

**Giles High School**  
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**CLASS OFFICERS 2017-2018**

<b>President</b> .....	<b>River Lang</b>
<b>Vice-President</b> .....	<b>Noah Clark</b>
<b>Secretary/Treasurer</b> .....	<b>Cameron Davis</b>
<b>Reporter</b> .....	<b>Mattie Vangelos</b>
<b>Historian</b> .....	<b>Seth Elliott</b>

**FORWARD**

The general goal of the Giles County Public Schools is to provide the opportunity for maximum development of each student as an individual and a contributing member of society.

In order to encourage self-direction on the part of students, rigid restrictions are not necessary for initiating and maintaining harmonious relations among students and to guide them into proper and constructive courses of action. Mutual respect of the school community is a highly desirable goal.

**GILES COUNTY PUBLIC SCHOOLS**

**Mission Statement**

The mission of Giles County Public Schools is to continue the improvement of instruction in a positive manner and to create a welcome climate for students, parents, and employees while achieving the mandates of the Virginia Department of Education.

This mission is to be accomplished in a team setting where the team shall include students, parents, employees, residents, industry, and local merchants.

**S. C. A. MESSAGE TO THE STUDENT BODY**

Dear GHS students of 2017-18,

I'm extremely excited and hopeful for this upcoming school year. My goal is to make this school year a positive experience for all students. I am available for any questions or suggestions you may have. Feel free to message me on my Presidential Twitter account (@Riv\_SCAPREZ) or find me in the hallways.

In order for this school year to be successful and enjoyable I need your help. We need to show our school spirit and participate in all school events to promote GHS this year. I ask the student body to participate in the spirit weeks and attend all the sporting events possible so we can support each other. Remember to always treat others with respect because we are in this together, we are all Spartans. Let's make this school year at Giles High School the best we've ever had.

Sincerely,

River Lang  
SCA President

# *Giles High School Mission Statement*

Giles High School establishes a fundamental basis of learning through respect, sound instruction with emphasis on technology, and enthusiasm toward all students. Our goal is to provide a safe, equitable, and engaging environment for learning. GHS challenges students to uphold themselves to the expectations that will help them reach their greatest potential while allowing them to become contributing members of the local community and country. Through the hard work and dedication of the faculty and students, these goals shall be obtained.

**\*GILES HIGH SCHOOL\***  
**HOME OF THE SPARTANS**

**Welcome back!**

**This Spartan Handbook provides a reference for bell schedules, lunch schedules, club information, building floor plan, the student code of conduct and a great deal of other useful information. Areas of emphasis will be discussed as your handbook is reviewed in your English classes at the beginning of the year. If you have any questions that cannot be answered in your handbook, please ask your teachers or administrators. I want all of our students to feel that GHS is a safe and secure learning environment; if you feel that there are areas that we can improve, we are always open to any recommendations as we continue to strive for excellence.**

**Giles High School has set strong academic standards in the classroom along with the opportunities for students to accumulate over 40 hours of college credits through New River Community College while attending Giles High School. In addition to the academic opportunities at GHS, we have a partnership with the Giles County Technical Center and the Southwest Virginia Governor's School which will allow students to accumulate additional transferable college hours.**

**Additionally we are very proud that along with our strong academic standards, Giles High School has extracurricular activities such as clubs, athletics, chorale, band, and other organizations that can meet the needs and interests of every student. We only ask that you get involved and find what is right for you. Take advantage of the opportunities that we have to offer. Have a great year!**

**Sincerely,**

**Ross Matney**

**Principal, Giles High School**

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**BELL SCHEDULE**

	REGULAR DAY	HOME ROOM	1—HOUR DELAY	2-HOUR DELAY
	8:25	8:25	9:25	10:25
1 <sup>st</sup> bell for HR		8:25		
Tardy bell for HR		8:30		
Assembly/HR		<b>CALLED BY HOMEROOM</b>		
1 <sup>st</sup> bell for 1 <sup>st</sup> period	8:25	9:10	9:25	10:25
Tardy bell 1 <sup>st</sup> period	8:30	9:15	9:30	10:30
Bell end of 1 <sup>st</sup> period	9:28	9:52	10:10	
Tardy bell 2 <sup>nd</sup> period	9:33	9:57	10:15	
Bell end of 2 <sup>nd</sup> period	10:21	10:34	10:43	
Tardy bell 3 <sup>rd</sup> period	10:26	10:39	10:48	
Bell end 3 <sup>rd</sup> period & Begins 1 <sup>ST</sup> LUNCH	11:14	11:14	11:14	11:14
Tardy bell 4 <sup>th</sup> period	11:19	11:19	11:19	11:19
Bell end 1 <sup>st</sup> lunch/Begins 2 <sup>nd</sup> lunch	11:42	11:42	11:42	11:42
Tardy bell 1 <sup>st</sup> lunch to class	11:47	11:47	11:47	11:47
Bell ends 2 <sup>nd</sup> lunch/ Bell starts 3 <sup>rd</sup> lunch	12:07	12:07	12:07	12:07
Tardy bell for 2 <sup>nd</sup> lunch to class	12:12	12:12	12:12	12:12
Bell end 3 <sup>rd</sup> lunch & 4 <sup>th</sup> period	12:36	12:36	12:36	12:36
Tardy bell 5 <sup>th</sup> period	12:41	12:41	12:41	12:41
Bell end 5 <sup>th</sup> period	1:29	1:29	1:29	1:29
Tardy bell 6 <sup>th</sup> period	1:34	1:34	1:34	1:34
Bell end 6 <sup>th</sup> period	2:22	2:22	2:22	2:22
Tardy bell 7 <sup>th</sup> period	2:27	2:27	2:27	2:27
Bell end school	3:15	3:15	3:15	3:15
Bell 1 <sup>st</sup> buses leave	3:20	3:20	3:20	3:20

### Club Dates and Information

1. Club dates will be as follows:

**\*\* Club introduction week will be Sept 11 through Sept 15 -- Stayed tuned to the morning and evening announcements for club announcements \*\***

<b>1<sup>st</sup></b>	<b>Club day – Wed. Sept. 13</b>
<b>2<sup>nd</sup></b>	<b>Club day – Wed. Nov. 15</b>
<b>3<sup>rd</sup></b>	<b>Club day – Wed. Feb. 14</b>
<b>4<sup>th</sup></b>	<b>Club Day - Wed. Mar. 14</b>

**\*\*\* These dates are subject to change because of SOL's calendar change, inclement weather, etc.**

2. Clubs will not meet unless an agenda, roster, and minutes from the last meeting are turned into the Assistant Principal prior to club day. After the 1<sup>st</sup> club meeting, a copy of the club's purpose (objectives, etc.), goals, project (s), and means of financing must be turned into the Assistant Principal for administrative approval. This must be accomplished before the clubs can meet again.

3. Club periods will be forty minutes long.

4. Students may belong to two clubs that meets during club time – one club from the a.m. schedule and one club from the p.m. schedule. The SCA and National Honor Society do not count as one of these two clubs.

5. The Bell Schedule for Club Day will be as follows:

8:30	1 <sup>st</sup> bell for 1 <sup>st</sup> period
8:35	Tardy bell for 1 <sup>st</sup> period
9:15	Bell to begin a.m. club period
9:55	Bell ending a.m. club period and 1 <sup>st</sup> period
10:00	Tardy bell for 2 <sup>nd</sup> period
10:35	Bell ending 2 <sup>nd</sup> period
10:40	Tardy bell for 3 <sup>rd</sup> period
11:14	Bell ending 3 <sup>rd</sup> period/starting 1 <sup>st</sup> lunch
11:19	Tardy bell for 4 <sup>th</sup> period
11:42	Bell end 1 <sup>st</sup> lunch/begins 2 <sup>nd</sup> lunch
11:47	Tardy bell 1 <sup>st</sup> lunch to class
12:07	Ends 2 <sup>nd</sup> lunch/starts 3 <sup>rd</sup> lunch
12:12	Tardy bell 2 <sup>nd</sup> lunch to class
12:36	Bell end 3 <sup>rd</sup> lunch & 4 <sup>th</sup> period
12:41	Tardy bell for 5 <sup>th</sup> period
1:16	Bell to begin p.m. club period
1:56	Bell ending p.m. club period & 5 <sup>th</sup> period
2:01	Tardy bell for 6 <sup>th</sup> period
2:36	Bell ending 6 <sup>th</sup> period
2:41	Tardy bell for 7 <sup>th</sup> period



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3:15 Bell ending school  
3:20 Bell for buses to leave

Clubs will meet on the following schedule:

<u>A.M.</u>	<u>SPONSOR</u>	<u>Meeting Room</u>
Science	Blanton / Malabad	Band Room
Jr. Spanish	Howard	221
SADD	Burton/Brown	Cafeteria
Fellowship of Christian Athletes	Ellison	Library
<u>P.M.</u>	<u>SPONSOR</u>	<u>Meeting Room</u>
Keyettes/Key	Hurley	Band Room
FCCLA	Riley	Room 108
FFA	Strader / M. Dove	Cafeteria
FBLA	T. Young /L.Miller	Auditorium
Monogram	TBA	TBA
SAE	Adkins-Fisher	Library
Youth Alive Club	Dickerson	214

6. The following clubs will meet before or after school:

<u>Clubs</u>	<u>Sponsor</u>
A. Pep Club	B. Johnson
B. History	W. R. Johnston
C. SODA	Weddle
D. Ambassadors	Weddle
E. Spanish Honor Society	O'Quinn
Senior Spanish Club	

The SCA and National Honor Society will meet once every six weeks. These dates will be announced at least a week in advance.

