



## ***Principal's Message to Students***

Dear Students,

Welcome back!

As you look forward to your school year, I want each of you to do your very best to make 2015-2016 productive, meaningful, and exciting.

My challenge to each of you this year is to accept great challenges so that you can feel the thrill of victory! This year, know your limitations, challenge your limitations, and defy them!

I wish you all a very successful year!

Sincerely,

A handwritten signature in black ink that reads "C. M. Hayes".

Mr. C. M. Hayes

Principal

# WELLBORN HIGH SCHOOL

135 PINSON ROAD  
ANNISTON, AL 36201  
PHONE: (256) 741-7600  
FAX: (256) 237-7071

MR. JOSEPH DYAR  
SUPERINTENDENT

## ADMINISTRATION OF WALTER WELLBORN HIGH SCHOOL

PRINCIPAL .....Mr. Christopher Hayes  
ASSISTANT PRINCIPAL .....Mrs. Dia Bean

### GUIDANCE COUNSELORS

Ms. Shaa' Bolt 10<sup>th</sup> -12<sup>th</sup>  
Mr. Todd Ford 7<sup>th</sup> -9<sup>th</sup>

### OFFICE PERSONNEL

Mrs. Christie Riddle - Bookkeeper  
Mrs. Cindy Haynes – Principal's Secretary  
Mrs. Lisa Smith – Annex Secretary  
Ms. Pat Brooks – Attendance/Secretary

Website: [www.wwhs.me](http://www.wwhs.me)

## TELEPHONE DIRECTORY (256) 741-7600

MAIN NUMBER.....741 - 7600  
ATTENDANCE CLERK..... Ext. 1  
SCHOOL BOOKKEEPER.....Ext. 2  
ATHLETICS .....Ext. 3  
BAND & CHORAL DEPARTMENT .....Ext. 4  
SCHOOL NURSE .....Ext. 5  
GUIDANCE OFFICE..... Ext. 6  
ADMINISTRATION .....Ext. 7  
LUNCHROOM.....Ext. 8  
MEDIA CENTER SPECIALIST .....Ext. 9

## STUDENT COUNCIL

2015-2016

PRESIDENT.....Annalaya Smith  
REPORTER ..... Rebecca Boyer  
HISTORIAN..... Katie Hafley  
CHAPLAIN .....Chandler Cupp  
REPRESENTATIVES .....Brady Rinehard, Lacy LaDeau, Lilly Hafley, & Shawn LaDeau

PARLIAMENTARIAN.....Loni Welch

The Student Council consists of seven elected officers. The officers are responsible for setting up meetings and school events. The Student Council is responsible for distributing handbooks and student identification cards, conducting assemblies, elections, homecoming week, dances, and various other events throughout the year. The Student Council officers also ensure that all activities are nondiscriminatory towards anyone regardless of sex, race, religion, or handicap.

## STUDENT COUNCIL SCHEDULE

(Dates are tentative)

Class Officer Elections	September 3 <sup>rd</sup>
Homecoming Dance**	October 2 <sup>nd</sup>
Senior Night	October 23 <sup>rd</sup>
Student Council Campaign	Feb. 16 <sup>th</sup> – 17 <sup>th</sup>
Student Council Speeches and Elections	Feb. 17 <sup>th</sup>
Who's Who Dance***	February 27 <sup>th</sup>
Academic Awards Ceremony	7-11 May 3 <sup>rd</sup> @ 9:00
Academic Awards Ceremony	12 May 20 <sup>th</sup> @ 9:00
Academic Tea	May 22 <sup>nd</sup> @ 2PM
**Dress-Sportswear	(I.D. required)
***Dress Semi-formal	(I.D. required)No Jeans

\*\*\*\*The results of the Who's Who elections will be announced at the dance. All candidates must be present at the dance to receive an award.

## BRIEF SCHOOL HISTORY

In the spring on 1939, at the request of the people and their principal, Mr. Fred Bryant, a State Survey Committee came to Mechanicsville to determine the possibility of building a high school in the area. At that time students completing the ninth grade had to be transported to Calhoun County High School at Oxford or pay tuition to attend Anniston High School. The final recommendation of the committee was that a high school be established to serve Mechanicsville, Eulaton, and Saks communities.

After the war ended in 1945, Anniston Ordinance Depot continued to operate and expand. The workers moved their families into this area causing Mechanicsville School to become overcrowded. Also during this period, Eulaton School was destroyed by fire.

Dr. C. Frank Newell, Superintendent, members of Calhoun County Board of Education, and the people of Eulaton and Mechanicsville communities made plans to rebuild Eulaton School as an elementary school or establish a high school to serve both communities. All students at Mechanicsville and Eulaton Schools were given the opportunity to submit a name for the new school under construction. Mr. Walter H. Wellborn's name was selected because he was a loyal, hardworking, long-time member of the Calhoun County Board of Education who was very much responsible for the building of the school.

Walter H. Wellborn High School opened its doors on August 30, 1954, to pupils in grades seven, eight, nine, and ten with Mr. O. A. Gardner as principal. The following year grade eleven was added, and in 1956 the twelfth grade was added. In May 1957 Walter H. Wellborn High School's first class was graduated.

Our school and community are fortunate to have Wellborn Elementary School located on campus adjacent to the high school campus. In addition to drawing students from this new elementary school, Wellborn also draws students from Bynum, Coldwater, and a few from Anniston.

Many buildings and facilities have been added to the original high school structure. At the beginning of the 1968-69 school year the new football stadium was added to accommodate the many supporters of our football team. In the 1975-76 year, a new girl's dressing room was completed and put into operation. The next year, a new press box was added to the football stadium and during the 1976-77 school year a complete baseball field was added to the school campus.

In 1988-90 a new band, choral and PE dressing rooms were added in addition to the new gym, which was completed in 1993. The Howell House for our TMR program was dedicated in May of 1998.

A recent annexation has removed the Bynum and Coldwater areas from the Wellborn School District resulting in a drop in enrollment. However, Walter Wellborn High School expects to remain competitive in all areas of the school curriculum regardless of enrollment. Walter Wellborn High School's students, faculty, and staff are committed to excellence.

## **WALTER WELLBORN HIGH SCHOOL'S MISSION STATEMENT**

We, the faculty, administration, and staff of Walter Wellborn High School, in cooperation with the entire community, believe it is our obligation to prepare WWHS students to be college and career ready. Furthermore, we believe students should be provided with the opportunity to gain an education which is suited to their individual needs, dependent upon their choices and interests- regardless of race, sex, or socioeconomic status. Students graduating from WWHS will be life-long learners and responsible digital citizens, so they can successfully contribute to our ever changing world.

### **WALTER WELLBORN HIGH SCHOOL BELIEFS**

- Students should be provided with the opportunity to gain an education that is suited to their individual needs.
- Students learn most effectively in a safe and healthy environment.
- Community resources, the school staff, and the home contribute to the development of student learning.
- Students should be disciplined to attend school regularly, without tardiness, and be prepared to learn.
- Teachers have the responsibility to promote students' abilities to become rational thinkers, problem solvers, and assume responsibility for their actions.
- Teachers should be exemplary with concern for morality and ethics.
- Administrators should provide leadership, discipline, and academic guidance.
- The community should provide financial support and give positive reinforcement to the educational process.

### **SCHOOL COLORS AND MASCOT**

Black and White are the school colors. Walter Wellborn High's mascot is the Panther. The official school emblem appears on the school rings, diplomas, yearbooks, etc.

### **ACCREDITED STANDING OF WELLBORN HIGH SCHOOL**

Walter Wellborn High School is accredited by the State Department of Education and is a member of the Southern Association of Colleges and Schools.

### **STATEMENT OF NON-DISCRIMINATION**

It shall be the policy of the Calhoun County Board of Education that all students, without regard to status (e.g., homeless, limited English proficient, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support

services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, race, religion, belief, national origin, ethnic group, disability, or other protected status.

Inquiries or complaints regarding compliance with federal regulations may be directed to the Superintendent of Calhoun County Schools

## **I. SCHOOL OPERATIONS**

### **SECTION 1 – SCHOOL DAY**

A minimum of six (6) hours of instruction is scheduled for the school day, not including lunch, break, etc.

The school day may be extended on a scheduled basis for the purpose of offering tutorial programs. Students should report to the Adcock gym on the school campus upon arrival. Students are not allowed to sit in cars or stay in parking lot(s). Students are not allowed in the school building before the 1<sup>st</sup> bell rings unless a note signed by a teacher or inclement weather (administration will decide).

