

# **WOODLAND HIGH SCHOOL**

## **ADMINISTRATORS**

*Bret Cook, Principal*

*Dr. Shannon Ellis, Assistant Principal of Curriculum*

*Tonya Holmes, Assistant Principal (L-Z)*

*Molly Schmidt, Assistant Principal (A-K)*

## **INSTRUCTION**

*Suzanne Parker, Graduation Specialist*

*Kathy Thompson, Media Specialist*

## **SUPPORT STAFF**

*David Bice, Athletic Director*

*Deputy Lori Mailot, School Resource Officer*

*Colin Phillips, Lead Custodian*

*Terry Creamer, Food Service Manager*

*Theresa Bice, Student Services Secretary*

*Janet Brock, Principal's Secretary*

*DeLisa Brown, Attendance Secretary*

*Wanda Fullerton, Bookkeeper*

*Shaila Malone, Curriculum and Instruction Secretary*

*Linda Steele, Front Office Secretary*

## **CAREER GUIDANCE AND COUNSELING**

*Cloyd Barnwell, Counselor, Grades 10-12, N-Z*

*Rick Downer, 9<sup>th</sup> grade Counselor*

*Bridget Zokovitch, Counselor, Grades 10-12, H-M*

*Dr. Delicia Fellers, Lead Counselor, Grades 10-12, A-G*

*Abiffee Thomas, School Social Worker*

*Karen Lovett, Counseling Secretary*

## **Welcome to Woodland High School**

This addendum to the Henry County Student and Parent Handbook specifically addresses policies and procedures here at Woodland High School (WHS) that support the general policies and procedures discussed in the handbook. Woodland staff is proud of our students and our school, and below are some of the rules that we find to be most important in order to maintain our positive school culture and safe learning environment. Students have received an abridged version of this addendum when receiving their handbooks, and these rules have been discussed with students in classrooms and class assemblies. We invite students, parents, and other stakeholders to become familiar with these policies so that we may all work together to ensure success for each student.

### **School Hours**

The school is open for students from 7:30-4:00. If students arrive at school before 8:18, they are to sit in the Commons Area and wait for dismissal to their first period class. Students are not permitted to go to their lockers during this time, and will not be permitted to see a teacher during this time unless they have previously arranged for a pass from said teacher.

There is not teacher supervision in the halls or general areas after 4:00; therefore, students are not permitted to loiter in the hallways or Commons Area after 4pm if they are not in a supervised after-school activity. Students who are waiting for transportation after 4 pm are asked to wait outside the front of the school building. If students remain in the building after 4pm they are considered to be in an unauthorized area.

Students who arrive to school late must check in with the attendance office in order to be admitted to class. Students who arrive late to school unexcused will receive a silent lunch detention and possible revocation of parking privileges.

### **Emergency Information**

#### **Fire Drills**

State regulations require that a fire drill be held periodically during the school year. A fire drill plan is posted in each classroom. Fire drills will take place at any time, whether the students are in class, the gymnasium, in assemblies, passing the corridors, or in the cafeteria. Each exit in the school is clearly indicated. The sound of the Fire Alarm is the signal to leave the building immediately by the designated exit. They should follow their teachers to the designated assembly area. Everyone will remain in the assembly area away from the building until the signal is given to re-enter the school. Failure to follow directions may result in a disciplinary referral.

#### **Tornado Drills**

A tornado procedure has been set up for the school. Students should make certain that they understand what they should do in case of a tornado because any delay could mean the difference between injury and safety. When a tornado warning is given, all students and teachers should report to their assigned area of safety. Students should move quickly and quietly to their assigned areas of safety in order to hear instructions that are given. Failure to follow these procedures may result in a disciplinary referral.

## **Weather**

In case of severe weather - snow, ice, low temperatures, etc...the official announcement for the school closing may be heard over certain local radios and TV stations. WSB-TV, Channel 2, radio stations WSB 750 AM and B-98.5 FM are the official stations. Please do not call the school.

