



Guilford County Schools

# **Western Guilford High School**

## **Student and Parent/Guardian Handbook**

2024-2025

**Hornet Pride Starts with YOU. Defenders and Keepers of the Nest!**

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

- Main Office 336-316-5800
- Fax 336-316-5813
- Counseling 336-316-5802
- Attendance 336-316-5815
- Athletics 336-316-5915
- Cafeteria 336-316-5839

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Assistant Principals:

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#### Counseling Department

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#### Transportation

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**PTSO** Parent involvement and support is vital to our school's success. Become involved in Western! There are many PTSO committees that welcome your help. Please visit the Western Guilford High School Homepage to access PTSO information by clicking on the Parent tab or you may visit the PTSO general website at [wghs.my-ptso.org](http://wghs.my-ptso.org).

## Western Guilford Community Commitment

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

### STUDENT COMMITMENT

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

- comply with the Western Guilford Active Student Contract,
- use my voice to ensure my academic, social, and emotional success,
- meet with my counselor or support staff at least twice a year to review and focus my academic needs and goals,
- register for a username and password on the PowerSchool Student Portal (NCEdCloud Student Account),
- log on and check my grades weekly through the PowerSchool Student Portal,
- completed a Grade Recovery Plan, if necessary,
- make a commitment to understanding my learning style,
- make a commitment to attend all classes every day, complete all assignments, and tests to the best of my ability.

### PARENT/GUARDIAN COMMITMENT

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

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

### STAFF COMMITMENT

As staff of Western Guilford, we will:

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

### Bell Schedule

- 1<sup>st</sup> 9:20-10:15 (55 minutes)
- 2<sup>nd</sup> 10:20-11:15 (55 minutes)
- 3<sup>rd</sup> 11:20-12:15 (55 minutes)
- 4<sup>th</sup> 12:20-2:20 (120 minutes | 35 minutes for Lunch)
- 5<sup>th</sup> 2:25-3:20 (55 minutes)

- 6<sup>th</sup> 3:25-4:20 (55 minutes)

## Parent Information

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

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

## Transportation

### Buses

- Riding the bus to school is a privilege, not a right.
- Students attending Weaver classes are provided bus transportation from Western to Weaver and back.
- When a bus arrives late, students will be given a late bus pass indicating the date and time of bus arrival. Students have 10 minutes to get to class and present the late bus pass to the teacher.
- Students with late bus passes who arrive after 10 minutes will receive an unexcused tardy and may face discipline consequences.
- If a student wishes to ride a different bus home, a note must be provided to Western's administration the morning of the request. The note must provide both parent/guardian phone numbers for verification purposes.
- **SCHOOL BUS CONDUCT**
  - North Carolina statute 115C-245B: "The principal may take such action to any such misconduct upon a school bus, or any violation of the instructions of the driver, as he might take if such misconduct or violation had occurred upon the grounds of the school."
  - Students will follow and are subject to consequences in the GCS Code of Conduct regarding bus behavior.
  - School jurisdiction includes bus stops. Incidents at the bus stop are subject to the GCS Code of Conduct.
- **Bus Behavior Helpful Tips**
  - Students should:
    - Stay seated at all times.
    - Keep your arms and head inside the windows.
    - Limit unnecessary conversation with the driver.
    - Use conversational voice.
    - Observe silence at all railroad crossings.
    - Refrain from eating, drinking, or smoking on the bus.
    - Refrain from having glasses, cans, bottled drinks, and sharp instruments on the bus.
    - Refrain from throwing items from the bus and being discourteous to passing motorists.
  - The driver has the right to assign students to designated seats.

Please direct transportation requests/questions to the Transportation Office by calling 336-316-5865 or 336-370-8920 and asking for the Routing Specialist for Western Guilford.

