issued a Planner at the beginning of the school year and must carry it every day. The Planner has space for daily assignments and contains the Student Handbook & a school calendar on the back. Replacements are available in Admin II.

PTSA Calendar - A great source of information, available from Wheeler PTSA for \$5. It includes the whole year of Wheeler events; bell schedule; student attendance, grading, behavior, and participation policies; faculty and staff ; club and sports information; student government officers; PTSA officers and committees; Academic Booster Club programs; SAT & ACT dates; school store hours and prices.

Wheeler website – Wheelerhigh.com should be your main source of information. It contains information about academics, clubs, upcoming events, athletics, teacher contact information, the complete Student Handbook and more.

Cobb County Schools website - www.cobbk12.org has complete information on the school system.

“Preparing for Life After Wheeler High School” - A booklet by the Academic Booster Club. Has recommendations on what to do each year of high school including career and college planning resources, when to take the SAT, when to apply to colleges, etc. Distributed at Senior Night and College Night programs in the fall, additional copies in the Guidance Office. Information is also available on the club’s website at WheelerABC.org.

“High School Advisement/Career Planning Guide”— A publication by Cobb County Schools, available from Guidance during academic advisement. Details the requirements for graduation, has information on career planning, college and financial aid, NCAA Eligibility Standards, etc.

GETTING THROUGH THE SCHOOL DAY

School begins at 8:25 AM. Students go to their first period class each day. Homeroom is each Wednesday after first period. The building is open for students by 7:15 AM.

School ends at 3:25 PM. All students not supervised by a faculty member must leave the campus. There is no building attendant for re-entry after 4:00.

Lunch is \$1.85. A variety of a la carte items are available. Food may be bought with cash or a lunch account using the student’s school ID number or you can pay online through MealPay at www.wheelerhigh.com.

BELL SCHEDULES

<i>Regular Schedule</i>	<i>Wednesday (Homeroom Schedule)</i>
Period 1.... 8:25-10:02	Period 1 8:25-9:52
Period 2.... 10:08-11:38	Homeroom..... 9:58-10:14
Period 3.... 11:44-1:44	Period 2 10:20-11:46
Lunch A—11:44-12:14	Period 3 11:52-1:52
Lunch B—12:14-12:44	Lunch A—11:52-12:22
Lunch C—12:44-1:14	Lunch B—12:22-12:52
Lunch D—1:14-1:44	Lunch C—12:52-1:22
Period 4.... 1:50-3:25	Lunch D—1:22-1:52
	Period 4 1:58-3:25

(Slightly different bell schedules are followed on days of school assemblies and early release—see the Student Handbook.)

Busses—See the Student Handbook for bus policies. A student who wishes to ride home with another student on their bus should bring a permission note to Admin III the day before or in the morning with a contact phone number.

Medications — Parents (not students!) must deliver medication needed during the day to the school and complete an authorization form. Medicine must be stored in the original container with the name of patient, physician, drug, and dosage information. All medicine is kept in the Clinic. Students may carry certain over-the-counter medications with a note of permission form which is available in the clinic.

Dress code - See details in the Student Handbook or PTSA Calendar (guideline for shorts and skirts is no more than 5” above the knee). Students in violation of dress code must change clothes, contact home to obtain clothes or be issued appropriate clothing to wear for the day.

Phone use and Cell phones - **Students may not use cell phones** in rooms or halls any time during the school day, including lunch. Students who become ill should obtain a pass to the Clinic in order to contact parents or guardians. Students who must make other phone calls during the day should obtain a pass from a teacher and use the phone in the Attendance Office.

Early release days— Cobb County schools schedule 4 early release days are on 9/16, 10/15, 2/4, 3/3 for staff development. Students are dismissed two hours early (1:25 PM). Bus service is provided.

School Closing— In case of inclement weather, tune in to one of the following media sources for school closing information: Television: WSB (Ch. 2), WAGA (Ch. 5), WXIA (Ch. 11), WGCL (Ch. 46); Radio: AM - WGST-640, WSB-750, WAZX-1550, FM - STAR-94.1, WFOX-97.1, WKHX-101.5, WYAY-106.7.

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ABSENCE/TARDY/EARLY DISMISSAL

Attendance at school is vital! Studies show that student presence in the classroom is a major factor in their performance. Encourage your student to be in class every day. Remind them of Wheeler's Attendance Incentive Program—students with two or fewer excused absences may exempt one final of the classes where they have a "B" average or above! (Some classes are exempt, check for details.)
Contact Geri Gagat in the Attendance Office with any attendance concerns. She will be happy to work with you.

