

Western Guilford



High School

**Student – Parent Handbook
2018-2019**

Hornet Pride Starts with YOU...

Defenders and Keepers of the Nest!

At Western,

- How students, parents, and staff use their collective **VOICE** is the key to Western's success.

At Western,

- Communication occurs at the

Right Time,

Right Place,

and in the **Right Way!**

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquires or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Blvd., Greensboro, NC 27401; 336-370-2323.

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INTRODUCTION

PRINCIPAL'S MESSAGE

Dear Students and Parents:

The staff and I would like to welcome all new families to Western Guilford and look forward to the return of the familiar faces of last year.

Western's students, faculty, and staff operate from the premise that communication will occur at **The Right Time, Right Place, and in The Right Way**. We must take advantage of the experiences of each member of our community as we work toward a rewarding educational experience.

During 2018-2019, we want to continue to come together as a community to increase the academic climate and achievement of Western Guilford High School! To accomplish this, it is essential that you establish partnerships with each of your teachers and participate in pre-planned tutorial sessions.

Parents and students are each now able to create an account to check their grades in the PowerSchool system. Please access this information through the Quick Links section of our website.

Should you struggle, please ensure you take advantage of tutorial sessions offered each week. Take time to meet your counselor or renew the relationship. The stronger the lines of communication, the more successful you will become.

Join a club, come to ball games, and participate in school events. High school is a chance to create memories to last a lifetime.

Please read this handbook thoroughly and use it as a reference throughout the upcoming school year. The 2018-2019 school year provides each of you a fresh opportunity to improve academically and socially. Use this experience to become a better person and a better student.

Sincerely,

Pete Z. Kashubara II
Principal
kashubp@gcsnc.com

WESTERN GUILFORD HIGH SCHOOL MISSION STATEMENT

At Western, we will increase academic achievement through Rigor, Relevance, and Relationships as we communicate at the Right Time, Right Place, and in the Right Way.

CONTACT INFORMATION

Main Office	336-316-5800
Fax	336-316-5813
Counseling	336-316-5802
Office Hours	8:00 am – 5:00 pm

CONTACT INFORMATION

Administrative Team

Lou Galiotti	Assistant Principal	galiotl@gcsnc.com
Kimberly Leighty	Assistant Principal	leightk@gcsnc.com
LaVonne Sanders	Assistant Principal	rosborl@gcsnc.com

Counseling Department

Lena Sarver	A – D	sarvers@gcsnc.com
Ronnie Dargan	E – K	darganr@gcsnc.com
Melissa Decker	L – Ri	deckerm@gcsnc.com
Kelly Evans	Ro – Z	evansk@gcsnc.com
Morgan Watson	Counseling Secretary	watsonm@gcsnc.com

Support Staff

Angela Fahnestock	Career Development Coordinator	fahnesa@gcsnc.com
Deborah Doub	Graduation Coach & Virtual Learning Coordinator	doubd@gcsnc.com
Tonya Monroe-Leach	Media Specialist	monroet@gcsnc.com
Chris Causey	Athletic Director	causeyc@gcsnc.com
Breccent Royal	School Resource Officer	royalb@gcsnc.com
Brittany Graalman	School Social Worker	graalmb5@gcsnc.com

Office Staff

Karen Parker	Treasurer	parkerk3@gcsnc.com
Tina Leach	Data Manager	leacht@gcsnc.com
Hazel Hayes	Registrar	hayesh@gcsnc.com
Jennifer Duenas	Front Office	duenasj@gcsnc.com
Betsy Holland	Attendance	hollane@gcsnc.com

Bus Supervisor:

Frances Willingham	336-316-5865	willinf@gcsnc.com
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WGHS Parent Teacher Student Organization

Parent involvement and support is vital to our school's success. Become involved at Western! There are many PTSO committees that welcome your help.

Please visit the Western Guilford High School Homepage to access PTSO information by clicking on the Parent tab.

Katrina Thompson	President	katrina.thompson@triad.rr.com
Eileen Lloyd	Vice-President	eileenwghspto@yahoo.com
Ruthy Dahlinghaus	Treasurer	jnrldhaus@gmail.com
Susan Hughes	Secretary	socrmom5@gmail.com

Western Guilford Active Student Contract 2018-2019

The purpose of this contract is to outline specific rules and expectations that all students are expected to follow in order to be successful.

1. Students must comply with all the policies set forth in the Guilford County Schools Handbook and Western Guilford Student Handbook.
2. Behavioral Expectations:
 - Report to class on time.
 - Respect self and others by being polite and positive.
 - Give your best effort at all times.
 - Exhibit behavior that does not detract from the learning environment.
 - Engage in classroom activities (sleeping and refusing to work are not options).
 - Report to class with all required materials.
 - Be prepared for learning.
3. Academic Expectations:
 - Students shall not engage in any act of plagiarism or falsification of work (cheating).
 - Students are to complete all class work and homework on time.
 - If a student fails a course for a nine-week period, the student will discuss and work with the content area teacher to create an Acceleration plan.
4. Attendance Expectations:
 - Attendance expectations align with the policies in the Guilford County Schools and Western Guilford's Student handbooks (i.e. make up time, request work assignments, and receive credit for the courses).
 - Students with excessive absences will be subject to an Attendance Intervention Action Plan that may result in legal actions (under 16) or possible withdrawal (16 or older) from Western Guilford.
 - Leaving campus without authorization will result in disciplinary actions including but not limited to Attendance contracts, Teacher/Administrative detention, In-school suspension, out-of-school suspension.
 - Students must sign-in and/or sign-out from campus through the attendance office.

Western Guilford Community Commitment

Our collective commitment is to create a positive learning atmosphere. Our school community wants students to have the best opportunity to learn and grow into healthy, successful young people. For Western Guilford to do the best job, we need the involvement and commitment from each community member.

STUDENT COMMITMENT

As an important part of the Western Community, I will:

- comply with the Western Guilford Active Student Contract 2018-2019,
- use my voice at the Right Time, Right Place and in the Right Way to ensure my success,
- meet with my counselor or support staff at least once each semester to review and focus my academic needs and goals,
- register for a username and password on the PowerSchool Student Portal,
- log on and check my grades weekly through the PowerSchool Student Portal,
- participate in the creation of an Acceleration Plan, if necessary,
- make a commitment to understanding my learning style,
- make a commitment to attend all classes every day, complete all assignments, and tests to the best of my ability.

PARENT/GUARDIAN COMMITMENT

We will commit to Western in the following ways, I will:

- register for a username and password on the PowerSchool Parent Portal,
- log on and check my student(s) grades weekly through the PowerSchool Parent Portal,
- partner with teachers in Acceleration programming if necessary,
- serve as a member of the Booster Organization associated with my student's major area of study and I will support its activities,
- read, provide feedback on, and support the guidelines contained in this Student-Parent Handbook,
- ensure that my student participates in required performances and any other extracurricular activities,
- schedule appointments with staff, counseling, and/or administration to ensure the success of my student(s)
- understand that my feedback is welcomed and important in the success of the school, and
- advocate for my child by keeping the lines of communication open with school staff.