Any student remaining in the building after the end of the school day should be under direct supervision of a Walter Wellborn High School faculty member. Loitering will not be permitted.

Students participating in school-endorsed and/or sponsored events and trips should remember that all policies and requirements outlined in this handbook apply to them regardless of the time of day or day of the week. **Any time a student is absent from school, participation in extra-curricular activities will not be allowed. A student must be present for ½ the hours included in a school day to participate in extracurricular activities.**

### **SECTION 2 – SCHOOL CLOSING**

When the superintendent deems weather conditions too hazardous for safe operations, schools will not open. This judgment will be released to the news media by the superintendent's office. Students should listen to the radio for announcements. If conditions become hazardous during the school day, the superintendent will consider the best interest of the students in deciding whether the schools should stay open or close. Should the superintendent elect to close the schools, the office of the superintendent will notify the principals.

**\*\*REMEMBER: CALHOUN COUNTY SCHOOLS WILL BE MENTIONED BY NAME\*\***

### **SECTION 3 – ENROLLMENT**

See Calhoun County Code of Student Conduct

### **SECTION 4 – TRANSFERS**

Students moving from or entering Walter Wellborn High School are to report to the Guidance Office for instructions and necessary forms. (Public Law 93-380, H.R. 69 will be followed.) Transcripts will not be released until all fees are paid and books and other required school materials are returned or paid in full.

### **SECTION 5 – WITHDRAWALS**

Students wishing to withdraw from Walter Wellborn High School in good standing should report to the Jr. High or Senior High Guidance Office for proper instructions. We expect every student to have a plan to complete his or her education either through public school, private school/parochial school, or home school. Transcripts will not be released until all fees are paid and books and other required school materials are returned or paid in full. A transcript fee will be charged by school.

### **SECTION 6 – STUDENT RECORDS**

Student records are kept locked and on file in the WWHS records room. Numerical averages (grades) on the permanent records correspond to the grading system indicated on the report cards.

## **SECTION 7 – REPORT CARDS**

The student's report card is issued four times per year on dates designated by the school. Specific dates can be found at [www.wwhs.me](http://www.wwhs.me). Evaluation of the student's achievement and conduct is the responsibility of the teacher, and the grade represents a professional judgment.

Parent/guardian/teacher conferences are encouraged and may be arranged during teacher's planning period or at other mutually convenient times. Conferences may not be held during class time. Teachers may return telephone calls during their planning periods or after school.

## **SECTION 8 – GUIDANCE AND COUNSELING**

It is the mission of Walter Wellborn High School's Counseling and Guidance Program to prepare every student socially, academically, and emotionally for present and future challenges. Students are provided with opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career planning opportunities in an environment that is safe, caring, and encouraging. The counselors at Walter Wellborn High School work with students, teachers, parents, and community members to empower students to reach their highest level as productive members of society.

The Counseling and Guidance Program ensures that all students have multiple opportunities to acquire competencies in the three domains of Academic Development, Career Development, and Personal/Social Development. The four program delivery components and activities that are utilized in assisting students to achieve these competencies are as follows:

*School Guidance Curriculum*

*Individual Student Planning*

*Responsive Services*

*System Support*

### **Notes to Students, Teachers, and Parents:**

*Students:* If your counselor is assisting others, do not wait; instead, please sign the "**Student Visit Sheet**" and report to class immediately. Your counselor will send for you as soon as possible.

*Teachers:* Please do not release students from your class to see a counselor, unless you have a written request from the guidance office or unless it is an emergency.

*Parents:* If you have any questions or concerns for your student's counselor, please don't hesitate to call and schedule an appointment. Appointments can be scheduled for Ms. Bolt at 7603 and for Mr. Ford at 7608.

## **SECTION 9 – CHANGE OF SCHEDULE**

Class load, books, teacher load, technology and accreditation requirements must be considered when requests are received for a change in the student's schedule. Schedules will be changed only when there is an extreme emergency such as graduation requirements, which must be met, or when approved by the principal.

A schedule change request will be placed in a file outside the counselor's office for students who want to apply for a change of schedule. Students will write down their request and the reason(s). The counselor will inform the student of the necessary changes to the student's schedule.

## **SECTION 10 – LIBRARY/MEDIA CENTER**

Students are encouraged to use the library for research purposes as well as personal enrichment. A student may come to the library during the time when his/her class is occupying the library. He may go individually with a pass from his/her classroom teacher during school hours this pass must be presented to library personnel upon arrival.

## **SECTION 11 – COMMUNICATION WITH THE SCHOOL**

**It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Walter Wellborn High School in order for us to meet the needs of the student.** Walter Wellborn High School will communicate

through our reporting procedures and formal parent-teacher communication. It is important that parents and students inform teachers of any developments that may influence the student's performance at school. Parents can contact the school at 741-7603/7608 to receive a password and pin number to access their child's information from home.

Parents should not hesitate to contact Walter Wellborn High School if they are uncertain about anything. If parents visit the school they must check in at the Main Office. Your involvement with your child's education, along with any information you share, will enable us to successfully serve the educational needs of your child.

The Walter Wellborn High School staff desires to work with parents to achieve academic success while providing a safe and disciplined learning environment. **Please understand that unless your concern involves a threat to the safety of your child and/or other students, the educational well-being of all students is best served by contacting Walter Wellborn High School at 741-7600 or by email, to make an appointment with a teacher or administrator.** By making an appointment in advance, you ensure that the person you want to see will have the appropriate information readily available for you and will be able to address your concerns in a timely manner without interruption to the instructional program. Please visit our school website for school announcements.

## **SECTION 12 – DEMOGRAPHIC INFORMATION**

Parents and students must immediately inform Walter Wellborn High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student's Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

## **SECTION 13 – DELIVERIES TO SCHOOL**

Florists are **NOT** allowed to make deliveries to pupils while students are in class. Flowers in glass containers or balloons delivered to pupils at school by parents or friends will **NOT** be allowed to be delivered to classrooms.

## **SECTION 14 – FRATERNITIES AND SORORITIES**

Fraternities and sororities, which operate primarily for social purposes, are not allowed to function in Walter Wellborn High School. Initiations are prohibited.

## **SECTION 15 – HAZING**

See Calhoun County Code of Student Conduct

## **SECTION 16 – CLASS RINGS**

Walter Wellborn High School will have a showing of class rings during the student's sophomore year. Orders will be taken at the school. A deposit is required when selection is made. All money is collected and accounted for through the vendor(s).

## **SECTION 17 – SCHOOL DANCES / EXTRA CURRICULAR ACTIVITIES/FIELD TRIPS**

Any school dances and/or activities held at the school or an off campus facility will be sponsored by a club or organization affiliated directly with WWHS. **The Code of Conduct is in effect at all school activities.**

**Students inviting guests must provide the name of the guests. Students and guests are required to abide by all school rules and regulations at school events.** Guests will be admitted at the discretion of the school administration and on the basis of procedures prescribed by them. **School officials reserve the right to deny entry to any person.** All persons attending are required to abide by school rules. **Only students adequately progressing in academics and in good standing while attending Walter Wellborn High School and their guests are allowed at these functions. Students not adequately progressing can be denied field trip excursions and refunds are not permissible. This includes but is not limited to a student's academics, attendance, and discipline as determined by the principal.**

## SECTION 18 – PICTURES

School day pictures are made first semester of the school year and are available for purchase. All students are required to have pictures made in the Fall in order to be placed in INOW and the yearbook. Various other pictures are made during the school year and are available for purchase.

## SECTION 19 – ASSEMBLIES

Assemblies consist of programs conducted by faculty, guests, and/or students. Assemblies are scheduled for different occasions. **Students are seated in assigned places according to grades.** Students should file into the gym and assume their assigned place in a quiet, orderly manner. **Students who seat themselves out of their grade area or who are loud and boisterous are subject to disciplinary action.**

## SECTION 20 – PEP RALLIES

Pep rallies are held before games with other schools and are planned to encourage school spirit and to bolster school athletics. Students are seated in the order assigned for assemblies. The administrator will consider having pep rallies on a week-to-week basis. Time and location will be decided upon weekly.

## SECTION 21 – LOCKERS

Lockers are the property of the school and are subject to inspection at any time. Lockers may not be changed without permission from the office. **The school has the right to conduct periodic searches in order to look for contraband items and/or overdue library books.** Students who are found abusing lockers, tampering with lockers, or attempting to open lockers in any manner that bypasses the combination will be subject to disciplinary action. **Students ARE NOT to share their locker combinations.** Contact paper must not be applied to the inside of locker doors or any area where it might impair the functioning of the lock mechanism. **Students may go to their lockers before first (1st) period, during class change (provided it does not create a tardy situation) and after school.** Students should place a lock on their athletic/P.E/Band locker and give a spare key/combination to their teacher. The school or school personnel are not responsible for stolen items.