ALWAYS KEEP THE SCHOOL UP-TO-DATE ON YOUR CONTACT INFORMATION!

Whenever your phone number - home, business, cell, beeper - or address changes, send the new information to the Attendance Office right away. Be sure you list at least one other person who can pick up your student or give permission for them to leave, and keep their phone number(s) current, too!

Magnet Students need to notify Attendance and Mary McGinnis in the Magnet office of any phone number or address changes.

STUDENTS MAY NOT LEAVE DURING THE DAY UNTIL THE SCHOOL CONTACTS A PARENT/GUARDIAN OR PERSON ON HIS/HER EMERGENCY CONTACT SHEET.

A student is not considered present for the day unless they remain until at least 11:45 AM.

ABSENCES

When a student has been absent he/she must bring a written statement from a parent/guardian **within 2 days** of returning 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 this statement is not brought, zeroes will be given for all work missed. The student has **two school days** to clear an absence.

Absence is excused by state law for the following reasons:

- Personal **illness**
- **Death** or severe illness in the immediate family
- Recognized **religious holidays** observed by the student's faith
- Government-related excuses: absence for **court appearance** or otherwise mandated by order of governmental agencies
- Conditions which render school attendance impossible or hazardous to the student's health or safety.

Absences are also excused for **medical appointments**.

Students may request approval for a personal/family "field trip" such as a **college visit** where absence is unexcused but work may be made up. Contact the Attendance Office a few days in advance.

When a student is absent or tardy the school's automatic phone system calls the home with a recorded message. If you have any question about your student's attendance status, please call the Attendance Office.

TARDY, LATE ARRIVAL

All students who are 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

EARLY DISMISSAL

Students may not leave until a parent/guardian or a person on the student's emergency list is contacted by the Attendance Office.

Please try to avoid having students leave between 3:00-3:25.

Parents should send a note with the student who should bring it to the Attendance Office in the morning. The note should contain:

- Student and parent's full name and time the student should leave
- A phone number where a parent or guardian may be contacted by the Attendance Office **before** the time the student is to leave.
- Reason for leaving. Absence from remaining classes is excused or unexcused according to the policies stated.
- Who will pick up the student, or if the student is driving himself.

The Attendance Office calls to verify the note, then a dismissal slip is written. If a student leaves without a dismissal slip, disciplinary action will be taken.

If an early dismissal note is submitted to Attendance in the morning, the student will be waiting in the Attendance Office for parent pickup. If a note is not submitted in advance, the person who is picking up the student comes to the Attendance Office and must show ID. The student will then be called from class to Attendance. Be sure to arrive in time to **allow 10 to 15 minutes** for the student be released.

If the student is driving himself, he may pick up the dismissal slip between classes and be released at the time on the slip by the classroom teacher.

Students who become ill while at school should obtain a teacher's pass to go the clinic. Here they may obtain permission to go home if appropriate. They will then sign out through the Attendance Office.

RETURNING TO SCHOOL

When a student returns to school after an early dismissal, he/she must sign in through the Attendance Office and then proceed to class.

CLASSROOMS, OFFICES, AND ADMINISTRATORS

Room Locations

- 00'sAnnex building (behind Old Gym)
- LLLower level of the rear main building
- 100'sFirst floor of main building
- 200'sSecond (top) floor of main building
- 300'sMultipurpose building ("old church")
- 400'sNew science building
- 500'sCoker building (math/science/technology)
- 600'sMusic building

Admin I - The main office, located on the right on entering the front lobby. In this office are Mr. Thayer, Principal; Ms. Wentworth, Asst. Principal in charge of curriculum; Judy Collins, Receptionist; Mary Brettner, School Secretary; Pari Payne, Bookkeeper, and Susan Searle, School Max Clerk. This office is for visitor sign-in and general information.

Admin II - Located in the middle of the building between rooms 131 and 132. In this office are Peter Giles, Asst. Administrator responsible for sophomore discipline A-L and Athletic Director; Mark Trachtenbroit, Asst. Administrator responsible for sophomore discipline M-Z, clubs, fundraisers, text books and the master calendar; Dennis Moore, Campus Security Officer; Yvonne Losner, Admin II Clerk. This office takes care of all parking issues and all student fines.

Admin III - Houses Millie Threeton, Assistant Principal, responsible for senior discipline, graduation, Partners in Education & Senior Projects. This office contains the Clinic, **Lost and Found**, and the copy center. This office takes care of issues regarding busses.

