

# GEORGE WASHINGTON HIGH SCHOOL

1522 Tennis Club Road  
Charleston, WV 25314  
304-348-7729  
304-344-4947 (fax)

## ADMINISTRATION

George Aulenbacher, Principal  
Gerrienne Simmons, Curriculum Assistant Principal  
Jim Crawford, Jr., Administrative Assistant principal  
Brad Marano, Administrative Assistant Principal

Debbie Napier, Financial Secretary  
Etta Smithson, Attendance Clerk

## COUNSELORS

Kackie Eller  
Jennifer Jackfert  
Tiffany Anderson  
Lisa Johnson

CPL Gary Daniels, PRO

**THIS STUDENT HANDBOOK IS THE PROPERTY OF**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

## WELCOME TO GEORGE WASHINGTON HIGH SCHOOL

Dear Parents and Students,

Welcome to George Washington High School. A new school year presents opportunities for various beginnings – new classes, new faces, and new experiences. Our dedicated staff is focused on providing a meaningful foundation for our young adults to become life-long learners.

Our mission at George Washington High School is to provide a high quality, world-class education in a safe learning environment, promoting student self-direction both academically and socially through excellence in teaching and learning. Our school provides students with many opportunities for enrichment, remediation, and student achievement. Our goal is to meet the needs of all students in our building. Should a conflict or problem arise, please seek the assistance of a counselor, administrator, or teacher to resolve problems quickly and effectively.

Please familiarize yourself with the contents of this handbook. If there is something not included that you have a question about, please feel free to call the school at 304-348-7729. Also, please take the time to look at our website at <http://gwhs.kana.k12.wv.us>. We look forward to the 2017-2018 academic year and are confident that it will be a great one!

Sincerely,

Mr. Aulenbacher, Principal  
George Washington High School  
“With Opportunity Comes Responsibility”

The purpose of this handbook is to provide an outline of the rights and responsibility for those directly involved in the educational process. **STUDENTS WILL BE RESPONSIBLE FOR THIS CODE IN SCHOOL, AT SCHOOL RELATED ACTIVITIES AND ON THE SCHOOL BUS.** The Kanawha County Code of Conduct which will be mailed to each parent is to be adhered to by all students.

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## CALENDER DATES

# Important Dates 2017-2018

August 14	First day of school
August 18	Early Out
September 4	Labor Day (No School)
September 8	Early Out
October 7	1 <sup>st</sup> 9-weeks ends
October 13	Early Out
October 16	Parent Teacher Conference (No Students)
November 10	Veterans Day
November 17	Early Out
November 20-24	Thanksgiving Break
December 22	Early out
December 25 – January 1	Christmas Break
January 12	Early Out
January 15	Martin Luther King Jr. Day – (No school)
February 2	Early Out
March 2	Early Out
March 29-30	OS Days (No School)
April 2-6	Spring Break
April 13	Early Out
May 8	Primary Election (No School)
May 11	Early Out
May 23	Last Day for Students

<b>BELL SCHEDULES</b>
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Normal Schedule

0	6:40	7:25
1	7:30	8:15
2	8:20	9:10
3	9:15	10:00
4	10:05	10:50
5	10:55	11:40
6	11:45	12:30
7	12:35	1:20
8	1:25	2:10
9	2:15	3:00
10	3:05	3:50

Homeroom

0	6:40	7:25
1	7:30	8:13
HR	8:18	8:36
2	8:41	9:24
3	9:29	10:12
4	10:17	11:00
5	11:05	11:48
6	11:53	12:36
7	12:41	1:24
8	1:29	2:12
9	2:17	3:00
10	3:05	3:50

2 Hour Early Out

0	6:50	7:30
1	7:36	8:07
2	8:12	8:48
3	8:53	9:24
4	9:29	10:00
5	10:05	10:36
6	10:41	11:12
7	11:17	11:48
8	11:53	12:24
9	12:29	1:00

2 Hour Delay

0	9:00	9:31
1	9:36	10:07
2	10:12	10:48
3	10:53	11:24
4	11:29	12:00
5	12:05	12:36
6	12:41	1:12
7	1:17	1:48
8	1:53	2:24
9	2:29	3:00
10	3:05	3:35

## **ATTENDANCE**

### **ATTENDANCE POLICY FOR SPECIAL EVENTS**

George Washington High School will institute the current attendance policy. We hope it will encourage all of our students to attend every class every day. **The policy states that any student who has 10 or more unexcused absences in any period per semester\*\*\* will not be permitted to attend Winter Formal, Prom nor allowed to walk at Graduation, regardless of class.** Students with 10 or more unexcused absences in any one period may also lose other privileges such as attending extracurricular activities. It is important to note that parents may already write excuses for up to 5 days of absences per year due to illness, family emergency, etc. All excuses must be submitted to the George Washington High School attendance office within 5 school days of the absence to be valid. No excuses will be accepted after the 5-day window. We believe that any student who is excessively absent from class greatly reduces his/her potential for success. Therefore we believe this policy to be an important step in ensuring the best chances of a bright future for all of our students!

*\*\*\*For the purpose of this policy a semester is defined as the midpoint of the 2017-2018 school year, also defined on the Kanawha County calendar as the end of the 2<sup>nd</sup> 9 weeks.*

*\*\*\* In addition to the above policy, all seniors must have attained the required 25 credits by the state of West Virginia in order to participate in graduation ceremonies.*

### **DAILY ATTENDANCE PROCEDURES**

- 1) Official attendance is taken ***every period.***
- 2) Late students (after 7:30) must sign in at the office or be counted as skipping.

