

**Giles High School
1825 Wenonah Avenue
Pearisburg, VA 24134
(540) 921-1711
Fax: (540) 921-1832 - Library
(540) 921-3861 - Main Office**



CLASS OFFICERS 2019-2020

President Caroline Clark
Vice-President Jessica Church
Secretary/Treasurer Hannah Santolla
Reporter Brandi Clemons
Historian Emma Brown

SPARTAN HANDBOOK

SCA MESSAGE TO THE STUDENT BODY

Giles High School Students,

I would like to welcome all returning and new students to our school. This year has the potential of being the best yet. To achieve this, I will need your help. I have a Twitter (@mspresident2020) that will be used to inform people of any extracurricular activities or important announcements regarding the school. If you do not have Twitter, feel free to talk to me or any other Student Council (SCA) member regarding your questions or concerns.

SCA's main goal this year is to make everyone feel welcome in our school. This will be accomplished in many ways; such as, being respectful, having plenty of school spirit, and working as a team. You are expected to treat everyone at Giles High School with respect and you are asked to show school spirit for all sports and clubs.

A school is only as strong as its student body. So with your help and our team work, this can be the best year yet!

Sincerely,
Caroline Clark
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 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



TABLE OF CONTENTS

BELL SCHEDULE	5
CLUB SCHEDULE	6
SCHOOL ACTIVITIES & CLUBS	7
SPORTS	10
BUILDING LAY-OUT	12
STUDENT INFORMATION	13
ATTENDANCE, TARDINESS, OBLIGATIONS	14
SCHOOL VISITORS, EXAM POLICY	15
STUDENT ATTENDANCE/ STUDENT CONDUCT	16
IN SCHOOL SUSPENSION	30
OUT OF SCHOOL SUSPENSION	32
GUIDANCE SERVICES	32
DIPLOMA REQUIREMENTS	33
GRADING SYSTEM	37
PROMOTION & GRADUATION GUIDELINES	38
GIFTED EDUCATION PROGRAMS	38
LIBRARY INFORMATION	39
CAFETERIA	40
STUDENT INFORMATION	40
ALMA MATER	45
SCHOOL PERSONNEL	46

SPARTAN HANDBOOK

BELL SCHEDULE 19-20

	REGULAR	HOME ROOM	1—HOUR DELAY	2-HOUR DAY DELAY
	8:20	8:20	9:20	10:20
1 st bell for HR		8:25		
Tardy bell for HR		8:30		
Assembly/HR		CALLED BY HOMEROOM		
1 st bell for 1 st period	8:25	9:10	9:25	10:25
Tardy bell 1 st period	8:30	9:15	9:30	10:30
Bell end of 1 st period	9:28	9:52	10:10	
Tardy bell 2 nd period	9:33	9:57	10:15	
Bell end of 2 nd period	10:21	10:34	10:43	
Tardy bell 3 rd period	10:26	10:39	10:48	
Bell end 3 rd period & Begins 1 ST LUNCH	11:14	11:14	11:14	11:14
Tardy bell 4 th period	11:19	11:19	11:19	11:19
Bell end 1 st lunch	11:42	11:42	11:42	11:42
Tardy bell 1 st lunch to 4 th	11:47	11:47	11:47	11:47
Bell starts 2 nd lunch	12:08	12:08	12:08	12:08
Bell end 2 nd lunch & 4 th period	12:36	12:36	12:36	12:36
Tardy bell 5 th period	12:41	12:41	12:41	12:41
Bell end 5 th period	1:29	1:29	1:29	1:29
Tardy bell 6 th period	1:34	1:34	1:34	1:34
Bell end 6 th period	2:22	2:22	2:22	2:22
Tardy bell 7 th period	2:27	2:27	2:27	2:27
Bell end school	3:15	3:15	3:15	3:15
Bell 1 st buses leave	3:20	3:20	3:20	3:20

Club Dates and Information

SPARTAN HANDBOOK

1. Club dates will be as follows: **May be subject to change**

1 st	Club day – Wed. Sept. 18
2 nd	Club day – Wed. Oct. 16
3 rd	Club day – Wed. Nov. 20
4 th	Club Day - Wed. Feb. 19
5 th	Club Day - Wed. Mar. 18