STAFF COMMITMENT

As staff of Western Guilford, we will:

- listen to, value, and respect the voices of our students, parents/guardians, staff and school community,
- make our contact information available,
- detail our expectations academically and behaviorally through a class syllabus,
- contact the home of every student we teach within the first twenty-five days of the year.

2018-2019 SCHOOL CALENDAR

August 27	First Day for Students
September 3.....	Labor Day Holiday
September 14.....	Last Day for Drop/Add
September 17.....	Walk the Schedule Night @ 6:30
September 19.....	Teacher Workday
October 10.....	PSAT/Early Release Day
October 31.....	First Grading Period Ends
November 1-2.....	Teacher Workday
November 12.....	Veterans' Day Holiday
November 13-14.....	Report Card Pick Up
November 21-23.....	Thanksgiving Holiday
Dec. 24 – Jan. 2.....	Winter Break
January 2.....	Teacher Workday
January 3.....	Students Return
January 17.....	Second Grading Period Ends
January 18.....	Teacher Workday
January 21.....	MLK Jr. Holiday
January 22.....	Teacher Workday
February 18.....	Teacher Workday
March 27.....	Third Grading Period Ends
March 28-29.....	Teacher Workday
April 19-April 26.....	Spring Break
May 27.....	Memorial Day Holiday
June 7.....	Last Student Day
June 10-11.....	Teacher Workdays

DAILY SCHEDULE

- Students are **not allowed on campus until 8:35 am** each day unless under the direct supervision of a certified staff member.
- Students are restricted to the commons area upon arrival and are not to congregate in the parking lot.
- **By 4:00 pm**, students are required to be out of the building or have reported to appropriate tutorial session.

REMAINING AFTER SCHOOL

- **Students who remain after school must be under the direct supervision of a teacher or extracurricular advisor (coaches, club advisors, etc.).**
- To ensure the safety of students and staff, all unsupervised students are to leave the building and campus by 4:00 pm. Students must wait for their ride at the front entrance of the building. Students who do not adhere to this policy may be charged with trespassing.
- Students who stay after school for extracurricular activities, sports, or detention must find their own transportation home. Students must wait for their ride at the front entrance of the building.
- Students on campus after the designated time without supervision or an approved purpose will be subject to administrative disciplinary action.
- Afterschool tutorial buses will be offered on Tuesday, Wednesday, and Thursday. Students **MUST** have a note from the TEACHER, COACH or STAFF they are staying with in order to ride the late bus. Students who stay after school for social and non-educational or athletic reasons will NOT be given a late bus note.

Lunch	1:30 pm – 1:50 pm
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WGHS BELL SCHEDULE

Zero Period	7:45 am – 8:40 am
Warning Bell	8:43 am
First Period	8:50 am– 9:50 am
Second Period	9:55 am – 10:55 am
Third Period	11:00 am – 12:00 pm
Fourth Period	12:05 pm – 1:45 pm
Lunch A	12:05 pm– 12:35 pm
Lunch B	12:40 pm – 1:10 pm
Lunch C	1:15 pm – 1:45 pm
Fifth Period	1:50 pm – 2:50 pm
Sixth Period	2:55 pm – 3:55 pm

The Weaver Bus departure times:

- 1st block Weaver - bus lot at 8:40
- 3rd block Weaver – front of school at 12:30
- 4th block Weaver – front of school at 1:45

LATE START WEDNESDAY

Schedule will begin the 1st Wednesday after Labor Day.

Zero Period	8:00 am – 9:00 am
Warning Bell	9:03 am
First Period	9:10 am– 10:10 am
Second Period	10:15 am – 11:10 am
Third Period	11:15 am – 12:10 pm
Fourth Period	12:15 pm – 1:55 pm
Lunch A	12:15 pm– 12:45 pm
Lunch B	12:50 pm – 1:20 pm
Lunch C	1:25 pm – 1:55 pm
Fifth Period	2:00 pm – 2:55 pm
Sixth Period	3:00 pm – 3:55 pm

EARLY RELEASE SCHEDULE

Zero Period	7:45 am – 8:40 am
Warning Bell	8:43 am
First Period	8:50 am– 9:45 am
Second Period	9:50 am – 10:30 am
Third Period	10:35 am – 11:15 am
Fourth Period	11:20 am – 12:00 pm
Fifth Period	12:05 pm – 12:45 pm
Sixth Period	12:50 am – 1:30 pm

ONE-HOUR DELAY

No Zero Period	
Warning Bell	9:43 am
First Period	9:50 am – 10:40 am
Second Period	10:45 am– 11:30 am
Third Period	11:35 am – 12:20 pm
Fourth Period	12:25 pm – 2:05 pm
Lunch A	12:25 pm – 12:55 pm
Lunch B	1:00 pm – 1:30 pm
Lunch C	1:35 pm – 2:05 pm
Fifth Period	2:10 pm – 3:00 pm
Sixth Period	3:05 pm – 3:55 pm

TWO-HOUR DELAY

No Zero Period	
Warning Bell	10:43 am
First Period	10:50 am – 11:25 am
Second Period	11:30 am – 12:05 pm
Fourth Period	12:10 pm – 1:50 pm
Lunch A	12:10 pm – 12:40 pm
Lunch B	12:45 pm – 1:15 pm
Lunch C	1:20 pm – 1:50 pm
Third Period	1:55 pm – 2:30 pm
Fifth Period	2:35 pm – 3:10 pm
Sixth Period	3:15 pm – 3:55 pm

Weaver classes: Two Hour Delay

- First and/or Second block will not be held
- Third and Fourth Block courses follow their regular schedule.

REPORT CARD DISTRIBUTION

Zero Period	7:45 am – 8:40 am
Warning Bell	8:43 am
First Period	8:50 am – 9:50 am
Second Period	9:55 am – 10:55 am
Third Period	11:00 am – 12:00 pm
Fourth Period	12:05 pm – 1:45 pm
Lunch A	12:05 pm – 12:35 pm
Lunch B	12:40 pm – 1:10 pm
Lunch C	1:15 pm – 1:45 pm
Fifth Period	1:50 pm – 2:50 pm

Sixth Period	2:55 pm – 3:50 pm
Homeroom	3:50 pm – 3:55 pm

PARENT INFORMATION

ROLE OF A PARENT/GUARDIAN

As partners with students and faculty, it is important that parents:

- Contact teachers and access PowerSchool Parent Portal to review your student’s grades and attendance information.
 - a. If a concern arises, please make initial contact with the core content teacher.
 - b. If you wish to meet a teacher or observe in a classroom(s), we ask that you honor our policy of providing a 24-hour notice.
- Support Service Learning and Character Development activities as students work toward achieving Service Learning awards.
- Develop and maintain your child’s respect for law, other people, and their property.
- Support positive actions and behaviors.
- Encourage student(s) to be aware of what the learning objectives are for each class.

PROBLEMS AND CONCERNS

Staff members are available and want to listen to students and parental concerns. The following suggestions will help guide students to people who can respond to their concerns.