### **TARDY POLICY**

Each teacher determines what constitutes a tardy in their classroom. On the 5<sup>th</sup> tardy, the student is sent to office then consequences begin for the student.

\* Every grading period(midterms included) a tardy report will be run.

5- Tardies 1 D-Hall

10- Tardies 2 D-Hall

20- Tardies 3 D-Hall and loss of privileges (see Behavior Chart).

### **PARENT/GUARDIAN NOTIFICATION**

When a student has accumulated ten unexcused absences, the parent/guardian will receive written notification from the Board of Education of those ten days and that further unexcused absences will result in legal action taken against the parent.

### **PERMISSION TO LEAVE SCHOOL**

**The parent/guardian** must come into the office to sign out their children. If someone other than the parent/guardian is signing out a student, he/she must be on the emergency card and the parent must be called to verify this person is signing the student out. If a student is driving, they must bring a note from the parent **first thing** in the morning with a verifiable phone number, and it must be OK'd by the attendance clerk.

## ACADEMICS & CURRICULUM

### **EXTRA-CURRICULAR ACTIVITIES**

The following extra-curricular activities are available for student participation:

BAND	STUDENT COUNCIL	TRACK
BASEBALL	SWIMMING	LACROSSE
BASKETBALL	TENNIS	GOLF
CHEERLEADING	NEWSPAPER	
CROSS COUNTRY	SOCCER	
FOOTBALL	SOFTBALL	

### **CREDIT RECOVERY**

Summer school and 5<sup>th</sup> block will look different than it has in the past. We are moving in a new direction where it will be a State Wide program. This is an option to make-up any core (math, science, English, and social studies) classes that a student has failed in. Instead of students making up a whole class, they will begin focusing on the areas where they did not show mastery of the material. The student will take a pre-test in the subject. The results of the pre-test will identify the areas in the curriculum that the student does not have a strong understanding of. The student will then begin to work through the on-line tutorial program. Once completed, the student will take a post-test to demonstrate the learning of the skills. Another great aspect of the program is the work can be completed at home, but the final test must be taken at school. If your son or daughter has failed a course, then please have him/her see their counselor about this new opportunity. Each student's progress will be monitored, and if they are not progressing, then they will be required to come into the building to work.

### **TEXTBOOKS/IPADS**

The county furnishes textbooks and Ipads. If the book or Ipad checked out to you is lost, stolen, or damaged, you will be expected to pay for it. Lost textbooks, Ipads and other school financial obligations are to be paid before textbooks or Ipads are issued at the beginning of the next school year.

### **VIRTUAL CLASSES**

Students must have administrative approval to participate in State Dept. of Education virtual classes.

## **GRADES**

### **COMPONENTS OF ACADEMIC GRADES**

The academic grade reflects what the student knows and is able to accomplish. Student grades are determined by his/her performance in the following areas:

Daily Assignments/Homework	Performance Assessment/Projects
Discussion/ Problem Solving	Portfolios
Group Work	Teacher Observations
Participation/Attendance	Tests/Quizzes

### **DUE DATES FOR ASSIGNMENTS**

Teachers will set due dates for assignments at his/her discretion. Long-term assignments and projects are due on the designated date. Students who are absent from school on these dates must make arrangements in advance to have those items at the school on or before the due date. Please make sure you read the syllabus for each class.

### **EXPLANATION OF ACADEMIC GRADES**

The assignment of letter grades is based on the following numerical averages.

<b>MARK</b>	<b>DESCRIPTOR</b>	<b>GRADE AVERAGE PERCENT</b>
<b>A</b>	<b>Thorough mastery of subject matter</b>	<b>93 – 100%</b>
<b>B</b>	<b>Above average, good consistent effort</b>	<b>85 – 92%</b>
<b>C</b>	<b>Average achievement</b>	<b>75 – 84%</b>
<b>D</b>	<b>Below average achievement</b>	<b>65 – 74%</b>
<b>F</b>	<b>Poor work, lack of comprehension</b>	<b>64% and below</b>
<b>I</b>	<b>Incomplete Work (assignments must be satisfactorily completed by end of next grading period before the student is given a passing mark.)</b>	

### **STUDENT EVALUATION DATES 2017-2018**

1 <sup>st</sup> 9-week grading period ends	Oct. 13th
2 <sup>nd</sup> 9-week grading period ends/1 <sup>st</sup> semester ends	Dec. 23rd
3 <sup>rd</sup> 9-week grading period ends	March 9th
4 <sup>th</sup> 9-week grading period ends/2 <sup>nd</sup> semester ends	May 23rd

## WEIGHTED GRADES

KANAWHA COUNTY BOE POLICY STATES: Honors/Advanced Education experiences are designed to meet the needs of students who have the potential to complete curriculum more demanding than that offered in the regular classroom and their current grade level. These classes are advanced in terms of content and performance expectations and provide credit toward graduation or possible college credit. Honors experiences may include, but shall not be limited to, specifically identified honors courses, research and in-depth studies, mentor-ships, content-focused seminars and extended learning outcomes instruction in the content areas. Advanced education includes classes recognized or offered by the College Board, post secondary institutions and other recognized foundations, corporations or institution, accelerated instructional courses offered via satellite and other courses and arrangements approved by the local board of education and state board. Advanced Placement Courses (AP) must follow the course descriptions provided by The College Board and students are required to take the AP test. It is strongly recommended that the instructors of these courses receive the training provided by the West Virginia Advanced Placement Center. Curriculum approved under this section shall be designed to advance the achievement of students in the subject area or areas in which the student has achieved at least two of the following criteria: (a) demonstrated exceptional ability and interest through past performance; (b) obtained the prerequisite knowledge and skills to perform honors or advanced work; and (c) receive recommendation from the student's former or present teachers. Courses designated as Honors or Advanced will receive weighted grades.