Admin IV - is in the Music Building and houses Phillip Love, Assistant Administrator, responsible for freshmen discipline, bus coordinator, & lockers

Admin V - is in the new Science Building and houses Dr. Chuck Braddock, Assistant Principal, responsible for junior discipline & testing

Attendance Office - Located near the front of the school by the cafeteria. The Attendance office is staffed by Geri Gagat. This office takes care of student attendance, absences, early dismissal, withdrawals and address/contact info changes. Students who leave and/or return during the day must check out/in here.

Guidance Office - Located on the left on entering the front lobby. Students are assigned to guidance counselors alphabetically by last name:

A-F: Ms. Corell S-Z & Magnet N-Z: Mr. Tavernaro
G-N: Ms. Edwards Magnet A-M: Ms. Suttles
O-R: Ms. Schloemer ESOL & AVID: Ms. Schloemer

This office handles student registration, transcripts, make-up work for extended absences (allow 24 hours to get assignments), academic advisement, testing information, college and career planning information and applications, HOPE and other scholarships. **College Corner** is located here, open 8 AM to 4 PM. It has a wide collection of college and financial aid information.

Clinic - Located in Admin III and staffed by School Nurse, Patricia Hough. Students who become ill during the day should obtain a pass to the Clinic. Permission may be given here to go home if appropriate. All student medications are kept here (see policies).

Magnet Program Office - Located in the Coker Magnet building, upper level. In this building are Gregg Farmer, Magnet Coordinator, Cathie Banks, Magnet Academic Coordinator, Gale Suttles & Richard Tavernaro, Magnet Counselors & Mary McGinnis, Receptionist.

"Wheeler Dealer" School Store - located near Admin II and open every M/W/F 7:50-8:20 AM. The store has school supplies at low prices, plus a selection of Wheeler spirit items. The store is operated by PTSA volunteers

DRIVING AND PARKING FOR STUDENTS AND VISITORS

Visitors may park in the front parking lot bus lanes (yellow diagonal lines) until 2:30 PM. Please move from the front lot by 2:30 to make room for arriving busses. The numbered parking slots (white lines) are for teachers.

Student parking - limited parking is available. Watch carefully for application deadlines each semester. Juniors and Seniors may park only in the numbered space assigned to them and not on the streets in neighborhoods around the school. A few one-day permits are available at \$1 (5 days max per semester) - see Ms. Collins, Admin I.

Report accidents, parking violations, and vandalism and thefts on campus to Officer Dennis Moore in Admin II.

Driver's Ed - No driver training course is offered at Wheeler. Marietta Community Schools offers driver education year-round at several schools in Cobb County—contact them at 770-429-3170, website www.mariettacommunityschool.com. Many private firms offer training as well.

Certificate of Attendance - This certificate is required to obtain both a driver's license and a learner's permit. Certificates are available from the Attendance Office for a \$2 fee (please allow 48 hours for completion) and are good for 30 days only. Certificates of Attendance will not be issued to students with 10 or more unexcused absences, per Georgia law. The Attendance Office is not open during holidays or the summer, so students applying for a permit or a license during a break should be sure to get their certificate before then!

ADAP - This is a state Alcohol and Drug Awareness Program which must be completed by persons under 18 to obtain a Georgia driver's license (not the learner's permit). The program is offered free to freshmen during finals week in December. Completion cards may be picked up from the Front Office during spring semester.

ACADEMICS

Report Cards - Progress reports are distributed to students at the first and second six weeks periods (Sep. 26, Nov. 10, Feb. 23, Apr. 17). First semester grades will be distributed to students Jan. 9. Second semester grades will be mailed home May 29.

Contacting teachers - The best way to contact a teacher is through email & blog posts. All email addresses and links to individual websites & blogs are available on the Wheeler website under Academics / Faculty pages. Teachers may also be contacted by a note or by phone.

Open House - A joint PTSA and school evening Open House is held each semester (August 26 & January 22). Parents may follow their student's schedule and meet their teachers.

Academic advisement - Guidance holds annual conferences to plan a student's course selections. Freshman and Junior conferences are held during school for students (parents are encouraged to attend if at all possible). Letters are mailed to families with conference times (Juniors in the fall and Freshmen in the spring). Sophomores have advisement in class in the spring and should bring home a copy of the study plan.

