

Wheeler High School
Student Handbook 2015-2016



CATS:
Challengin
g All
To
Succeed



375 Holt Road

Marietta, GA 30068

Main Office: 770-578-3266

FAX: 770-578-3268

Counseling : 770-578-3269

WebSite: www.wheelerhigh.com

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!

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 2015-2016 school year at Wheeler High School, home of the Wildcats!

We are excited about the start of this year and know it will be the best year yet! Our students' academic success is our #1 priority. At the same time we pledge our resources to the development of the whole student, engaging the community through relevance and rigor, emphasizing citizenship, and celebrating diversity. 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. Use this handbook as a resource as you navigate your way through the school year.

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 academic planning, activities and clubs, rules/regulations/procedures, some behavior policies, and other general information. Although we have worked to include vital information and knowledge about Wheeler in this handbook it is difficult to address all areas that make Wheeler the best school. If you encounter areas that are not included in this handbook please do not hesitate to ask questions and always use your best discretion.

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!!
Peter R. Giles, Ph.D

Letter from the Wheeler Student Council President

Dear Wheeler Student Body,

Welcome back Wildcats! I hope you all had an amazing and relaxing summer, and that you're ready to start the school year off with a positive attitude and a whole lot of spirit. Whether you're a freshmen just getting the lay of the land, or a senior who can't wait to walk on that stage and receive your diploma, know that you're part of a large Wildcat family where everyone is willing to lend a helping hand.

Our school is only as great as we make it, so try to maximize all academic and extracurricular opportunities. Study hard and get involved in as many clubs, sports, and organizations that interest you, so that you can make a difference in our school and community. But amidst all the stress and rigor of classes and clubs, make sure to have a little fun and relax at all of our school events. Come watch a football or basketball game and cheer along with our amazing student section! Student Council sponsors events like Homecoming, the Talent Show, Powderpuff, and Mr. Wildcat and by attending all of them, you'll get to see how talented your fellow wildcats are.

By being as involved as possible, you'll become a well-rounded individual who is dedicated to making the most out of your high school career. If you're ever in need, make sure to reach out to your classmates or to either me, Grace Maloney, Laura Zhang, Zoey Hartman, or Trisha Pahawa, your 2015-2016 Student Body Officers. Let's make this a fantastic year!

Sincerely,
Arundhati (Ammu) Kumar
Wheeler Student Body 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. For more information related to Wheeler High School, please visit www.wheelerhigh.com

Mission and Belief Statements

Our Vision: Inspiring a Community with a Passion for Learning

Our Mission: Wheeler pledges its resources to the development of the whole student, engaging the community through relevance and rigor, emphasizing citizenship, and celebrating diversity.

Our Values: Safety, Respect, Integrity, Self-Advocacy, Critical Thinking

Our Theme: Establishing a Culture for All to Succeed - eCATS

Our Beliefs:

- We believe the Wheeler community is a unique blend of cultures, languages, socioeconomics, and opportunities.
- We believe each student is a valued individual, and all children are creative and can succeed.
- We believe a safe and encouraging environment promotes student learning.
- We believe relevance and rigor in the classroom keep students engaged.
- We believe in a commitment to lifelong learning that encourages students to be confident and self-directed.

Staff to Know!!!

Administrators

Dr. Peter Giles
Dr. Camille Havis
Mr. Andri Cooke
Mr. Chase Strompl
Dr. Tiffany Starks
Mr. Christopher Jones
Ms. Phyllis Joyner
Mr. Christian Barnes
Dr. Cheryl Crooks

Principal
Assistant Principal
Assistant Principal
Assistant Principal/AD
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal
Magnet Coordinator

Department Chairs

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

Ms. Kate Maloney
Mr. Michael Williams
Dr. Dewayne Wasson
Ms. Amanda Vasquez
Dr. Jeanette Higgins
Dr. Rachel Buhler
Ms. Lynn Barry
Mr. Michael Collins
Mr. Chris Walstead
Ms. Michelle Collasurdo
Ms. Faye Oakely

Counseling Counselors

Debbie Masters
Yudi DeCastillo
Ms. Jackie Tucker-Edwards
Jasmine Cotson
Ms. Kristin Schloemer
Dr. Jeanette Higgins
Sumana Moudgal