## **EXAM SCHEDULES**

### SCHEDULE DATES FOR FINAL EXAMS

It is recommended that all GWHS teachers give a final exam at the end of each semester. If for some reason you will be out during this time it is your responsibility to get together with your teacher and work out a solution.

## **COUNSELING & GUIDANCE CENTER**

### COLLEGE ATHLETICS ELIGIBILITY

Students interested in playing athletics in college must score a sum of 68 on the 4 tests (English, Math, Reading and Science Reasoning). For the SAT, students must score a sum of 820 on the test. Requirements vary for DIVISION I and DIVISION II colleges. See your counselor for more information about the NCAA Clearinghouse and eligibility requirements. Minimum ACT score for NCAA eligibility is a sum of 68 on 4 tests. Best scores from each ACT setting may be used. Minimum SAT score is 820.

### COLLEGE ENTRANCE EXAMS AND TESTS (anticipated dates)

<u>SAT</u>			<u>ACT</u>		
OCTOBER	7	2017	SEPTEMBER	9	2017
NOVEMBER	4	2017	OCTOBER	28	2017
DEC.	2	2017	DEC.	9	2017
JANUARY	21	2018	FEBRUARY	10	2018
MARCH	10	2018	APRIL	14	2018
MAY	5	2018	JUNE	09	2018
JUNE	2	2018			

\*last test for Promise is December

## COUNSELORS

Counselors are available to serve the educational, vocational, social, and personal needs of students. Students can make appointments with a counselor before school, and during lunch or after school. Teachers may also send a request from a student to receive counseling. Counselor responsibility has been assigned according to alphabet.

Lisa Johnson (A-E), Tiffany Anderson (F-L), Jennifer Jackfert (M-Q), Kackie Eller (R-Z)

## INTERNET AVAILABILITY

The Internet is available to all students in the library and open computer labs for career, college, and scholarship searches.

## PROMISE SCHOLARSHIP ELIGIBILITY

2017-2018 eligibility requirements for the Promise Scholarship:

<b>ACT Requirements</b>	<b>SAT Requirements</b>
Minimum composite score of 22 PLUS Minimum of 20 in English Minimum of 20 in Mathematics Minimum of 20 in Reading Minimum of 20 in Science	Combined score of 1020 in Critical Reading & Math PLUS A minimum score of 490 in Critical Reading A minimum score of 480 in Math

## **GRADUATION & REQUIREMENTS FOR GRADUATION**

### **GRADUATION REQUIREMENTS (students entering grades 9-12 in 2017-18)**

ENGLISH (English 9, 10, 11, 12 or English 12 CR or Transition English/LA for Seniors) 4 credits

MATHEMATICS 4 credits

\*Beginning 2006-2007 all seniors will take a math class.

(Math I/ Math I Lab, Math II, Math III STEM or Math III LA or Math III TR,  
Math IV or Math IV TR or Transition Math for Seniors or any other fourth course option)

### SCIENCE

Physical Science (Grade 9) 3 credits

Biology or Conceptual Biology or AP Biology (Grade 10)

One additional lab science course

\*\*Students in College Bound Pathway should enroll in Honors Science courses. Conceptual courses may not be accepted at 4-year colleges and universities.

SOCIAL STUDIES	4 credits
(Grade 9: World Studies or AP World History; Grade 10: United States Studies or AP US History; Grade 11: Contemporary Studies or AP US History; Grade 12: Civics for the Next Generation or AP Government and Politics)	
PHYSICAL EDUCATION	1 credit
HEALTH	1 credit
THE ARTS	1 credit
WORLD LANGUAGES	
Undergraduate admission to WV four-year colleges and Universities include the completion of two units 2 credits of the same world language	
* counted in career concentration requirements	
PERSONALIZED EDUCATION PLAN	
<ul style="list-style-type: none"> <li>The four credits taken in a career/technical concentration must be consistent with those identified for WVDE approved career/technical programs of study</li> </ul>	4credits
ELECTIVES --	2 credits
<b>Total Required for Graduation</b>	<b>24 credits</b>

### GRADUATION CREDITS

EACH GRADUATING CLASS HAS SPECIFIC REQUIREMENTS. Graduation requirements are the number of units covering both required courses and electives which must be earned to receive a high school diploma. These graduation requirements are minimum credits required. Students should attain units of credits beyond the minimal requirements. *The following “fine arts” courses for credit (.5 or 1) are offered at George Washington High School for the 2017-2018 school year: Classic Film, Guitar, Show Choir, Art, Music Appreciation, Theatre, Strings, and Band.*

### GRADUATION CEREMONIES

Graduation ceremonies will be at the discretion of the school administration. All ceremonies will be conducted in a respectful manner. The top two students from the current class will have the opportunity to speak. ALL speakers will be approved by the administration. All Kanawha County School policies apply to graduation. To walk and participate in graduation ceremonies a student must have 24 required credits. If a student does not have this requirement, that student is not permitted to participate in the graduation ceremony.

## **HONORS FOR COMMENCEMENT ACTIVITIES**

Honors bestowed upon graduating seniors in Kanawha County shall be based on outstanding achievement in a rigorous academic program in grades 9-12. Official grade point averages for seniors will be computed at the end of the 7<sup>th</sup> semester. These grade point averages will establish official class rank and honors recognition. Kanawha County Schools policy does not allow for GPA's to be rounded for honors recognition purposes.