## SECTION 22 – STUDENT PARKING (10TH-12TH GRADE ONLY)

Any vehicle brought on the WWHS campus is subject to search by administrative personnel (or designee).

1. **Driving privileges on Walter Wellborn High School campus are restricted to those students who have a valid driver's license, proof of insurance, have been authorized and have the proper permit displayed.**
2. Parking permits are in the main office. A valid Alabama driver's license is required for issuance of permit. Vehicles without permits may be ticketed, towed away, and student owners may be subject to disciplinary action. Students are responsible for removing tickets on windows.
3. Students are expected to park their cars and leave them immediately. Sitting in cars at any time is absolutely prohibited.
4. Parking is prohibited in the following areas: **front of main building, teacher parking lot, and any other designated area.** Missing class to move a car from a prohibited area will result in an unexcused absence from class. Violators are subject to having their vehicle towed at the student's expense. Students are also subject to disciplinary action for improper parking.
5. **All students' vehicles may be subjected to search if there is Reasonable Suspicion that drugs, alcohol, stolen property, weapons, or other contraband might be present in the vehicle.**
6. The school assumes no financial responsibility for damage to cars parked on campus.
7. The school reserves the right to make necessary regulations. If a student refuses to observe driving/parking regulations, the school has the authority to refuse/revoke the parking privileges to that student.



8. Walter Wellborn High School strives to meet the needs of all disabled students. The principal will assist any student that requires special consideration.

Parking permits will be assigned by grade level on a first come first serve basis. A parent/guardian or friend may pick-up a permit for a student, but they must have a student's license, proof of insurance, and tag number. The school reserves the right to designate specific spaces to students.

### **SECTION 23 – PREGNANCY**

Pregnant students may report to the Guidance Department so that counseling services can be made available to assist students in academic matters.

### **SECTION 24 – ILLNESS**

See Calhoun County Code of Student Conduct

### **SECTION 25 – MEDICATION**

See Calhoun County Code of Student Conduct

### **SECTION 26 – MEDICAL AND DENTAL APPOINTMENTS**

Parents/guardians are encouraged to make dental and medical appointments for students either after school hours or on those days when school is not in session.

### **SECTION 27 – PE UNIFORM**

All students who take PE are required to dress out. PE equipment may be purchased at any store that carries these items. Students should check with their PE teachers regarding appropriate shoes.

### **SECTION 28 – SCHOOL SUPPLIES**

Some school supplies such as pencils, pens and paper may be bought in the Library. These items should be purchased before school since desire and/or need to purchase these items is not sufficient reason to leave class.

### **SECTION 29 – LOST AND FOUND**

All objects that are lost may be reported to the main office. All found objects should be turned in to the main office.

### **SECTION 30 – PARTIES**

Parties of any type are not allowed at Wellborn High School during school hours.

### **SECTION 31 – STUDENTS AND MONEY AT SCHOOL**

For safety and management reasons no student at Walter Wellborn High School should have more than \$20 in cash on their person in the school building. This requirement exists to curb theft and money exchange during the school day. Any fundraising receipts should be in the form of a check and should be turned in before the end of homeroom.

### **SECTION 32 – RETURNED CHECKS**

A \$30.00 additional charge will be added for any check returned to the school for insufficient funds. Should two checks drawn on the same account be returned, we reserve the right to refuse to accept future checks on that account.

### **SECTION 33 – CONTESTS AND FUND-RAISING**

Fund-raising of any sort is discouraged. Any fund-raising must be approved by the principal. No outside fundraising (church, private, etc.) is allowed during the school day.

Contests and activities that are sponsored by out-of-school agencies must be related to the schoolwork of the participating pupils before the principal may grant permission for the contests or activities to occur in the school.

Organizations or groups within or outside the school may not use the school's name in any contest or fund-raising drive without the written approval of the principal.

Involvement in the many contests proposed and sponsored by civic groups and organizations is determined at the school level.

In order to prevent the exploitation of students and school personnel, the board prohibits the following practices:

1. The use of school employee's time during the school day by agents or representative of business concerns if not in the best interest of the school.
2. The selling of merchandises other than school supplies and pictures.
3. The raising of money by pupils except for organizations and activities sponsored by the school.
4. The use of pupil's or teacher's time to disseminate information that in no way improves the educational program.
5. The use of school time by outside organizations to promote projects not connected with the school.
6. The distribution of advertising material on the school premises.
7. Fund-raising activities except those by approval of the principal.

## **SECTION 34 – TELEPHONE**

Telephones are installed for business purposes. **Pupils are not permitted to use school business phones except in cases of emergency. Parents/guardians are asked not to call the school to speak to pupils or to leave messages except in case of emergency.**

Parents or guardians wishing to speak to a teacher are asked to call the school office and leave a message for the teacher to return the call. Teachers do not leave classes unattended to return such a call; however, they will return the call at a time not assigned for teaching.

Guidance counselors and principals are available to receive calls from a parent/guardian as they are placed; however, should they not be free to speak to the parent/guardian at the time of the call, they will return the call as soon as possible.

## **II. SCHOOL CALENDAR**

Many dates are already finalized into the school calendar. It is school procedure to complete a calendar early in the school year so that many activities may be properly spaced and conflicting dates may be avoided. Once a date is finalized into the calendar, no other function should conflict with that date.

## **III. ATTENDANCE**

### **SECTION 1 – ATTENDANCE POLICY**

See Calhoun County Code of Student Conduct.

The attendance policy for all students attending Calhoun County Schools is clearly explained in the system-wide Code of Conduct. Information contained in this section of the WWHS handbook applies only to WWHS students.

***\*STUDENTS MUST ATTEND A MINIMUM OF HALF A DAY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES (PRACTICE AND/OR GAMES) ON THAT DAY!***

In accordance with State Law, a parent/legal guardian/custodian **MUST** explain the cause of every absence of students under his/her control or charge. Every student **MUST** bring a written excuse, signed by his/her parent/legal guardian/custodian or a doctor's excuse **within three (3 days) after he/she returns to school following an absence(s)**. All excuses **MUST** include **the student's first, middle and last names, and the reason for the absence. This includes check outs! Failure to present the signed note or doctor's excuse within the time noted will result in the absence being marked UNEXCUSED.** Assignments/projects/tests, made before an absence, are due on the day of the student's return to school.

## SECTION 2 – IN-SCHOOL DETENTION (I.S.D.) AND OUT OF SCHOOL SUSPENSION (O.S.S.)

Students assigned to I.S.D. may make up tests and classwork. Students who are assigned to O.S.S. are not allowed to make up any work. Work assigned while a student is in I.S.D. must be submitted by the student upon re-admittance to class or at a time designated by the teacher. In addition, teachers have discretion to require students to complete scheduled tests and similar evaluative assignments while in ISD, rather than scheduling a make-up test. Assignment to In-School Detention constitutes absence from each class missed but not from school. Assignments to out-of-school suspension constitute an absence from school and from individual classes.

## SECTION 3 – TARDIES/CHECK-INS/CHECK-OUTS

See Calhoun County Code of Student Conduct.

### Tardies to School (Unexcused Check-Ins):

All students who arrive late to school must be checked in through the Annex Building in accordance with the Check-Out / Check-In Policy. **Late arrivals to school will be unexcused unless the student or parent/guardian presents a doctor's excuse or other documentation consistent with that required for excused status under the Attendance Policy. Each unexcused check-in constitutes a tardy to school for purposes of this policy.** Note: A student who has unexcused class absences resulting from unexcused check-ins will not be eligible to make up work missed in such classes.)

### Tardies to Class:

Adequate time is allowed for class change between periods. Consequently, tardiness will not be allowed unless a student is detained by a teacher, by office personnel, or because of a late bus.

When one of the above reasons exists for a student to be late, the student must have a pass from the conferencing teacher, or the student must see an administrator for a pass. The pass must be dated and have on it the exact time it was written. **The student will then have three (3) minutes to appear at his/her assigned class.**

### Disciplinary Action:

The ISD supervisor or other school official shall maintain a record of all students referred for tardiness. When a student has accumulated more than four (4) incidents of tardiness in a semester, the student shall be subject to additional disciplinary action. For check-ins, see the Calhoun County Code of Student Conduct.