Registrar/Records Clerk
Counseling Front Office Clerk
A-Fi
Fl-Ma
Mc-Ra/ESOL (including monitored students)
Re-Z/Department Chair
Magnet

Media Specialists

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

Nurse

Office Personnel

Front Desk
Bookkeeper
Clerk- Discipline
Pupil Personnel Clerk
School Secretary
Counseling Clerk
Synergy Clerk
Magnet Clerk

Ms. Judy Collins
Ms. Pari Payne
Ms. Yvonne Losner
Ms. Geri Gagat
Ms. Mary Brettner
Ms. Lisa Squier
Ms. Susan Searle
Ms. Stacy Regitsky

Social Worker

TBA

Campus Police Office

Police Officer
Police Officer

Chet Williams
Tate Ledford

2015-2016 WHEELER HIGH SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE

Warning Bell	8:15			
Warning Bell	8:19			
Period 1	8:20 – 10:00	(100 min.)		
Warning Bell	10:04			
Period 2	10:05 – 11:39	(94 min.)		
Warning Bell	11:43			
Period 3	11:44 – 1:50	(126 min.)	Lunch A 11:44 – 12:14	Lunch B 12:16 – 12:46
Warning Bell	1:54		Lunch C 12:48 – 1:18	Lunch D 1:20 – 1:50
Period 4	1:55– 3:30	(95 min.)		

HOMEROOM /ADVISEMENT SCHEDULE

Warning Bell	8:15			
Warning Bell	8:19			
Period 1	8:20 – 9:50	(90 min)		
Warning Bell	9:54			
Advisement	9:55 – 10:15	(20 min)		
Warning Bell	10:19			
Period 2	10:20 – 11:45	(85 min)		
Warning Bell	11:49			
Period 3	11:50 – 1:56	(126 min)	Lunch A – 11:50 – 12:20	Lunch B – 12:22 – 12:52
Warning Bell	2:00		Lunch C - 12:54 – 1:24	Lunch D – 1:26 – 1:56
Period 4	2:01 – 3:30	(89 min)		

ASSEMBLY/PEP RALLY BELL SCHEDULE

Warning Bell	8:15			
Warning Bell	8:19			
Period 1	8:20 – 9:35	(75 min.)		
ASSEMBLY	9:37 – 10:47	(70 min.)		
Warning Bell	10:51			
Period 2	10:52 – 12:02	(70 min.)		
Warning Bell	12:06			
Period 3	12:07 – 2:13	(126 min)	Lunch A – 12:07 – 12:37	Lunch B – 12:39 – 1:09
Warning Bell	2:17		Lunch C – 1:11 – 1:41	Lunch D – 1:43 – 2:13
Period 4	2:18 – 3:30	(72 min.)		

ATTENDANCE

****PER COBB COUNTY SCHOOL POLICY, CELL PHONES ARE NOT ALLOWED TO BE USED DURING SCHOOL HOURS 8:25 – 3:30. CELL PHONES ARE ALLOWED TO BE USED IN 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 upon arrival to campus. If a student arrives early for any reason (detention, make-up work, extra help), their expected to remain on campus at all times until the school day ends at 3:30 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, a statement should be written the next day from a parent or guardian stating the reason for the absence. This statement should be brought to the Attendance Office and exchange for an “Absence Slip” which should be shown to all the student’s teachers. If a statement is not brought, the absence is recorded as unexcused. The student has **three 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.

Parents are encouraged to check their student’s daily attendance, grades, and attendance history by accessing Synergy on the Wheeler website (www.wheelerhigh.com). Parents may request a PIN for accessing Synergy for their student from Admin 1 to be able to access the records.

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.
- 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 no more than 2 absences in a full semester class. Please refer to the attendance policies regarding full day absences, early dismissals, and late arrivals/tardies.
- i. Approved school field trips, recognized religious holidays, official college visits and approved Senior Project mentor visits (signed off form), do not count against the AIP exemption.