## Parking

- Students may park on school premises as a matter of privilege, not a right.
- Contact the main office with parking questions.
- The sales of parking passes remain open throughout the school year.
- Parking permits must be displayed by the 10th day of school.
- Students must satisfy the following conditions prior to parking on campus:
  - Have earned a 2.0 GPA for the prior semester.
  - Attended 95% of school days.
  - Have fewer than 3 tardies from 1st period for the prior semester.
  - Pay all outstanding school debts.
  - Complete parking application.
  - Purchase a permit (\$50.00) for his/her vehicle.
  - Display the parking permit issued on the rear-view mirror.
- Once a permit has been issued,
  - Park in assigned parking space.
  - Exit car and immediately enter building upon arrival to campus.
  - Students may not access their cars during the school day without obtaining permission from the main office. A parking lot pass will be issued by the front office.
  - Students caught in the parking lot without authorization are subject to search, out of school suspension, and suspension of parking permit.
  - Do not enter or exit through the bus parking lot.
  - Drive cautiously and obey all laws, rules, and regulations pertaining to the operation and parking of motor vehicles. No acts of reckless driving are permitted including but not limited to peeling out, accelerating at a high speed, driving with students on top of the vehicle or anything otherwise deemed to be unsafe, etc.
  - Bringing prohibited substances and/or weapons to campus and/or storing aforementioned items in a vehicle are prohibited by law and by Guilford County Schools.
  - Transporting other students off campus during the school day is not allowed.
  - Arrive at school on time in order to keep parking privileges.
  - Towing Vehicles:
    - Repeated violations of Parking Policies may result in the vehicle being towed.
    - Towing expenses are set by the towing company and may be several hundred dollars.
    - All towing expenses are due directly to the company by the owner of the vehicle.
    - Western Guilford High School is not responsible for towing costs or liable for any damage caused by the towing company.
  - Automobile Searches
    - The school retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles. If in the parking lot without permission, students have provided just cause for administration to search his or her person and vehicle.
    - Patrols and inspections are conducted without notice. Law enforcement will be called to search student vehicles when the principal or designee determines a need.
  - Parking Reminders
    - Buses and pedestrians always have the right of way.
    - Keep the area around vehicles free of litter or face revocation of parking privileges.
    - WGHS is not responsible for damage to cars or any items that may be taken from them.
    - Repeated discipline and/or attendance issues may result in parking permit revocation.

## One Card (Student ID Badge)

- GCS' purpose for using the One Card is to ensure safety and security on each school campus.
- Student Identification Cards will be provided to every student.
- Every student must always wear their ID cards while on school grounds.
- It is critical that we identify everyone on campus.
- The identification of staff and students is a safety issue and will not be compromised when it comes to the safety of students and staff.

#### Notes:

1. All students must wear their ID cards to:
  - a. Be in class.
  - b. Move between classes and to the restroom.
  - c. Buy lunch.
  - d. Borrow library books.
  - e. Obtain early dismissal.
  - f. Participate in campus life activities (assemblies, prom, athletic events)
  - g. Be on campus before or after school.
2. The ID Card must be worn on a breakaway lanyard hanging from their neck.
  - a. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of shirt.
  - b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
  - c. The ID Card must be presented to any school staff member or person of authority when seeking student identification.
  - d. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
  - e. Lost, stolen, altered, damaged, and defaced ID Card must be replaced IMMEDIATELY by the secretary and/or designated ID facilitator.
  - f. **The cost for replacement is \$5.00 for a new ID Card. A media center fine will be assessed if the student cannot pay that day.**
  - g. Replacement lanyards will be available for \$1.00.
  - h. Students are excused from wearing IDs during classes when they present a hazard to student safety. They should be properly secured during this time.

**Note: Refusing to provide access to your ID to an adult on campus is considered an infraction in the student code of conduct.**

### Attendance

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

#### Attendance Policy Highlights

- All absences require a written note from the parent/guardian explaining the absence(s).
- Absences notes are given to the Attendance Office within three (3) days of returning to school.
- Failure to submit such notes within 3 school days after return to school will result in an unlawful absence.
- When possible, please schedule medical appointments before or after the school day.
- Students are responsible for all work missed when absent from school.
- The ultimate responsibility for make-up work lies with the student.
- A parent or guardian should request work assignments if a student is absent for more than 3 days.