The following tardy procedure will be followed at Walter Wellborn High School on a semester basis:

1 <sup>st</sup> -3 <sup>rd</sup> Tardy	– Admitted to class
4 <sup>th</sup> Tardy	– Sent to I.S.D. for the remainder of period
5 <sup>th</sup> Tardy	– 1 full day I.S.D.
6 <sup>th</sup> Tardy	– 2 full days I.S.D.
7 <sup>th</sup> Tardy	– 3 full days I.S.D.
8 <sup>th</sup> Tardy	– 1 full days O.S.S. or 5 days I.S.D.
9 <sup>th</sup> Tardy	– 2 full days O.S.S. or 7 days I.S.D.

Although students placed in In-School Detention are counted present in school, students and parents should remember that absences from class due to discipline/behavior could impact unfavorably on the student's academic progress. A waiver may be made on check-ins if the student can prove all check-ins to be appropriately excused such as for legal or medical reasons.

## SECTION 4 – CHECK-IN/OUT

Students desiring to check out during the school day may do so within the constraints of the provisions listed below:

1. **A student's parent/legal guardian/custodian must come to the school in person to check his/her child out of school.** Only persons specifically designated by the parent/legal guardi-

an/custodian may check a student out of school when the parent is unable to do so. The designated person must present a **valid driver's license** or other picture identification to school officials as verification of their identity prior to the student's release into their care.

2. The School Registration / Information Form should be used by the parent/guardian to designate adult(s) who may sign the student out of school. Any adult who is identified by the parent/guardian as an emergency contact person on the School Registration / Information Form is deemed authorized to sign the student out of school. **By designating such person(s), the parent/guardian is authorizing the school to release the student at any time a designated person comes to the school office to sign the student out.** Nevertheless, administrators may exercise discretion to contact the parent/guardian as deemed appropriate or necessary.
3. Except for periodic updates which may be requested by the school, a parent/guardian desiring to update or change the listing of persons designated to sign the student out of school should visit the school office. Such updates or changes shall be the responsibility of the parent/guardian.
4. If a high school student is to be allowed to leave the campus for an appointment without a parent/guardian or designated adult present, the parent/guardian must come by the school office in advance of the check-out time (i.e., before school or on the day before the desired check-out time) to sign the check-out sheet or other pre-release form in the presence of school personnel.
5. The Attendance Policy shall be applied to determine whether absences from individual classes are excused or unexcused and whether the student is eligible to make up work. (Thus, any absence from class beyond the fifth (5th) in a semester will require a doctor's excuse or parent conference with the principal for consideration of excused status and eligibility to make up work.)
6. Students who leave campus without following the check-out procedure will be charged with an Unauthorized Absence (Intermediate Violation) under the Code of Student Conduct.

\* A custodial parent in a divorce situation is one designated by prevailing court order as having sole or joint custody of the child. A non-custodial parent must be designated or authorized by the custodial parent in order to sign a child out of school.

### **Check In:**

Late arrivals to school will be unexcused unless the student and/or parent/guardian present a doctor's excuse or other documentation consistent with that required for excused status under the Attendance Policy. Each unexcused check-in will be treated as a "tardy to school" under the Tardy Policy.

### **Student Sign In Procedures**

1. Students, who arrive late, regardless of time, will report to the Annex Building to sign in.
2. Students who check-in during the school day (after the 3<sup>rd</sup> check-in) will spend the remainder of the period in I.S.D./designated tardy room.

**NOTE** – Failure to report to check-in properly may result in a discipline action.

## **IV. HEALTH AND SAFETY**

### **SECTION 1 – FOOD SERVICE**

The Calhoun County School System provides a food program in each school and participates in the federally sponsored Child Nutrition Program. This program is designated to assist school systems in providing nutritious lunches to all students at reasonable prices and free and reduced lunches to those students unable to pay. **Application forms for free and reduced lunches are furnished to students.** Students who are interested may apply by completing the form and returning it to the Main office. Accounting for free meals is done in a manner that protects the ano-

nymity of the students receiving free meals.

Walter Wellborn High School subscribes to a closed lunch policy. **Students are not permitted to leave the school campus or have someone bring lunch to them during the lunch session. Students are not allowed to bring competitive foods (McDonald's, Jacks, etc.) into the cafeteria during the school day.** Students who may forget lunch/money may have a parent/guardian bring it to the office before lunch session.

### Cafeteria Rules

1. All students must report quietly and orderly to the cafeteria with their teacher at the assigned time. Do not "go ahead" or "trail behind" your class.
2. Students are not allowed to go to their locker or restroom while going to and from the cafeteria without a teacher in escort.
3. No student should leave the cafeteria unsupervised.
4. No breaking line. Remain in a single file.
5. Sit at your assigned table(s) throughout lunch. No wandering around or visiting with others. No student should get out of his/her seat except to dispose of trash and trays.
6. Keep noise level to a minimum.
7. No trash should be left at your table.
8. Remain at your assigned table until dismissed. Teachers will dismiss students from lunch only after tables have been inspected for cleanliness.

## **SECTION 2 – EMERGENCIES**

Walter Wellborn High School has formulated a protection plan for meeting various disaster possibilities in a manner considered to offer the greatest protection for the students. Each such plan includes the following provisions:

- (A) Procedure to follow for the immediate physical safety and shelter of pupils in an emergency.
- (B) Manner of operation for continuing the care of students until they can be turned over to family members.

## **FIRE OR BUILDING EVACUATION DRILL**

1. If students are in the lunchroom, at signal, they are to leave the lunchroom by using the two outside exits (at the north and east sides.) Students should leave the lunchroom in two lines and go directly to the fence at the baseball field. Lunchroom workers depart by the rear kitchen door.
2. In the event of a Fire or Building Evacuation Drill, students will evacuate their rooms in an orderly manner to the specific areas designated by the teacher outside the school building.
2. Fire/Building Evacuation Drills will be conducted monthly.

## **SEVERE WEATHER DRILL**

1. In the event of a Severe Weather Drill, students will evacuate their rooms in an orderly manner to the specific areas designated by the teacher within the school building.
2. Severe Weather Drills will be conducted monthly.

## **V. PROTECTION AND CONDUCT**

### **POINTS OF EMPHASIS FOR 2015-2016**

- Students are to go to their class immediately when the bell rings, do not stay in hall.
- Students are to stay off the grass!

## SECTION 1 – SUPERVISION AND RULES

**The teacher is the source of authority and discipline in the classroom.** In this role, the teacher manages problems of a non-threatening and non-disruptive nature. All students are expected to follow the WWHS Expectations list posted in each classroom. Teachers will use their discipline log to handle small class infractions. Referral to Administration is used when deemed necessary.

It is fundamental that an orderly school have clearly-defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the **Code of Student Conduct**. Violations are grouped into four classes that range from the least to the most serious, as follows: Minor, Intermediate, Major, and Severe. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee will implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

**Note to Parents/Guardians:** A reasonable effort will be made to contact a parent/guardian when persistent or serious discipline problems occur. In the event telephone contact cannot be made at the moment, it will be the responsibility of the student to present a written notice of the event and action taken to the parent/guardian. In such an event, it will be necessary for the parent/guardian to sign the notice and return the signed notice to the referring principal. The school assumes no obligation to anyone except the person or persons who have legal custody of the student.

The faculty and staff at Walter Wellborn High School take pride in creating and maintaining a school environment that contributes to academic and social growth. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision. All students are expected to behave in a manner that is acceptable to everyone concerned—other students, teachers, administrators, and society in general. **All students are under the authority of the principals, teachers, and staff.** Behavior on the part of any student that is disruptive is not permitted at Walter Wellborn High School or at any school-sponsored event. **Rules that apply to students during the school day also apply to students at school functions or events, regardless of time or location.** Parents and students should be reminded that in addition to mandatory compliance to school rules, students are also subject to the laws of the State of Alabama including the Criminal Code. Students are subject to arrest and prosecution for violation of Alabama laws while at school.

## SECTION 2 – BASIC RULES, REGULATIONS, AND RESPONSIBILITIES FOR WALTER WELLBORN HIGH STUDENTS

1. Students are expected to be where they are supposed to be, when they are supposed to be there, acting like ladies and gentlemen.
2. Students coming on campus before the start of school should report to Adcock gym and should not enter the school building until the first (1st) bell rings.
3. Students should be off campus within 20 minutes after the last bell, unless permission has been granted to stay.
4. Students are expected to be orderly during change of classes. Do not run, push, or be excessively noisy.
5. Students should not congregate. When the bell rings and the **teacher dismisses** class, students are to go directly to their next class.
6. **Every student must go to the cafeteria during the lunch period. Students cannot leave the cafeteria for any reason without permission from the teacher. Parents are not to bring in lunches for students from Jack's or other restaurants.**
7. Students should practice good conduct during assemblies. This includes an orderly, quiet entrance and exit. All talking must cease when the program begins. Students' not practicing good conduct may be escorted from the assembly for appropriate disciplinary action to be taken.