Question/ Concern:	Who To Direct Questions to:
Grades	Check ParentPortal, discuss first with teacher, then student’s counselor and then, if necessary, an administrator.
Departmental Test Days	Included on page 12
Student Schedules	The student’s counselor.
Teacher Instructional Practices	Teacher, counselor, curriculum Facilitator and/or appropriate administrator.
Enforcement of school rules and procedures	Discuss first with teacher or staff member directly involved. Speak objectively and respectfully to the person in private. If still not satisfied with the resolution of the problem, the matter can be referred to the appropriate administrator.
Attendance	Discuss first with teacher and then with the Attendance Secretary, Ms. Holland.
Sports, Cheerleading, and Athletic Eligibility	Chris Causey, Athletic Director causeyc@gcsnc.com
Parking Permits and purchases	Mr. Galiotti, Assistant Principal galiotl@gcsnc.com
Yearbook and School Pictures	Ms. Nosal, Yearbook Advisor nosals@gcsnc.com
Dropout Prevention	Counselor, graduation coach, and school social worker
Bullying/Harassment	Inform a staff member. Complete the GCS Form. Work with appropriate administrator and/or Counseling Department.
Medical Concerns	

School Nurse is on campus at a minimum of once a week.

TRANSPORTATION– Bus & Personal Vehicles

TRANSPORTATION

- Western Guilford High School is a closed campus. Once students arrive, they may not leave campus at any time. Students caught doing so are subject to suspension from school and suspension of the parking permit.

BUSSES

- **Riding the bus to school is a privilege, not a right.**
- Students attending Weaver classes are provided bus transportation from Western to Weaver and back.
- When a bus arrives late, students will be given a late bus pass indicating the date and time of bus arrival. Students have 15 minutes to get to class and present the late bus pass to the teacher.
- Students with late bus passes who arrive after 15 minutes will receive an unexcused tardy and may face disciplinary consequences.
- If a student wishes to **ride a different bus**, a note must be provided to Western's administration the morning of the request. The note must provide both parent/guardian phone numbers for verification purposes.

SCHOOL BUS CONDUCT

- North Carolina statute 115C-245B: "The principal may take such action to any such misconduct upon a school bus, or any violation of the instructions of the driver, as he might take if such misconduct or violation had occurred upon the grounds of the school."
- Students will follow and are subject to consequences in the Guilford County Code of Conduct regarding bus behavior.
- **School jurisdiction includes bus stops.** Incidents at the bus stop are subject to the code of conduct.

BUS BEHAVIOR HELPFUL TIPS

- Students should:
 1. Stay seated at all times.
 2. Keep arms and head inside windows.
 3. Limit unnecessary conversation with the driver.
 4. Use conversational voice.
 5. Observe silence at all railroad crossings.
 6. Refrain from eating, drinking, or smoking on the bus.
 7. Refrain from having glasses, cans, bottled drinks, and sharp instruments on the bus.
 8. Refrain from throwing items from the bus and being discourteous to passing motorists.
- The driver has the right to assign students to designated seats.
- Please direct transportation requests/questions to the Transportation Office by calling 336-316-5865 or 336-370-8920 and asking for the Routing Specialist for Western Guilford.

PARKING

- **Students may park on school premises as a matter of privilege, not a right.**
- Contact Mr. Galiotti with parking questions.
- The sales of parking passes remain open throughout the school year.
- Parking permits must be displayed by **September 7th**.

Students must satisfy the following conditions prior to parking on campus:

1. Pay all outstanding school debts.

2. Complete parking application.
3. Purchase a permit (\$30.00) for his/her vehicle.
4. Display the parking permit issued on the rear-view mirror.

Once a permit has been issued,

1. Park in assigned parking space.
2. Exit car and immediately enter building upon arrival to campus.
3. Students may not access their cars during the school day without obtaining permission from the main office. A parking lot pass will be issued by the front office.
4. Students caught in the parking lot without authorization are subject to search, out of school suspension, and suspension of parking permit.
5. Do not enter or exit through the bus parking lot.
6. Drive cautiously and obey all laws, rules, and regulations pertaining to the operation and parking of motor vehicles. No acts of reckless driving are permitted including but not limited to peeling out, accelerating at a high speed, driving with students on top of the vehicle or anything else deemed to be unsafe, etc.
7. Bringing prohibited substances and/or weapons to campus and/or storing aforementioned items in a vehicle are prohibited by law and by Guilford County Schools.
- 8. Transporting other students off campus during the school day is not allowed and will warrant a suspension.**
9. Arrive to school on time in order to keep parking privileges.

AUTOMOBILE SEARCHES

- The school retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles. If in the parking lot without permission, students have provided just cause for administration to search his or her person and vehicle.
- Patrols and inspections are conducted without notice. Law enforcement will be called to search student vehicles when the principal or designee determines a need.

PARKING REMINDERS

- Buses and pedestrians always have the right of way.
- **Keep the area around vehicle free of litter or face revocation of parking privileges.**
- WGHS is not responsible for damage to cars or any items that may be taken from them.
- Repeated discipline and/or attendance issues may result in parking permit revocation.

WESTERN ATTENDANCE POLICY

Each student will receive a Guilford County Schools Student Handbook. The GCS Handbook contains vital information regarding the attendance policy. The policy can affect course credit; therefore, it should be read carefully. Please address questions to the Western attendance secretary.

ATTENDANCE POLICY HIGHLIGHTS

- All absences require a written note from the parent/guardian explaining the absence(s).
- Absence notes must be given to the Attendance Office **within three (3) days** of returning to school.
- Failure to submit such notes within 3 school days after return to school will result in an unlawful absence.
- Students who have four or more absences from a class will be recorded as incomplete status until make-up time has been completed.
- When possible, please schedule medical appointments before or after the school day.
- Students are responsible for all work missed when absent from school.
- The ultimate responsibility for make-up work lies with the student.
- A parent or guardian should request work assignments if a student is absent for more than 3 days.
- For students under 16, court proceedings will be initiated with the City of Greensboro District Attorney's Office against the student and/or parents in violation of the North Carolina compulsory attendance law if the absences continue without reasonable explanation.
- If make-up time is not completed within ten days of the end of the grading period, the student will receive a 59-F as their final grade for that marking period.

MAKE-UP TIME

- Student must make up 30 minutes of time **per absence per class** for all absences over three (3).
- Questions and/or concerns regarding make-up time should be first discussed with the classroom teacher.
- The classroom teacher will provide a Make-Up Slip to students who need make-up time.
- Students are responsible to turn in completed Make-Up Slip in order to earn credit for make-up time.
- Students will **make up work assigned within three school days of the student's return to school**.
- Make-up time cannot be completed during the instructional day including lunch periods.
- Students on a **field trip** are present in school.
 - Completion of a **Field Trip Eligibility Form** is required for participation and attendance exemption.

ATTENDANCE WAIVERS

- Students and parents may appeal in writing to the principal for permission (e.g. medical and/or other unusual circumstances) to remove incomplete status or to extend make-up time utilizing the Attendance Waiver Form.
- Attendance Waiver Forms are located in the front office.
- Forms must have the **appropriate (medical) documentation** attached to the form.
- Forms will be turned into the Attendance Office.
- Attendance waivers **ONLY** excuse the student from make-up time. Students are still responsible for all missed assignments.
- Please address approved documentation questions to the Attendance Office.
- Waived absences are not removed from the student's attendance record.