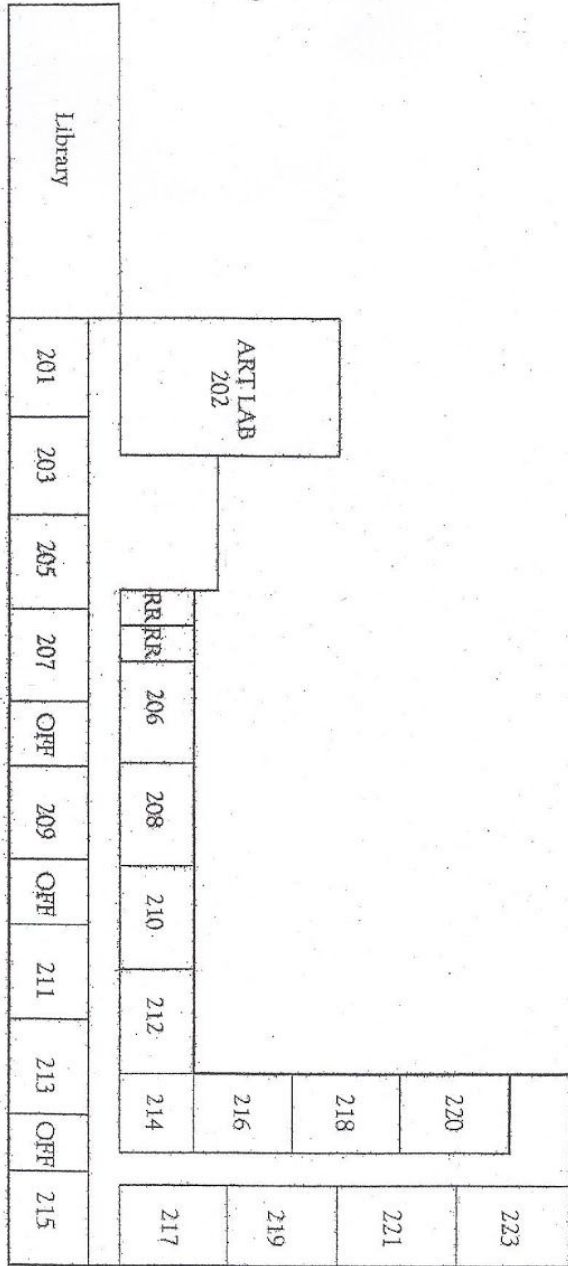
SCA: Andrew Frazier / Michael Etzler  
National Honor Society: Mrs. Blanton & Mrs. Malabad

7. School Board Policy: JFCE

Prohibits inappropriate congregating, bullying, harassment, initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.



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Giles High School  
Second Floor

## STUDENT INFORMATION

### Time of School

1. The regular school day will start at 8:25 a.m. and end at 3:15 p.m. Tardy bell for first period will be at 8:30 a.m. Afternoon bus departure will be at 3:20 p.m.
2. Students, upon arriving at school, are to report directly to the building and are not to leave the school grounds for any reason except on request of parents and written permission from the office.
3. Students are not to remain in the building after 3:20 p.m. except those waiting for the second bus or those involved in approved activities.
4. Students waiting for the second bus are to wait outside; however, in inclement weather, in the main lobby.
5. Students are not allowed in the corridors past 3:20 p.m.

### Necessary Class Material

1. Each student is responsible for bringing the following materials to each class without fail: pencil, paper, assignment notebook, textbook or books of the class.
2. Failure to comply will result in teacher detention, demerits and/or in-school supervision.

### Attendance

1. Compulsory Attendance Ages – All children who have reached their fifth birthday are required to attend a public, private, denominational, or parochial school or be taught by a teacher meeting the qualifications prescribed by the State Board of Education and approved by the superintendent. Pupils are required to be regular and punctual in attendance.
2. Responsibility of Parents or Guardians – Every person having under his control a child between the ages set forth in the compulsory attendance law will cause the child to attend school. Any person violating the compulsory attendance law will be guilty of a misdemeanor.
3. Giles High School firmly believes that regular attendance is necessary if the student is to receive the full benefit of class instruction. Excessive absenteeism generally results in poor learning and low and unsatisfactory grades. Also, regular attendance patterns now help to reinforce positive employment habits later.
4. **Giles High School meets or exceeds the attendance policy adopted by the Giles County School Board JED, JED-R-1 & JED-R & JEG.**

**Tardies**

Students are expected to be on time to school and to classes. Teachers and the administration will keep accurate records of student attendance and tardiness to school and classes.

1. Failure to arrive at school on time will result in demerits, ISS, loss of driving privilege, and/or parent conference.

**\*\* Any student that arrives after the 8:30 tardy bell will report to the office to get an admit slip. Repeated offenders will be issued disciplinary action at that time.**

1<sup>st</sup> Offense                  Warning

Repeated Offenses 2 Demerits

**Habitual Offenders could lose driving privileges**

2. Failure to be on time to classes (unexcused) will result in demerits, ISS, and/or parent conference.

1<sup>st</sup> Offense                  2 Demerits

2<sup>nd</sup> Offense                  2 Demerits

3<sup>rd</sup> Offense                  1 Day ISS

4<sup>th</sup> & More                  2 Days ISS & Parent Conference

**Leaving School during the Day**

1. Students must have permission to leave school during the school day. Such permission may be granted by the administration and/or attendance office. Students leaving school grounds without proper authority are subject to disciplinary action.
2. A student who wishes to be dismissed early must submit a note from a parent stating the reason the reason to the Attendance Officer, between 8:15 a.m. and 8:30 a.m. Failure to follow this procedure will result in demerits and/or ISS.
3. All students being dismissed early by the attendance monitor must sign out in the main office before leaving the school grounds.
4. Parents/Guardians will be required to enter the school office to check their student out. The student may not be readmitted after checking out without proper documentation, (physician note, court note, and funeral).
5. Students may not participate in after-school activities if they check out and do not check in the same day.

### **Leaving Class**

1. Teachers are not to permit students to leave their respective classes without a prearranged checkout slip, excepting cases of emergency. When a student is excused for emergency reason (s) he/she is to be sent directly to the main office.
2. At no time is a student to be excused from class to use the telephone(s).
3. Student(s) out of class (during class time) must have a note signed by the teacher or checkout slip.

### **Schedule Changes**

Schedule changes will be considered during the first 4 school days. Academic request only will be honored. Requests should be directed to the appropriate guidance counselor. Due to requirements, schedule changes after 4 days, for unforeseen circumstances, must be directed to the Principal.

### **Change of Address**

When a student moves during the year, it is important that the office be notified of your address change. There are times when we need to contact your parents, mail letters to parents, mail report cards, and more important, notify your parents of an injury sustained while in school.

### **Residents of Attendance Zones 9-3,1)**

Students shall attend the school (in attendance area) in which they reside and to which they are assigned, unless special permission is granted by the School Board in regular session for good and sufficient reasons.

### **Change of Residence from Attended Zones (9-3.2)**

A student changing residence during a school year to another attendance area in Giles County may be permitted to complete the school year in the school to which he was originally assigned provided transportation by school bus is not necessary and prior approval has been secured from the School Board. If you have questions about this matter see the Principal.

### **School Visitors**

1. Giles County School Board policy states the following: "That no person, unless on official business, be allowed within the school or on school premises during the school day hours".
2. All visitors on official business must park in front of the main building and go directly to the office, receive a visitor's pass and state their business.
3. Parents, guardians, and patrons are welcome to visit Giles High, but for operational purposes please make prior arrangements with the administration, or come directly to the office and

administration will help arrange your visit so as to help you and not interfere with the educational process of the day. Thank you. Please do plan to visit Giles High School.

### **Closing School Because of Weather**

Stations carrying school-closing information include K-92, Q-99, and WPSK. School closings will be televised on Channels 7 and 10 in Roanoke and Channel 6 in Bluefield.