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 12:00 P.M., or if checking out, remain in school until 12:00 P.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 Attendance Office opens at 8:00A.M. **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 prepared. **If a student leaves without a dismissal slip, disciplinary action will be taken.** All notes will be confirmed with the parent or guardian. Students will not be released until the note is confirmed by a parent. If the student does not have a note and is being picked up, the parent (or their designee) must go to the Attendance Office to check out the student. Anyone checking out 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 check back in through 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 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 or delivered by a student aide.

Late Arrivals/Tardies

Any student not in their classroom by the 8:25 tardy bell will be marked absent by his/her teacher. If the student has a written, confirmable note from a parent or guardian detailing an acceptable reason to excuse the tardy, he/she should report directly to the attendance office to receive a pass to class. To be excused for being tardy to school a student must present a doctor's or dentist's official appointment verification, a note regarding student illness, or a document for a court ordered appearance at the time the student signs in to school. Tardies due to missing the bus, traffic, oversleeping, car trouble, etc. are unexcused. If the student does not have a written, **confirmable** note from a parent or guardian, the tardy will be considered unexcused. Students will be marked as excused or unexcused tardy according to the previous stated absence policy. **Any student arriving to school after 8:35 must report directly to the attendance office.** Upon the sixth unexcused tardy to school a student's parking privilege will be revoked. **At the end of every 9 weeks a student tardy will be reset to zero.**

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- 3 days of ISS

17- 3 days of ISS

*****more than 17- 3 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 12:00 P.M. or be present from 8:25 AM – 12:00**

Attendance Certificates

According to the 1998 Teenage Driver Responsibility Act, students must obtain a Certificate of Attendance (form DS-1) from their school to apply for a Learner's Permit or Driver's License. Certificates are issued through the Attendance Office with a 48- hour turn around. There is a \$2.00 processing fee.

Per state law, certificates will not be issued to those students with 10 or more unexcused absences in the current academic year or previous academic year. Section a.1 Georgia Code Section 40-5-22, Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) of 1997, requires that local school systems certify that a student's attendance pattern and discipline record permits him or her to have a Georgia learner's permit or driver's license. This document contains the administrative policies and procedures for the local school districts to reference in determining the circumstances for which a student should be reported as non-compliant and other policies and procedures that fall within the TAADRA law. The school reserves the right to revoke and/or not issue certificate of attendance due to discipline.

College Visits

Students are allowed two official college visits per academic year. To be considered an official college visit, the student must turn in documentation from the college or university that includes the student's name and date of visit.

Personal 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, these absences will be considered unexcused with regards to driving privileges. Parent written notes explaining the nature of the trip may be turned in prior to the trip or within 3 days of the student's return to school.

Withdrawals Any student withdrawing from school for any reason is to report to the attendance office to complete the proper forms. The withdrawal form must be signed by a parent or guardian with picture ID. 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.

Hall Passes

Students who leave a class for any reason are responsible for asking their teacher for a pass. 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. If a teacher grants permission for a student to leave the cafeteria, the teacher must provide the pass to the student and include the date, an explanation of the reason the student should leave the cafeteria, and the signature of the teacher making the request.**

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 not had 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 not been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has not received a change in placement for committing one of the following offenses, or has not waived his or her right to a hearing and pleaded guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property or at a school sponsored event; possession or use of a weapon on school property or at a school sponsored event; 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.

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

II. 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 Media Center

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

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

Students are welcome in the media center 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 media center during the school day, obtain permission and a hall pass from your classroom teacher during that class block. If you wish to visit the media center during your lunch period, just obtain a pass from your third block 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 always renew them for longer. Reference books and magazines can be checked out for overnight use, but they must be returned the next school day. Newspapers must stay in the media center, but you can always make a free photocopy of any article you like. Students are responsible for any lost or damaged materials, and the media center does charge fines for overdue books (\$.10 per day for regular books, \$.50 per day for reference books and magazines). Students may not check out additional items until all overdue materials are returned.

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

Course/Grade Repair

Credit (Course) Repair allows a student to receive remediation and complete coursework to show mastery of deficient standards in order to earn credit for a particular class. It is an opportunity for a student who is very close to earning a passing grade at the end of a course to earn minimum credit.