SIGN-OUT AND SIGN-IN PROCEDURES

- **Any student who leaves campus during the instructional day must be signed out in the attendance office.**
- **Any student who arrives on campus after 8:50 must sign in at the attendance office.**
- Students are to remain in class until they are called to the Attendance Office for check-out.
- When **returning to campus** after an Early Release, a student must sign back into school through the Attendance Office.

ILLNESS AT SCHOOL/STUDENTS LEAVING CAMPUS DURING THE SCHOOL DAY

- When a student is ill, the parent/guardian will be called from the attendance office.
- Students are not allowed to wait outside for a parent to pick them up.
- A parent or guardian must come to the attendance office and sign the student out of school.
- If any person other than the parent or guardian or emergency contact is picking up the student, a verbal or written permission must be given to the attendance office prior to the student being signed out.
- Sick students who drive will be released only after written or verbal permission is obtained by the Attendance Office. Students must sign out in the attendance office.

ABSENCE/EARLY RELEASE NOTES

- Notes must be brought to the Attendance Office.
- The student must submit a written note to the Attendance Office.

The note must include:

1. **the student's full name**
2. **reason for absence or early release**
3. **date of absence or early release**
4. **signature of parent/guardian**
5. **a daytime phone number of the parent/guardian**

TIME REQUIRED IN CLASS

- Attendance for at least one-half of the class period is required for the student to be counted present.

SUSPENSIONS

- By state statute, out of school suspensions are counted as lawful absences. Students will not be required to make-up the time for these absences but are accountable for missed class work, homework, quizzes, and tests.

PARENT NOTIFICATION OF INCOMPLETE STATUS

- Teachers will notify parents via phone call, email, or letter.
- Parents are urged to encourage their students to make-up time by assigned deadlines.

TARDY POLICY

- Punctuality is very important. Tardies are disruptive.
- A 1-minute warning bell will be provided to assist students.
- **Students are required to sign a tardy log when tardy.**
- Reporting to class without a note after 10 minutes will be considered violation of GCS Rule 2a. Attendance – Skipping.
- Classroom instruction must begin on time – your attendance is significant.
- Teachers will document the first three tardies and will contact parents prior to the 4th tardy.
- **A 4th tardy and additional tardies per grading period will be referred to administration for disciplinary action.**

TARDY DISCIPLINE STEPS

1 st Tardy	Warning and document.
2 nd Tardy	Teacher contacts parent and/or guardian and document contact.
3 rd Tardy	Teacher contacts parent and/or guardian and document contact.
4 th Tardy	Teacher assigned After School Detention and document contact.
5 th Tardy	Teacher provide Student Success Plan Referral Form to Counseling Counseling contact of parent; may also include Parent-Teacher Conference
6 th Tardy	Teacher completes Discipline Referral; Administrative action steps

- Additional policy steps will be determined in collaboration with the Administrative Team, Counseling Department, Principal Staff Advisory Team, Crisis Team, and the Western Guilford Leadership Team.
- Additional potential Tardy discipline options: Mandated tutorials, Attendance Intervention Contract, suspension of driving/riding privileges, In School Suspension, and/or Out of School Suspension.

ACADEMIC INFORMATION

2018-2019 DEPARTMENTAL TEST DAYS

- Tuesday Math and Physical Education
- Wednesday Science and CTE
- Thursday Social Studies and World Language
- Friday English and Cultural Arts

HONOR CODE

- Students shall not engage in any act of plagiarism or falsification of work.
- This includes, but is not limited to, cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one’s own work, and verbal or written statement of untruth.
- All incidents of cheating **MUST** be reported to administration.

LATE WORK POLICY

- Late work will not be accepted by any teacher beyond 3 school days. Fifteen points will be deducted each day the assignment is late beyond the due date.

TUTORING

- Teachers will post their weekly tutorial hours in their classrooms and on their websites. Each teacher is required to offer one after school tutorial per week.
- Western requires all students with a “C” or below to attend tutoring. If a student is not attending, the teacher will continue parent/guardian contacts and make a referral to the appropriate counselor.

INTERIM REPORTS

- Interim reports are sent home once during each grading period.
- Dates for the interim reports are as follows:

1st Quarter
September 27

2nd Quarter
December 10

3rd Quarter
February 25

4th Quarter
May 8

REPORT CARD INFORMATION

- Students are **REQUIRED** to initial receipt of report card when distributed in homeroom.
- Dates for end of grading period and report cards are:

REPORT CARD DATES

1st Quarter

October 27 - 1st Grading Period Ends
November 13 - Report Cards to Students

3rd Quarter

March 29 - 3rd Grading Period Ends
April 8 - Report Cards to Students

2nd Quarter

January 22 - 2nd Grading Period Ends
January 29 - Report Cards to Students

4th Quarter

June 8 - 4th Grading Period Ends
* 4th quarter Report Cards are mailed to students

TIERED INTERVENTION PROGRAM

- Counselors will send Failure Letters to parents after each report period.
- Students will be eligible for additional support including but not limited to:
 1. Teacher interventions including potential quarterly **Acceleration programming**
 2. Teacher and Departmental after school tutorial sessions and test review sessions
 3. Counselor interventions
 4. Parent/Teacher Conferences
 5. Support from Curriculum Facilitator
 6. Student Services Team interventions
 - Assistance from school Social Worker
 - Assistance from Graduation Coach
 - Assistance from Special Populations Coordinator
 - Assistance from Counseling staff
 - Assistance from School Psychologist
 7. Peer tutorials
 - Graduation Cohort Tutoring groups
 - National Honor Society tutoring groups
 - Peer Tutorial groups during lunch
 - Subject area peer tutoring groups

EOC (EOC) EXAMS

- North Carolina requires standardized End-of-Course tests in Biology, English 10, and Common Core Math I. These **exams count 20%** of the final grade. Teachers offer review sessions during the year and prior to exams. Attendance is required.

NORTH CAROLINA FINAL EXAMS (NCFE)

- These **exams count 20%** of the grade. Teachers offer review sessions during the year and prior to exams. Attendance is required.
- Please refer to teacher course syllabus information and/or contact the teacher to verify if your student will take a NC Final Exam.

CAREER AND TECHNICAL EDUCATION (CTE) END OF COURSE EXAMS

- North Carolina requires standardized End-of-Course tests in Career and Technical Courses.
- These **exams count 20%** of the grade. Teachers offer review sessions during the year and prior to exams. Attendance is required.
- Please refer to teacher course syllabus information and/or contact the teacher to verify if your student will take a NC CTE EOC.

ADVANCED PLACEMENT (AP) COURSES

- AP courses are college level studies for which students may receive advanced standing and/or college credit based on their score on the national College Board AP test.
- An examination given by the College Entrance Examination Board. Scores on this exam and the requirements of a particular college will determine the amount of advanced placement credit students may earn.