*****These dates are subject to change because of calendar change, inclement weather, etc.**

2. After the 1st club meeting, a copy of the club's purpose (objectives, etc.), goals, project (s), and means of financing must be turned in to the Assistant Principal for administrative approval. This must be accomplished before the clubs can meet again.
3. Clubs will meet for (40) forty minutes.
4. Students may belong to (2) two clubs that meet during club day – 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. A student may not participate in any club or meeting until dues are paid. Students accepting the responsibility to fundraise are personally responsible for any loss or theft.
6. The Bell Schedule for Club Day will be as follows:

8:25	1st bell for 1st period
8:30	Tardy bell for 1st period
9:15	Bell to begin a.m. club period
9:55	Bell ending a.m. club period and 1st period
10:00	Tardy bell for 2 nd period
10:35	Bell ending 2 nd period
10:40	Tardy bell for 3 rd period
11:14	Bell ending 3 rd period/starting 1 st lunch
11:19	Tardy bell for 4 th period
11:42	Bell end 1 st lunch
11:47	Tardy bell 1 st lunch to 4 th
12:08	Begins 2nd lunch
12:36	Bell end 2nd lunch & 4 th period
12:41	Tardy bell for 5 th period
1:16	Bell to begin p.m. club period
1:56	Bell ending p.m. club period & 5 th period
2:01	Tardy bell for 6 th period
2:36	Bell ending 6 th period
2:41	Tardy bell for 7 th period
3:15	Bell ending school
3:20	Bell for buses to leave

GET INVOLVED . . .JOIN A GHS CLUB

CLUBS

***All Club Fees must be paid the first week of school in homeroom. Homeroom teachers will collect, receipt and indicate which club the money is to be applied.*

FOREIGN LANGUAGE CLUBS

***A.M. Jr. Spanish Club Room 221; Spanish Honors & Senior Spanish *Meet Before or After School**

Through the use of discussions, records, and songs, the club broadens the student knowledge in the field of Spanish.

Sponsors: **Ms. Sales**

SCIENCE CLUB

***A.M. Room 207**

Encourage students to expand their knowledge through participation in scientific exercise and study.

Sponsors: **Ms. Burrell**

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) - Fees must be paid prior to membership

***A.M. Library; Fee \$3.00; Also, Special meetings every Tuesday 7:50 to 8:20 in room Auditorium**

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, Mr. Weddle, Mr Wright & Mrs. Wright**

SADD/YOVASO Students Against Destructive Decisions/Youth of Virginia Speak out about Traffic Safety - FEES MUST BE PAID PRIOR TO MEMBERSHIP

***A.M. Auditorium; Fee \$5.00**

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. Sponsor: **Mrs. Burton & Ms. Meredith**

OUTDOOR CLUB (GHSOC)

***A.M. Room Cafe**

The goal of The Giles High School Outdoor Club 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." Sponsors: **Mr. A. Frazier & Mr. Miller**

KEY AND KEYETTE CLUB - FEES MUST BE PAID PRIOR TO MEMBERSHIP

***P.M. Band Room: Fee \$11.50**

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

SAE CLUB - FEES MUST BE PAID PRIOR TO MEMBERSHIP

***P.M. Library; Fee \$5.00**

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**

MONOGRAM CLUB P.M. Room 110

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

FFA - FEES MUST BE PAID PRIOR TO MEMBERSHIP

SPARTAN HANDBOOK

***P.M. AG Shop Room 125: Fee \$15.00**

The FFA is a national organization for students enrolled in agriculture courses that allows students to practice leadership skills, network with agricultural professionals, and compete in various areas of agricultural knowledge.

Sponsors: **Mr. Strader & Ms. Thompson**

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

***P.M. Room 108: Fee \$15.00**

FCCLA is a national student organization for students who are enrolled in or have taken 1 year of Family & Consumer Science. Sponsor: **Mrs. Riley**

Future Business Leaders of America (FBLA) - FEES MUST BE PAID PRIOR TO MEMBERSHIP

***P.M. Auditorium; Fee \$15.00**

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 & Mr. Whitehead**

HELP SAVE THE NEXT GIRL (HSTNG) - FEES MUST BE PAID PRIOR TO MEMBERSHIP

P.M. Auditorium; Fee \$5.00

The Giles High School Chapter of Help Save The Next Girl shares the common goal of all HSTNG chapters across Virginia: to encourage personal awareness and safety and end predatory violence. GHS HSTNG members will continually find ways to engage with people to talk about our cause. We also want to encourage all students to be constantly vigilant regarding their surroundings and practice self awareness. Lastly, we would like to keep Gil Harrington's vision alive. The vision of helping to see that the next girl/boy is never abducted or killed. Our HSTNG chapter intends on reaching out to the student body and into the community, not only in person, but through social media. Giles High has a HSTNG Facebook page, which allows us to communicate important information quickly that someone is missing.