8. All trash should be placed in trash containers.
9. Students may not sell anything in the school during the school day unless approved by the Administration.
10. No student should leave any classroom without the official hall pass. Any student in the hall without a pass will be subject to disciplinary action.

#### Participation in Field Trips, etc.

**Field trips are a privilege and not a requirement for any academic class. Therefore any field trips are contingent upon a student's discipline, fees, and academic status. Students with excessive referrals or absences may not be allowed to participate in extra-curricular activities or field trips and refunds are not issued.**

### **SECTION 3 - CLASSROOM RULES**

Every classroom at Walter Wellborn High School will operate under the same six basic rules and guidelines. These items are posted in every class and will be explained by your teachers. In addition to the six classroom rules, the WWHS Expectations will govern your conduct throughout the day.

### **SECTION 4 – IN-SCHOOL DETENTION (I.S.D.)**

**A student assigned to I.S.D. must have with them all needed books and materials.**

The student may be required to complete the test during the scheduled class time, as well as completing other work assigned by the I.S.D. supervisor before being released, even if this requires more than one class period in I.S.D. In addition, teachers have discretion to require students to complete scheduled tests and similar evaluative assignments while in ISD, rather than scheduling a make-up test. Students assigned to I.S.D. will remain there under supervision for the specified length of time. The students will perform class work all day. This procedure is in effect every day of the I.S.D. assignment. The students' teachers will provide work for extended I.S.D. of more than 1 day. **An administrator and/or classroom teachers will monitor those students operating under an IEP periodically.**

### **MISBEHAVIOR IN I.S.D. MAY RESULT IN OUT-OF-SCHOOL SUSPENSION.**

- Students assigned to the I.S.D. program will report to the I.S.D. area upon arriving on campus.
- Students will have lunch separate from the regular lunch sessions and will report to the lunchroom as a group.
- Students must complete all assigned time in the I.S.D. program before being permitted to return to the regular classroom.
- Student must complete all assigned work given for I.S.D. **Students will remain in I.S.D. until such work is completed and verified with the instructor.**
- Credit for any daily work completed will be given; tests missed will result in zero (0) until the work is made up. Students in I.S.D. must make arrangements for make-ups within one (1) school day of returning to class.

### **SECTION 5 – CORPORAL PUNISHMENT**

Corporal punishment is **NOT PROHIBITED** at Walter Wellborn High School. This method is generally used after other approaches to solving the problem have proven unsuccessful. If corporal punishment is administered, it is done with care, tact, and caution. The principal or his/her designee may administer corporal punishment.

### **SECTION 6 - AFTER SCHOOL DETENTION**

The after school detention (ASD) program will be held 5 days a week throughout the school year. ASD will be conducted for 45 minutes before or after school. ASD is a form of classroom discipline assigned to a student by a teacher. When a student is assigned ASD, a referral/notice will be sent home with the

student to the parent. This notice must be signed by the parent and returned to the referring teacher/administrator by the student. Failure to do so may result in additional days being assigned to ASD and/or a referral to an administrator. The referral will designate the day(s), classroom, and teacher in charge of ASD. Typically, an ASD notice is sent home one day with ASD being assigned for the next available day. ~~It will be the responsibility of the parent and student to arrange for transportation home.~~ Any misbehavior in ASD, which includes failure to work, will result in a referral to an administrator. ASD may also be used to fulfill the purpose of our ICU Program.

## **SECTION 7 – IDENTIFICATION**

**Students or visitors are required to identify themselves when asked by any staff member or person in authority. A student who refuses to identify himself/herself will be dealt with by the use of proper disciplinary action that the principal or designee see fit. Visitors failing to identify themselves will be issued a trespass warning and will be subject to questioning by law enforcement officials.**

## **SECTION 8 – OUT-OF-SCHOOL SUSPENSION**

Extreme effort is usually taken by the principal to resolve discipline problems without suspending students. However, some conduct violations are such that it is in the best interest of the school to remove the offending student(s). Any student suspended may not participate in athletic and/or extra-curricular activities.

When suspending a student the following procedures are used:

1. The student will be given a written discipline notice signed by the referring administrator.
2. The reason for the suspension and the necessary procedure for re-entry will be stated on the suspension form.
3. A student's parent/guardian will be contacted before the student is sent home. If contact cannot be made, the student will be assigned to I.S.D. the remainder of that day.
4. If a parent/guardian cannot be contacted, the student is responsible for giving the copy of the suspension report to his/her parent/guardian as soon as possible when he/she arrives at home.
5. Upon re-entering school, **THE PARENT/GUARDIAN MUST MEET WITH THE REFERRING ADMINISTRATOR IF REQUESTED.**

## **SECTION 9 – DISCIPLINARY PROBATION**

A student who has difficulty in adhering to the rules and regulations of the school may be placed on disciplinary probation. During the period of probation more intensive individual attention is directed to assist the student in conforming to expected behavior standards. **Students on disciplinary probation may be limited to school only and prohibited from extra-curricular activities.**

## **SECTION 10 - DISCIPLINE PACKETS:**

**Teachers and the In-School Detention (I.S.D.) program may issue discipline packets to students with behavioral and/or classroom readiness/participation problems.** The packet may be given in lieu of a student being referred to an administrator. Discipline packets must be completed, signed by a parent, and returned to the issuing teacher by the given deadline. The packets must be complete, legible, and contain mature responses. Failure to complete and return packets may result in a referral to an administrator. **Discipline packets will also be assigned to students in After School Detention.**

## **SECTION 11– EXPULSION**

See Calhoun County Code of Student Conduct

## **SECTION 12– ENFORCEMENT AGENCY CONTACTS**

Procedures have been developed in conjunction with Anniston Police Department and Calhoun County Sheriff's Department for the contact of juveniles while in school. Such contacts are subject to the following guidelines or restrictions.



In the event that a juvenile must be contacted at school, the officer will first receive permission from his/her supervisor. Next, he will contact the principal and discuss the situation with him for approval. The school Administration will be present when law enforcement questions student to act in "Loco Parentis."

## **SECTION 13– PROPER CONDUCT/GOOD SPORTSMANSHIP**

For generations the competitive programs of Walter Wellborn High School have enjoyed the enthusiastic support of the student body. Traditionally this support has been characterized by good-spirited and decorous intensity.

**Students are urged to show their spirit on behalf of the school's endeavors.** However, display of enthusiasm must always be restrained by the conventions of proper sportsmanship. **Therefore, certain behaviors are deemed undesirable and will not be tolerated. These include but are not limited to the following: excessive booing, jeering, taunting, throwing objects, inappropriate cheers, posters and signs in questionable taste, and distasteful demonstrations including encroachment on a playing surface by an individual or group.**

**Individuals and groups who engage in unacceptable behaviors will be removed from the event. They may also be subject to I.S.D. assignments, suspension, banishment from future events, or, in extreme cases, expulsion.**

Students are expected to honor the WWHS tradition of sportsmanship and decorum.

## **SECTION 14– ELIGIBILITY ACADEMIC RULE**

See Calhoun County Code of Student Conduct

## **SECTION 15– UNAUTHORIZED ORGANIZATIONS/GANG MEMBERSHIP**

See Calhoun County Code of Student Conduct

## **SECTION 16– CELL PHONE/ELECTRONIC DEVICE NOTICE**

In an effort to comply with the Calhoun County Board Policy and ensure the safety of the students of Walter Wellborn High School, the following procedures will be followed when students violate the cell phone policy or other electronic device on school campus.

- 1<sup>st</sup> Offense – Device will be confiscated by the classroom teacher and given back at the end of the school day.
- 2<sup>nd</sup>/3<sup>rd</sup> Offense – Device will be confiscated by the classroom teacher, placed in an envelope with the student's name, and submitted to the appropriate administrative office – the cell phone will be given back to the parent by an administrator or to the student in exchange for appropriate disciplinary action for a minor violation.
- 4<sup>th</sup> Offense – Device will be confiscated. The fourth offense and each subsequent offense constitutes an Intermediate Violation. The student will receive an administrative option consistent with those prescribed for Intermediate Violations up to and including suspension from school. The cell phone will be given to the parent.