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 home.**

Progress reports/report card dates are listed below:

	1 st semester	2 nd semester
After 6 weeks	Sept 18	Feb 26
After 12 weeks	Nov 6	April 15
After 18 Weeks	Jan 8	June 1
	Oct 29 Teachers will notify parents of students who are in danger of failing in writing.	March 11 Teachers will notify parents of students who are in danger of failing in writing.

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 Ms. Judy Collins in Admin 1.

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

10th , 11th , and 12th 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

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.

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. Coordinate Algebra, Analytical Geometry, Ninth Literature, American Literature, Economics, US History, and Biology also have state-mandated End-of-Course Tests that count 20% of the final course grade.

Advanced Placement Exam Schedule for Spring 2016

Week 1	Morning 8 a.m.	Afternoon 12:00 p.m.
Monday, May 2	Chemistry Environmental Science	Psychology
Tuesday, May 3	Computer Science A Spanish Language and Culture	Art History Physics 1: Algebra-Based
Wednesday, May 4	English Literature and Composition	Japanese Language and Culture Physics 2: Algebra-Based
Thursday, May 5	Calculus AB Calculus BC	Chinese Language and Culture Seminar
Friday, May 6	German Language and Culture United States History	European History

Week 2	Morning 8 a.m.	Afternoon 12:00 p.m.	Afternoon 2 p.m.
Monday, May 9	Biology Music Theory	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 10	United States Government and Politics	French Language and Culture Spanish Literature and Culture	
Wednesday, May 11	English Language and Composition	Italian Language and Culture Macroeconomics	

Week 2	Morning 8 a.m.	Afternoon 12:00 p.m.	Afternoon 2 p.m.
Thursday, May 12	Comparative Government and Politics World History	Statistics	
Friday, May 15	Microeconomics Human Geography	Latin	

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. 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 (2) tardy. 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 15, 2014. Juniors wanting to qualify as a National Merit Scholar should take this test and must sign up and pay in Counseling during September. The SAT (Scholastic Aptitude Test –www.collegeboard.org) and the ACT (American College Testing Assessment – 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 the Counseling Suite. Check with a Counselor for specifics; expect to pay approximately \$51.50 for the SAT.

SAT		ACT	
Oct. 3, 2014	Jan. 23, 2015	Sept 12, 2015	Feb. 6, 2015
Nov. 7, 2014	March 5, 2015	Oct. 24, 2014	April 9, 2015
Dec. 5 2014	May 7, 2015	Dec. 12, 2014	June 11, 2015
	June 4, 2015		

Financial Aid

Information concerning scholarships, grants, and loans is available through the Counseling Office. Information is regularly updated. A financial aid meeting held to offers help for students and parents. Students interested in obtaining aid are advised to complete paperwork early. 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 completing a transcript request in Counseling Office.
- Transcripts are NOT released without a student's written consent.
- All transcripts are. \$2.00.
- Official transcripts must be mailed by Counseling.
- 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 Counseling 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 Counseling Office with a check for the appropriate application fee. Sign the card releasing your transcript and SAT scores. Counseling will mail the application for you. **Applications need to be turned in three weeks before the college deadline to allow time for processing. *Counseling will not do any overnight or express mailing.***

Early Graduates

Seniors desiring to graduate at the end of the first semester should schedule an appointment with their counselor.

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 10th grade: 5 units (9th Lit, 9th level math, biology)

To 11th grade: 10 units (10th Lit, 10th grade math, World History, Chemistry or equivalent)

To 12th grade: 16 units (11th grade Lit, 11th grade math, Physics, US History)