## **Class Changes**

It is the expectation that WHS students will not loiter in the halls during passing periods. Students should not gather at hall intersections or congregate in other areas.

## **Restrooms**

Restrooms are opened for the students during passing periods, and students should make every effort to use the restroom at this time. In the event of an emergency and a student needs to use the restroom during class time, the student must obtain a pass from the teacher.

## **Lockers**

All lockers are the property of the Henry County Board of Education, and a rental fee will be charged for maintenance and repair of lockers. Locker fees for the 2010-2011 school year are \$5.00. Lockers are provided as a convenience for students and students should be careful not to share lockers or share locker combinations. The administration at WHS reserves the right to conduct announced and unannounced locker searches. It is the expectation that students abide by the guidelines set in the locker assignment letter that they sign when renting a locker.

Students are responsible for locking gym lockers at all times. Students are encouraged to provide their own locks for the gym lockers. The school assumes no responsibility for lockers that are left unlocked.

## **Lost and Found**

Students who find lost articles should turn them in to the front office immediately. Students found in possession of items not belonging to them may face disciplinary action. Lost articles that are not claimed within a reasonable period of time will be given to charitable organizations. Students who have lost articles may ask about their missing items in the front office.

## **Media Center**

The Media Center staff support student instruction throughout the 7:30-4:00 school day. Students may visit the Media Center before and after school, and they may also visit the Media Center during class if they have a pass from their teacher. Students may check out Media Center materials for two weeks at a time. There is a .10 per day fine with a maximum fine of \$10.00 for all late material. Henry County guidelines regarding computer apply to the computers in the Media Center as well. Students violating Henry County policy will be subject to disciplinary action.

## **Guidance and Counseling Office**

The Counseling Office is established to support students throughout their time at Woodland High School. Counselors at WHS assist with academic counseling, scheduling and registration, scholarship information, and emotional needs. Students requesting to see their counselor must complete a counseling request form located in the Counseling Office. Parents requesting to meet with a counselor or teachers must call the Counseling Office and set an appointment with Ms. Lovett.

## **Change of Address**

In the event that a student's address or telephone number change throughout his/her time at WHS, the up-to-date contact information should be given to Ms. Lovett, the Counseling Office Secretary.

## **Withdrawal of Students**

Students must be withdrawn from WHS through the Counseling Office. Written notice of statement of withdrawal is necessary in order to process the proper documentation. All books and money owed must be turned into WHS on the student's last day. Student records and report cards will not be released until the student is cleared from all fines/dues.

## **Attendance Office**

It is our expectation that students will receive well-planned instruction six periods a day for the entire school year. Regular school attendance is a clear expectation of all students at Woodland High School. A student must be present for at least half of the class period in order to be counted present for that period. In addition to class attendance, students must be present for three full class periods in order to be counted present for the school day. In the event that a student is absent from school, he/she must bring in a written excuse to be presented to the attendance office from a parent/guardian or doctor the day immediately following the absence. The excuse should include the student's full name, date written, date of absence, reason for absence, parent signature, and phone number. The student will receive an admit slip for the student to present to all teachers on the day returning to school. Without an excuse, students will not be allowed to make-up work that is missed. Only three handwritten notes will be accepted per semester. The fourth and subsequent notes will not be excused; therefore, no make-up work will be allowed. Please refer to the white pages of this handbook for a list of excusable absences. In the event that a student accumulates excessive absences from school, the student may be withdrawn from school. The school has the right to require official excuses (doctor's notes, court documents, etc.) for those students who have excessive excused and/or unexcused absences.