File: JFC

## **STUDENT CONDUCT**

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Giles County. It is the responsibility of the Giles County School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent issues Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct and a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code & 22.1-79.3, and the compulsory school attendance law is also be sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of

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others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code §16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana and anabolic steroids or drug paraphernalia



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- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives (see Policy JFCD Weapons in School)
- possession of weapons or firearms (see Policy JFCD Weapons in School)
- extortion, blackmail, or coercion
- driving without a license on school property
- homicide
- burglary
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs
- stabbing, cutting or wounding
- unlawful interference with school authorities including threats
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the Superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The superintendent issues regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board biennially reviews the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Adopted: June 30, 2004  
Revised: June 30, 2005 (Page 2 Only)  
Revised: June 30, 2006  
Revised: June 30, 2011  
Revised: June 27, 2013  
Revised: June 30, 2014  
Revised: March 19, 2015

## STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

### 1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

### 2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### 3. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

### 4. Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.

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"Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

### 5. Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

### 6. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

### 7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

### 8. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

### 9. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

### 10. Electronic Cigarettes

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Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

17. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the

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student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the BLANK School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

23. Reports of Conviction or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or

## SPARTAN HANDBOOK

drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

### 26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

### 27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

### 28. Trespassing

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

### 29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the

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restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

### 30. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

## CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services

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9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Adopted: August 23, 2001  
Revised: June 30, 2004  
Revised: June 30, 2005 (Cross Refs. Only)  
Revised: June 30, 2006  
Revised: June 26, 2008 (Legal Refs. Only)  
Revised: August 22, 2008  
Revised: June 29, 2009  
Revised: June 30, 2011  
Revised: June 27, 2013  
Revised: October 24, 2013  
Revised: June 30, 2014  
Revised: March 19, 2015

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JFC-R-1

### **Disciplinary Action for Code of Conduct**

1. Student Dress
  - First Offense
    - Student will be counseled in relation to acceptable dress.
    - Parent/guardian will be notified that the student is to go home and acquire acceptable dress and return to school.
    - If the above is not feasible, the student will be placed in an in-school location until dismissal time.
  - Repeated Offenses
    - All of the above and suspension will be ordered.



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2. Unexcused Absence, Tardiness, Or Skipping Class
- First Offense  
--The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Detention may be assigned.  
--Court action can be considered.
- Repeated Offenses  
--All of the above and suspension may be ordered.
3. Disruptive Conduct
- First Offense  
-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Detention may be assigned.  
--Suspension may be ordered; expulsion may be recommended.  
--Legal action may be taken.
- Repeated Offenses  
--All of the above and suspension may be ordered.
4. Profane, Obscene, or Abusive Language
- First Offense  
-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Detention may be assigned.  
--Suspension may be ordered; expulsion may be recommended.  
--Legal action may be taken.
- Repeated Offenses  
--All of the above and suspension may be ordered.
5. Threats or Intimidation
- First Offense  
-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Detention may be assigned.  
--Suspension may be ordered; expulsion may be recommended.  
--Legal action may be taken.
- Repeated Offenses  
--All of the above and suspension may be ordered.
6. Assault and Battery
- First Offense  
-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.

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- Detention may be assigned.
- Suspension may be ordered; expulsion may be recommended.
- Legal action may be taken.

Repeated Offenses

- All of the above and suspension may be ordered.

7. Bullying

First Offense

- The required administrative investigation will be held to determine the facts.
- Parent/guardian will be notified.
- Detention may be assigned.
- Suspension may be ordered; expulsion may be recommended.
- Legal action may be taken.

Repeated Offenses

- All of the above and suspension may be ordered.

8. Gambling

First Offense

- The required administrative investigation will be held to determine the facts.
- Parent/guardian will be notified.
- Detention may be assigned.
- Suspension may be ordered; expulsion may be recommended.
- Legal action may be taken.

Repeated Offenses

- All of the above and suspension may be ordered.

9. Use and/or Possession of Tobacco

First Offense

- Tobacco will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.
- 3 days In School Suspension

Second Offense

- 3 days Out of School Suspension

Third Offense

- 5 days Out of School Suspension with recommendation to AEP (if eligible)

Fourth Offense

- Automatic 10 day Out of School Suspension with recommendation of Long Term Suspension to the Superintendent/Designee

10. Use and/or Possession/Distribution

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of Over-The-Counter/Non-Prescription Drugs

First Offense

- Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.
- Suspension may be ordered.
- Long-term suspension may be recommended.
- Expulsion may be recommended.
- Parent/guardian will be notified and conference held to inform the parent of the administrative decision.

Repeated Offenses

- All of the above will be enforced.
- Student will be suspended from school and long-term suspension or expulsion may be recommended to the Superintendent.

11. Use and/or Possession of Illegal and Prescription Drugs and Alcohol

First Offense

- Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.
- 5 day suspension shall be ordered
- A recommendation of long term suspension may be made to the Superintendent/Designee.
- Expulsion may be recommended.

Repeated Offenses

- The student shall be suspended from school until the Superintendent considers the case.
- The principal/designee shall recommend to the Superintendent that the student be expelled from all schools, all school grounds, and all school sponsored activities.

12. Distribution or Sale of Illegal Drugs or Distribution with Intent to Sell (legal intoxication not required)

First Offense

- Items will be confiscated and the required administrative investigation will

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be held to determine the facts. The investigation may include SRO's.  
--Suspension shall be ordered.  
--Expulsion shall be recommended.  
--Parent/guardian will be notified and conference held to inform the parent of the administrative decision.  
--Law enforcement officials will be notified in case of illegal possession or consumption of drugs/alcohol and legal action, through the use of sobriety instruments or any other tools or testing needed by law enforcement, may be taken when deemed necessary, and shall be done so in a time-sensitive manner.  
--Waiver option does not apply.

13. Vandalism

All Offenses

-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Student or parent/guardian shall be required to reimburse the school for intentional damage or damage by neglect.  
--Suspension may be recommended.  
--Expulsion may be recommended.  
--Legal action may be taken.

14. Defiance of the Authority of School Personnel

First Offense

-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Detention may be assigned.  
--Suspension may be ordered; expulsion may be recommended.  
--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

15. Possession or Use of Weapons or Other Dangerous Articles

Each Offense Determined to Involve a Dangerous Weapon

--Notify law enforcement to assist with investigation. However, this does not exclude the principal from acting in emergency situations.

--Law enforcement to accompany administrator to

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confirm possession of weapon. However, this does not exclude the principal from acting in emergency situations.

--Confiscate weapon with appropriate procedures to document the facts.

-- The required administrative investigation shall be held to determine the facts. If student implies he has or is found in possession of a dangerous weapon as determined administrator, then:

-Legal action shall be taken.

-Automatic 10-day suspension.

-Notification to parents.

-Notification to juvenile authorities.

-Long term suspension may be ordered.

-Expulsion may be ordered.

16. Theft or Extortion

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Student or parent may be required to restore or pay for any damage or destruction to personal or private property.

--Suspension may be ordered.

--Legal action may be taken.

Repeated Offenses

--All of the above with extension of suspension.

--Recommendation to Superintendent for expulsion.

17. Behavior on School Bus

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian may be notified.

--Special seats may be assigned.

--Temporary suspension from riding the bus may be ordered.

Repeated Offenses

--All of the above and permanent suspension from riding bus.

--Suspension from school may be ordered.

18. Cheating or Plagiarism

First Offense

-- The required administrative investigation conference will be held and parents may be notified.

--Student may be referred to guidance for counseling.

--Demerits/detention may be assigned.

--Suspension (in-school or out-of-school) may be assigned.

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--A zero will be given for the assignment(s).

Repeated Offenses

--Parents will be notified and suspension will be ordered.

19. Trespass

First Offense

--Student/non-student will be asked to leave property.

Repeated Offenses

--Proper law enforcement agency will be notified.

--Charges may be filed.

20. Gang Activity

First Offense

-- The required administrative investigation will be held to determine facts.

--Parent/guardian will be notified.

--Detention may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

21. Sexual Harassment

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--ISS may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above with extension of suspension.

22. Harassment based on race, national origin, disability and religion

First Offense

-- A conference will be held to determine the facts.

-- Parent/Guardian will be notified and a conference may be required

-- ISS shall be assigned

-- Suspension may be ordered; expulsion may be recommended

-- Mandatory counseling

-- Legal action may be taken

Repeated Offenses

-- A conference with Parent / Guardian will be required

-- Suspension shall be ordered; expulsion may be recommended

-- Legal action may be taken.

23. Electronic Communication Devices First Offense

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And Cell Phones

- Item will be confiscated.
- Parent will be notified.
- Administration withholds the right to retain item.
- The required administrative investigation may be held to determine facts.
- ISS may be ordered.
- OSS may be ordered.