Honor graduates may be given preference by leading the processional and in seating arrangements at commencement exercises. Students will be recognized with Honors, High Honors, and Highest Honors. Fourteen (14) weighted credits are required for Highest Honors and High Honors by the end of the 7<sup>th</sup> semester.

<b>Highest Honors</b>	4.5 GPA with a minimum of 14 weighted credits by the end of the second nine weeks of the senior year
<b>High Honors</b>	4.0 with a minimum of 14 weighted credits by the end of the second nine weeks of the senior year
<b>Honors</b>	3.8 GPA by the end of the second nine weeks of the senior year

The following scale shall be used to determine class ranking:

Non-Weighted Courses	A=4 B=3 C=2 D=1 F=0
Weighted Courses	A=5 B=4 C=3 D=2 F=0

## **ATHLETICS**

### **ATHLETIC DIRECTOR**

The athletic director for George Washington High School is Shawn Wheeler. If you have any questions concerning scheduling, sports eligibility or anything related the athletic department, then please contact Mr. Wheeler at 304-348-7729 or email: [swheeler@mail.kana.k12.wv.us](mailto:swheeler@mail.kana.k12.wv.us)

### **ATHLETIC ELIGIBILITY**

Each participant in interscholastic sports and cheerleading must maintain a 2.0 grade point average and pass a physical examination. Eligibility is determined at 1<sup>st</sup> semester and 2<sup>nd</sup> semester. The average must be a minimum 2.0 non-weighted GPA to be eligible for sports. **New policy dictates that incoming 9<sup>th</sup> graders from out of district must have a non-weighted 2.5 GPA in order to participate in athletics. They also must maintain the non-weighted 2.5 GPA each grading period to remain eligible.** In addition, each athlete must have insurance coverage before they are eligible to participate in the sport.

## PUPIL SERVICES

### ANNOUNCEMENTS

Announcements are made over the intercom during homeroom each morning. All announcements are to be written and submitted to the office mailbox before 7:10 a.m. on the day they are to be made.

### APPOINTMENTS

Any parent or guardian wishing to meet with a staff member should contact teacher by phone or e-mail and make arrangements for an appointment. Teachers have the flexibility to schedule appointments before school, after school or during their office hours. Administrators and counselors have more leeway in scheduling appointments. However, there are times of the day that are busier than others. Early in the morning, lunchtime and directly after school are difficult times for administrative appointments. If you arrive to see an administrator without an appointment in the morning, we will try to accommodate you, but it is not likely that you will be seen until after 8:00 AM.

### BREAKFAST

Breakfast starts at 7:00 AM and will be served until 8:00 AM. Grab and go breakfast will be available for students that arrive late to school until 8 AM.

### CAFETERIA/ QSA

Each student is responsible for cleaning up his/her place in the cafeteria due to the number of students using the cafeteria. Students are to deposit waste in the proper containers, scrape leftover food into trash cans provided and place in the return window. Leaving a mess will be considered vandalism and will be subject to disciplinary action. Students must eat in designated area. Trays and food are not to be taken into the hallway. Students waiting in line to be served are expected to act orderly and refrain from saving places in line. There are several food choices to select for both breakfast and lunch. All meals will be charged and a monthly statement will be mailed home. Payment must be mailed to Kanawha County Schools. Free and reduced meals will be available for students who qualify based on family income. Forms to apply will be provided by the school on the first day of school. A completed form must be filled each year and mailed to Kanawha County Schools (do not return to the high school).

**This institution is an equal opportunity provider and employer. Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with federal law and the U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write to:

USDA, Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, SW  
Washington, DC 20250-9410

## **CLINIC**

The clinic is located in the main office. If a student becomes ill or is injured, he/she must report to the office/clinic. The student may stay in the clinic for 15 minutes. If the student cannot attend class after this time duration, the parent or guardian will be called to make arrangements for someone to pick up the student. Do not miss class or be late for a class without checking with someone in the office. Failure to notify the office staff or nurse during such illness will result in being charged with a skip.

**The Kanawha County Schools Administration of Medications policy** allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Please follow the regulations below when your child must take medications at school.

### **Give all medications, orders, and notes to the school nurse.**

- 1) Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parent must also be included.
- 2) For medications that need to be given for longer than 21 days, an administration of medication form must be completed and signed by the physician and signed by the parent or guardian. This form may be obtained from the school.
- 3) The medication must be delivered to school in the original container. Prescription medication must be labeled clearly and accurately by the pharmacist.
- 4) Over the counter (nonprescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
- 5) All medications must be accompanied by an order from the physician except for non-prescription medication listed below: ibuprofen (Motrin, Advil), acetaminophen (Tylenol) calamine lotion, simple cough drops that contain only menthol or pectin. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medication and they must be delivered to school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days an order from the physician will be required.

This policy is in place for the safety and protection of our students. For further information regarding Medication Administration at School, see Kanawha County Schools Handbook.

## **CLUBS**

There are several active clubs at GWHS. ***Every club must have a teacher sponsor who must attend all club meetings.*** Contact your counselor or the administration to become actively involved in a club during your high school years. A Club Day will be held in September to showcase the many opportunities. See an administrator if you would like to start a club.

## **LIBRARY/MEDIA CENTER**

The George Washington High School Library has a wide variety of books, magazines, pamphlets and the Internet for assigned study and recreational reading. Our library is a branch of the Kanawha County Public Library. Thousands of additional volumes are available to the students and community through the public library. The library is open from 7:30 AM until 3:00 PM. The library also houses Internet accessible computers for student use.