**\*All violations past the first violation will be documented in Chalkable by an administrator.**

**\*\*Due to the safety needs of our students after school hours, phones will be given back before the end of the school day. CELL PHONES MUST BE PLACED IN LOCKERS IF NOT NEEDED.**

## **SECTION 17– DRESS CODE**

See Calhoun County Code of Student Conduct

(Note: The principal or his/her designee will make the final judgment as to whether or not a student's clothing is appropriate for school wear).

## **SECTION 18 – RESTROOMS**

There is ample time between classes for you to use the restroom. Your teachers consider their class too important for you to miss. You will not be allowed to go to the restroom during class without an official pass from your teacher. It is therefore imperative that you use the restroom before

going to class. There will be no gatherings or hanging out in the restrooms. Restrooms serve one purpose. Enter only for this purpose.

## **SECTION 19 – TIME BETWEEN CLASSES AND THE BELL**

**There is a period of four minutes between classes.** This does not mean you have four minutes to get to your next class. **The bells are a means of communicating with Walter Wellborn High School teachers, not students.** The bell neither begins nor ends a class at Wellborn High School. **Your teacher decides when class begins and ends.** When class is dismissed by your teacher you will immediately move to your next class. Your teacher may begin class prior to the ringing of the second bell.

## **SECTION 20 - CURRICULAR ACTIVITIES PARTICIPATION**

Any school dances and/or activities to include Prom, Homecoming Court, Co-Curricular/Extra-Curricular Activities, etc. held at the school or any off campus facility will be sponsored by a club or organization affiliated directly with WWHS. The Code of Conduct is in affect at all school activities. Students and guests are required to abide by all school rules and regulations at any school events. Guests will be admitted at the discretion of the school administration and on the basis of procedures prescribed by them. School officials reserve the right to deny entry to any person. All persons attending are required to abide by school rules. **Only students “adequately progressing” and in “good standing” while attending Walter Wellborn High School and their guests are allowed at any school functions. “Adequately progressing” and “good standing” includes but is not limited to a student’s academics, attendance, and discipline as determined by the principal. Refunds are not allowed in the event of denied participation with the activity.**

## **SECTION 21 – WALTER WELLBORN HIGH SCHOOL HONOR CODE**

\*All students will sign an honor code in their social studies class at the beginning of each school year.

I am a Walter Wellborn Panther. I will not lie, I will not cheat, and I will not steal. I will uphold Walter Wellborn High School’s senior high traditions of truth, honor, and loyalty.

### **Honor Statement**

On my honor, I have neither given nor received unauthorized assistance on this academic work, [then to be signed by the student agreeing to the statement].

### **Walter Wellborn High School Policy on Academic Honesty**

The purpose of this policy is to establish a consistent understanding among students, parents, and faculty of situations that violate the Honor Code and to clarify the procedures to be followed when violations occur.

### **Philosophy**

Walter Wellborn High School students are expected to do their own work at all times. Collaboration, working together, and/ or sharing information is appropriate only when directed by the teacher. This includes homework, class work, projects, quizzes and tests. All students will be held to this standard. Personal and academic integrity are core beliefs of WWHS. To that end, the consequences for any violation of the Honor Code will be determined with the following objectives in mind:

1. Developing positive character traits which lead to integrity
2. Motivating students to follow the Honor Code
3. Discouraging repeat violations
4. Ensuring consistent application of the Honor Code

## **Areas of Academic Concern**

Walter Wellborn High School will enforce the above policy according to the following definitions:

All students and faculty should understand their responsibilities in the context of these definitions.

Cheating is defined as the following:

Giving or receiving aid or information before, during, or after any test, quiz, or non-collaborative assignment, misrepresenting someone else's work as your own, taking credit for work not done on an assignment, allowing another student to copy or take credit for work you have done.

Possession of unauthorized information that is in any way related to the material being tested without prior approval from the teacher/instructor is considered cheating. This includes ANY electronic device that contains the material.

Plagiarism is defined as the following:

Using someone else's words, ideas, or thoughts without giving credit to the source is cheating. Teachers continually educate students on proper citation of sources, and students are responsible for following the guidelines outlined by the teacher in regards to plagiarism. When in doubt, the student must consult the teacher for guidance.

**CLARIFICATION:** Assignments that the teacher deems and communicates as Collaborative are excluded as these assignments are designed to be collaborative in nature. The teacher must outline and explain these assignments at the outset of the assignment.

## **Responsibilities**

Teachers have the obligation

- to know and understand the Walter Wellborn High School Honor Code,
- to make clear to students that cheating is not tolerated,
- to proctor in-class evaluations,
- to monitor assignments, and
- to behave with integrity and honor by complying with and enforcing the Walter Wellborn High School Honor Code.

Students have the obligation

- to know and understand the Walter Wellborn High School Honor Code,
- to ask questions of the teacher in case of confusion, and
- to behave with integrity and honor by complying with the Walter Wellborn High School Honor Code.

However, the responsibility for honorable behavior resides with the student.

## **Procedures**

Upon discovery, teachers are to report violations of this policy to the student, parents, department chair, and administration. Teachers are also to file a "Report of Academic Dishonesty" in the school office.

The consequences are as follows:

#### *First Offense*

Notification of parents, department chair, and administration  
A zero on the assignment  
Other disciplinary actions as outlined in the Code of Conduct for Intermediate Violations

#### *Second Offense*

Notification of parents, department chair, and administration  
A zero on the assignment  
Other disciplinary actions as outlined in the Code of Conduct for Intermediate Violations

#### *Third or Subsequent Offense*

Notification of parents, department chair, and administration  
A zero on the assignment,  
Other disciplinary actions as outlined in Code of Conduct for Major Violations

**Note:** Clubs and organizations have separate and independent rules that govern student eligibility. Violation of the Honor Code at any level could result in sanctions from each club or organization. Violations prior to acceptance or admission to a club or organization could result in the student being ineligible for any or all clubs and organizations. Violations after acceptance or admission could result in removal from the club or organization.

## **SENIOR EXEMPTIONS**

Senior exemptions are considered a privilege, not a right. A senior who meets the criteria below may be exempt from the second semester exam in each class in which the requirements are met:

1. The minimum average for exemption to be considered in any class is 80 for the second semester. In addition, a student cannot have dropped more than five (5) points from his first semester grade to his/her second semester grade (or from the third nine weeks to the fourth nine weeks in a semester course).
2. A student may have no more than five (5) absences (excluding school-sponsored events) during second semester to be considered for exemption in a class. An accumulation of three (3) tardies is equivalent to an absence. For purposes of exam exemption, tardies will apply only to the class in which the student is tardy.
3. Assignment of disciplinary consequences will eliminate a student from consideration of exemption in all classes. Disciplinary consequences that are covered include, but are not limited to, Saturday School, suspension, and Alternative School assignment. Participation of senior class members in inappropriate behavior including, but not limited to, a "senior prank," will eliminate those members from exemption in all classes.

**NOTE:** Any student taking an AP exam will be exempt from the semester exam in that class. The above criteria for exemption will apply to any AP student who chooses not to take the AP exam.

## **VI. COMMUNITY RELATIONS AND PARENTAL INVOLVEMENT**

### **SECTION 1 – SCHOOL QUESTIONNAIRES**

At certain times during the year, the school obtains information from parents in regard to individual

students. When these questionnaires are sent home, they should be returned promptly and with the necessary information in an accurate and concise manner. **Parents should make a habit of automatically informing the school of new telephone numbers or addresses. These are important at all times but especially in case of an emergency.**

## **SECTION 2 – VISITORS TO SCHOOL**

1. **Anyone not employed by the Calhoun County Board of Education to work at Walter Wellborn High School is considered a visitor. ALL visitors are required to report immediately to the main office to request a visitor's pass.**
2. Parents and other school patrons are welcome to visit the school at appropriately announced times. Special programs and visiting days shall be planned to provide such visits.
3. **The principal is responsible for protecting instructional time and the welfare of students. Office personnel should be aware of the purpose of any visit. If at all possible, visits should be pre-arranged. Principals are authorized to take the necessary steps to deal with unauthorized visitors.**
4. **School-aged visitors are not allowed during the school day.**

## **SECTION 3 – NOTICES AND ANNOUNCEMENTS**

Report cards/progress reports/notices/announcements are sent home by the students when necessary to inform the parents of items of interest. Students should be encouraged to be responsible in delivering these announcements.