- For students under 16, court proceedings initiated with the City of Greensboro District Attorney's Office against the student and/or parents in violation of the North Carolina compulsory attendance law if the absences continue without reasonable explanation.
- Sign-out and Sign-in Procedures
  - Any student who leaves campus during the instructional day must be signed out in the Attendance Office.
  - Students will stay in the Attendance Office or Main Office to wait to be picked up.
  - Any student who arrives on campus after 9:20 must sign in at the attendance office. Students who arrive to the commons between 9:00 and 9:20 are to immediately report to class.
  - Students are to remain in class until they are called to the Attendance Office for check-out.
  - When returning to campus after an Early Release, a student must sign back into school through the Attendance Office.
- Illness at School/Students Leaving Campus During the School Day
  - When a student is ill, the parent/guardian will be called from the Attendance Office.
  - Students are not allowed to wait outside for a parent to pick them up.
  - Students will stay in the Attendance Office or Main Office to wait to be picked up.
  - A parent or guardian must come to the attendance office and sign the student out of school.
  - If any person other than the parent or guardian or emergency contact is picking up the student, verbal or written permission must be given to the attendance office prior to the student being signed out.
  - Sick students who drive will be released only after written or verbal permission is obtained by the Attendance Office. Students must sign out in the Attendance Office.
- Absence/early release Notes
  - Notes must be brought to the Attendance Office.
  - The student must submit a written note to the Attendance Office.
  - The note must include:
    - the student's full name
    - reason for absence or early release
    - date of absence or early release
    - signature of parent/guardian
    - a daytime phone number of the parent/guardian
- Time required in class
  - Attendance for at least one-half of the class period is required for the student to be counted present.
- Suspensions
  - By state statute, out of school suspensions are counted as lawful absences. Students are accountable for missed class work, homework, quizzes, and tests.
- Tardy Policy
  - Punctuality is very important. Tardies are disruptive.
  - A 1-minute warning bell will be provided to assist students.
  - Students are required to sign a tardy log when tardy.
  - Reporting to class without a note after 5 minutes will be considered a violation of GCS Rule 2a. Attendance – Skipping.
  - Classroom instruction must begin on time – your attendance is significant.
  - Teachers will document all tardies in PowerSchool.
  - Teachers will contact parents to partner on strategies once the child reaches a 3<sup>rd</sup> tardy during the quarter. Subsequent tardies will be referred to administration for disciplinary action.



## Honor Code

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

## Tutoring

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

Interim Reports: Interim Reports will be distributed to students halfway through each grading period.

Report Card Information: Report Cards will be distributed within 10 days of the end of each grading period.

Who to contact regarding student academic concerns?

1. Teacher (Email/Phone Call)
2. Counselors (Parent/Teacher Conferences/Scheduling)
3. Curriculum Facilitator (Grades/Teaching Practices)
4. Social Worker
5. Assistant Principals
6. Principal

## MTSS (Multi-Tiered Systems of Support)

- Students are eligible for additional support including but not limited to:
  - Teacher and Departmental after school tutorial sessions and test review sessions
  - If a student fails a quarter, they are eligible for Grade Recovery programming the last ten days of the quarter extended into the first ten days of the new quarter.
  - Student Services Team intervention from the following staff:
    - School Social Worker
    - Counseling staff – including but not limited to Parent/Teacher Conferences and mailing of failure letters after each report period.
    - School Psychologist
    - Curriculum Facilitator
    - Administration

Academics: If you find yourself struggling in class, try the following steps to improve your grade:

- Talk with your teacher.
- Be an active participant in class.
- Attend Tutorials.

## Assessment Overview

### EOC (EOC) Exams

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



- Attendance is required.

#### District Final Exams

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

#### Career and Technical Education (CTE) End of Course Exams

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

#### Advanced Placement (AP) Courses

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

#### Advanced Placement Scholars distinctions

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

#### ACT

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

#### PreACT

- The PreACT is given once a year to all students classified as a 10<sup>th</sup> or 11<sup>th</sup> grader.
- The PreACT prepares students for the ACT in the same way the PSAT prepares students for the SAT.

#### PSAT

- The PSAT is given once a year to all students classified as a 10<sup>th</sup> or 11<sup>th</sup> grader.

- The PSAT scores are used to determine a student's AP potential.
- The junior scores determine National Merit and other scholarship winners.

## SAT

- The SAT will be given to all 11<sup>th</sup> grade students during the month of April. This is a mandatory exam.
- Western Guilford is an SAT testing site.
- External SAT dates are posted in the counseling office and online.
- Students may pick up fee waivers from the counseling office.
- Students must register and pay online to take the SAT at an approved College Board site.