Repeated Offense

- Item will be confiscated.
- Parent will be notified.
- Administration will retain item.
- Meeting will be arranged with parents to discuss issue.
- ISS will be ordered.
- OSS may be ordered.
- Long term suspension may be ordered.

24. Reports of Conviction or  
Adjudication of Delinquency  
Pursuant to 16.1-305.1

Any Offense

- Review Code of Conduct (JFC) that addresses the specific offense.

25. Laser Pointers

First Offense

- Item will be confiscated.
- Parent will be notified.
- Administration withholds the right to retain item.
- The required administrative investigation may be held to determine facts.
- ISS may be ordered.
- OSS may be ordered.

Repeated Offense

- Item will be confiscated.
- Parent will be notified.
- Administration will retain item.
- Meeting will be arranged with parents to discuss issue.
- ISS will be ordered.
- OSS may be ordered.
- Long term suspension may be ordered.

26. Acceptable Use of the Internet

Any Offense

- Violation of any student of this Acceptable Use Policy may result in suspension of this privilege and in severe or repeated violations of the termination of any privileges. Further disciplinary action may also be appropriate in accordance with the School Board's Student Conduct Code.

27. Felony Charges

Any Offense

- The required administrative investigation will be held to

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determine the facts.

--Parent/guardian will be notified.

--Police will be notified.

--Suspension will be ordered.

--Expulsion may be ordered.

--Legal action may be taken.

28. Bomb Threats

Any Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Police will be notified.

--Suspension will be ordered.

--Expulsion may be ordered.

--Legal action may be taken.

--All school costs related to bomb threats will be the responsibility of the perpetrators.

29. Hazing

First Offense

-- The required administrative investigation will be held to determine the facts.

--Parent/guardian will be notified.

--Detention may be assigned.

--Suspension may be ordered; expulsion may be recommended.

--Legal action may be taken.

Repeated Offenses

--All of the above and suspension may be ordered.

30. Other Conduct

--Review Code of Conduct (JFC) that addresses the specific offense.

Issued: July 13, 2001

Revised: October 30, 2001 (Page 6 Only)

Revised: May 16, 2002

Revised: October 29, 2003 (Added No. 20 Only/Harassment)

Revised: August 22, 2008 (Revised JFC-R-1 all pages)

Revised: June 30, 2011



## **GUIDANCE SERVICES**

### **COUNSELING STAFF:**

Mr. Ken White- 8th, 9th, 10th

Ms. Carolyn Ballard- 11th, 12th

Mrs. Crystal McMahan – **Guidance Secretary**

The guidance and counseling programs at GHS are designed to assist students in developing personal potentials and abilities to meet compatible goals with student interest. The variety of services offered by the counselors include:

1. **PLANNING AND PLACEMENT:** Through individual and group guidance, students are made aware of course offerings and requirements for graduation. Early in the second semester, an individual interview is held with each student to assist in selection of courses for the following school year. The schedule is planned and approved by the student, parents, and the counselor.
2. **PERSONAL/SOCIAL COUNSELING:** Assists a student in developing an understanding of him/herself and of the rights and needs of others; in resolving conflict; and in defining individual goals, reflecting his interests, abilities, and aptitudes. Such counseling focuses on specific concerns.
3. **FURNISH COLLEGE INFORMATION:** Information areas containing college catalogs, financial aid and scholarship books, and related materials are located in the Career Center in the Library and in the guidance office. You are urged to use these materials; they can be checked out for overnight use. Several videotapes are available for checkout also. Students will be assisted with their college plans through individual conferences as well as group guidance units in the classroom.
4. **FURNISH EMPLOYMENT INFORMATION:** Through group activities conducted by the guidance staff and English teachers, students are informed and taught job placement skills such as how to find a job, how to properly complete job applications, appropriate conduct in a job interview, and how to prepare resumes.
5. **TESTING AND APPRAISAL:** The Guidance Department is responsible for coordinating and administering all school testing programs. The SAT is scheduled for a January test date each year. Counselors will assist the student and the student's parents in interpreting the results of the tests.
6. **FOLLOW-UP:** A follow-up study of graduates is completed annually by the Guidance Department. Seniors are informed that they will be contacted by guidance personnel sometime after graduation to secure information on their current status and request suggestions for improving the quality of education at Giles High School.
7. Materials used in the guidance and counseling program are available for parental review. Interested parents should schedule an appointment with the school counselor for this purpose.

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A parent may wish to limit participation of his or her child in the Giles County secondary school guidance and counseling program. In this circumstance, the parent/guardian should contact the school principal for further information.

**GRADUATION REQUIREMENTS**

The requirements for a student to earn a diploma and graduate from a Virginia high school shall be those in effect when that student enters the ninth grade for the first time. Students shall be awarded a diploma upon graduation from a Virginia high school.

**GRADUATING CLASSES OF 2015 & Beyond (9<sup>th</sup> grade class of 2011-12 & beyond)**

Discipline Area	Standard Diploma	
	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics <sup>1</sup>	3	1
Laboratory Science <sup>2,6</sup>	3	1
History and Social Sciences <sup>3,6</sup>	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education <sup>7</sup>	2	
Economics and Personal Finance	1	
Electives <sup>4</sup>	4	
Student Selected Test <sup>5</sup>		1
Total	22	6

<sup>1</sup>Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra, Functions, and Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup> Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

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<sup>5</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

<sup>6</sup>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

<sup>7</sup>Pursuant to § 22.1-253.13:4 of the Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

**Standard Technical Diploma**

<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics <sup>1</sup>	3	1
Laboratory Science <sup>2,5</sup>	3	1
History and Social Sciences <sup>3,5</sup>	3	1
Health and Physical Education	2	
Fine Arts or Foreign Language	1	
Economics and Personal Finance	1	
Career and Technical Education <sup>4</sup>	4	
Electives	1	
Student Selected Test <sup>6</sup>		1
<b>Total</b>	<b>22</b>	<b>6</b>

<sup>1</sup>Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.

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<sup>4</sup>Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment.

<sup>5</sup>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (i) the student-selected verified credit and (ii) either a science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

<sup>6</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

**Advanced Studies Diploma**

<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics <sup>1</sup>	4	2
Laboratory Science <sup>2</sup>	4	2
History and Social Sciences <sup>3</sup>	4	2
Foreign Language <sup>4</sup>	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test <sup>5</sup>		1
<b>Total</b>	<b>26</b>	<b>9</b>

<sup>1</sup>Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

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<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup>Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

**Advanced Technical Diploma**

<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics <sup>1</sup>	4	2
Laboratory Science <sup>2</sup>	4	2
History and Social Sciences <sup>3</sup>	4	2
Foreign Language <sup>4</sup>	3	
Health and Physical Education	2	
Economics and Personal Finance	1	
Fine Arts or Career and Technical Education	1	
Career and Technical Education <sup>5</sup>	3	
Student Selected Test <sup>6</sup>		1
<b>Total</b>	<b>26</b>	<b>9</b>

<sup>1</sup>Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra Functions and Data Analysis, or Algebra II or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup>Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup>Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup> Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment.

<sup>6</sup>A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the board in 8VAC20-131-110.

## **GUIDANCE AND COUNSELING PROGRAM**

### **School Guidance and Counseling Services**

Each school provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

### **Employment Counseling and Placement Services**

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

## **GENERAL ACHIEVEMENT DIPLOMA**

For a student to receive a certificate of program completion at graduation, they must meet the credit requirements for the standard diploma (22 credits). However, these students will not be required to obtain verified credits under this plan. Students will have the option to take the GED and qualify for the general achievement diploma after their 12<sup>th</sup> grade year has ended and they have reached their 18th birthday.

**FILE: IGBI**

## **Advanced Placement Classes and Special Programs**

Students and their parents shall be notified of the availability of dual enrollment, advanced placement classes, the International Baccalaureate program, and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations. Students and their parents shall also be notified of the program with a community college to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. The Superintendent shall promulgate regulations to implement this policy, which shall ensure the provision of timely and adequate notice to students and their parents.

## **Giles High School will follow all procedures of policy IKF: Standards of Learning and Graduation Requirements**

**\*\*\* 2017-2018 \*\*\*\***

**Any student who misses 13 or more undocumented days ( waiver required) cannot participate in a school sponsored field trip that would require the student to be absent from classes for 1 full day. Only extenuating circumstances will be reviewed by administration for exceptions to the policy.**

### **Mid-Course Exams:**

The option exists for mid-course exams/projects to be administered. It is recommended that these be similar in format to state SOL tests or end-of-course exams designed by the teacher. Grades for these evaluations shall be incorporated into the appropriate nine weeks' grade. Schools may develop a schedule for administering exams. There shall be no release from attendance during this period.

## **Exam Cancellation:**

With the implementation of these guidelines, exams/demonstrations shall not be cancelled except under extraordinary circumstances. Scheduling for administration shall be made as appropriate prior to the end of the course. Exams shall be scheduled to end on the last day of the course.