GRADUATION REQUIREMENTS

High School Graduation Requirements: (for students entering the 9th grade for the first time in 2008-2009 and subsequent years) The State Board of Education offers one common set of requirements for all students to earn a regular diploma. In order to receive a diploma, students must satisfy these requirements and must also pass all five portions of the Georgia High School Graduation Test. Subjects	Georgia High School Diploma
English	4 Units Including: 1 Unit 9 th Grade Literature/Composition 1 Unit American Literature/Composition 2 additional English units
Mathematics*	4 Units Including: GPS Algebra or Accelerated GPS Algebra/Geometry GPS Geometry or Accelerated GPS Geometry/Adv Alg GPS Advanced Alg or Accelerated GPS Pre-Calculus 1 additional math unit
Science	4 Units Including: 1 Unit Biology 1 Unit Physics 1 Unit Chemistry or Earth Systems or Environment Science 1 additional science unit
Social Studies	3 Units including: 1 Unit World History 1 Unit United States History ½ Unit American Government/Civics ½ Unit Economics
Health & Physical Ed.	1 Unit Including: ½ Unit Health ½ Unit Personal Fitness
CTAE and/or Modern Language/Latin and/or Fine Arts	3 Units from any of these areas Though there is no foreign language requirement for the Georgia High School diploma, students planning to enroll in ANY post-secondary institution are strongly encouraged to earn two units of credit in the same modern language/Latin. NOTE: Students planning to enter or transfer into a University System of Georgia institution MUST take two units of the same modern language/Latin. Students may earn three units of credit in a coherent sequence of CTAE course through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.
Electives	4 units
Total Units Required Minimum	23 units

*Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GPS requirements.

*No course credit may be awarded for courses in which instruction is based on the GPS for grades K-8.

*Completion of diploma requirements does not necessarily qualify student for the HOPE Scholarship Program.

III. 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 from 8:20 – 3:30. Students may use cell phones 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 I. 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 for a pass. 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.**

IV. 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 by \$10.00 each time.

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 more than ten school days of unexcused absences in any semester or combination of two consecutive quarters; 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. 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.

V. 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.

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 9th, 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.

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.

VI. DRESS CODE

At Wheeler High School, we have noticed and documented a correlation between attendance and academic success.

Students who were chronically absent and/or tardy to class(es) failed classes.

LATE ARRIVALS/TARDIES-

Any student not in their classroom by the 8:20 tardy bell should report to one of the LAS Stations to receive a tardy receipt. If the student does not have a written, confirmable note from a parent or guardian, the tardy will be considered unexcused. The tardy will be marked as excused or unexcused according to the absence policy. If the student has a written, confirmable note from a parent or guardian detailing an acceptable reason to excuse the tardy, he/she should report directly to the attendance office to receive a pass to class. Any student who initially arrives to school after 8:35 must report directly to the attendance office.

After the sounding of the tardy bell, teachers will shut their doors and students are **must** report immediately to one of the school's Late Arrival System (LAS) Stations. There, students will receive passes to class and the tardy will be documented in the system. Consequences will be administered in accordance with the policy listed below. The sixth unexcused tardy to school will result in the revocation of parking privileges. Students whom receive their 25th tardy will not have the opportunity to participate in Course/Grade Repair and Exam Exemption.

Any student who arrives to the LAS System ten (15) minutes or more after the tardy bell will be considered and disciplined for "Skipping" Class.

Continual tardiness will result in disciplinary action. The consequences for unexcused tardiness are the following:

5- Sat School or 1 day of ISS

8- 2 days of ISS

11- 3 days of ISS

14- 3 days of ISS

17- 3 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 12:00 P.M. or be present from 8:20 AM – 12:00 PM.

DRESS CODE (Please note procedures and consequences for dealing with dress code violations)

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 presentable length and shorts or skirts must have a length equal or greater than the length of the longest fingertip when extended down along outside of leg.
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 3:30 PM. **This applies to both males and females. ALL HEAD COVERINGS WILL BE CONFISCATED AND HELD UNTIL THE END OF THE YEAR.**
4. Pants with holes above fingertip length.
5. Pajamas (unless on spirit days), boxer shorts, cut-off sweat pants, slippers, or going without shoes.
6. **Leggings, Jeggins, Spandex, Yoga Pants (or any material mimicking/akin to stretch material) may only be worn if the top worn in concert with the bottom covers the entire buttox.**
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, and 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 undergarments; chains attached to pants, belts, or wallets; excessively long or heavy neck chains (see Weapons policy).
12. Clothing that displays weapons, drugs, violence, gang affiliations, or other logos that cause dissension.