## WHS Attendance Management Policy

Occurrence	Intervention	Personnel
3 <sup>rd</sup> Unexcused Absence	Call to Parent	Teacher
4 <sup>th</sup> Unexcused Absence	Letter sent to Parent	Truancy Administrator
5 <sup>th</sup> Unexcused Absence	2 <sup>nd</sup> Letter sent to Parent Call to Parent	Truancy Administrator Teacher
8 <sup>th</sup> Unexcused Absence	Attendance Contract Meeting at the County Office Certified Letter to the Parent	Social Worker/Truancy Administrator Student Services- Henry County BOE

### Make Up Work

If a student is absent for 3 or more days, he or she may request make-up work through the counseling office. It is the student's and parent's/legal guardian's responsibility - not the teacher's - to make arrangements for make-up work. The number of days allowed to complete make-up work will be 1 day for each day absent unless additional days are granted by the teacher(s). Failure to comply with this make-up work procedure may result in a zero (0) being given for work and graded assignments missed during an excused absence. Students with an unexcused absence will not be allowed to make up work and graded assignments missed during the unexcused absence.

### Exam Week

Semester exams are administered the last week of each semester. To prevent disruptions to the testing environment, students may not check out when exams are being administered. No student will be allowed to enter an exam room after testing has begun. Vacations during exams are unexcused. No early exams will be given. The Principal must approve all exam make-ups no later than two weeks prior to exams and official documentation will be required. If the absence involves an illness, a doctor's note will be required and the main office must be notified no later than 9:00 am the day of the exam. Make-up exams will only be given on the first teacher work day following the absence.

### Tardies and Late Passes

We encourage all students to arrive on class on time in all circumstances, but in the event that the student has an excused tardy, the student must be in possession of a pass from a teacher or staff member that excuses the tardy.

Late to school – Students who arrive to school after first period begins at 8:25 must report to the attendance office and sign in to get a tardy slip. Students are permitted to bring in no more than (3) three handwritten notes per semester for tardiness to school. After a student has submitted three handwritten notes, the student must submit a doctor's note or other official note for the tardy to be excused. For students arriving to school tardy without an excusable reason, documentation of the unexcused tardy will be made and disciplinary action may be taken. Excessive unexcused tardiness will result in parking permit revocation for students who drive to school and/or a disciplinary referral.

### Check-In's and Check-Out's

Students who must check in or out of school must provide proper documentation to the Attendance Office. Students checking in after first period begins must obtain a check in slip. Silent lunch detentions apply to school and class tardies. If a student has to

check out of school, a parent or guardian must physically enter the Attendance Office to sign his/her child out of school. Proper ID will be required. Check-out's are not permitted after 3:00 pm. Excessive check-in's and check-out's are subject to administrative action.

### **Medicine at School**

If a student must take any medication during the school day, he or she must leave this medication in the attendance office upon arrival at school. No medication will be issued to students unless it is brought from home with a note from the parent or guardian. According to State Law A-11, medication must be in the original container. All medicine not handled accordingly will be considered to be a violation of school rules and will be dealt with accordingly. Parents must pick up any medication left at school during the first week after school is out.

### **Certificate of Attendance**

Students may request a Certificate of Attendance before or after school in the front office. Requests for attendance made during class time will not be accepted. The request must be made at least 24 hours before the student can pick up the certificate. The student's first request for the certificate will be processed without charge, but if the student must make an additional request a \$5 charge will apply. Certificates of Attendance expire within thirty (30) days.

### **Work Permits**

Work Permits may be obtained in the front office, and students will be asked to show identification and verification of age. Work permits are necessary for each new job a student under the age of 18 acquires.

### **Lunch Program**

Strict guidelines apply to behavior during lunch hours. Students are expected to clean up their trash and place cafeteria trays in the tray return area. If students do not pick up trash and trays, administrative action will be taken. Vending machines will also be closed if students continue to leave trash and trays behind. In addition, assigned seating may be administered.

Using another student's lunch number or free lunch number is considered theft. If a student sells his or her lunch number or gives it to another student, said student's free/reduced lunch status can be removed.