## **LOCKERS**

Lockers will be assigned by homeroom. Students shall keep their locker neat, clean, and free of graffiti. The assigned locker remains school property and school officials may inspect the locker at any time. Any item prohibited by school rules and/or state law discovered through a search of the locker shall be deemed the possession of the student to whom the locker is assigned. Students should be cautious about bringing valuable items or large sums of money to be kept in the locker.

## **LOST & FOUND**

Students who find lost articles are asked to bring them to the office. Lost articles that are not claimed within a reasonable time will be given to Goodwill Industries.

## **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company. If parents do not have accident insurance, it is highly recommended that they take advantage of this low cost coverage. George Washington High School and the Kanawha County Board of Education do not carry accident insurance to cover students. Any student participating in athletics must be covered by their parent's health plan. It is the responsibility of the student and parent to notify the school of any lapse in coverage due to job loss or other circumstances. If a student athlete does not have coverage, it is imperative for the student to notify the coach or athletic director. Under no circumstances is a student to participate in practice or a sport without insurance.

## **TELEPHONE**

The office telephones are for school business and should be used by students for emergencies only. The only phone calls received in the office during the school day for students are attendance and/or emergency calls made by the parent/guardian.

## **TUTORING**

George Washington H.S. offers free tutoring.  
Monday- Thursday 3:30-5:30

## **DRIVING AND PARKING REGULATIONS**

Driving to G.W. is considered a privilege and not a right. Juniors may be considered for parking privileges if space permits only after seniors have been accommodated. All students will be assigned a numbered space based upon the order that they came to pay. Mr. Crawford will issue permits, in house, in the days leading up to the first day of school. In order for seniors to be issued a permit, they must have turned into the school nurse the verification form that they have completed their SENIOR IMMUNIZATIONS. Students MUST park in their assigned space, which will be on display on the school website. Students who violate school policies will be subject to having their driving privilege suspended or revoked. If it is necessary for a student to drive to school, the following policies must be obeyed. The cost of a parking permit is \$30.00 per year.

1. Permits will be issued to seniors first, and then to eligible juniors until all available permits have been issued. If spaces become available at a later date, they will be filled from the wait list by lottery process.
2. All cars must display a parking hanger from the rear-view mirror.
3. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
4. There will be no speeding or any form of reckless driving on school grounds or local area roadways.
5. Loud music or booming speakers in the parking lot is disruptive to the educational process and is strictly prohibited.
6. Squealing tires during acceleration or excessive speed is considered reckless driving and a violation of safe driving practices.
7. Students are mandated to wear their seat belts or have their parking/off-campus privileges revoked for the remainder of the school year.
8. Students are not to park in the following areas: behind the school, at the field house during school hours, along the baseball field at any time, in fire lanes, in areas marked with multiple yellow lines. Students are not allowed to double park or block the entrance or exit to the school parking lot.
9. Students who violate the school policy pertaining to student driving and parking are subject to a \$50 PARKING CITATION and very possibly **having their vehicle booted and/or towed and loss of privileges.** The parking fee is non-refundable, and the permit is non-transferable, WHICH MEANS THAT THE PERMIT MAY NOT BE GIVEN TO ANOTHER STUDENT TO USE. NO EXCEPTIONS!
10. *The cost for a citation of parking without a permit OR PARKING IN AN ILLEGAL MANNER is \$50. The fee to have a boot removed from a vehicle is \$50. If the student does not pay the boot fee, the vehicle will be towed after the school day has ended. Failure to pay citations/boot fees will make students ineligible for privileges. Attempting to drive an automobile while booted may cause damage. The school and/or school board will not be responsible for damage.*
11. If a student loses their parking privilege, it is a PERMANENT EVENT. Juniors would have to wait until the following school year before re-applying.

**STUDENTS WITH PARKING AND/OR OPEN CAMPUS PRIVILEGES WILL BE REVIEWED DURING THE SEMESTER TO ASSURE THAT THEY ARE MEETING THE ORIGINAL CRITERIA:**

- 1) **2.0 UNWEIGHTED GPA WITH NO "F" IN ANY CLASS**
- 2) **Students must not have any OUT OF SCHOOL SUSPENSIONS (OSS) or a total of three (3) or more AFTER SCHOOL DETENTION ASSIGNMENTS during the previous semester. BEING ASSIGNED TO AFTER SCHOOL DETENTION THREE TIMES IN THE PREVIOUS SEMESTER WILL BE CONSIDERED THE SAME AS AN OUT OF SCHOOL SUSPENSION. CHECKS FOR TARDIES WILL BE DONE PERIODICALLY EACH GRADING PERIOD (MIDTERM AND NINE WEEKS).**
- 3) **STUDENTS WITH OUTSTANDING UNPAID PARKING TICKETS WILL NOT BE ALLOWED TO APPLY FOR PARKING FOR THE 2017-2018 SCHOOL YEAR. ANY STUDENT THAT RECEIVES A PARKING TICKET WILL NOT BE ALLOWED TO APPLY FOR PARKING EVER AT GEORGE WASHINGTON HIGH SCHOOL.**
- 4) **MUST HAVE A LICENSE TO DRIVE.**

**5) STUDENTS THAT GET A PARKING PERMIT AND ARE ENROLLED IN AND FAIL A CREDIT RECOVERY COURSE WILL HAVE THEIR PERMIT REVOKED.**

Students will be evaluated during each grading period (MIDTERM AND NINE WEEKS) to determine if they are still meeting the criteria for parking and off-campus privileges.