# **VII. MILITARY RECRUITING ON CAMPUS**

In keeping with the guidelines of the Elementary and Secondary School Act and P.L. 107-110 military recruiters are allowed the same access to high school students as colleges and prospective employers. This access includes basic information such as names, addresses, and telephone numbers. Parents who wish their students to be removed from these information lists may do so by contacting their senior high guidance counselor in writing and requesting their child's information not be released.

# **VIII. INSTRUCTION**

## **SECTION 1– GRADUATION REQUIREMENTS**

See Calhoun County Code of Student Conduct

## **SECTION 2 – HONOR GRADUATES & CLASS RANK**

See Calhoun County Code of Student Conduct

## **SECTION 3 – GRADUATION CEREMONY POLICY**

Walter Wellborn High School graduations are held at the football Stadium. In case of inclement weather graduation will be moved to the gym. Tickets for admission to the alternate site will be issued to seniors for distribution to their families.

**Dress and Conduct: Candidates for graduation must adhere to a strict dress and conduct code. Students who fail to adhere to the codes or who have any outstanding school debts may not be issued a diploma. The graduation ceremony is considered an extra-curricular activity and is not a guaranteed event for any student. Participation in this extra-curricular activity is based on a student's behavior and adherence to proper decorum. Any deviation from the prescribed dress/behavior of the activity or the possession of any device that might detract from the ceremony may be viewed as grounds for removal from the activity.**

## **SECTION 4 – TEXTBOOKS**

See Calhoun County Code of Student Conduct

## **SECTION 5 – LIBRARY BOOKS**

The use of the library at Walter Wellborn High School and the checking out of books from it are consid-

ered privileges and should be handled as such. All lost library books are to be paid for in the library office. *NOTE:* Unpaid fines and lost books must be taken care of before a student may take semester exams or receive a report card.

**SECTION 6 – GRADING SYSTEM**

See Calhoun County Code of Student Conduct

**ACADEMIC LETTERS**

Those students who maintain an overall 90 average in their academic and required classes (averages will not be rounded) for one calendar year will receive an academic letter at an awards ceremony in the spring. All grades must be an “80” or above in each and every class in order to be eligible.

**SECTION 8 – ADMINISTRATIVE COSTS**

The nature of certain courses at Walter Wellborn High School may require an administrative cost for instructional supplies. The following list of courses/clubs may request an administrative cost:

Accounting Principles .....	\$20.00
Pre-Agriscience .....	\$10.00
Advanced Accounting .....	\$20.00
Advanced Art.....	\$5.00
Agriscience /Ag Construction/Ag Finishing .....	\$30.00
Band Fee, Beginner .....	\$15.00
Band Fee, Junior.....	\$15.00
Band Fee, Senior .....	\$30.00
Uniform/Aux. Group/ .....	\$25.00
Bus .....	\$15.00
Business Technology Essentials .....	\$30.00
Chemistry/Forensics .....	\$15.00
Choral Fee, Junior and Beginner .....	\$20.00
Choral Fee, Senior .....	\$25.00
Entrepreneurship.....	\$12.00
Family & Consumer Science.....	\$15.00
Dietetics .....	\$15.00
Event Planning.....	\$30.00
General Art.....	\$25.00
Honors English (Shakespeare Festival Tickets).....	\$30.00
Horticulture .....	\$30.00
Integrated Computer Technology .....	\$30.00
Law in Society.....	\$10.00
Parent and Child Dynamics .....	\$10.00
Photography and Video .....	\$25.00
Physical Education Locker Fee (Boys and Girls).....	\$3.00
Physics.....	\$15.00
Physiology and Anatomy (Dissection fee) .....	\$25.00
Beginner Art 7th and 8th .....	\$10.00

Fees are non-refundable after the 3rd week of each semester. The Calhoun County Board of Education establishes the fee and supply structure.

**MISCELLANEOUS**

Student Activity Card & Lanyard .....	\$15.00
Locker Rental Fee.....	\$15.00
Parking Lot Decal (Upper and Lower) .....	\$5.00
Handbook Replacement .....	\$20.00

**\*Student activity cards/IDs are mandatory for admission to all school dances, school sponsored activities, and to be eligible for discount tickets to approved school sponsored events. Student IDs and lanyards can be confiscated for failure to maintain passing grades, falling below 90% attendance, and for accruing three or more intermediate disciplinary violations in a semester. Cards are immediately confiscated when a student has two major violations or one severe violation. Students without an activity card will not be admitted to school sponsored events requiring an activity card.**

**Course fees: The cost for the course is paid to the teacher of the subject; a student should obtain and keep receipt to prove payment. WWHS asks that administrative costs be paid in full by the second full week of each semester.**

**SECTION 9 – EXAMINATIONS**

Daily tests (pop tests) may be given without notice.

**SECTION 10 – MINIMUM REQUIREMENTS FOR PROMOTION FROM GRADES 7-12**

See Calhoun County Code of Student Conduct

**SECTION 11 – SEMESTER GRADES COMPUTATION**

See Calhoun County Code of Student Conduct

**SECTION 12 – SEMESTER EXAMS/EXAM EXEMPTION**

See Calhoun County Code of Student Conduct

**SECTION 13 – STUDY SKILLS FOR GOOD STUDY HABITS**

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

**SECTION 14 - CHARACTER EDUCATION PROGRAM:**

**Walter Wellborn High School is committed to producing well-rounded individuals. We not only believe your education to be important, but also you as a person. An intelligent individual who is without character is less likely to be successful in life. On the other hand, a well-educated person of character has before him/her an endless list of opportunities. In addition to your regular classroom work, time has been allocated for the purpose of teaching and discussing various character traits, values, and choices you will make at school and in life.**

**SECTION 15 - BELL RINGERS:**

**When you enter your classroom there will be a topic on the board, overhead projector, a PowerPoint, etc. You will immediately be seated and begin working on the topic (“bell ringer”). The bell ringers will assist you in the development of skills needed to be successful in school. You are to take them seriously and apply them as instructed by your teacher.**

**SECTION 16 - HOMEWORK POLICY:**

Homework is a vital part of the learning process. Homework given by your teachers is designed to

allow you to practice essential skills and/or further study topics discussed in class. In order to maintain acceptable progress it is imperative that all homework be completed.

Due to the vital role homework plays in Walter Wellborn High School, teachers have the option to assign After School Detention (ASD) to any student failing to complete homework to the specifications of the teacher. During ASD you will be required to complete any incomplete homework and other work assigned by the teacher. Students failing to attend ASD will be referred to an administrator.

## **SECTIONS 17– ICU:**

You will be expected to put forth your best effort in completing all assigned work and tests. At Walter Wellborn High School every student will complete every assignment. You may be assigned and required to attend extra hours after school, at lunch, or during Panther Period for the purpose of completing or making up work and/or tests for which you earned a zero.

## **SECTIONS 18– QUALIFICATIONS:**

### **CHEERLEADER**

See Calhoun County Policy Manual (Section 5.31)

### **QUALIFICATIONS FOR MARCHING BAND/AUXILIARY**

See Calhoun County Policy Manual (Section 5.32)

### **STUDENT COUNCIL OFFICERS**

#### **Qualifications for Student Council Candidates and Officers:**

- A. Must maintain a B average with no grade below a C.
- B. Have no more than 2 minor violations and no intermediate violations in the school year in which they run with no major violations in the previous 2 years.
- C. Have no conduct remarks on progress report or report cards that indicate behavior is not acceptable.
- D. Cannot have more than one faculty member provide information that suggest the candidate or officer is not conducting one's self in a manner that acceptable for a Wellborn Student Council officer. **Unacceptable conduct would include activities such as poor attitudes, not trustworthy, laziness, inappropriate language, etc...**

For Candidates: These qualifications must be met during the first three nine weeks in the year that they run for office.

**President and Vice President must be a member of the Junior or Senior class and must be a previous officer of the Student Council.**

**Secretary must have a least one period a day as a Student Council assistant to the advisors.**

#### **Duties of Officers and Representatives:**

- A. Attend all meetings of the Student Council. A point system will be in place for attendance. A missed meeting will count two points, and a tardy will count will count one point. A tardy that is more than  $\frac{1}{4}$  of the meeting time will count as an absence. If a student receives four points they will be notified and placed on probation. If another point is received while on probation, the officer will be removed from the Student Council.
- B. Bring to the Council the suggestions and complaints of the student body.
- C. Provide activities for the school that will promote school pride and spirit, and an altruistic atmosphere throughout the school and community.

#### **Duties of the President shall be to:**

- A. Preside over the business meeting of the student council.
- B. Exercise the power of veto on all council actions where it seems necessary. A 2/3 majority vote of the council shall be required to overrule the president.
- C. Vote on any matter on which the council is equally divided.