Federal guidelines prohibit students selling food or candy during the school day without Henry County Board approval. Students who are found illegally selling food during the day will receive ISS, and the food will be confiscated. County policy also prohibits food delivery to the school.

### **Parking Passes/ Bus Conduct**

Students riding the bus are expected to follow all school and county rules for behavior during their time on the bus. Behavior on the bus and the bus ramp must reflect the expectations for behavior inside the building, and any behavior problems on the bus

will result in a disciplinary referral. Students can be suspended from riding the bus if necessary.

### **Student Parking Regulations**

Granting of parking permits is a privilege and not a right. Students who park on campus must follow the parking regulations as printed on the back of the student parking permit application. Students allowed to drive to school must be on time for class, in regular attendance, and in good disciplinary standing. Failure to follow rules and regulations will result in parking privileges being revoked with no refunds.

The administration reserves the right to search any vehicle on campus if there is a reasonable suspicion that the car may contain contraband (drugs, weapons, etc.). Failure to cooperate with an administrator's search will result in permit revocation and possible disciplinary action which could include a disciplinary hearing.

Several times per year the parking lot will be checked by drug dogs. Students are responsible for any contraband found in their vehicle as a result of a search.

Any student who leaves campus in his car without checking out properly through the attendance office will receive a minimum 2 day Out of School Suspension and have his or her parking permit revoked.

- First offense: Up to 60 school days
- Second Offense: Remainder of the school year with a carry-over to the next school year if necessary.

Excessive unexcused tardiness to school may result in revocation of the parking permit. The following consequences may result for excessive tardiness in one semester: 5th time = 10 days parking revocation; 6th time = 20 day revocation; 7th time = 30 day revocation, etc. Students are permitted to bring in 3 handwritten notes from a parent per semester.

A student's parking permit will be revoked upon the 4th and subsequent disciplinary action, which result in a consequence of ISS or OSS during the school year. The following consequences will result for disciplinary actions: 4th referral = 10 day revocation; 5th referral = 20 day revocation; 6th referral = 30 day revocation, etc.

Only students with current valid permits will be allowed to park on campus and permits are not transferable to another individual.

Students are to park only in their reserved space. Spaces are available for a yearly fee of \$50.00. Students who need one-day parking should report to the attendance office for a one-day parking permit. The fee for one-day parking is \$2.00 each day. Unauthorized vehicles or vehicles not parked appropriately in the student's assigned space may be towed at the owner's expense without any warning. The fee for a towed vehicle is approximately \$150.

Parking permits may be revoked, temporarily or permanently, at the Principal's discretion. If, for any reason, a student must drive a vehicle to school other than his/her registered vehicle, it is the student's responsibility to make sure there are no illegal items in the car (i.e. drugs, alcohol, weapons, etc.). Students must notify the attendance office immediately upon arrival to school if driving a different car from the one registered. A temporary permit will be issued that must be placed in the car for that day. Students who do not have a parking permit, or who have had their parking revoked are not allowed to park on the campuses of WHS, WMS, WES or any neighboring properties. Violators may be towed without warning and receive additional consequences.

### **Woodland High School and Henry County Sheriff's Office**

Woodland High Schools works closely with the Henry County Sheriff's Office to maintain a safe learning environment for all WHS students. The School Resource Office is available throughout the school day to serve as a liaison between the students, school, and law enforcement. Woodland High School also welcomes the canine unit into the school to complete random searches for drugs, alcohol, explosives, etc. It is imperative the students follow policy for bringing prescribed medication into the school.

### **Electronics and Cell Phones**

IPODS, MP3 players, video games, headphones, ear buds, etc. should not be brought to school and are prohibited per the Henry County School Handbook. If students are found to be using these items and items are visible (i.e. earbuds hanging from student's collar, etc.) , the items will be confiscated and kept in the front office. Students found to be in use of a cell phone during school hours will also have the cell phone confiscated. Confiscated cell phones can be picked up by a parent or guardian in the front office **24 hours** after the item was confiscated. Other electronic devices that are confiscated can be picked up at the end of each semester by a parent or guardian. Students who refuse to turn over their cell phone or device to a school staff member will be written up for insubordination and improper use of cell phone, IPOD, etc. WHS will not investigate theft of items such as IPODS, MP3 players, video games, headphones, etc.