**IF INCIDENTS ARISE BEFORE THE END OF THE GRADING PERIOD, PARKING AND OFF-CAMPUS WILL BE REVOKED IMMEDIATELY. AS VACANCIES OCCUR IN THE STUDENT LOT, THEY WILL BE FILLED BY THE **WAITING LIST**.**

**PARKING LOT**

**PARKING LOT**

Students are not allowed on the parking lot during school hours unless that student is leaving campus with an off campus privilege card. If they have a need to go to their car they must obtain permission from an administrator.

**PARKING SPACES**

Please park in the proper student parking areas (main lot on school side of road and lot across the street). Cars that are on the lot without permission will be booted. There is a \$50.00 boot removal fee.

**VISITORS PARKING**

There are several visitor parking spaces in the front of the building that are to be used by parents and Kanawha County School personnel who are visiting our school. Cars parked in these spaces illegally will be booted. There is a \$50.00 boot removal fee.

**SCHOOL BASED PROGRAMS, PROCEDURES, & ACTIVITIES**

**STUDENT ID CARDS**

ID cards will be issued the first week of school, to be kept by student to use for lunch line and those with off campus privilege

**OFF-CAMPUS REGULATIONS**

The campus of George Washington High School is closed to all students except those JUNIORS AND SENIORS who earn Off Campus privileges. It is imperative that parents and students read and understand the regulations before allowing their student to apply for the privilege. The basic guidelines considered in the granting of a student's off-campus privilege are as follows:

1. Students must completely fill out an off-campus application on the school website. If accepted, the student must see Mr. Crawford and receive further instructions. The NEW fees for this year are as follows: for students with parking privileges \$15 and for students without parking the fee is \$25. Students may only be off campus during their unscheduled time and parents accept full responsibility for their student's actions and safety.
2. Students must achieve and maintain a 2.0 UNWEIGHTED GPA with no "F's" in any class the preceding semester.
3. Students must not have any OUT OF SCHOOL SUSPENSIONS (OSS) or a total of three (3) or more DETENTIONS (DET) during the previous semester. BEING ASSIGNED TO DETENTION (DET) THREE TIMES IN THE PREVIOUS SEMESTER WILL BE CONSIDERED THE SAME AS AN OUT OF SCHOOL SUSPENSION. CHECKS FOR TARDIES WILL BE DONE PERIODICALLY EACH GRADING PERIOD (MIDTERM AND NINE WEEKS).
4. STUDENTS THAT ARE ENROLLED IN AND FAIL A CREDIT RECOVERY COURSE ARE INELIGIBLE TO APPLY FOR THE OFF CAMPUS PRIVILEGE.
5. SENIORS MUST HAVE TURNED IN THEIR VERIFICATION FORM FOR SHOT RECORDS BEFORE APPLYING FOR THE OFF CAMPUS PRIVILEGE
6. Parents may at any time call the school and request that their student's off campus privilege be suspended or revoked for unacceptable behavior at home.
7. Students who do not maintain the original criteria will automatically lose their off campus privilege for the rest of the school year.
8. Students are mandated to wear their seat belts or have their parking/off-campus privileges revoked for the remainder of the school year.
9. JUNIORS AND SENIORS THAT LEAVE CAMPUS AND DO NOT HAVE THE PRIVILEGE WILL NOT BE ALLOWED TO ATTAIN PRIVILEGES THIS SCHOOL YEAR OR THE NEXT SCHOOL YEAR.
10. \*\*ALL STUDENTS THAT ARE GRANTED THE OFF CAMPUS PRIVILEGE WILL SCAN IN AND OUT AT THE KIOSK IN FRONT OF THE OFFICE. FAILURE TO FOLLOW THIS REGULATION WILL BRING SUSPENSION/REVOCATION OF THE PRIVILEGE INDEFINITELY.\*\*

It is extremely important to remember that the driver of each vehicle who is granted off campus privileges is responsible for insuring that each passenger that they transport has off campus privileges. The students in their car must POSSESS their ID's as required in order to go off campus. Drivers are responsible to see that all students getting in their car have off campus privileges and POSSESS their ID's. Drivers will lose their driving privilege for taking any student off campus who does not have off-campus privileges or who does not possess their ID while in their car.

#### **CLASSROOM PROCEDURES FOR EXIT**

Students are not permitted to leave classroom without a written pass.

Students are expected to stay in the classroom the entire period regardless of what is going on.

## **SCHOOL WIDE ASSEMBLY PROCEDURES**

All school assemblies will be approved by the school administration. Students are not required to attend or participate in any assembly. A designated area or teacher will be available if you chose not attend. George Washington High School will follow all KCS policy that pertains to school assemblies.

## **FIVE YEAR PLAN**

A copy of the GWHS Five Year Plan is available for review at the school.

## **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Students who are transported by bus after school are required to be at the designated area for bus pick up and not allowed to leave campus to go to surrounding areas. Leaving school grounds to go to off limit areas of our campus for unapproved activities is a violation of this policy and can result in a 3 day suspension.

## **LSIC OFFICERS**

The local school improvement council is comprised of parents/guardians and staff members whose objective is to enhance the academic focus at GWHS.

## **LSIC MEETING DATES**

See newsletters for dates.

## **PARENT TEACHER CONFERENCES**

Parent /teacher conference will be held on October 16<sup>th</sup>, 2017 from 12pm-8pm. A form for request for conference will be sent home with students. Forms must be completed and returned to teachers to schedule appointment times.

## **SAFETY PLAN**

A copy of the GWHS Safety Plan is available for review at the school

## **STUDENT COUNCIL**

The GWHS Student Council, is an active organization that sponsors many note-worthy programs.