Sponsors: **Mrs. Burton, Mrs. Boggess, Mrs. K. Wright & Mr. Ellison**

PEP CLUB

***Meet Before or After School; Fee \$10.00 plus a bag of candy - FEES MUST BE PAID PRIOR TO MEMBERSHIP**

The Pep Club promises interest, spirit, and good sportsmanship at school sponsored athletic events.

Sponsors: **Mrs. B. Johnson**

GILES HIGH SCHOOL AMBASSADORS

***Meet Before or After School**

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 & Ms. Sales**

NATIONAL HONOR SOCIETY

***Dates will be announced at least one week in advance**

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**

HISTORY CLUB

***Meet Before or After School**

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**

SPARTAN HANDBOOK

CLASSES w/ FEES = ALL CLASS FEES MUST BE PAID BY SEPT. 5th, ON SEPT. 6th STUDENTS WHO HAVE NOT PAID WILL BE RESCHEDULED.

Art Classes: Fee \$20.00

Child Development & Life Skills Classes: \$7.50

Nutrition & Wellness Classes: \$20.00

PE Uniforms: \$7.00

Guitar Fee: \$10.00

Yoga: \$20.00

Small Animal Care: \$5.00

Vet Science 1 & 2: \$10.00

Horticulture: \$10.00

Floriculture: \$10.00

Shop Fees/Mr. Strader all classes: \$8:00

Behind the Wheel: \$150.00

MISC FEES

Locker Locks: \$2.00

Gym Locks: \$6.00

Parking Fee: \$25.00

ACTIVITIES

SHIELD

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

SYMPHONIC CHORALE & Women's Chorus

The new members of the Symphonic Chorale & Women's Chorus are chosen each year by tryouts in the spring to replace the graduating seniors. Both groups perform several concerts and assemblies throughout the year in the school and in the community. Chorale & Women's Chorus also travel and perform competitively. . Sponsor: **Mrs. Smith**

BAND

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

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**

STUDENT COOPERATIVE ASSOCIATION (SCA)

Every student at Giles High is a member of the Student Cooperative Association. The officers of SCA are elected in the spring; representatives are elected from homeroom. Student Council meets during a regular class period once each nine 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 representatives to report SCA activities to their classmates. 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. Sponsors: **Mr. Andrew Frazier**

SPARTAN HANDBOOK

SPORTS

Giles High School competes athletically in the Three Rivers District, Region II C. 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. **Mr. Williams**

CHEERLEADING

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

CROSS COUNTRY

A long-distance running sport that takes place in the fall for 9th through 12th graders. **Mr. Munsey**

BASKETBALL

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

BASEBALL

Spring sport. Team fielded on JV and Varsity level. **Mr. Wilson**

TRACK

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

VOLLEYBALL

Fall sport for girls. Teams fielded on middle school, JV, & Varsity level. **Ms. Havens**

GOLF

Fall sport. Team fielded only on Varsity level. **Mr. Johnston**

TENNIS

Spring sport. Team fielded only on Varsity level. **Mr. Weddle/TBD**

SOCCER

Spring sport. Team fielded only on JV & Varsity level. **Mr. A. Frazier/Mr. Malik**