### **Prohibited Items**

It is imperative that WHS maintains the safe and orderly learning environment that helps Woodland students be successful. Students who bring prohibited items such as laser pointers, playing cards, etc... to school will face disciplinary action. These items, or any other item that the principal or his designee deems inappropriate and disruptive of the learning environment, will be confiscated and will not be returned.

### **General Rules of Student Conduct**

Students at the high school level are expected to conduct themselves in a mature manner based on respect for self, for others, and for learning. In order to create an environment that values respect for all people and for learning, Woodland High School supplements the county handbook with these additional behavior expectations for its students.

Students will refrain from:

1. Inappropriate verbal, written or physical conduct of a sexual nature. This includes inappropriate displays of affection (no kissing, hugging, etc.).
2. Rowdy behavior of any nature in the building (running, throwing objects, etc.).
3. Vandalism, damaging, or stealing school or private property.
4. Possession of open food or drink containers in classrooms or hallways.
5. Leaving campus during the school day without first checking out through the attendance office (once arriving on campus, students may not leave without permission).
6. Loitering in the hallways; (Students must keep moving during class changes except while using their lockers).
7. Littering anywhere on campus.
8. Loitering in the parking lot or in cars while on campus.
9. Being in an unauthorized area. You may not be anywhere without permission and/or a written pass from school personnel.
10. Failure to follow instructions of any school employee.
11. Gambling of any kind.

### **Classroom Rules**

Students are expected to contribute to a positive learning climate in each class by:

- Obeying the directions of the teacher and the rules of the classroom and the school;
- Showing respect in all interactions;
- Reporting to class on time daily;
- Bringing all necessary books and materials;
- Completing all assigned work on time;
- Refraining from all horseplay and all disruptive behaviors; i.e., running, talking, eating, drinking, and inappropriate attire, etc.;
- Remaining in class until the teacher dismisses the class at the passing bell.

### **Extracurricular Activities**

In order to participate in an extracurricular program, students must meet the GHSA eligibility requirements. Students may not participate in an athletic event if they are absent from school on the day of the game without the prior approval from the Principal. All students are encouraged to participate in the sports program at Woodland High School. The regular school insurance covers all sports except football. All athletes should consult their coach about insurance.

**Injuries:** All athletes are required to notify their coach if they are injured, regardless of how minor the injury appears. If a student goes home and his/her injury is more serious than the student thought, the student should call the coach, or the athletic director at home.

A Physical Examination form for all athletes must be kept on file in the athletic office. A physical examination lasts for one calendar year. A Parent Consent Form for

all athletes must be on file in the athletic office prior to participation. A physical examination form must be filed for each sport.

### **Philosophy**

All parties concerned - personnel, parents, students and patrons, should realize that academic endeavors have priority over athletics and activities. Athletics shall provide an opportunity for a maximum number of students to engage in activities that will provide for personal improvement, contribution to the school, self-realization in potential, and education of the total human being.

### **Code of Conduct and Eligibility**

1. All students must pass five out of six classes and be “on track” for graduation to be eligible to participate in co-curricular activities.
2. A grade of 70 and above is passing.
3. When the school provides buses for students participating in extra-curricular activities, these participants must ride on the buses unless they have written permission from an administrator. Students must obey all bus behavior rules.
4. No student who is ineligible under GHSA, Henry County Board of Education, or the Woodland High School rules may either practice or participate in any co-curricular activities.
5. Participation in co-curricular activities is prohibited during assignment to ISS or OSS. Students must remember that they are representatives of Woodland High School and should conduct themselves in a manner that reflects positively on their school.