- D. Encourage and arrange for participation in various school activities.
- E. Make morning and afternoon announcements unless ineffective. That job will then be given to a student who is more effective at the task.

**Duties of the Vice-President shall be to:**

- A. Perform the duties of President during an absence of the President.
- B. Keep a written record of each student attendance to school activities.

**Duties of the Secretary shall be to:**

- A. Take minutes of all official business meetings of the Student Council.
- B. Keep a typed and dated account of all proceedings of the Student Council.
- C. Furnish information to the President and Advisor concerning information or actions which should be addressed by the council.
- D. Write correspondence for the council.
- E. Serve as a Student Council assistant to an advisor at least one period a day.

**Duties of the Treasurer shall be to:**

- A. Work with the advisor in maintaining accurate records of receipts and expenditures of the student council.
- B. Keep a record of each student's fund raiser accounts.

**Duties of the Historian shall be to:**

- A. Keep a written record of all activities of the school year in which the Student Council was involved.
- B. Provide an evaluation of the success of each Student Council sponsored activity.

**Duties of the Chaplain shall be to:**

- A. Provide an inspirational thought for the day to be included in the morning announcements.
- B. Assist in providing student initiated and directed invocations and benedictions for ballgames and assemblies.
- C. Promote motivational assemblies for the student body.

**Duties of the Reporter shall be to:**

- A. Report any news of school activities to the school newspapers, local newspapers, radio stations, etc.
- B. Make pictures at all Student Council activities and keep scrapbook for the year.

The Student Council will meet at least once a month and at least once during the summer. Meetings will be announced at least a week prior to the meeting date. Attendance is required for least at one summer meeting. The point system will be in effect for all other meetings. Work is not a valid excuse for missing any meeting or Student Council sponsored activity. Only a valid doctor's excuse will be accepted to avoid attendance points if not abused.

Special meetings may be called if necessary by the President or Advisor. An officer or representative may be removed from his or her position for failure to attend meetings, failure to represent the school and the Council properly and fairly, failure to carry out his or her duties, or for any other action that is detrimental to the Council or the school.

**SENIOR HIGH STUDENTS ARE STUDENTS IN GRADES 10-12. ALL OFFICERS MUST MAINTAIN HIGH STANDARDS AND SET A GOOD EXAMPLE THROUGHOUT THEIR TERM OF OFFICE.**

**CLASS OFFICERS**

Qualifications: To run for Class Officer you must maintain a "C" Average, and have no intermediate disciplinary referrals.

Class officers will attend the first Student Council meeting of each month. Class Officers must have

transportation available to attend meetings before school. Class officers will be expected to participate in Student Council sponsored fund drives and projects throughout the year. Officers will also be responsible for coordinating any activities in which the class participates as a group.

#### **Offices and responsibilities:**

**PRESIDENT:** The class president provides leadership, initiates class activities and programs, and develops strategies for strengthening the class. Class Officers meet monthly with Student Council and is responsible for ensuring that all officers are fulfilling the duties of their office. Class Officers will be required to contribute to select Student Council fundraisers.

**VICE PRESIDENT:** The primary responsibility of the vice president is to assist the president in planning and implementing class programs and activities. In the absence of the class president, the vice president must assume all responsibilities of the president's office, may be required to run class meetings, and facilitate communication among the class leadership and Student Council.

**SECRETARY:** The class secretary plays an important role in facilitating communication among class officers and maintaining a formal structure for class organizations. The secretary takes minutes of class meetings and distributes these minutes to all class officers.

**TREASURER:** The treasurer's job can be summarized into four general categories: work with class officers to establish an annual budget; monitor class funds and expenditures; keep class officers and members informed about class finances; assess the financial affordability and feasibility of proposed class programs and initiatives.

#### **WELLBORN HIGH SCHOOL CHECKLIST**

- Take the most challenging classes you can handle.
- Write down your assignments and complete and turn in each assignment. Remember that your grades count as part of your high school. You must pass all required courses.
- Attend school daily and be on time.
- Exhibit appropriate behavior at all times.
- Give maximum effort at all times.
- Talk with your counselor about academic, career and personal issues.
- Talk with your parents/guardians, teachers and counselor about your interests, goals and future plans.
- Participate in, attend, and support extra-curricular activities at school and in your community.
- Begin to find out about colleges, military, future job training.

REMEMBER,

IT'S ALWAYS A GREAT DAY TO BE  
A PANTHER!

**GO PANTHERS!**





















## 2015-2016

Periods	Regular	Activity/Club #1	1 <sup>st</sup> Ten days
School Day Begins/Students	7:20	7:20	7:15
<b>Head Count Schedule for Home Room</b>			
*Intervention (as directed) Student reports to homeroom	7:00	7:00	N/A
Homeroom	7:20	7:20	7:20
Begin 1 <sup>st</sup> (A) (B) Period	7:34	7:34	7:34
End 1 <sup>st</sup> (A) (B) Period	9:11	8:54	9:11
Begin 2 <sup>nd</sup> (A) (B) Period	9:20	9:03	9:20
End 2 <sup>nd</sup> (A) (B) Period	10:57	10:23	10:57
Begin 3 <sup>rd</sup> (A) (B) Period	11:01	10:27	11:01
End 3 <sup>rd</sup> (A) (B) Period	12:58	12:07	12:58
Begin 4 <sup>th</sup> (A) (B) Period	1:02	12:11	1:02
End 4 <sup>th</sup> (A) (B) Period	2:39	1:31	2:39
Activity (Hold in 4 <sup>th</sup> to dismiss)	N/A	1:39	N/A
End School	2:39	2:39	2:39

<b>Monthly Club Schedule (02DEC, 09DEC, 06JAN, 03FEB, 02MAR, 06APR, &amp; 04MAY)</b>	
<b>Homeroom</b>	7:20-7:30 (will dismiss to assembly during this time)
<b>Assembly</b>	7:34 - 8:00
<b>Club 1</b>	8:00 - 11:00
<b>Lunch</b>	11:00 - 11:30 (sacked lunch in club headquarters)
<b>Club 2</b>	11:30 - 2:30
<b>End School Day</b>	2:34

<b>Activity Schedule #2 (used for morning activities)</b>	
School Day Begins/Students	7:20
*Intervention (as directed) Student reports to homeroom	7:00
Homeroom	7:20
Begin 1 <sup>st</sup> (A) (B) Period	7:34
End 1 <sup>st</sup> (A) (B) Period	8:54 (Hold in 1 <sup>st</sup> period to dismiss)
Activity	9:00
Begin 2 <sup>nd</sup> (A) (B) Period	10:04
End 2 <sup>nd</sup> (A) (B) Period	11:24
Begin 3 <sup>rd</sup> (A) (B) Period	11:28
End 3 <sup>rd</sup> (A) (B) Period	1:10
Begin 4 <sup>th</sup> (A) (B) Period	1:14
End 4 <sup>th</sup> (A) (B) Period	2:34
End School	2:34

<b>Inclement Weather Schedule #1 (two hour morning delay)</b>	
School Day Begins/Students	9:20
*Intervention (as directed) Student reports to homeroom	9:00
Homeroom	9:20
Begin 1 <sup>st</sup> (A) (B) Period	9:34
End 1 <sup>st</sup> (A) (B) Period	10:34
Begin 2 <sup>nd</sup> (A) (B) Period	10:39
End 2 <sup>nd</sup> (A) (B) Period	11:39
Begin 3 <sup>rd</sup> (A) (B) Period	11:43
End 3 <sup>rd</sup> (A) (B) Period	1:30
Begin 4 <sup>th</sup> (A) (B) Period	1:34
End 4 <sup>th</sup> (A) (B) Period	2:34
End School	2:34

<b>Inclement Weather Schedule #2 (two hour early release)</b>	
School Day Begins/Students	7:20
*Intervention (as directed) Student reports to homeroom	7:00
Homeroom	7:20
Begin 1 <sup>st</sup> (A) (B) Period	7:34
End 1 <sup>st</sup> (A) (B) Period	8:34
Begin 2 <sup>nd</sup> (A) (B) Period	8:38
End 2 <sup>nd</sup> (A) (B) Period	9:38
Begin 3 <sup>rd</sup> (A) (B) Period	9:42
End 3 <sup>rd</sup> (A) (B) Period	11:11
Begin 4 <sup>th</sup> (A) (B) Period	11:15
End 4 <sup>th</sup> (A) (B) Period	12:15
End School	12:15

## NOTES

## NOTES