Pinnacle Internet viewer (PIV) - Beginning Monday, August 11, 2008, teachers began using new software to record student grades and Attendance. The new software they are using is called Pinnacle. Pinnacle Internet viewer (PIV) will replace i-Parent for Internet Access to student grades and attendance. PIV will be available beginning Friday, August 29, 2008. Instructions for using PIV will be made available prior to that date. For more information about this change, please visit the CCSD website (www.cobbk12.org).

Tutoring

- Guidance has a file of private tutors.
- Learning Links is an after-school tutoring program every Tuesday and Thursday, 3:30-5 PM in the Media Center with free transportation home. Contact Mr. Trachtenbroit at school with questions.
- Academic Booster Club sponsors an SAT/ACT Prep class in the fall and spring for \$195. Space is limited so register early. The Club also sponsors a Practice SAT/ACT in fall and spring for \$10.00, with a review and strategies session following (space is also limited).

Senior Project - Required for all students taking senior English class. Seniors receive project manuals from their teacher (manuals are also on the Wheeler website).

Summer Reading - The English department requires a summer reading assignment by students in all grades at Wheeler. Summer reading and associated assignments are to be complete by the first day of school . Book lists and instructions are available starting in late spring in Guidance and on the Wheeler website. Students enrolled in the Magnet Program may have additional assignments during the summer.

Summer School - Information on summer school course offerings, fees, schedules may be obtained in the Guidance Office. (Courses are not located at Wheeler.)

Online Courses - "eHigh School" online courses for high school credit are offered year round by Cobb County Schools. Get information on the Cobb school website.

Graduation – Seniors have an assembly in the fall and spring with information about graduation and how to order caps and gowns, invitations, etc. Each student receives a set number of tickets for friends and family. Mandatory practice days are held after senior finals. The PTSA sponsors a Baccalaureate Service and Reception during the week before graduation with a program arranged by senior students and parents. Invitations are mailed and all families and friends are welcome.

STUDENT LIFE

Catalyst, the student newspaper is distributed to all students at school. Home subscriptions are \$15 (contact *Catalyst* advisor Ms. Wheatley).

Roar, the yearbook is sold at prices which are discounted for early purchase. *Roar* is distributed at an assembly at the end of the school year - only a few copies are available then so order yours ASAP (contact *Roar* advisor Ms.Thompson).

Student Phone Directory is published by PTSA and contains phone numbers and addresses. The Directory costs \$5 and is delivered in October.

Extracurricular activities

- Activities are publicized primarily by flyers and TV announcements at school. Watch for announcements and ask other students and staff. Check the Wheeler website for details on all extracurricular activities.
- Participation guidelines are published in the Student Handbook , PTSA calendar, and the website.

School rings are sold by a private company in a variety of designs. Students receive ordering information at school in their sophomore year.

Letter jackets are sold through activities which offer varsity letters. Contact your activity sponsor or booster club for information.

Dances - Prom is a school-sanctioned formal dance held off campus in the spring and is sponsored by the Junior Class. The dance is for juniors and seniors and their dates. Tickets are sold at school at prices which are discounted for early purchase. Contact a member of Junior Class Advisory Board (advisor: Ms. Angert) for information. Homecoming dances are held in fall and spring. "Gala" is a privately sponsored fall and spring formal dance and is not a school sponsored function.

Homecoming - Activities include Spirit Week with dress-up themes, dance, parade, pep rallies, reception, tailgate party, and game. Contact a member of Student Council for information. Football Homecoming is October 10. Basketball Homecoming is scheduled near the end of January.

Senior Skip Days - There are no school-sanctioned Senior "skip" or "cut" days. Seniors are required to attend all days of school on the regular school calendar. Absences will be treated according to normal absence policies.

All-Sports Pass - Sold by the Athletic Booster Club, it enables the holder to attend all regular season home games all year. Passes are available for students, adults, and families and are sold at major events in the fall.

IMPORTANT PHONE NUMBERS

- *To report incidence or threats of violence or weapons at Cobb County schools:* 770-499-3911 (R.S.V.P. - Report School Violence Pronto - Cobb County's anonymous and confidential 24-hour tip line)
- *To report unsafe situations in school (weapons, bullying, drugs or alcohol, etc.):* 1-877-SAY STOP (State of Georgia School Safety Hotline, anonymous and confidential 24-hour tip line)
- *To Report Illegal Sales of Alcohol:* 1-877-CHECK-ID
- *To Report Underage Drinking Parties (in Advance):*
• Call your local Police Dept. or 770-499-4719
- *The Cobb Underage Drinking Task Force:* 404-223-9812