### **Attendance**

1. The student must be in attendance for at least half of his/her scheduled classes on the day of the contest. Extenuating circumstances must be approved by an administrator prior to the contest.
2. Students missing school due to athletics or other extra-curricular activities are responsible for any work missed during their absence. A teacher may require a student to submit work prior to the absence in order for full credit to be granted.
3. While traveling, coaches and sponsors shall arrange for the safety and health of students. The coach or sponsor shall arrange for parents to be notified of arrival and departure times. All students are to travel with school-arranged transportation. Students may only be released to parents and guardians.

Students who are on Out of School Suspension may not attend any school function, practice, or athletic event. This is considered trespassing, and law enforcement can arrest said student. Students found entering extracurricular events without paying will be charged with theft.

Extracurricular activities are a privilege, and the right to participate in said activities can be relinquished by the student if deemed appropriate by WHS administration.

### **Sports Offered**

Fall	Winter	Spring
Football (boys)	Basketball (girls and boys)	Baseball (boys)
Softball (girls)	Wrestling (boys)	Golf (girls and boys)
Cross Country (girls and boys)	Cheerleading	Soccer (girls and boys)
Volleyball (girls)		Tennis (girls and boys)
Cheerleading		Track (girls and boys)

### **Clubs and Organizations**

Students are encouraged to participate in clubs, school organizations, and extracurricular activities. If a parent elects to decline permission for their student to participate in a club or organization a form declining permission must be completed by the parent and submitted to the school’s office by September 1. The form is located on the school’s website. A list of clubs and organizations that are currently offered at Woodland High School can be found on our website.

### **Insurance**

Students participating in athletics, band, or selected vocational courses are required to have health insurance of some kind. School accident insurance is available to all students at a nominal cost. When a student is insured under the school insurance, the claim form must be completed by the parent or doctor, and then returned to the school for completion. The school merely acts as a liaison in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. School insurance must be purchased at the beginning of the school year.

### **Dress Code**

**Females-** shorts and skirts should not be more than 3 inches above your knee cap. Spaghetti strap tank tops are unacceptable, and any tank top should have straps at least 3 inches in width. Undergarments should not be visible. Shirts should not reveal midriffs or inappropriate necklines. Students are welcome to wear a sweatshirt, jacket, or sweater to cover up a dress code violation, but that garment needs to remain on for the entire school day. Tight leggings are not to be worn without a shirt/dress that reaches three inches above the knee. Ripped jeans/ pants should not have holes above the knee.

**Males-** Pants should sit at the hips and undergarments should not be seen. It is expected that students use a belt to secure pants at the hips. Tank tops or muscle shirts are prohibited.

**General dress code-** Pajama pants and slippers are unacceptable. Students may not have chains on their clothes. Hats, hoods, head coverings, sunglasses, and scarves are not to

be worn or displayed during the school day. These items will be confiscated. Any item of clothing that displays inappropriate advertising, pictures, language, etc...is prohibited. If any school employee deems an outfit/garment, accessory, etc...to be disruptive of the learning environment based on these expectations, the student will be placed in ISS for the remainder of the day.

### **Academic Integrity**

Academic integrity is a fundamental value of quality education; therefore, Woodland High School will not tolerate any acts of cheating, plagiarism, or falsification of school work. Should it be determined that an academic integrity violation has taken place, the school reserves the right to assign a grade of a zero and submit a disciplinary referral to the appropriate Assistant Principal. The school also reserves the right to remove or suspend enrollment in any Advanced Placement/Honors classes as well as Academic Honor Societies.

### **Fighting, Verbal Altercations, Inappropriate Physical Contact**

Please see the handbook to review Section offenses. Fighting in school will result in immediate arrest by law enforcement and a disciplinary hearing. All other contact deemed inappropriate by school personnel will be subject to disciplinary action.