EXAM EXEMPTIONS

- Students must complete and adhere to all expectations and deadlines contained on the Final Exam Exemption Request Form.
- Exemption forms will be available in the Main Office in early May.
- The administration will review each case individually and determine the student's eligibility.
- **Discipline** infractions will be considered when administration makes a final decision.
- When an exam is exempted, the student's yearly average will be recorded as the exam grade.

EXEMPTION REQUIREMENTS

- The student must have an **80% or higher** in the class he/she is wishing to exempt.
- The student must obtain both the parent/guardian and teacher signature.
- The student must have **6 or fewer absences for the year** in the course he or she wishes to exempt.
- **Waived absences** will be included in the total absence count.
- The student can **ONLY** exempt **ONE** class that is non-EOC, non-CTE EOC, and non-NC Final Exam tests.
- Juniors will qualify for a second exemption if they score a 19 or higher on the state provided ACT.

ADVANCED PLACEMENT SCHOLARS DISTINCTIONS

- *AP Scholar* – granted to students who receive an average score of 3 or higher on three or more AP Exams.
- *AP Scholar with Honor* – granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.
- *AP Scholar with Distinction* – granted to students who receive an average score of at least 3.5 on all AP Exams taken and scores of 3 or higher on five or more of these exams.
- *National AP Scholar* – granted to students in the United States who receive an average score of at least 4 on all AP Exams taken and scores of 4 or higher on eight or more of these exams.

ACT

- The ACT College Entrance Exam will be free of charge to all 11th grade students.
- Mandated exam – this is not optional.
- Preparation for the exam will take place throughout the year.
- Students are also eligible to participate in an after school program to prepare for the exam.
- North Carolina utilizes Western Guilford's ACT performance composite as a measurement of school performance.
- External ACT dates are posted in the counseling office and online.

PreACT (Formerly PLAN)

- The PreACT is given once a year to all students classified as a 10th grader.
- The PreACT prepares students for the ACT in the same way the PSAT prepares students for the SAT.

PSAT

- The PSAT is given once a year to all students classified as an 11th grader.
- The PSAT scores are used to determine student's AP potential.
- The junior scores determine National Merit and other scholarship winners.

SAT

- Western Guilford is a SAT testing site.
- External SAT dates are posted in this handbook, the counseling office, and online.
- Students may pick up fee waivers from the counseling office.
- Students must register and pay on-line to take the SAT at an approved College Board site.

WORKKEYS

- The WorkKeys assessment will be used as a tool to measure Western Guilford High Schools overall state performance rating.
- The test is administered to seniors who are in the process of completing a career cluster sequence as part of the Career and Technical Education program.
- The WorkKeys assessment is a mandated exam – this is not optional.
- The test measures skills that employers believe are critical to job success—skills such as reading, math, and location information.
- Based on how students score on this test, they may earn The National Career Readiness Certificate (NCRC) in one of four levels—bronze, silver, gold or platinum.
- These certificates are evidence-based credentials that help demonstrate students have essential skills for success in education and the workplace. Many companies in our local area are recognizing the NCRC as a predictor of an employee's potential.

SCHOLARSHIPS/FINANCIAL AID

- Western Guilford's PTSO, Counseling Center, and administration will host a scholarship and financial aid workshop.
- CFNC (College Foundation of North Carolina) also provides additional workshops at alternative sites. Information may be obtained in the Counseling Center.

ADVANCED PLACEMENT CAPSTONE ACADEMY

- The Advanced Placement (AP) Academy at Western Guilford High School is the first school in North Carolina to partner with College Board in their launch of AP Capstone Programming.
- The Program is designed to provide students an opportunity to apply critical thinking, collaborative problem solving, and research skills in a cross-curricular context.
- Students will engage in a rigorous academic experience combined with the support systems necessary for success.
- Enrichment sessions led by the AP Coordinator and AP staff, in addition to the enriching off-campus experiences, will foster leadership skills and innovative practices by students.

TAAG: (Tardies, Attendance, Academics, and Grades)

- **Tardies:** showing up on time to school every day can help students develop the habit of being punctual with important commitments. This habit can serve high school students well through college and into their future careers.
- **Attendance:** Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.
- **Academics:** If you find yourself struggling in class, try the following steps to improve your grade:
 - Talk with your teacher.
 - Be an active participate in class.
 - Attend Tutorials.
 - Complete all assigned work.
 - Study with friends for upcoming quizzes and/or tests.
 - Ask for help and supports frequently.
- **Grades:** Make sure that your teacher is grading you equitably.
 - 2 tests per quarter
 - Teacher made Common Cumulative Exam per quarter (1st, 2nd, and 3rd)
 - 4 quizzes per quarter
 - Multiple classwork and homework assignments per quarter
 - Minimum of 18 grades per quarter

Academic Honor Societies

- Beta Club
- National Honor Society
- National Technical Honor Society
- National Art Honor Society
- National Spanish Honor Society
- Tri-M Honor Society

Career and Technical Education Certifications

- Nurse Aide I Training (CNA)
- GCS Forklift Certification
- Microsoft Office Certification
- WorkKeys Awards (Platinum, Gold, Silver, Bronze)

Honors Graduates Recognitions

- Cum Laude 3.5-3.99 GPA
- Magna Cum Laude 4.0-4.49
- Summa Cum Laude 4.5 or higher

STUDENT SERVICES

- Student services are provided to assist each student with day-to-day adjustments to school, evaluate interest and aptitudes, plan for the future through continuing education beyond high school, and assist in seeking employment after high school.
- Students and parent/guardians are invited to visit the office **before school or after school** to obtain answers to questions, schedule appointments with the counselor or career counselor, and use available resources.

COURSE SELECTION AND COURSE CHANGES

- Please obtain and complete the Schedule Change Form from the front office.
- Students are required to meet the stated criteria listed on the Schedule Change Form.
- Schedule changes will not occur the 1st week of school.
- Schedule changes (Drop/Add period) end on September 16th.

STUDENT SERVICES TEAM

- Counselors, school social worker, special population's coordinator, school psychologist, school nurse, and the graduation coach are available for individual and group counseling.
- Information concerning testing, career choices, summer programs, college planning, financial aid, scholarships, health concerns, and course registration are available.
- Additional functions include but are not limited to consultation with teachers, parents, administration, and community resources to provide guidance for students.

PARENT TEACHER CONFERENCES

- To schedule a conference with multiple teachers, parents are to contact the counseling center.
- If a conference is needed with an individual teacher, please make initial contact with the teacher.

CHANGE OF CONTACT INFORMATION

- Parents need to inform the **Data Manager** when there are any changes to a home address, work information, emergency contacts or telephone numbers.
- The Data Manager will provide a Demographic Change Form to complete.
 - Address changes require proof of residency in the form of a lease, utility bill, driver's license with voter registration card.
- This is **ESSENTIAL** in emergencies or when information needs to be communicated home.

TRANSCRIPT and RECORD REQUESTS

- Transcripts and Records may be requested on-line on the Guilford County Schools website.

DISCIPLINE PHILOSOPHY

DISCIPLINE BELIEF STATEMENT

At Western Guilford, we believe that every student is entitled to have a positive teaching and learning environment, free from distractions caused by the inappropriate behavior of others. We strive for students to have nurturing interactions with our faculty, staff, and administration.