# **Attendance/Exam Policy**

The following is based on **overall attendance without the distinction** between AB (absent), PN (parent note), UX (unexcused), OSS, or EX (excused with proper documentation).

Parent or Doctors notes **is required** for each absence. Any student who does not present a note upon the first day of their return is subject to disciplinary action including, but not limited to; demerits, ISS, or OSS.

**13** You must apply for a waiver after you miss more than 13 days.

**9** You may choose exemption from a final exam if you pass the SOL associated with the class, have an 'A' in the class, and have nine or fewer total absences.

**8** You may choose exemption from a final exam if you pass the SOL associated with the class, have a 'B' in the class, and have eight or fewer total absences.

**7** You may choose exemption from a final exam if you pass the SOL associated with the class, have a 'C' in the class, and have seven or fewer total absences. **For non-SOL classes, students must have a C average or better, and have 7 or fewer absences.**

- You will automatically have to take all final exams if you have been assigned **OSS**.
- You will automatically have to take all final exams if you have been assigned **three or more days of ISS**.
- Exam exemption policy does not apply to any weighted classes or dual-enrollment taught through New River Community College.
- Any student who misses 13 or more days cannot participate in a school sponsored field trip that would require the student to be absent from classes for 1 full day. Only extenuating circumstances will be reviewed by administration for exceptions to the policy. Academic standing in any class may also be factored into this decision.



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- If you miss 3 periods, you may not attend any school sponsored event scheduled for that day unless the absence is a verified excused absence (Note from Doctor, Dentist, Court Officer etc.) A death in the immediate family may be accepted based on the principal's evaluation of the situation.
- For those students who are not successful on the SOL test or who fail the course, they must take the final exam/project and it shall count the current 1/7 of the final grade.

**ADDITIONAL INFORMATION TO BE CONSIDERED FOR STUDENT PROMOTION**

Students who have not successfully mastered the appropriate skills at their grade level shall be considered for a summer remediation program if one is available. If they successfully complete this program, placement at the next grade level will be reconsidered. If students are not successful in this program or cannot attend, then they will be considered for placement if an in-school or after-school remediation program is established for them the following year. The Virginia Department of Education has determined that the SOL's are an important part of the education and assessment of all students in Virginia. Giles County Schools also support this position. In so doing, the school system has purchased software that is to be used for student remediation. This software is expected to be part of any remediation program.

It is imperative that parents/guardians are involved with this process and understand they must accept responsibility for the student's education including any remediation that may be established.

**Secondary Grading Scale – Giles County Public Schools**

A	90 – 100	Excellent
B	80 - 89	Good
C	70 - 79	Average
D	60 - 69	Below Average
F	Below 60	Failing

**PROMOTION REQUIREMENTS  
(CREDITS REQUIRED FOR PROMOTION)**

To enter 10<sup>th</sup> – 5 credits  
To enter 11<sup>th</sup> – 10 credits  
To enter 12<sup>th</sup> – 16 credits \*

## GPA COMPUTATION AND RANK-IN-CLASS

Courses below 9<sup>th</sup> grade are not included in computation; exceptions are those courses which earned high school credit. Weighting of grades is used in computing grade point averages. Honor graduates are determined by a final GPA of 3.5 and above.

Weighted Courses: Advanced Algebra / Trig, Physics, & NRCC courses.

### GPA CALCULATION:

#### Non Weighted Classes:

A = 4  
B = 3  
C = 2  
D = 1  
F = 0

#### Weighted Classes:

A = 5  
B = 4  
C = 3  
D = 2  
F = 0

**Example: A student taking the following subjects will have the following GPA's:**

Eng 12	= B = 3	NRCC Eng	= B = 4
Geometry	= B = 3	NRCC Math	= B = 4
Biology 2	= B = 3	NRCC Biology	= B = 4
Va/Us	= C = 2	NRCC History	= C = 3

**GPA = 2.75**

**GPA = 3.75**

### Graduation Date and Participation:

Seniors must successfully complete all requirements and clear all obligations to participate in graduation exercises. **Graduation date will be determined by March , 2018.**

## PARTICIPATION IN GRADUATION CEREMONIES

**File: IGBE-R**

Participation in graduation ceremonies is considered a school function and not a requirement to receive the earned diploma. Beginning with the class of 1997, only those students in good standing and those students who actually completed the necessary requirements for graduation shall participate in graduation ceremonies.

## SPARTAN HANDBOOK

Students who have achieved senior status and do not complete the necessary requirements for graduation, but do so as a result of summer school, may request to participate in graduation ceremonies with the next senior class.

High school administrators should take necessary steps to ensure that students are aware of this requirement and shall annually publish this notice in student handbooks.

### **IMPORTANT NOTICES**

1. You must successfully complete all requirements and clear all obligations to participate in graduation exercises.
2. The State of Virginia Standards for Accrediting Public Schools in Virginia (8 VAC 20-131-10) requires that annually, information regarding Standards of learning be provided to parents and students
3. Students who fail one or more of the SOL grade level or end-of-course tests will be provided remedial assistance. This may be during a required time, as a specific course, or part of an out-of-school or summer program.

4. **Gifted Education Programs  
For Giles County Public Schools'  
Elementary/Middle Schools**

**The Young Scholars Program** is sponsored by the Gifted Education Program and is for students in grades K-3 whose potential academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms, teacher checklists (Kindergarten and Grades 1-3), and parent checklists are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school year they should be received not later than April 1 of the current year.

**The Gifted Education Program** is for students in grades 4-12, and is for students whose academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school year they should be received not later than April 1 of the current year.

**The Visual Arts Gifted Education Program** is for students in grades K-7, and is for students whose visual arts aptitudes require that they receive a differentiated educational program to further meet their needs. In order to be considered for this program students must complete a portfolio for their artwork and be

## SPARTAN HANDBOOK

scheduled for an identification meeting with the Visual Arts Gifted Education instructor. Information about nominations and portfolio requirements are available from the guidance counselor and the Visual Arts Gifted Education instructor. Assessments are conducted during December and May; completed portfolios are assessed at the next assessment date.

### **STUDENT COOPERATIVE ASSOCIATION**

Every student at Giles High is a member of the Student Cooperative Association. The officers of SCA are elected in the spring; a Chairman is appointed by the officers and the sponsor, and representatives are elected from first period classes. Student Council meets during a regular class period once each six weeks and may have special meetings at any time.

Since every student at GHS cannot attend the council meetings, it will be the responsibility of the first period representatives to report SCA activities to their classes. When it comes time to vote, be sure to vote wisely and elect a hard worker.

Please keep in mind that our SCA is here to improve instruction and school climate and you can do your part by cooperating and working with school personnel. The SCA will work closely and directly with the faculty and administration for the year. Remember the SCA works along with the faculty and administration to solve problems/concerns or help find solutions for problems/concerns.

Show your school spirit all year, not only for sports, but for your SCA also. An active SCA (both the students and the school) greatly benefits from active individual participation. **DO YOUR PART** – make yourself and Giles High School NUMBER ONE. The sponsor is Mr. Mitch Reed.

**PUT YOUR EDUCATION FIRST !  
GET INVOLVED, STAY INVOLVED!!  
KEEP GHS #1 !!!**

### **Library Information**

1. The library will open from 8:20 a.m. to 4:00 p.m. each day.
2. Books may be checked out for a period of two weeks and may be renewed for an additional two weeks.
3. A fine of 5 cents per day will be charged on overdue books. Please form the habit of returning books on time so this will not be necessary.
4. Reference books may be checked out overnight, provided you accept the responsibility of replacing them if they are lost.

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5. Books, which are lost or damaged beyond normal wear, must be paid for. Students will lose library privileges until such restitution has taken place.
6. Back issues of magazines are available for research.
7. You are expected to care for all library materials so they will be in good condition when you return them.
8. If you need help in locating materials or in using the library in any way, the librarian or student assistants will be willing to help you.
9. The career center is now located in the library. Numerous college and university catalogs are kept there. You are welcome to come in anytime during the day to use this center. College catalogs may be checked out overnight or over a weekend. Directories, which contain information on all colleges, are available for use also. Specific career information is available in books and pamphlets.
10. Students from classes must present verification from their teacher. They should have a definite library assignment.
11. The library has several computers available to students that can be used to access the card catalog, to gather research, and for writing papers. See the librarian to use the computers.