**** The interpretation of acceptable dress will be made by school officials.** New Wheeler Hall passes doubling as “dress code violation” on the back. You will be given passes but a sample is below:

Front

Wheeler Hall Pass	Wheeler Hall
Pass	
Student _____	Student _____

Date ___/___/___ Time _____ Room _____	Date ___/___/___
Time _____ Room _____	
Destination:	Destination:
<input type="checkbox"/> Rest Room <input type="checkbox"/> Media Center <input type="checkbox"/> Attendance <input type="checkbox"/> Guidance <input type="checkbox"/> Admin. Office <input type="checkbox"/> Locker <input type="checkbox"/> Nurse/Clinic Other: _____ Other: _____	<input type="checkbox"/> Rest Room <input type="checkbox"/> Attendance <input type="checkbox"/> Admin Office <input type="checkbox"/> Nurse/Clinic

BACK

VII. Dress Code Violation / Report to ISS to ISS

Dress Code Violation / Report

Student Name: _____

Student Name:

Referring Teacher: _____

Referring Teacher:

Date: _____ Time: _____
Time: _____

Date: _____

Problem: _____ Problem: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> Shorts/skirt too short | <input type="checkbox"/> Pants too low | <input type="checkbox"/> Shorts/skirt too short |
| <input type="checkbox"/> Top too low/revealing | <input type="checkbox"/> Hat/Headgear | <input type="checkbox"/> Top too low/revealing |
| <input type="checkbox"/> Tights/Leggings | <input type="checkbox"/> Lang. on clothes | <input type="checkbox"/> Tights/Leggings |
| <input type="checkbox"/> Lang. on clothes | | |
| <input type="checkbox"/> Pajamas / Slippers | <input type="checkbox"/> Other (write below) | <input type="checkbox"/> Pajamas / Slippers <input type="checkbox"/> Other |

(write below)

Dress Code Violation Procedure:

1. Staff Member sees a student out of dress code
2. Staff member issues the student a "dress code violation" and instructs the student(s) to report to ISS
3. Should a student refuse to identify himself or herself, please notify an administrator immediately
4. When the student arrives, the ISS Teacher will record the violation on an excel spread sheet located on the T-Drive and give the student an opportunity to correct the infraction
5. If the student is unable to correct the infraction, the ISS Teacher will call the parent to let them know they can

- bring appropriate clothes or the student remains in ISS for the day
6. If the student is sent to ISS twice in one day, the student remains for the rest of the day
 7. If the student fails to report to ISS, the consequence is two days of ISS for insubordination

Missed classes will be unexcused. Repeat offenses will result in disciplinary action.

CELL PHONES, PAGERS, SIGNALING DEVICES

Students shall not use cellular phones, communication beepers, video phones, pagers, or electronic devices during instructional time unless specifically authorized by individual teachers for instructional purposes during school day. Otherwise, communication and electronic devices must be off during instructional time and during class changes. Students are allowed to listen to music inside the cafeteria during their assigned lunch periods with headphones only. No such devices may be used at any time on school grounds or on school-operated vehicles, **including busses. If these devices are **used or heard**, a discipline referral will result.**

Headphones/Electronics

Headphones, I-Pods, CD players, MP3 players, and other electronic devices may not be used between 8:20-3:30 **unless specifically authorized by individual teachers for instructional purposes during school day. Students shall not use or turn on cellular phones, communication beepers, video phones, pages, or electronic devices during the regular school day, including during instructional class time or class change time. Students are allowed to listen to music inside the cafeteria during their assigned lunch periods with headphones only. No such devices may be used at any time on school-operated vehicles, including busses. If these devices are used or heard, a discipline referral will result.**

Wheeler High School is not responsible for lost or stolen items.

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. 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 \$1.90 (subject to change). Additional milk or fruit juice 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. 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:

- 1st violation – minor: two weeks; major: two semesters
- 2nd violation – minor: one month; major: permanent loss of privileges
- 3rd 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.

Tardy to Class

Tardiness to class is a disruption of instructional time.

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

5- Sat School or 1 day of ISS

8- 2 days of ISS

11- 3 days of ISS

14- 3 days of ISS

17- 3 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 12:00 P.M. or be present from 8:25 AM – 12:00 PM.**

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. 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.

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.