SOFTBALL

Spring sport. Team fielded only on JV & Varsity level. **Ms. Meredith**

SWIM

Winter sport. Team and Individual events. **Mrs. Robertson**

NOTICE TO SPECTATORS

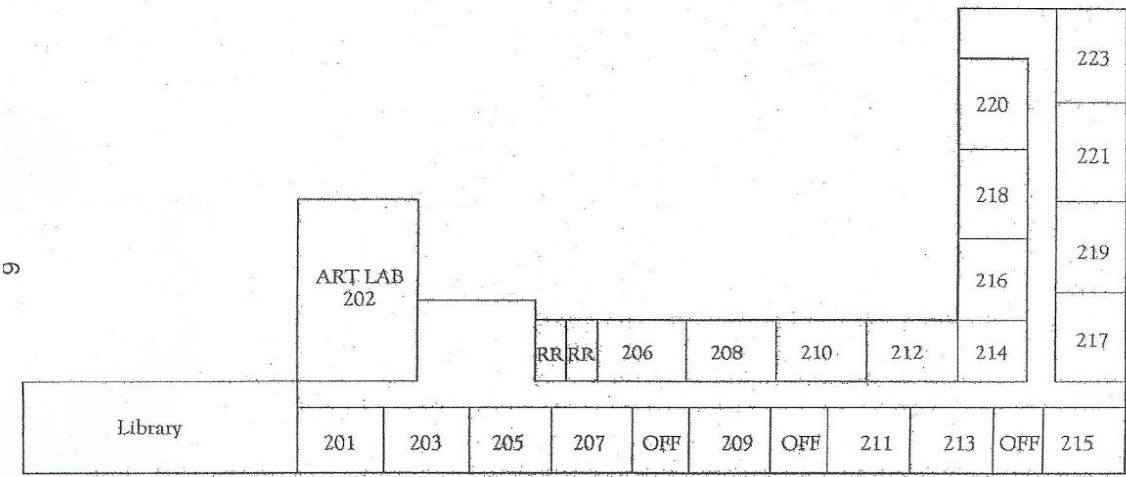
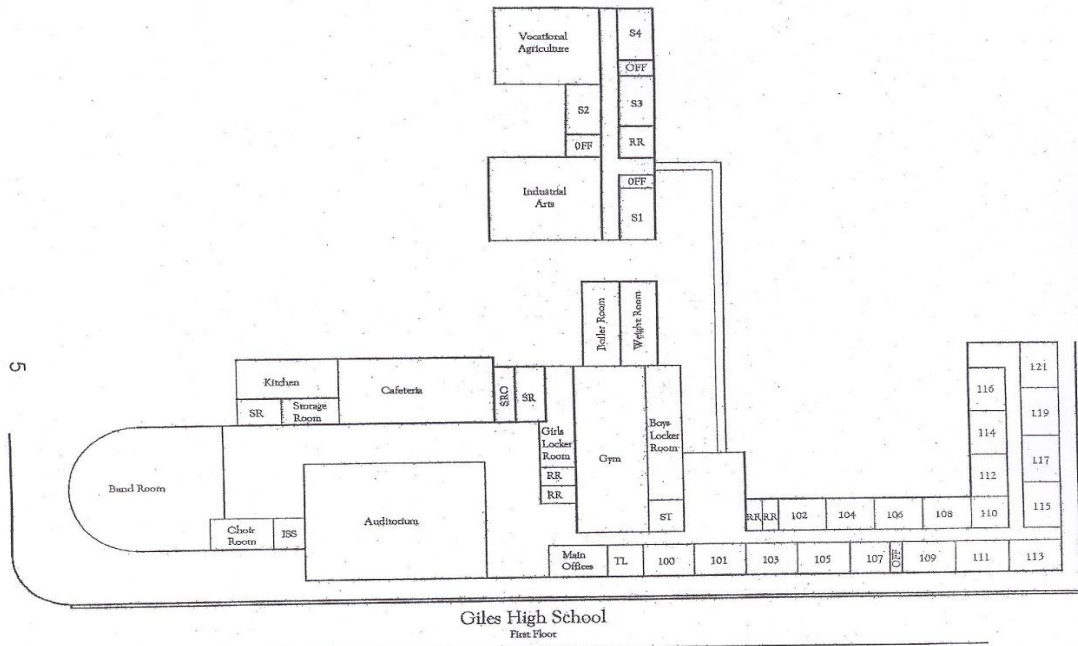
In this day and age sports play an important role in one's high school career; therefore, good sportsmanship is vital. In order to maintain sportsmanlike conduct we, the student body of Giles High School, will abide by a code of fair play in each sport in which we participate. According to the Virginia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

- 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.
- 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.
- 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.
- Treat visiting teams and officials as guests, extending to them every courtesy.
- Be modest in victory and gracious in defeat.
- Respect the judgement and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.
- Failure to conduct yourself in a positive way shall result in exclusion to attend school activities and result in No Trespassing order. There may or may not be a warning.
- No Tobacco including Vapes, No Alcohol, No unauthorized animals will be allowed on school property.

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.

SPARTAN HANDBOOK



STUDENT INFORMATION

Time of School

- 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.
- 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.
- 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.
- Students waiting for the second bus are to wait outside; however, in inclement weather, in the main lobby.

Necessary Class Material

- Each student is responsible for bringing the following materials to each class without fail: pencil, paper, assignment notebook, textbook, chromebooks and/or books for the class.
- Failure to comply will result in disciplinary action by teacher for repeated offenses.