Our preferred method of discipline involves communication and counseling from teachers, counselors, support staff, and the administration. Our team expects our students to be self-corrective with their behavior. Any non-counseling discipline will be done only with the intent of helping students grow in the areas of developing good relationships with others, respect for his/her rights, dignity and safety of all individuals within the school community, and respect for established school laws, procedures and processes.

Therefore, students are expected to be strong **self-advocates**. Self-advocacy requires the strength to overcome obstacles to succeed by using their voice at the right time, right place, and in the right way. Students must not become their own obstacle. Their only option is success.

Each student will receive a copy of the **Guilford County Schools Student Code of Conduct** which defines the system's expectations for proper behavior. The following policies are designed to add clarity to and ensure consistent enforcement of the aforementioned code.

DISCIPLINE PROCEDURE:

- Students are required to review the **Western Guilford Active Student Contract** (see page 3).
- Each case will be reviewed on an individual basis.
- Consequences for inappropriate behavior in the classroom will be handled first by the classroom teacher.
- If necessary when a student referral is made, teachers will contact the parent/guardians.
- In some cases, students may have to complete a **Student Documentation Form**.

AFTER SCHOOL DETENTION (ASD)

- When possible, ASD is designed as an educational method to prevent students from losing valuable class time that would be lost in lieu of in-school-suspension.
- Teachers and/or administrators may assign ASD for various minor infractions. Days will be determined by individual teachers and/or designated administrators.
- ASD is from 4:00 – 5:00. ASD may be assigned on Tuesday, Wednesday, and Thursday.
- GCS transportation will be provided Tuesday, Wednesday, and Thursday.
- Students must arrive to ASD on time. If they do not, additional consequences will be warranted.

IN-SCHOOL SUSPENSION (ISS)

- When possible, ISS is designed as an educational method to prevent students from losing valuable school contact hours in lieu of Out of School Suspension (OSS).
- The ISS teacher assists students individually.
- In addition, students may be assigned character education assignments and may spend time doing community service within the school.
- Students assigned are expected to bring all of their books and work the entire assigned time period.
- A failure to work productively and cooperatively in ISS may result in additional consequences including but not limited to additional days of ISS or 1-2 days of OSS.
- **If a student is assigned ISS, he/she may NOT participate in any extra-curricular activities (sports, clubs, etc.) for the time assigned.**

OUT-OF-SCHOOL SUSPENSION (OSS)

- Out-of-school suspension is a consequence for more serious offenses that disrupt the learning environment. It is also used for students with multiple referrals for the same offense.
- Students who are in out-of-school suspension are not allowed on any Guilford County Schools property for the duration of the suspension.
- **If a student is suspended (OSS), he/she may NOT participate in any extra-curricular or afterschool activities (sports, clubs, etc.) for the time assigned.**

IMPACT OF OUT-OF-SCHOOL SUSPENSIONS

- Western Guilford High School students with **10 or more days of OSS** will not be permitted to attend athletics, school dances or other designated extracurricular functions for the remainder of the semester.
- Out of attendance zone districted student assignments may be revoked and the student reassigned back to their home school.

RESPECT PROPERTY

- Keep the school building and grounds clean.
- Dispose of trash properly including cafeteria trays.
- Keep all areas free of vandalism and graffiti.
- Keep personal property safe in locker or book bag. Leave valuables at home. **Western Guilford High School is not responsible for stolen items.**
- Consequences include but are not limited to ASD, ISS, OSS, restitution or charges being filed.

COMPUTER USAGE

- School computers are a valuable resource for students.
- Students must **access appropriate content** and respect the privacy of others.
- The following computers are restricted from student use: teacher computers, teacher workroom, administrative offices or any unoccupied classroom.
- Any student who tampers with or accesses school computers inappropriately, will be subject to consequences.
- Inappropriate usage of social media (i.e. Facebook, Twitter, etc.) on school computers is strictly prohibited and may result in disciplinary actions.

DRESS CODE (GCS Code of Conduct: Rule 28)

- Clothing should be appropriate for school and not detract from the learning process.
- Headgear such as but not limited to hats, hoodies, bandanas may not be worn in the building at any time **including before school**. Items will be confiscated. Students may pick-up confiscated items after school in the main office.
- Offensive logos or symbols that contain profanity, references to drugs, tobacco, alcohol, weapons, or gang paraphernalia will not be permitted.
- Any form of a hood must remain off the student's head at all times in the building.
- Students' undergarments must be covered.
- Student clothing is not to expose inappropriate areas of the body.
 - This includes but is not limited to tops, leggings, shorts, and shirts.
 - No see-through clothing will be allowed.
 - Length of shorts and skirts will be monitored. Recommended guideline: mid-thigh.
 - Tops are not to expose midriffs or cleavage.
 - Strapless, halter, spaghetti straps, or tube tops are not allowed.
 - Shirts that either come with large armpit holes or are altered to have large armpit holes are not permitted.

- **Students who wear inappropriate clothing will be allowed to immediately change or remove the attire that is in violation of the rule.**
- Consequences may include but is not limited to in-school disciplinary action and parent contact.

ELECTRONIC DEVICES POLICY

- **“Out of Sight, Out of Sound during class.”**
- All Cell phones must be put away during class.
- Electronic devices may **ONLY** be used for instructional purposes as directed by content area teacher and during class changes and /or lunch.
- Students are not allowed to answer the phone, text, or check the phone at any point during class.
- Parents/guardians or family members must contact the main office and/or a designated school official to contact a student during instructional time.
- **Western Guilford is NOT responsible for the items are lost, damaged, and/or stolen.**

ELECTRONIC DEVICE STEPS

- 1st offense: Verbal warning
- 2nd offense: Device is taken and returned to the student at the end of the class period.
Parent/guardian contacted.
- 3rd offense: Device is taken, given to the front office, and returned at the end of the school day to the student.
Parent/guardian contacted. Students will be required to sign the Electronic Release Form in the main office.
- 4th offense: Device is taken and given to the front office. Parent/guardian contacted. Parents are required to pick up the student’s device from the main office and sign the Electronic Release Form.

- Repeat violations may result in ASD, ISS and/or up to 3 days OSS.
- Additional policy steps may be added via review by and in collaboration with the Administrative Team, Principal Staff Advisory Team, Crisis Team, and the Western Guilford Leadership Team (WGLT).

DRUG AND ALCOHOL USE

- Western Guilford School staff, PTSO and Student Council support a drug-free school environment.
- We will use the maximum disciplinary actions (**10 days including counseling programing**) allowed in the GCS Code of Conduct for the use, possession, or distribution of drugs, tobacco, vaping, and/or alcohol.

VENDING MACHINES

- Vending machines are off limits for student use during instructional time. If violated, the student may be subject to disciplinary actions.
- All vending machines on the Western campus are **used at one’s own risk, thus no refunds.**

STUDENT FEES

- Students are required to pay for lost books, library fees, uniforms, and restitution.
- Students who have not paid their fees may not be able to participate in extracurricular activities including but not limited to:
 - School dances
 - Obtaining school parking passes
 - Culminating graduation activities – including Senior Picnic and the Graduation ceremony

VISITORS TO CAMPUS

- All VISITORS including parents/guardians must report to the front office to receive a **visitors badge** when they arrive on campus.
- Students are not allowed to have visitors at school at any time **without administrative approval**.
- If a visitor is on campus without approval, the individual will be escorted off campus.