## Cafeteria

### **Student's safety prohibits allowing students to leave school grounds during lunch periods.**

1. **Student's price for breakfast: \$1.50 - Adults: \$ 2.05**  
**Student's price for Class "A" lunch: \$2.20; Adults: \$2.80**
2. Students are only permitted to select items from the lunch line they are paying for; however, extra items may be purchased a la carte.
3. Students are permitted to bring lunch from home provided they eat in the cafeteria.
4. Students are expected to treat all food service personnel courteously and respectfully.
5. Students are expected to walk into the lunchroom, and wait patiently and courteously in the lunch lines. Faculty, staff, student teachers, and official visitors may go directly to the front of the lunch line upon arrival to the cafeteria.
6. Students are expected to take their trays to the dishwashing room when finished with their meals. Tables are to be left in a neat and clean manner.
7. All food is to be eaten in the cafeteria **only**.
8. Students are permitted to use the restrooms at the top of the cafeteria stairs only during their lunch period. Students are encouraged to stay in the cafeteria or in the gym.
9. Students may work in classrooms during lunch periods or fractions thereof provided they are under the direct supervision of a teacher.
10. Areas off-limits during lunch time
  - a) parking lots
  - b) baseball or football fields
  - c) shop area
  - d) any areas (lawns, sidewalks, entrances, etc.) immediately adjacent to the school house
  - e) any area in the school except as outlined in #10 above
  - f) Any area behind or on either end of the school except designated supervised play areas.

## **Student Information**

### **Accidents**

Accidents should be reported to the main office immediately. The faculty member on duty at the time of the accident shall complete the necessary form(s).

### **Announcements**

1. The reading of the announcements will occur at approximately 8:35 a.m. and 3:10pm.
2. Announcements must be approved by a member of the administration.
3. Announcements for public, community, and businesses must have the approval of the principal.

### **Assemblies**

1. Assemblies are considered part of the regular curriculum. Therefore, attendance to a non-revenue (no charge) assembly is expected as any other class attendance.
2. Each HR group will be assigned a section of seats in the auditorium. Students will sit with their respective homeroom.
3. All students are expected to be courteous to speakers and performers.
4. Admission to assemblies announced as paid assemblies would be collected prior to assemblies.
5. Scheduling of assembly programs is done through the principal's office.
6. Each homeroom teacher will bring his/her respective homeroom to the assemblies. All underclassmen will report to the auditorium first and will stand when seniors walk in and are seated.
7. No one will be excused from school during assemblies unless for a valid reason.

### **Athletics**

1. Student athletes must be present at school (with a valid excuse) by mid-day to participate in an after school activity on that same day.
2. Students assigned to ISS will not be permitted to participate in any after school activity on that same day.
3. Students must have passed a minimum of five classes the preceding semester and currently be taking at least five classes to be eligible to participate in a VHSL activity.

## **Automobiles**

1. Students are to park in the student parking lot **only**. **Parking permits are \$ 20.00**
2. Once you arrive at school, park your car and go immediately and directly to the building.
3. The vehicle is not to be moved without permission during the day. If this is not observed, your campus parking privilege will be revoked.
4. Students are not to return to the parking lot at any time during the school day without permission from the Administration.
5. The parking lot is off limits during the school day.
6. Students must park in a lined parking space. Parking spaces are first come, first serve.
7. Unsafe driving practices will not be tolerated on school grounds.
8. Once a student is on school grounds (i.e. in parking lot) and until he has left school grounds, all conduct rules apply.
9. Failure to observe the above will result in (1) the revoking of your parking privilege after which you will not be allowed to bring your vehicle on campus (2) assignment of demerits or (3) in-school supervision.
10. Patrols and inspections of students' automobile exteriors may be conducted without notice, without consent, and without a search warrant whenever a school authority has reason to believe illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile (**JFG-E**)
11. A charge of \$20.00 will be charged for each parking permit.

## **Boy-Girl Relationships**

The way young ladies and gentlemen conduct themselves toward each other creates a respectful or disrespectful image to be shared by the students, staff, parents, visitors, and the community. It is therefore important that all students understand what is expected of them along these lines. Inappropriate/excessive physical contact, etc will not be tolerated.  Holding hands, not bodies, is acceptable. Violators after the first warning will receive ISS and/or OSS.

## **Buses**

1. Students are reminded that while waiting for the bus they are to stay at the school entrance or directly in front of the school building and not to go beyond the walk when buses are arriving.
2. The bus driver has the responsibility of all riders and the right to assign seats.
3. Rules for student conduct are posted in the front of each bus. Students are expected to act in a mature fashion while on the bus. The same conduct as in the classroom will be expected. Failure to obey the bus driver may result in ISS and/or loss of bus-riding privilege.
4. Giles High School will follow all procedures of policy JFCC-R in reference to student conduct on buses.

## Cheating

Each student is responsible for his or her class assignment at all times prior to turning in assignment to the teacher. Voluntarily giving or receiving help in any form, unless instructed by the teacher, will be considered cheating. The staff may administer a zero for the assignment and other penalties.

Another form of cheating, plagiarism, will not be tolerated. Plagiarism may be defined as copying another person's words, ideas, or organization without giving proper credit to the original writer. Material from the Internet should be considered the same as that contained in magazines and books. Committing plagiarism is a serious offense. At the college level, it can result in expulsion.

## Civil Defense

1. In event of any enemy attack or disaster, students will be sent home by regular bus transportation if time permits.
2. Should immediate protection be necessary. Students will exit classroom in accordance with posted directions. Further directions will be given by the principal or the teachers.

## Dance Policies

1. For dances that occur after ball games: **ONLY high school students** will be allowed to attend. High School students from other schools must have administrative approval. For Homecoming, and the formal spring dance which occur on Saturdays from 7:00 to 11:00pm; High School students may attend, those high school students from other schools may attend with administrative approval. Students may not attend GHS dances if they are more than one year removed from High School (exception to prom). Students who are 20 years old or younger may attend Prom. No one over 20 years old will be admitted.
2. No tickets will be sold at the door, **only pre-sale.**
3. For Prom, all dates who are not current students or who are not Giles High students **must** be approved by administration.
4. Proper dress will be in effect at all dances. This includes no see-through or revealing clothing.
5. Chaperons Requirements
  - a. All sponsors of the organization giving the dance.
  - b. Minimum of two (2) faculty members of the opposite sex.
  - c. Three (3) parents – three families represented.
  - d. A security officer on duty.



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6. Students will not be allowed to go outside the building. If a student leaves the building, he/she will not be allowed to return and is required to leave the school grounds.
7. Clubs sponsoring dances are responsible for seeing that the school is cleaned up after the dance.
8. All areas of **Policy JFC** will be enforced and may result in suspension from all other school activities for as long as the principal deems necessary and may result in suspension from school.
9. There will be no smoking or use of tobacco in any form in the school buildings.

### **Fire Drills**

1. An exit plan for fire drills will be placed in each classroom.
2. There will be no "horseplay" by students during fire drills.
3. A constant sounding of the tone and/or an announcement over the PA system indicates a drill.
4. Rolls will be taken by each teacher.
5. Everyone will stay clear of the building by a specified margin until told to return by an announcement or the ringing of the bell.
6. **Students tampering with fire alarms are subject to automatic 5 days out-of-school suspension.**

### **Hallway Conduct**

1. Students are expected to walk courteously and in a well-behaved fashion.
2. Stay on the right-hand side of the stairs in the hall.
3. Students are not permitted to loiter in the halls between classes.
4. Students are not allowed in halls during lunch period (other than designated areas).
5. Students are not allowed to sit or stand on stairways at any time during regular school hours.
6. Students are not allowed to sit in front of entrance areas.
7. Open drink containers are not permitted in the hallways during school hours. However, drinks may be purchased and consumed in the main lobby immediately before and after school hours.
8. No food or drink is allowed in the halls of Giles High School.
9. If food or drink is brought into GHS, it must be taken immediately to the cafeteria for consumption or disposed of properly.

### **Lockers**

1. Each student is assigned a locker at the beginning of the year for your convenience.
2. A locker agreement must be on file in the main office.
3. Upon request, locks will be issued for a \$2.00 rental fee. If an issued lock is damaged or lost, students are expected to pay an additional \$5.00 to replace the lock. Only school-issued locks are permitted
4. **Report any trouble with your locker to Ms. Ballard located in the guidance office.** If you damage your locker, repair or cleaning becomes your financial obligation.

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5. The principal or designated person will have the authority to search a student's locker, desk and/or any and all other school facilities when deemed necessary. This incorporates Policy JFG: Search and Seizure
6. **Students are strongly encouraged to avoid keeping large amounts of money or expensive personal possessions in their lockers. Loss of these items is the responsibility of the student. Giles High School is not responsible for lost or stolen items.**
7. **It is the student's responsibility to protect belongings by keeping his or her locker locked at all times.**
8. The school does not endorse nor encourage the practice of students sharing lockers or lock combinations. Students that participate in sharing lockers and lock combinations remain fully responsible for any and all school-issued items and articles.

### **MP3's, IPODS, PDA's & CD Players**

Because of several problems involving lost or stolen items, students will not be permitted to have CD players, radios, MP3 players unless equipment is to be used as part of a class assignment or class project. If such is the case, the equipment should be placed with the teacher for safekeeping and not in student lockers.