Attendance

- 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.
- 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.
- 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.
- **Giles High School meets or exceeds the attendance policy adopted by the Giles County School Board JED, JED-R-1 & JED-R & JEG.**
- Auto-Calls are made daily for any student that is mark absent for any period. Calls go to the phone number on file as main number. Auto calls are made to daily to the number on file.

This policy is subject to change.

****NEW**TARDY POLICY:**

TARDY POLICY: Attendance is required to be successful at GHS.

Tardy to School: Students are expected to be in class by 8:30. Arriving after 8:30 is considered tardy to school, so students will need to report to the office and sign-in. You will be given a tardy slip to give your 1st period teacher.

1st Tardy – Verbal warning

2nd Tardy – Parent Contact

3rd Tardy – Guidance Referral & Parent Contact

4th Tardy and every tardy after the 4th tardy – Office Referral – 1 day of ASD (After School Detention ASD will be from 3:35-4:00. Parents will be responsible for transportation. (this applies to any class throughout the day)

SPARTAN HANDBOOK

Tardy to Class:

1st Tardy – Verbal warning

2nd Tardy – Parent Contact

3rd Tardy – Guidance Referral & Parent Contact

4th Tardy and every tardy after the 4th tardy – Office Referral – 1 day of ASD (After School Detention) ASD will be from 3:35-4:00. Parents will be responsible for transportation.

Leaving School during the Day

- Once on property students shall not leave.
- A student who wishes to be dismissed early must submit a note from a parent stating the reason to the front office attendance, between 8:15 a.m. and 8:30 a.m.
- All students being dismissed early by the attendance monitor must sign out in the main office before leaving the school grounds.
- Parents/Guardians will be required to enter the school office to check their student out. Parents/Guardians will be asked to provide identification before a student is allowed to leave. The student may not be readmitted after checking out without proper professional documentation, (physician note, court note, and funeral).
- Students may not participate in after-school activities if they check out and do not check in the same day without having professional documentation

ATTENDANCE AND ACTIVITY PARTICIPATION

- 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.

ATTENDANCE AND MISSING SCHOOL FOR SCHOOL SPONSORED TRIPS

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.

OBLIGATIONS LIST

Any students owing obligations of more that \$5.00 will not be able to participate in any school activity.

Seniors must successfully complete all requirements and clear all obligations to participate in graduation exercises

Students are only permitted to select items from the lunch line they are paying for; however, extra items may be purchased a la carte, unless obligations are owed.

Schedule Changes

- Schedule Changes will be considered during the first 5 school days. Academic request only will be honored. Requests should be directed to the appropriate guidance counselor. All class fees must be paid by the 5th day or your schedule will be changed by the administration to a class of their choice.

School Visitors

- 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”.
- All visitors on official business must park in front of the main building and go directly to the office, receive a visitor's pass.
- Visitor's may be asked to provide identification before being permitted in school building
- School building and premisses are under a 24-hour surveillance.

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. Call SBO 540-921-1421 or sign up for the text message services

Mid-Course Exams & Benchmark Testing

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. **Benchmark testing shall not be graded.**

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.

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 **are 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 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.

******* In you are in an SOL course and not taking the SOL or a student in a non-SOL class and meet the other requirements above, you may choose an exemption from the final exam.

SPARTAN HANDBOOK

ASSOCIATED ATTENDANCE RULES

- 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 NRCC
- 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 14% of the final grade.
- **Permission to take exams early will not be granted for vacations and summer jobs.**

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

SPARTAN HANDBOOK

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 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 parents' 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
- 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

SPARTAN HANDBOOK

- 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

SPARTAN HANDBOOK

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

The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

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. Cell phones may be used in the lunchroom.

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.

SPARTAN HANDBOOK

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. Extortion

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

11. 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.

12. Fighting

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

13. 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.

14. 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.)

15. 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. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).

16. 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 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

SPARTAN HANDBOOK

Commonwealth Attorney.

17. Internet Use

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

18. Laser Pointers

Students shall not have in their possession laser pointers.

19. 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.

20. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

21. 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.

22. 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.

23. Stalking

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

24. 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 products, nicotine vapor products, or 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. 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 was

SPARTAN HANDBOOK

prescribed by a licensed physician for a contact the principal.

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

25. Theft

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

26. 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.

27. 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.

28. Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, 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 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 products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, 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 medical condition.

29. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the

SPARTAN HANDBOOK

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
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 12, 2019

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.
2. Unexcused Absence, Tardiness, First Offense

SPARTAN HANDBOOK

Or Skipping Class

--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.