CLOSED CAMPUS

1. Western Guilford operates under a closed campus policy.
2. Upon arrival at school (bus or car rider), students are to remain on campus until official dismissal.
3. Students are **not allowed to leave campus without checking out through the Attendance Office**.
4. Students are **not allowed to loiter in the parking lot or in other areas in or surrounding the school** before, during, or after school.
 - a. **Including waiting to be picked up for an early check out**
 - b. **Students may not wait for deliveries of any type in the:**
 - Atrium
 - School entrances
 - Parking lot

SCHOOL DISRUPTIONS

- Fighting
 - Participants – 10 day suspension up to Long Term suspension
 - Pending results of investigation
- School disruptions defined as drawing a crowd and requiring staff or administrative response may result in a minimum 3 days of OSS.
- Non-participant who runs to view, videos/records, and/or takes picture of the disruption may result in a minimum 3 days of OSS. Phones are subject to confiscation.

SCHOOL RESOURCE OFFICER (SRO)

- The SRO monitors Western's security cameras, has the power to arrest, and may also issue tickets for speeding on campus or other traffic violations.

CRIMINAL VIOLATIONS

- There are circumstances that occur that **go beyond reasonable misconduct**. Those breaches of acceptable behavior are serious enough to be considered criminal actions. The following infractions will be automatically referred to the Greensboro Police Department:
 1. Verbal or physical assault on a school employee
 2. Possession of weapons and firearms
 3. Communication of a threat toward a student or school employee
 4. Any threat of violence to harm others
 5. Violent physical assault upon a student
 6. Distribution, possession, delivery, sale or use of a prohibited substance
 7. Inappropriate physical contact (Sexual Battery-GC13-27)
- Students are subject to all North Carolina general statutes and local ordinances

SCHOOL INFORMATION

TEN MINUTE RULE

- **Students are not permitted to leave the classroom within the first ten minutes of class and the last ten minutes of class.**

TEXTBOOKS AND EQUIPMENT

- If a book is lost, stolen, or damaged during the year, the student must reimburse the school.
- Students who are issued equipment for classes and athletics are also held responsible for the return of the equipment in good condition.
- **All fees for textbooks and equipment must be paid in order for students to participate** in extracurricular activities including but not limited to:
 - School dances
 - Obtaining school parking passes
 - Culminating graduation activities

HALL PASS

- Students **are not** to be out of class without a hall pass from the teacher.
- Students without valid hall passes will be returned to the teacher's classroom and may be subject to disciplinary actions.
- Students with invalid (forged) hall passes will receive consequences.

SUBSTITUTE TEACHERS

- A substitute teacher deserves the highest courtesy and cooperation from students at all times.
- Attendance continues to be mandatory.
- Standards of behavior and accountability are the same for students while being taught by a substitute.
- Student disciplinary referrals will be made by the substitutes for inappropriate behavior.

LOCKERS

- Lockers are issued to students through 4th period classes.
- Students will provide their own lock.
- The student locker combination or a copy of the key must be shared with 4th period teacher.
- Do not share your combination or keys with others.
- Locker should be kept locked at all times.
- Students assume full responsibility for the contents and security of their lockers.
- Lockers are school property and at all times remain under the supervision of the school.
- Lockers may be checked at any time without student consent or a search warrant.

LOST AND FOUND

- The lost and found is located in the main office.
- Books and clothing that are clearly labeled can be returned to the student.
- Please do not bring valuables to school—especially electronic devices, jewelry, and money.
- **Western will not replace or reimburse lost items and is NOT liable for lost items.**
- Unclaimed items will be given away to charitable organizations each quarter.

MEDIA CENTER

- The Media Center serves as a multimedia center for learning resources and services. The center provides a variety of print and non-print materials, equipment, and specialized services for students and faculty.
- Students wishing to use the facility must have a **Media Center Pass** from a staff member and are required to do so under the supervision of a staff member.
- **Media Center is closed during all three lunches.**
- To ensure proper use of computers and the Internet, students must follow media guidelines for the use of these resources as detailed in the Guilford County Schools Student Handbook.
- Students will be required to use headphones in the media center to maintain a quiet studious atmosphere.
- **Eating and drinking in the Media Center is prohibited.**
- Do not enter the Media Center through the Counseling Center.

POSTERS AND BULLETIN BOARDS

- Notices and advertisements must have administrator approval prior to posting and only posted in approved areas.
- Every effort will be made to use the television in the commons area for communication of key events.
- **Notices and advertisements must be removed within 24 hours after activity is complete.**

STUDENT MESSAGES

- Students are **not** allowed to leave classes to receive messages.
- Messages may be left in the main office to be relayed to students at class breaks or other appropriate times.

LUNCH AREAS

EXPECTATIONS

- All students are required to remain on campus during lunch periods.
- Students are expected to help maintain clean and orderly eating areas.
- **Students are expected to be seated and remain seated throughout the entire lunch period.**
- Each student is responsible for depositing his/her trash in the proper receptacles and ensuring that any spills of food or beverage are cleaned before leaving.
- Students leaving the line with food that has not been purchased will be considered stealing.
- Behavior in the cafeteria should exemplify courtesy.
- **Students are not permitted to order food to be delivered during the school day.**
- Private company lunch deliveries are not permitted and will be confiscated as this is a school and student safety and security issue.
- **Parent/guardians may bring lunch for their students; however, lunches must be brought to the main office before or during the student's lunch period.**
- For the safety of our students, students may NOT meet parents in the parking lot to pick up food.

LUNCH PARAMETERS

- Students are required to stay in the cafeteria or auxiliary cafeteria during lunch.
- Students **may not eat lunch** in school hallways, classrooms, media center and/or non-designated areas such as stairwells.
- **Lunch food trays should never leave designated cafeteria areas.**
- Students located in any other area of campus without the written permission of a staff member will be considered "out of area" and subject to disciplinary actions.

- In order to access other areas of the building during lunch, a student must have a pass from a designated staff member and report to the designated area.

FOOD AND DRINK ON CAMPUS

- Eating food in class is not permitted in classrooms on the Western campus.
- The only permissible drink will be plastic water bottles with a lid.
- Any food or drink that is brought on campus must be secured in a book bag, pocketbook, lunch bag, or other secure location where it cannot be seen by any staff member or student.
- In the interest of student safety, **glass containers** are not allowed.