### **Student Assistants**

1. Student assistants must be approved by the principal:
2. Students serving as assistants to teachers, or students assigned to office personnel, must report to work each day if in school and may not leave the assigned area to wander the halls

### **Teacher's Responsibility for Students:**

1. As long as a student is on school grounds, he or she is the responsibility of every teacher; thus he or she must respect the authority of any teacher. All teachers are responsible for student conduct and safety.
2. Students should be concerned with the looks of the school building; not only do you have to use it every day, but also you welcome parents, community, and guests. If the building has been abused by some of the students, all of the students share the embarrassment.

## **Telephones**

1. The telephone located in the main office is for official calls only. If a student wishes to use the office phone, that student must receive permission from an Administrator. In-coming phone calls, other than emergencies, will **NOT** be honored. Students will not be permitted to call or return calls during class periods.

## **Vandalism**

1. Vandalizing school property cannot and will not be tolerated.
2. Intentional damage or damage through neglect to school property will become the financial obligation of the student, parent and/or guardian involved.
3. Students who damage or abuse property may be further subject to suspension (in-school or out of school).

## **In-School Supervision**

1. In-school supervision (ISS) program will continue to operate at GHS for this school year. The ISS program is designed to allow students who have exhibited inappropriate school behavior or have not followed school rules and regulations to complete their assignments in a restricted environment, be counted present, and receive credit for completed class work. The ISS environment provides a well-supervised, self-contained classroom. Although, the in-school supervision program is not intended to replace all other means of disciplinary action, students can be assigned to ISS because they have violated acceptable codes of student conduct. Students assigned to ISS will not be present or participate in any after school functions on a day they have been assigned ISS. If a student is absent from school on the day ISS is to be served, the restrictions will remain in effect until assigned suspension is completed.
2. Demerits: Students are given demerits on a variable basis depending on the seriousness of the misconduct and its frequency. A student must receive at least five demerits before being placed in ISS. Each increment of 6 demerits is equivalent to one day in ISS. Demerits are erased when a student completed his/her time in ISS.
3. Following is a partial list of unacceptable behavior for which demerits are assigned and the amount of demerits associated with a particular behavior:

### **CLASS I**

- |                         |   |
|-------------------------|---|
| 1. Tardy to class       | 1 <sup>ST</sup> Offense – 2 Demerits  |
| 2. Unprepared for class | 1 <sup>ST</sup> Offense – Verbal Warning : 2 Demerits thereafter for each offense |

**CLASS II**

1. Disrespect
2. Obscene language
3. Petting, hugging, kissing
4. Class disruption/Hall disruption
5. Gambling
6. Graffiti
7. Being in unauthorized area
8. Horseplay
9. Throwing Objects
10. Aiding & Abetting
11. Violation of Dress Code
12. Insubordination
13. Food and/or drinks in unauthorized area

**CONSEQUENCES**

1<sup>ST</sup> Offense – 3 demerits minimum/ISS/OSS

**CLASS III**

1. Sexual harassment
2. Harassment (bullying, gossip)
3. Fighting
4. Threats or Intimidation
5. Tobacco

**CONSEQUENCES**

1<sup>st</sup> Offense – ISS, OSS, (call parents)

2<sup>nd</sup> Offense – ISS, OSS, (call parents)

3<sup>rd</sup> Offense – OSS, Long-Term (call parents)

4. The above represents the majority of offenses for which the ISS program may be used. Demerits, detention, or in-school supervision may be assigned by the administration when deemed appropriate or necessary.
5. The administration will notify the parent in writing or by phone each time a student receives ISS. When a student demonstrates repeated behavioral problems resulting in ISS in excess of more than two assignments to ISS, a conference between parents (s) and the school's guidance department will be necessitated. Appropriate administrators and/or teachers may be involved in the conference.
6. Important: It is the philosophy of GHS that the educational interests and safety of all students be recognized and observed at all times. The school will make every attempt to consider individual student needs in a fair and consistent manner. It cannot be over-emphasized that high school students are expected to take responsibility and ownership of their actions. It is

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hopeful that GHS administration will not have to use the measures outlined above. Only in the event that students elect not to be responsible is it necessary for disciplinary procedures to be enacted.

### Student Conduct on School Buses

In the interest of the safety and welfare of school bus passengers, the Board of Education desires the Superintendent of Schools and his designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their riding privileges suspended or revoked in accordance with this policy.

## CLUBS

### Bible Club:

The club consists of students who want to portray Christ in what they do and how they behave. The club reaches out to the community to serve those in need and to be a witness for Christ.

Sponsor: **Mrs. Dickerson**

### NATIONAL HONOR SOCIETY

An organization with the purpose of honoring outstanding juniors and seniors. Candidates for membership are judged by the on scholarship, leadership, character and service.

Sponsors: **Mrs. Blanton & Mrs. Malabad**

### KEY AND KEYETTE CLUB

A co-ed service organization sponsored by the Pearisburg Kiwanis Club for boys and girls in the 10<sup>th</sup> through 12<sup>th</sup> grades. Sponsor: **Mr. Hurley**

### FOREIGN LANGUAGE CLUBS

Through the use of discussions, records, and songs, the club broadens the student knowledge in the field of Spanish. Sponsors: **Mrs. Howard**

### ART CLUB

Provides enrichment and appreciation of artistic culture. Members include second year and older art students and first year students with an "A" average.

Sponsors: **Ms. Colavecchio & Ms. Green**

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### **SAE CLUB**

The Giles SAE explores the teaching profession, its opportunities and its promises in the future. There is a junior and senior SAE club. Sponsor: **Mrs. Adkins-Fisher**

### **FUTURE FARMERS OF AMERICA**

The FFA is the national organization for boys and girls studying Vocational Agriculture. Sponsors: **Mr. Strader & Mrs. Dove**

### **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA**

The FCCLA is an organization of girls and boys who have are enrolled in or have taken 1 year of Family & Consumer Science. Sponsors: **Mrs. Riley**

### **PEP CLUB**

The Pep Club promises interest, spirit, and good sportsmanship at school sponsored athletic events. Sponsors: **Mrs. B. Johnson**

### **SCIENCE CLUB**

Encourage students to expand their knowledge through participation in scientific exercise and study. Sponsors: **Mrs. Blanton & Mrs. Malabad**

### **HISTORY CLUB**

A club open to students that have a special interest in History. Competition will be held on regional, state, and national levels. Sponsor: **Mr. Johnston**

### **MONOGRAM CLUB**

Open to all students that have earned a Varsity letter at GHS.  
Sponsors: **Ms. Matlock & Mr. Cooper**

### **GILES HIGH SCHOOL AMBASSADORS**

Giles High School (GHS) Ambassadors is a group of students who proudly represent our school through promoting a positive image, being role models to other students, and welcoming guests with open arms. GHS Ambassadors also present positive lessons to fourth and seventh graders at Eastern and Macy Elementary and Middle Schools. They serve as positive role models for these students during their once-a-six-weeks visits. Members are chosen by application in May of each school-year. Sponsor: **Mr. Weddle**

**FELLOWSHIP OF CHRISTIAN ATHLETES**

Fellowship of Christian Athletes is the largest Christian sports organization in America. It is offered to all GHS athletes and focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. Sponsor: **Mr. Ellison**

**FBLA: Future Business Leaders of America:**

It's business at its best. FBLA and FBLA-Middle Level offer specialized business and leadership programs, competitive events, and co-curricular activities to complement academics while developing and enhancing a student's leadership skills. Sponsor: **Mrs. Tabitha Young**

**SADD/YOVASO:**

**Students Against Destructive Decisions**

**Youth of Virginia Speak out about Traffic Safety**

The mission of our SADD/YOVASO club is to empower, educate, and encourage students to make positive life decisions that allow them to move forward in their health and their safety.

SADD/YOVASO successfully accomplishes this mission by using peer-to-peer education and advancing students' leadership and advocacy skills. All Giles High School Students (grades 8-12) are welcome to be part of our movement and encouraged to join. Dues of \$5.00 simply need to be paid, prior to, or on the first club day. **Mrs. Burton, Ms. Farmer**

**SAVE THE NEXT GIRL:**

**Mrs. Burton, Mrs. Boggess, Mr. Ellison**

**OUTDOOR Club:**

"The goal of The Giles High School Outdoor Club (GHSOC) is to help local students take advantage of the abundance of outdoor recreational opportunities within the New River Valley and surrounding areas. The club would define outdoor recreation as, but not limited to, the following: hiking, fishing, rock climbing, kayaking, rafting, and the requisite skills necessary to conduct these activities safely and ethically.": **Mr. A. Frazier, Mr. Miller**

## GET INVOLVED . . . JOIN A GHS CLUB !!!!

### ACTIVITIES

#### SHIELD

School yearbook. An award-winning annual publication produced by this school. Elective credit may be earned by working on the staff.