--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.

SPARTAN HANDBOOK

- 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 Products and/Or Nicotine Vapor Products

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 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.

SPARTAN HANDBOOK

--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 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.

SPARTAN HANDBOOK

- 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 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

SPARTAN HANDBOOK

- 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.
 - 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

SPARTAN HANDBOOK

- 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
And Cell Phones

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.

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

SPARTAN HANDBOOK

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 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: June 12, 2019 (Page 2 Only)

Student Conduct on School Buses

In addition to bus driver expectations, all GHS rules and regulations for GHS students apply while students are on buses. Please remember riding buses is a privilege and not a right. Failure to comply with all expectations shall result in possible suspension from GHS and all forms of transportation.

In-School Supervision (ISS)

- 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

SPARTAN HANDBOOK

conduct. 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.

CLASS I

1. Unprepared for class
2. Tardy to Class

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

CLASS III

1. Sexual harassment
 2. Harassment (bullying, gossip)
 3. Fighting
 4. Threats or Intimidation
 5. Tobacco
 6. Illegal Substances
- The above represents the majority of offenses for which the ISS program may be used. Detention, or in-school supervision, may be assigned by the administration when deemed appropriate or necessary.
 - 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 parent(s) and the school's guidance department will be necessitated. Appropriate administrators and/or teachers may be involved in the conference.
 - 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 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.
 - Determinations are made based off of a preponderance of evidence.

SPARTAN HANDBOOK

Out of School Suspension (OSS)

- During this suspension, the student is not allowed on any Giles County School property and is also not allowed to attend or participate in any extracurricular activities. Failure to comply with these conditions may result in additional days of suspension. Should school be closed unexpectedly during any of the suspension, this will alter the identified days. All assignments shall be turned in by the first day returning from OSS and tests and quizzes shall be taken on the day of return. Parents should make arrangements with the teachers ahead of time to get the work needed to complete assignments and be prepared for tests upon their return, and prepared to pick up where the teacher is instructionally.

GUIDANCE SERVICES

COUNSELING STAFF

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

Ms. Amanda Lohr- 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. 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 & ACT tests are given throughout the school 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.

SPARTAN HANDBOOK

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 th grade class of 2011-12 & beyond)

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

¹Courses 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.

²Courses 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.

³Courses 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.

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

⁵A 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.

⁶Students 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

SPARTAN HANDBOOK

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.

⁷Pursuant 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

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

¹Courses 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.

²Courses 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.

³Courses 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.

⁴Courses 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.

⁵Students 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.

⁶A 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.

SPARTAN HANDBOOK

Advanced Studies Diploma

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

¹Courses 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.

²Courses 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.

³Courses 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.

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

⁵A 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

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

SPARTAN HANDBOOK

Total	26	9
-------	----	---

¹Courses 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.

²Courses 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.

³Courses 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.

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

⁵ 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.

⁶A 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.

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

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.

SPARTAN HANDBOOK

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 10th – 5 credits
To enter 11th – 10 credits
To enter 12th – 16 credits *

GPA COMPUTATION AND RANK-IN-CLASS

Courses below 9th 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.

Grades are calculated by the following percentages...S1= 43%, S2=43%, Exam=14% of total grade.

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 the school board at the March meeting.**

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 high school graduation shall participate in graduation ceremonies.

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

Revised June 28, 2012

IMPORTANT NOTICES

- You must successfully complete all requirements and clear all obligations to participate in graduation exercises.
- 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
- 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.
- GED Diplomas are the terminal point for a student, and they do not qualify as a graduate of Giles High School; therefore are not eligible to participate in graduation ceremonies.

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 no 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 no 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 scheduled for an identification meeting with the Visual Arts Gifted Education instructor. Information about nominations and portfolio requirements are available from the

SPARTAN HANDBOOK

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 nine 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. Andrew Frazier

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

LIBRARY INFORMATION

- The library will open from 8:20 a.m. to 3:30 p.m. each day.
- Books may be checked out for a period of two weeks and may be renewed for an additional two weeks.
- 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. Students will not be allowed to check out books until overdue books are returned and fines are paid.
- Reference books may be checked out overnight, provided you accept the responsibility of replacing them if they are lost. The fine for an overdue reference book is \$.25 per day.
- Books, which are lost or damaged beyond normal wear, must be paid for. Students will lose library privileges until such restitution has taken place.
- Back issues of magazines are available for research.
- You are expected to care for all library materials so they will be in good condition when you return them.
- If you need help in locating materials or in using the library in any way, the librarian will be willing to help you.
- The career center is now located in the front of the library. Numerous college and university catalogs and pamphlets are kept there. Specific career and testing information is available in books and pamphlets. Books which are barcoded may be checked out. You are welcome to come in anytime during the day to use this center.
- Students from classes must present verification from their teacher. They should have a definite library assignment.
- 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. Students need to sign on/off on the clipboard each time they use the computer.