LUNCH FINANCIAL ASSISTANCE

- Applications may be obtained on-line at the GCS website.
- Completed applications are available and may be returned to the main office.
- Each student will be issued a lunch number for purchasing food. This number must be kept confidential.
- **High school students are not permitted to CHARGE his/her meals.**

BREAKFAST PRICES

- High School \$1.00
- Reduced \$0.00
- Adult A la carte

LUNCH PRICES

- High School \$2.85
- Reduced \$0.40
- Adult A la carte

STUDENT ACTIVITIES & GENERAL INFORMATION

CLUBS

- To start a club at Western Guilford, students will be required to complete the **New Club Proposal Form**.
- The form may be picked up from the Main Office and submitted to the principal.
- Clubs may not meet without an advisor present for the duration of the meeting.
- The Club Fair will be held at all lunches on Wednesday, September 13th.

YEARBOOK PORTRAITS

- Dates to be determined:
 - Underclassman Picture day
 - Make-up Senior Formal Pictures
 - Senior Cap and Gown Pictures (pre-paid and do not go in yearbook).
 - Make-up underclassmen pictures
 - “Last” call make-up pictures for Seniors
- Students will have an opportunity to buy pictures. Purchasing pictures is not required.

IMPORTANT DATES

- | | |
|--|-------------------------------------|
| • Financial Aid Night | TBD |
| • Herff Jones – Senior Graduation Orders | TBD |
| • Hornets Leaving the Nest Night | December 19 at 6:30 |
| • Senior Parent Graduation Meeting | April 8 at 6:30 |
| • Prom | TBD 8:00-11:30 |
| • Senior Awards Program & Senior Picnic | May 24 at 9:15 |
| • Graduation Practice & Senior Dinner | June 5 at the GSO Coliseum |
| • Graduation | June 7 at 7:30 p.m. at the Coliseum |

DANCES

- Western Guilford High School students with 10 or more days of OSS suspensions will not be permitted to attend school dances or other designated extracurricular functions for the remainder of the semester.
- Students must complete the Non-Western Date form and receive prior approval from administration for out of school guests.
- Once someone leaves the dance, he/she is not allowed to re-enter later.
- The same Code of Conduct/Consequences in effect during the school day is also in effect for all school dances. This includes dress code expectations and includes the payment of all fees owed to the school.
- No one above the age of 21 will be permitted.

FUNDRAISING

- All fundraising projects at school or school events must be approved in advance by the administration.
- The **Western Guilford Special Activity Form** must be completed prior to any fundraising and/or club activities that may take place on or off campus.
- The form may be picked up from the Main Office and submitted to the principal or designated administrative personnel.
- Non-school fundraisers are not permitted on our campus.
- Any student who accepts products for a fundraiser will be responsible for the items.
- Items are not to be sold in class. Theft and losses do not relieve the student of obligation.
- Students should not sell personal items or participate in personal fundraising projects at school.

ASSEMBLIES

- Meetings in the auditorium are extensions of classroom learning experiences and can also be effective in building a spirit of community.
- This is a time to show one another that we value each other's interests and talents.
- All students must be actively involved in such programs in order to make this time educationally sound or these activities will be discontinued.
- Appropriate decorum
 1. Fill the front of the auditorium first and move successively back.
 2. Fill in all seats in each row to facilitate timely seating.
 3. Be courteous to the presenters by listening.
 4. Stay awake.
 5. Keep hands and feet within your own personal space.
 6. Stay seated unless a staff member instructs otherwise.
 7. Do not bring food or drink into the auditorium.
 8. Stay in seats until dismissed by an administrator.
 9. Refrain from the use of any and all electronic devices.

DRIVER EDUCATION CLASSES

- Drivers Education classes are not organized, sponsored, or taught by Western Guilford High School. Students may apply to attend via the GCS website.

DRIVER ELIGIBILITY CERTIFICATE

- To take driver education, a student must be at least 14½ years old.
- After successful completion of the classroom and on-road portion of driver education, the driving school will issue a completion form.
- Before the student can get the driver's permit, a Driver Eligibility certificate must be obtained from the school office.

- Procedure
 1. Parent should come to the school counseling office to obtain an eligibility certificate.
 2. Bring certified copy of student's birth certificate and the Driver Education Completion form.
 3. Academic eligibility requires that the student pass a minimum of 75% of classes from the previous semester (5 out of 6). Western Guilford must verify this requirement.

SAFETY AND SECURITY

EMERGENCY PARENT CONTACT/ ACCIDENTS AT SCHOOL

- If a student is injured at school, it must be immediately reported to the office and parents will be contacted.
- A correct phone number for parental contact in a student's record is essential.
- Please contact the counseling office at 336-316-5802 or the attendance office at 336-316-5800 to update phone numbers.

EMERGENCY DRILLS

- Emergency (fire, tornado, and lock down) drills are held throughout the year.
- Emergency evacuation maps are posted in each classroom.
- Students must familiarize themselves with plans and adhere to the direction of school staff in response to possible situations.
- Attention to teacher/staff directions concerning proper evacuation procedure is expected.
- Western will hold a Safety Week during the Fall and Spring semesters in order to practice all emergency drills including a **MOCK LOCKDOWN**.
- Mock drills may be held at any time throughout the school year.

PERSONAL BELONGINGS

- We expect personal belongings to be safe at Western. Students can help us make the school a safe place by doing the following:
 1. Students must lock both PE and hall lockers.
 2. Do not share lockers and/or the combinations with others.
 3. Do not bring large amounts of money to school.
 4. Do not bring electronic equipment to school.
- **Western Guilford High School is not responsible for lost or stolen items.**

ADMINISTRATION OF MEDICATION TO STUDENTS

- The Guilford County School District is genuinely concerned with the health and welfare of your child.
- Because of this concern, the district has established rules and consistent procedures for the proper administration of prescribed medications during school hours.
- The GCS Handbook contains vital information regarding the administration of medications to students (JGCD/JGCD-P). The policy should be read carefully.
- Please address questions to your student's counselor or the school nurse.

ATHLETIC INFORMATION

ATHLETIC ELIGIBILITY

- The GCS Handbook contains vital information concerning athletic eligibility and participation.
- Please contact the team's coach and the Athletic Director for eligibility questions and concerns.

BEFORE THE FIRST PRACTICE:

- Student athletes must meet eligibility requirements and attend with their parent/guardian a required Sportsmanship meeting. Sportsmanship meetings are held for Fall, Winter, and Spring sports.
- Student athletes must have passed a physical exam within the calendar year.
- Physicals must be up to date and reviewed by the Coach, Athletic Director, Athletic Trainer, and Principal at least 24 hours before the student athletes' first activity.
- Student athletes must obtain parental signature on pre-participation/physical form, GCS and Western athletic participation forms, and the concussion affidavit.

ATTENDANCE – REQUIREMENTS FOR ELIGIBILITY

- A student must be at school for at least half a day on the day of the event to participate. The student-athlete must appeal to the principal in writing to consider any extenuating circumstances.

ATHLETIC PASSES

- \$60 for an individual student
- \$100 for an Adult
- \$275 for a family of four
- \$50 Grandparent (1)
- \$75 Grandparents (2)

GUILFORD COUNTY SCHOOLS COURSE GRADE WEIGHT CALCULATIONS

Term	Weight
1 st Quarter	20%
2 nd Quarter	20%
Semester 1 Grade	40%
3 rd Quarter	20%
4 th Quarter	20%
Semester 2 Grade	40%
Exam	20%
Final Grade	100%