#### SYMPHONIC CHORALE

The new members of the Symphonic Chorale are chosen each year by tryouts in the spring to replace the graduating seniors. The group performs several concerts and assemblies throughout the year both in the school and in the community. The Chorale also performs competitively. Sponsor: **Mrs. Smith**

#### BAND

Musical organization open only to those students enrolled in Band as a regular subject. The drum major and majorettes are selected from the school as well as the Band. Sponsor: **Ms. Westermeyer**

#### CHEERLEADING

Open to students grades 8-12 in good standing for the purpose of promoting school spirit. Teams are fielded on the 8<sup>th</sup> grade, JV, and Varsity levels. Sponsors: **Mrs. Giles / Mrs. Stump / Ms. Thompson / Mrs. Wilson**

#### MACC

MACC is an academic competition available to students in grades 8 – 12. Areas of competition include English, Math, Science, Social Studies and All Around. Sponsor: **Mrs. Blanton**



## **\*\*SPORTS\*\***

Giles High School competes athletically in the Three Rivers District, River Run Conference 38, Region II A West Level 2A in compliance with the Virginia High School League.

### **FOOTBALL**

Teams are fielded in the fall on Middle School level, Junior Varsity and Varsity levels.

### **CROSS COUNTRY**

A long-distance running sport that takes place in the fall for 9<sup>th</sup> through 12<sup>th</sup> graders.

### **BASKETBALL**

Winter sport for boys and girls. Boys' and girls' teams are fielded at the middle school, JV and Varsity levels.

### **BASEBALL**

Spring sport. Team fielded on JV and Varsity level.

### **TRACK**

Spring sport for boys and girls. Teams fielded on middle school and varsity level.

### **VOLLEYBALL**

Fall sport for girls. Fielded on middle school, JV, & Varsity level.

### **GOLF**

Fall sport. Team fielded only on Varsity level.

### **TENNIS**

Spring sport. Team fielded only on Varsity level.

**SOCCER**

Spring sport. Team fielded only on JV & Varsity level

**SOFTBALL**

Spring sport. Team fielded only on JV & Varsity level.



**NOTICE TO SPECTATORS**

In this day and age sports play an important role in one's high school career; therefore, good sportsmanship is vital. In order to maintain sportsmanlike conduct we, the student body of Giles High School, will abide by a code of fair play in each sport in which we participate. According to the Virginia High School League rules governing spectator behavior, the spectator should:

- (1) Realize that he represents the school just as definitely as a member of a team, and, therefore, has an obligation to be a good sportsman, encouraging through behavior the practice of good sportsmanship by others.
- (2) Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- (3) Recognize that, since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well being of the players through the medium of contests, victory or defeat is, in reality, of secondary importance.
- (4) Treat visiting teams and officials as guests, extending to them every courtesy.
- (5) Be modest in victory and gracious in defeat.
- (6) Respect the judgement and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

## **ALMA MATER**

Far above the broad horizon  
Near the Angel's rest;  
Giles High School stands defiant  
Facing every test.

Stand as Spartans, never waver  
Lift your banners high . . .  
Giles High School, We salute you. Victory is our Cry!

## **ALL STUDENTS AND FACULTY**

Let's Work Together – Don't Be a Fool . . . .

### **DON'T ALLOW DRUGS TO ENTER OUR SCHOOL !**

**D** – DON'T be afraid to tell someone if you suspect drugs.

**R** - REMEMBER – GHS will be **DRUG-FREE, NO MATTER WHAT!**

**U** – UNDER NO circumstances, will we have drugs at GHS!

**G** – GIVE your **ALL** to make GHS free of drugs.

**F** – FAITHFULLY keep your eyes and ears open for drugs at GHS.

**R** - RESPOND immediately, report all drug suspicions.

**E** - EVEN if it's a friend, report it – you'll be helping them.

**E** - EVERYONE WILL BE WATCHING TO MAKE SURE **GHS IS DRUG-FREE!**

**DRUG-FREE!**  
**THAT'S WHAT GHS IS GOING TO BE!**

SPARTAN HANDBOOK



Giles County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator  
Assistant Superintendent of Curriculum  
151 School Road  
Pearisburg, VA 24134  
(540) 921-1421 X16

Section 504 Coordinator  
Director of Special Education  
151 School Road  
Pearisburg, VA 24134  
(540) 921-1421 X21

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

6/2012

## **Giles High School Personnel**

### **ADMINISTRATION**

Ross Matney – Principal  
Shelly Boggess – Assist  
Principal

### **GUIDANCE**

Carolyn Ballard  
Ken White

### **AGRICULTURE**

Bryan Strader  
Meghan Dove

### **ART**

Rhonda Colavecchio  
Lauren Green

### **BUSINESS**

Mandy Havens  
Sara Bowles  
Tabitha Young

### **ENGLISH**

Melanie Atkins  
Kay Dickerson  
Sarah Dodd  
Jack Ellison  
Michael Etzler  
Jonathan Kidd  
Shane Dalton

### **FOREIGN LANGUAGE**

Marcela Howard

### **FAMILY & CONSUMER**

#### **SCIENCE**

Verena Riley

### **LIBRARY**

Nina Adkins-Fisher

### **MATH**

Matt Burns  
Cassie Puckett  
Babette Martin  
Whitney Matlock  
Stacy Poff  
Katherine Wright  
Kaitlyn Farmer

### **MUSIC**

Amberly Westermeyer  
Sara Smith

### **PHYSICAL EDUCATION**

Erin Burton  
Scotty Potter  
Jeff Williams  
Lindsay Meredith

### **SCIENCE**

Diana Blanton  
Brittany Johnson  
Pam Malabad  
Mary-Louise Maas  
Sam Wright  
Holly Clark

### **SOCIAL STUDIES**

Andrew Frazier  
Bruce Frazier  
Byron Hurley  
W.R. Johnston  
Randall Weddle  
Lynn Williams

### **SPECIAL EDUCATION**

Whitney Bowles

Austin Cooper  
Christine Fletcher  
John Miller  
Paula Lee – ASST.  
Sonya Meekins  
Jan Sowder  
Annissa Dudding – ASST  
Sharon Cecil – ASST  
Robyn Taylor - ASST  
Jason Breeding-ASST  
Gretchen Hagee

### **ISS MONITOR**

Steve Wilson

### **CAFETERIA STAFF**

Darlene Collins  
Pam Dalton  
Kristi McGuyer  
Emily Wilson  
Kim Sarver  
Natasha Young

### **CUSTODIAL STAFF**

Joel Bright  
Terry Smart  
Adam Smith

### **OFFICE STAFF**

Jesse Glover -**School Nurse**  
Crystal McMahan  
Whitney Songer  
Missy Weddle  
Tootie Gillispie --- **Resource  
Officer**

### **DISTANCE LEARNING LAB**

Anita Perdue

### **ARDT**

Sean Leake

## **Cell Phones, MP3/IPODS, PDAs, and CD Players Policy**

**These items can only be used during lunch periods**

They must be secured in your locker, automobile, or athletic bag.  
Consequences for violating this policy are as follows:

- 1<sup>st</sup> occurrence – Item will be confiscated, 3 demerits will be issued which may lead to an ISS assignment due to an accumulation of demerits, and the phone may be returned at the end of the school day.
- 2<sup>nd</sup> occurrence – Item will be confiscated, next assignment of ISS, and the item will be returned to the parent.
- 3<sup>rd</sup> occurrence – Item will be confiscated, next assignment of OSS, the item will be returned to the parent after a formal meeting is arranged with student, parent, and GHS administration.

Giles High School respects the usefulness of these items in relation to the after-school activities and athletics for which our students are involved. However, they have become a disruption in the classroom and will not be tolerated as a part of the school day.

## Dress Code

Proper dress is required of all students. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. In addition to the following JFC, students must comply with specific building dress regulations below. The only exceptions to these rules are approved gym suits or school activities uniforms. Students must comply with these regulations or disciplinary action will be taken.

\* Due to changing trends and styles, the school building administrator reserves the right to address and discipline any student that creates any disruption/distracton/controversy related to the dress code that is not covered in our dress code policy.

### Student Dress Code

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable.

1. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.
2. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency.
3. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops,

backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

4. Hats or head coverings (including hoody's) will not be worn in the building at any time

5. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

## **Cafeteria Policy**

**CHARGE LIMIT \$ 5.00**

**YOU CANNOT CHARGE**

**Ala Carte Items**

**( Water, Chips, Cakes, Ice Cream, etc. )**

**ONLY a TYPE A LUNCH may be charged  
( Tray with Entrée, Vegetable,  
Fruit, Milk )**