Cafeteria

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

- **Student's price for breakfast: \$1.65 - Adults: \$ 2.25**
- **Student's price for Class "A" lunch: \$2.40; Adults: \$3.10**
- Students are only permitted to select items from the lunch line they are paying for; however, extra items may be purchased a la carte, unless obligations are owed.
- Students are permitted to bring lunch from home provided they eat in the cafeteria.
- Students are expected to treat all food service personnel courteously and respectfully.
- Students are expected to walk into the lunchroom, and wait patiently and courteously in the lunch lines. 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.
- All food is to be eaten in the cafeteria.
- Students are permitted to use the restrooms at the top of the cafeteria stairs only during their lunch period. Students are to stay in the cafeteria.

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

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

Assemblies

- Assemblies are considered part of the regular curriculum. Therefore, attendance to a non-revenue (no charge) assembly is expected as any other class attendance.
- Each HR group will be assigned a section of seats in the auditorium. Students will sit with their respective homeroom.
- All students are expected to be courteous to speakers and performers.
- Admission to assemblies announced as paid assemblies would be collected prior to assembly.
- Scheduling of assembly programs is done through the principal's office.
- 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.
- No one will be excused from school during assemblies unless for a valid reason.

Athletics

- 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.
- Students assigned to ISS will not be permitted to participate in any after school activity until the full term has been completed. Once ISS is complete the student may participate after 3:15pm on the last day served.

SPARTAN HANDBOOK

- 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.
- Students and their parents should familiarize themselves with NCAA requirements to participate in college sports, they have listed of suggested/required coursework. Keep in mind waiting too long to notify guidance of your desire to be on this track is your responsibility.

Automobiles

- Students are to park in the assigned spot after paying parking fee. **Parking permits are \$ 25.00**
- Once you arrive at school, park your car and go immediately and directly to the building.
- The vehicle is not to be moved without permission during the day. If this is not observed, your campus parking privilege will be revoked.
- Students are not to return to the parking lot at any time during the school day without permission from the Administration.
- The parking lot is off limits during the school day.
- Students must park in a lined parking space. **ALL STUDENTS MUST HAVE VISIBLE PARKING PASS**
- Unsafe driving practices will not be tolerated on school grounds.
- Once a student is on school grounds (i.e.in parking lot) and until he has left school grounds, all conduct rules apply.
- 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) in-school supervision.
- 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**)
- Students who do not park properly, in their own parking spot, or do not have a pass to park, may be towed at the owner's expense and will lose their driving privilege or the right to gain a driving privilege.
- Senior students may paint their spot after signing agreement form and obtaining parking tag, submitting design and securing a school employee to supervise.

Relationships

- The way young ladies and gentlemen conduct themselves 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.

Buses

- 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.
- The bus driver has the responsibility of all riders and the right to assign seats.
- 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 privileges.
- 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 assignments 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

SPARTAN HANDBOOK

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

- In the event of any enemy attack or disaster, students will be sent home by regular bus transportation if time permits.
- 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

- 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, which occurs 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 21 years old or younger may attend Prom. No one over 21 years old will be admitted.
- For Prom, all dates who are not current students or who are not Giles High students **must** be approved by the administration, a minimum of one week prior to Prom.
- Proper dress will be in effect at all dances. This includes no see-through or revealing clothing.
- Chaperone 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.
 - e. An Administrator or their designee.
- 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.
- Clubs sponsoring dances are responsible for seeing that the school is cleaned up after the dance.
- 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.
- There will be no smoking or use of tobacco in any form in the school buildings.

Drills

- An exit plan for all drills will be placed in each classroom.
- There will be no “horseplay” by students during \drills.
- A constant sounding of the tone and/or an announcement over the PA system indicates a drill.
- Roll will be taken by each teacher.
- Everyone will stay clear of the building by a specified margin until told to return by an announcement or the ringing of the bell.
- Students tampering with fire or creating any alarms are subject to automatic 5 days out-of-school (OSS) suspension.