## WorkKeys

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

## Advanced Placement Capstone Academy

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

## Transportation, Distribution, and Logistics Academy

- The Academy of Transportation, Distribution and Logistics at Western High School 2020-2021
- Students in this program will:
  - Study innovations in planning, management and movement of people, materials and goods by road, pipeline, air, rail and water.
  - Learn in a simulated work environment.
  - Graduate with industry credentials, professional and technical skills and college credits.
  - Graduates are prepared for college majors such as logistics and supply chain management, operations management and drone technology.

- Students desiring to go to work immediately have training and credentials for jobs such as a drone pilot, logistician, industrial production managers or machine operator.
- Salary potential ranges from \$40,000 per year for traffic technicians to \$90,000 for distribution managers.

## Grading Scale

## Grade Point Average

		Non-Honors Courses	Honors Courses	AP Courses
A=	90-100	A = 4.0	A = 4.5	A = 5.0
B=	80-89	B = 3.0	B = 3.5	B = 4.0
C=	70-79	C = 2.0	C = 2.5	C = 3.0
D=	60-69	D = 1.0	D = 1.5	D = 2.0
F=	50-59	F = 0.0	F = 0.0	F = 0.0

### Academic Honor Societies

- National Honor Society
- National Art Honor Society
- National Spanish Honor Society

### Honors Graduate Recognitions

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

## Student Services

Student services are provided to assist and advocate for students academically, socially, emotionally, and to assist in post-secondary preparation and career development.

Students and parent/guardians are invited to schedule appointments with counselors to obtain answers to questions, schedule appointments with the counselor or career development coordinator, and use available resources.

### Course Selection and Course Changes

- Please complete the Schedule Change Form located on the school website under Quick Links.
- Schedule changes (Drop/Add period) begin on Sept 3<sup>rd</sup> and end on September 14<sup>th</sup>.
- Students are required to meet the stated criteria listed on the Schedule Change Form.
- Schedule changes will not occur the 1<sup>st</sup> week of school.

### **Student Services Team**

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

### **Parent Teacher Conferences**

- If a conference is needed with an individual teacher, please make initial contact with the teacher.

### **Change of Contact information**

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

### **TRANSCRIPT and RECORD REQUESTS**

- Alumni and current students must request transcripts and records online on the Guilford County Schools website. <https://guilfordnc.scribborder.com/>
- Select Quick Links – Online Student Records Request Form (High School Students and Former Students Only).

### **DISCIPLINE Belief Statement**

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

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

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

## **Safety and Security**

### **Emergency Parent Contact/ Accidents at School**

- If a student is injured at school, it must be immediately reported to the office and parents will be contacted.
- A correct phone number for parental contact in a student's record is essential.
- To update a phone number change, parent/guardian must complete a demographic change form in the front office.

## **Emergency Drills**

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

## **Personal Belongings**

We expect personal belongings to be safe at Western. Students can help us make the school a safe place by doing the following:

1. Do not bring large amounts of money to school.
2. Do not bring electronic equipment to school.

***Western Guilford High School is not responsible for lost or stolen items.***

## **Administration of Medication to Students**

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

## **DISCIPLINE PROCEDURE:**

- Students are required to review the **Western Guilford Active Student Contract**.
- Each incident will be reviewed on an individual basis.
- Consequences for inappropriate behavior in the classroom will be handled first by the classroom teacher depending upon severity.
- If necessary, when a student referral is made, teachers will contact the parent/guardians.
- In some cases, students may be asked to complete a **Student Documentation Form** to detail their point of view on an incident that occurred on campus.

## **Searches**

School officials have the authority to conduct reasonable searches of students for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the Board of Education. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted. The student search policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events. Articles **Prohibited** at school will be confiscated. Students should not have guns, knives, other weapons, tobacco products, hemp products, matches, lighters, infrared lighted devices, dice, inappropriate magazines/literature, etc. on their person before, during, or after school. Inappropriate items will be confiscated, and students subject themselves to disciplinary actions for bringing inappropriate items to school.

## **After School Detention (ASD)**

- ASD is designed as an educational method to prevent students from losing valuable class time that would be lost in lieu of in-school-suspension.
- Teachers and/or administrators may assign ASD for various minor infractions. Days will be determined by individual teachers and/or designated administrators.
- ASD can vary from 4:30 – 6:00. ASD may be assigned on Tuesday, Wednesday, and Thursday.
- Students must arrive at ASD on time. If they do not, additional consequences may be warranted.