## **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal/transferring is as follows:

1. The school must receive authorization from the student's parent/guardian.
2. Obtain appropriate forms from the counselors.
3. The form must be completed by the student's teachers after returning all schoolbooks and property. All fees must be paid.
4. Completed form must be taken to the librarian, and the secretary for final clearance.
5. The completed form must be returned to the student's counselor.

# **STUDENT BEHAVIOR, RULES, REGULATIONS & POLICIES**

## **AFTER SCHOOL POLICY**

In order to keep student absence due to suspension to a minimum, students who commit minor offenses will be kept at school for AFTER SCHOOL DETENTION. It will be held in room THE LIBRARY IMMEDIATELY AFTER SCHOOL MONDAY-THURSDAY FROM 3:05 – 4:05. If a student is assigned

to DET FOR A THIRD TIME, it will be treated just like an out of school suspension in regards to participation in extra-curricular activities. Students will not be allowed to attend or participate in their activities if they serve on the day of an activity. They will be allowed to return to participation the following day. Students will do homework assigned by their teachers. In addition, if a student is assigned to DET three times in one semester, THE MOST TIMES THAT YOU MAY BE ASSIGNED IN A SEMESTER, that will be considered the equivalent of an out of school suspension. FOR JUNIORS AND SENIORS WITH PRIVILEGES, this would lead to revocation of parking and/or off-campus privileges for the remainder of the school year. **FAILURE TO SERVE DET ON THE DAY ASSIGNED WILL RESULT IN RECEIVING A SUSPENSION FROM SCHOOL.**

### DET REGULATIONS

#### STUDENTS MUST...

1. BE IN DET, QUIETLY SEATED BY 3:05.
2. BRING STUDY MATERIALS (BOOKS, PAPER, PENCILS) TO COMPLETE ANY HOMEWORK.
3. WORK QUIETLY FOR THE ENTIRE TIME ASSIGNED (ABSOLUTELY NO TALKING) OR RECEIVE NO CREDIT FOR SERVING.
4. OBTAIN PERMISSION AND FOLLOW SPECIFIC DIRECTIONS FROM THE DET SUPERVISOR TO USE IPADS FOR WORK (NO GAMING).
5. BE RESPECTFUL AND FOLLOW THE DIRECTIONS OF THE DET SUPERVISOR.

**IF THESE REQUIREMENTS ARE NOT MET TO THE SATISFACTION OF THE SUPERVISOR, YOU WILL NOT GET CREDIT FOR SERVING DET ON THAT DAY AND WILL REQUIRE YOU TO MAKE UP THAT DAY. STUDENTS THAT COMMIT LEVEL 2 VIOLATIONS WHILE IN DET WILL BE SUSPENDED.**

#### BREATHALYZER

Any student attending a GWHS High School activity or event will be subject to a breathalyzer test if there is reason to believe they are under the influence of alcohol or drugs.

#### CELL PHONES

GWHS will adhere to Kanawha County School Policy and will reserve the right to define what areas are appropriate for cell phone usage. Students will be allowed to use cell phones in the hallway and QSA only. Cell phones that are being used during non-designated times will be taken and given to the administration. Guardian *only* may recover confiscated cell phones. Cell phones may also be used for academic achievement if so required by teacher.

#### CELL PHONE ABUSE

Using a cell phone to record a fight, confrontation and/or students and teachers in a classroom or hallway will be treated as a Level I offense. The phone will be confiscated, given to the administration and student may be suspended up to three days.

#### ELECTRONIC DEVICES

The administration recommends students not bring electronic devices to school. Devices such as, but not limited to, iPods, MP3 players, CD/DVD music or video players, handheld Play Stations, Game Boys or cameras are expensive and are often the target of thieves. The school bears no responsibility for stolen or lost items. These devices may be used in the hallways, QSA, and at the teacher's discretion. Multiple offenses may result in disciplinary actions.

### **OUTSIDE DELIVERIES TO SCHOOL**

Due to the enrollment at GWHS, there will be no acceptance of outside delivery of flowers, balloons, food or any other items at the school. Please advise family members that any deliveries to the school will be turned away. Students will not be allowed to have lunch or food delivered to them from outside vendors. Delivery of food from outside vendors to students at school is prohibited at all times during the day

## **DISCIPLINE CODE & BEHAVIOR CONSEQUENCES**

The primary function of GWHS is to provide an effective education for all students in an environment that is conducive to learning. To maintain an environment for learning, rules and regulations have been developed and will be enforced.

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but for the benefit of others as well.

All disciplinary offenses are cumulative. Students who have repeated violations of a rule should expect increased severity of consequences. The following list is an abbreviated version of the discipline code. Absence of a specific violation does not preclude its enforcement. Students may be disciplined for inappropriate behavior not specified in these rules. Where a range of disciplinary action is possible, the administrator will determine the appropriate action based upon the severity of the incident. *The principal, assistant principals and the principal's designees will be responsible for the implementation of disciplinary procedures.*

### **GWHS RULES AND POLICIES**

George Washington High School is an open campus. Students may not leave campus unless they have an off campus permit from one of the administrators.