Hallway Conduct

- Students are expected to walk courteously and in a well-behaved fashion.
- Stay on the right-hand side of the stairs in the hall.
- Students are not permitted to loiter in the halls between classes.
- Students are not allowed in halls during lunch period (other than designated areas).

SPARTAN HANDBOOK

- Students are not allowed to sit or stand on stairways at any time during regular school hours.
- Students are not allowed to sit in front of entrance areas.
- Open drink containers are not permitted in the hallways during school hours.
- No food or drink is allowed in the halls of Giles High School after 1st period.

Lockers

- Each student is assigned a locker at the beginning of the year for your convenience.
- A locker agreement must be on file in the main office.
- 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
- If you damage your locker, repair or cleaning becomes your financial obligation.
- 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

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.

- It is the student's responsibility to protect belongings by keeping his or her locker locked at all times. Failure to do so resulting in theft would not take priority or be investigated.
- 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.

Student Assistants

- Student assistants must be interviewed and approved by the principal:
- Student assistants shall be a senior or junior in good academic standing.
- 1 per gender, per period in PE if that gender is taught that period. 4 office assistants per day. 2 library assistants per day.
- Students serving as assistants to PE 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

- 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.
- Take pride in GHS.

Telephones

- 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. 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

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

Student Conduct on School Buses

In addition to bus driver expectations, all GHS rules and regulations for GHS students apply while students are on buses. Please remember riding buses is a privilege and not a right. Failure to comply with all expectations shall result in possible suspension from GHS and all forms of transportation.

Change of Address

When a student moves during the year, it is important that the office be notified of the 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.

Administrative Coverage

When elementary/middle principals are in the county but out of their school building and an administrative decision needs to be made, the secretary will be responsible for notifying the principal's designee. The secretary or designee will arrange for class coverage while the problem is being resolved. It will be the responsibility of the designee to determine whether the principal needs to be notified.

When principals are out of the county or on sick leave, the designee will be in charge and a substitute will be called in for the designee. Principals have been asked to have 2 designees designated each year.

Due to the added responsibility of being a designee, the principal's designee will be awarded two additional personal leave days a year in lieu of this additional responsibility. These personal leave days will be determined jointly by the principal and the designee. This compensation applies to both designees.

SPARTAN HANDBOOK

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!



Giles High School Personnel

ADMINISTRATION

Timothy Hollar – Principal
Shelly Boggess-Asst Principal

GUIDANCE

Amanda Lohr
Ken White

AGRICULTURE

Bryan Strader
Haylie Thompson

ART

Rhonda Colavecchio
Lauren Green

BUSINESS

Jake Munsey
Brad Whitehead
Tabitha Young

ENGLISH

Melanie Atkins
Kay Dickerson
Tanya Reece
Jack Ellison
Michael Etzler
Jonathan Kidd
Shane Dalton

FOREIGN LANGUAGE

Neva Sales
Rebecca Herman

FAMILY & CONSUMER SCI

Verena Riley

LIBRARY

Nina Adkins-Fisher

MATH

Matt Burns
Kathy Townley
Babette Martin
Matt Blevins
Katherine Wright
Gloria Wall

MUSIC

Dawn Sechrist
Sara Smith

PHYSICAL EDUCATION

Erin Burton
Scotty Potter
Jeff Williams
Lindsay Meredith

SCIENCE

Diana Blanton
Brittany Johnson
Pam Malabad
Bryce Burrell
Sam Wright
Holly Clark

SOCIAL STUDIES

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

SPECIAL EDUCATION

Heather Lucas
Daniel Reed
John Miller
Paula Lee – ASST.
Sonya Radford
Jan Sowder
Annisia Dudding – ASST
Sharon Cecil – ASST
Robyn Taylor - ASST

Gretchen Hagee
Michelle Carbaugh-ASST
Deborah Parcell
Sharon Okeka

ISS MONITOR

Steve Wilson

CAFETERIA STAFF

Darlene Collins
Pam Dalton
Kristi McGuyer
Kim Sarver
Joe Tudor

CUSTODIAL STAFF

Mike Kelley
Emily Wilson
Ty Hawkins
Scott Corboy

OFFICE STAFF

Lora Cox - Nurse
Crystal McMahan
Julia Scott
Anita Perdue
Tootie Gillispie --- SRO

DISTANCE LEARNING LAB

??

ARDT

Sean Leake

NRVCA COUNSELOR

Nate Thode

ATHLETIC TRAINER

Baylie Snyder-Smith