### **In-School Suspension (ISS)**

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

### **Out-of-school Suspension (OSS)**

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

### **Respect Property**

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

### **Computer USAGE**

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

### **Electronic Devices Policy**

- ***“Out of Sight, Out of Sound during class.”***
- Electronic devices, including cell phones and smart watches, must be put away during class.
- Students are not allowed to answer the phone, text, or check the phone at any point during class.
- Parents/guardians or family members must contact the main office and/or a designated school official to contact a student during instructional time.
- ***Western Guilford is NOT responsible for the items if they are lost, damaged, and/or stolen.***

### **Electronic Device Steps**

1<sup>st</sup> offense: Verbal warning, student must respond by putting the device away.

2<sup>nd</sup> offense: Device is taken and returned to the student at the end of the class period. Parent/guardian contacted.

3<sup>rd</sup> offense: Device is taken, given to the front office, and returned at the end of the school day to the student. Parent/guardian contacted.

4<sup>th</sup> offense: Device is taken and given to the front office. Parent/guardian contacted and must pick up at their convenience during normal school hours.

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

### **Drug and Alcohol use!**

- Guilford County Schools, Western Guilford School staff, PTSO and Student Council support a drug-free school environment.
- We will use the maximum disciplinary action allowed in the GCS Code of Conduct for the use, possession, or distribution of drugs, tobacco, vaping/, hemp products, and/or alcohol. Law enforcement will be notified.

### **Visitors to Campus**

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

### **Closed campus**

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



## **SCHOOL DISRUPTIONS**

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

## **School Resource Officer (SRO)**

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

## **Criminal Violations**

There are circumstances that occur that **go beyond reasonable misconduct**. Those breaches of acceptable behavior are serious enough to be considered criminal actions. The following infractions will be automatically referred to the Greensboro Police Department:

1. Verbal or physical assault on a school employee
2. Possession of weapons and/or firearms
3. Communication of a threat toward a student or school employee
4. Any threat of violence to harm others
5. Violent physical assault upon a student
6. Distribution, possession, delivery, sale or use of a prohibited substance
7. Inappropriate physical contact (Sexual Battery-GC13-27)

Students are subject to all North Carolina general statutes and local ordinances.

## **School Information**

### **Textbooks and Equipment**

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

### **Hall Pass**

- Students **are not** to be out of class without a hall pass from the teacher and not without their ID Card.
- Students without valid hall passes will be returned to the teacher's classroom and may be subject to disciplinary actions.
- Students with invalid (forged) hall passes will receive consequences.
- Students are not permitted to leave the classroom within the first ten minutes of class and the last ten minutes of class.

### Substitute Teachers

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

### Lost and Found

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

### Media Center

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

### Posters and Bulletin Boards

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

### Vending Machines

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

### Student Fees

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

### **LUNCH**

### Expectations

- All students are required to remain on campus during lunch periods.

- Behavior in the cafeteria should exemplify courtesy.
- Students are expected to help maintain clean and orderly eating areas.
  - Each student is responsible for depositing his/her trash in the proper receptacles and ensuring that any spills of food or beverage are cleaned before leaving.
- Students leaving the line with food that has not been purchased will be considered stealing.
- **Students are NOT permitted to order food to be delivered during the school day.**
  - Private company lunch deliveries are not permitted and will be confiscated as this is a school and student safety and security issue.

### Lunch Parameters

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

### Food and Drink on Campus

- Eating food in class is not permitted in classrooms on the Western campus except during lunch.
- The only permissible drink will be plastic water bottles with a lid.
- Any food or drink that is brought on campus must be secured in a book bag, pocketbook, lunch bag, or other secure location where it cannot be seen by any staff member or student.
- In the interest of student safety, **glass containers** are not allowed.
- No food can be delivered by outside vendors directly to students during the day. This includes but is not limited to Grub Hub, Door Dash or other delivery services.

## Student Activities & General information

### CLUBS

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

### Dances

- Western Guilford High School students with 10 or more days of OSS suspension will not be permitted to attend school dances or other designated extracurricular functions for the remainder of the semester.
- Students must complete the Non-Western Date form and receive prior approval from administration for out of school guests.
- Once someone leaves the dance, he/she is not allowed to re-enter later.
- The same Code of Conduct/Consequences in effect during the school day is also in effect for all school dances. This includes dress code expectations and includes the payment of all fees owed to the school.

- No one above the age of 21 will be permitted.

## **FUNDRAISING**

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

## **Driver Education Classes**

- Drivers Education classes are not organized, sponsored, or taught by Western Guilford High School.
- Students may apply to attend via the GCS website.
- [www.ncdrivingschool.com](http://www.ncdrivingschool.com)

## **Athletic Information**

### **Athletic Eligibility**

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

### **Before the first practice**

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

### **Attendance – Requirements for Eligibility**

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

- Clothing must be appropriate, cannot be distracting, revealing, indecent, or vulgar. Skirts and shorts should be worn without holes. Undergarments should not be visible at any time.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, is racially or culturally offensive, demeaning or degrading to a particular group or individual, or is disruptive in nature.

	<b>Acceptable:</b>	<b>Prohibited: (includes but are not limited to)</b>

<b>Tops/ Dresses</b>	<ul style="list-style-type: none"> <li>• Shirts/dresses/jackets collared shirts.</li> <li>• T-shirts, hooded, long and short sleeve and crewneck sweatshirts with school appropriate messaging.</li> <li>• Tops must have a fitted arm opening. All tops must always cover the waistband of the bottom garment and the midriff.</li> <li>• Undergarments always covered.</li> </ul>	<ul style="list-style-type: none"> <li>• Shirts/apparel with offensive slogans or pictures (drugs, alcohol, guns, weapons, gangs, profanity, etc.).</li> <li>• Tops with sheer or of mesh material as to the reveal the body or undergarments.</li> <li>• Tube tops, spaghetti strap, strapless, muscle shirts, tank tops, cut-off shirts.</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>• All pants bottoms must be worn and fitted at the waist without holes or tears above the mid-thigh. Shorts, skirts, and dresses hemlines must be free of holes, rips, or tears and be an acceptable length (+/- 2" to at least fingertip length).</li> <li>• Shorts, Skirts, Dresses hemlines must meet acceptable length (hemlines must fall +/- 2" to at least fingertip length-front, back, &amp; side).</li> <li>• Dress pants, khaki pants, jeans, yoga pant, leggings and athletic style warm-ups or sweatpants.</li> <li>• Undergarments should not be visible at any time.</li> </ul>	<ul style="list-style-type: none"> <li>• Holes or shredded areas at or above the mid-thigh that expose skin or underwear.</li> <li>• Slits in dresses and/or skirts must not extend higher than +/- 2" fingertip length.</li> </ul>
<b>Headgear, Footwear, &amp; Other Items</b>	<ul style="list-style-type: none"> <li>• All students must wear shoes (flip-flops, slides, crocs, sneakers, etc.)</li> <li>• Jewelry or body piercings are allowed with the exception of those that pose a health or safety risk.</li> <li>• Facemasks, like those associated with the Covid-19 Pandemic, that only cover the nose and mouth are permitted and may be worn at the discretion of the student.</li> </ul>	<ul style="list-style-type: none"> <li>• Bedroom slippers/shoes.</li> <li>• Sleepwear is not permitted.</li> <li>• Headgear (inside of the school) which includes but is not limited to hats, caps, earmuffs, bandanas, hoods, sweatbands, ski masks, or sunglasses may not be worn.</li> <li>• Earbuds, Air pods, headphones, etc. are not to be used in classrooms.</li> <li>• Any accessories or attire that has the potential to be used as a weapon is prohibited.</li> </ul>
<b>One Card</b>		<b>Frequently Asked Questions</b>

- One Card will be used to enter the school building daily by **ALL** students.
- The scanners will be placed at the entrances of the school building.
- ALL students are expected to enter through the entrances with one card station and scanners.
- The One Card will be worn on a lanyard around the neck of each student.

Q: What if I don't have my One Card?

A: ***You will be directed to the next steps by the staff scanning One Cards.***

Q: What if I break my lanyard?

A: ***There is a fee to replace the lanyard***

Q: What if I lose my One Card?

A: ***There is a fee of \$5 to replace the One Card***

Q: What if I am late for school?

A: ***You will scan your One Card at the attendance desk.***

The community dress standards apply to all students on campus at WGHS including exam days, field trips, and students attending Weaver. School-wide spirit days will be scheduled and announced throughout the year.