- 1) Driving is a privilege. Students who violate the tardy, attendance or driving policy may have driving privileges revoked.
- 2) A student's car, while on school property is subject to search by a teacher or other school official if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating the law, policies or rules of the school system. Such searches will be conducted in the presence of an adult witness.
- 3) Student must follow the county and school dress code. Studies have shown that neatness and appearance raises the level of conduct of students. By and large student appearance should be in good taste. The following guidelines should be observed.
  - a. Hats, caps and sunglasses are not to be worn in the building.
  - b. Clothing which promotes drugs, alcohol, tobacco or which contains expressed or covert profanity, sex, sexual innuendo, or offensive language will not be tolerated.
  - c. Shorts must be of an appropriate length. All shorts and skirts must come to mid-thigh.
  - d. Crop tops or any top which bares the midriff, back or chest is prohibited.
  - e. Spaghetti strap tops or dresses must have a shirt or top under or over them.
  - f. See-through tops, fishnet tops, and tops which have the arms cut to the waist must have a shirt

under them. Spandex garments will be acceptable only if they are worn under another garment.

- g. Any attire or appearance which is disruptive, unsafe, or damages school property, or causes a disruption to the learning environment, will not be allowed.
  - h. Pants must be worn so that undergarments are not exposed. Pants with oversized waists will be worn with a belt.
  - i. Wearing chains or jewelry that could be used as a weapon, especially unusually large rings or chains attached to a belt or billfold, will not be allowed.
  - j. No clothing with reference to class or GWHS may be worn or produced at school or any extracurricular activities without GWHS administrative approval. Violators are subject to suspension.
- 4) Eating will be allowed ONLY in designated areas of the school; all food or drink purchased in the cafeteria must stay in the cafeteria.
  - 5) In order to meet fire codes, GWHS must maintain wide-open access at all times. Students will be asked to not sit on the floors. Students are to sit on the furniture in designated areas (QSA).
  - 6) Any games of chance, pitching or matching coins or playing cards for money is not permitted on school property.
  - 7) Students are to refrain from public display of affection, other than holding hands.
  - 8) Any student caught stealing from the school, from school personnel, or from other students will be immediately suspended for 3 days. Readmission to the school will be made pending the conference held with the parents or with appropriate law enforcement agencies.
  - 9) All fund raising projects must be approved by the principal. Projects, which involve selling merchandise to residents of our community, will be limited. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations.
  - 10) All visitors are to report to the office upon entering the building to sign the official log. The school policy is to accept only those visitors who have legitimate business in the school. Guests must have permission of the principal. Visitors are expected to leave promptly when their business is completed. No student guests will be allowed without administrative approval.**
  - 11) Every accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. An accident report will be completed and placed on file in the office.
  - 12) Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with the routes out of the classroom.
  - 13) Students passing through the halls on the way to and from classes are expected to maintain a reasonable degree of quiet and order. Shouting, whistling, singing, running, etc. are not considered orderly procedures.
  - 14) Intentionally misleading or withholding information during an investigation of a violation of school policy is itself a violation and subject to disciplinary action
  - 15) The practice of “free styling” in which students rap to each other is prohibited. These raps are often offensive, derogatory, and disruptive and frequently lead to a confrontation and/or violence
  - 16) All other situations needing disciplinary action will be handled by the administration at the time. All students will be dealt with fairly and within the guidelines set forth by the Kanawha County Board of Education.

## BEHAVIOR CHART (2017-2018)

OFFENSE	L E V E L	FIRST	SECOND	THIRD	FOURTH
DECEIT	1	1 OSS	2 OSS	3 OSS	3 OSS
INAPPROPRIATE DISPLAY OF AFFECTION	1	Reprimand	1 DET	1 OSS	3 OSS
INAPPROPRIATE LANGUAGE	1	1 OSS	3 OSS	COUNTY SAT	
DISRUPTIVE AND DISRESPECTFUL CONDUCT	1	2 DET 3 OSS (MAJOR)	3 DET 3 OSS (MAJOR)	2 OSS 3 OSS (SAT)	3 OSS
VEHICLE PARKING VIOLATIONS	1	VEHICLE BOOTED/FINED	1 OSS	2OSS	3 OSS
INAPPROPRIATE APPEARANCE	1	REPRIMAND/CA	1 DET	2 DET	1 OSS/PPC
POSSESSION OF INAPPROPRIATE PERSONAL PROPERTY	1	CONFISCATED/RETURNED TO PARENT	CONFISCATED/USE TERMINATED	1 OSS	2 OSS
CHEATING	1	LOSS OF CREDIT	LOC/1 OSS	LOC/2 OSS	LOC/3 OSS
FALSIFYING IDENTITY	1	1 OSS	2 OSS	3 OSS	COUNTY SAT
TARDINESS	1	5 TARDIES/ 1 DET	10 TARDIES= 2 DET	15 TARDIES= 3 DET	20+ TARDIES=2 OSS INSUBORDINATION
SKIPPING CLASS	1	1 DET	2 DET/SAT	3 DET	2 OSS INSUBORDINATION
FAILURE TO SERVE DETENTION	1	1 OSS	2 OSS	3 OSS	
HABITUAL VIOLATION OF SCHOOL RULES OR POLICIES	2	2 DET	3 OSS	4 OSS	EXP
PROFANE LANGUAGE/OBSCENE GESTURE/INDECENT ACT TOWARD AN EMPLOYEE OR A STUDENT	2	1-3 OSS/SAT PEX	5 OSS/SAT PEX	EXP	EXP
PHYSICAL FIGHT WITHOUT INJURY	2	5 OSS /PEX	EXP		
INSUBORDINATION	2	2 OSS/PEX	3 OSS/PEX	EXP	
TECHNOLOGY MISUSE	2	1 DET	2 DET/PEX	EXP	
POSSESSION OF KNIFE UNDER 3.5 INCHES	2	3 OSS	EXP	EXP	
POSSESSION OF IMITATION WEAPON	2	3 OSS/PEX	5 OSS/PEX	EXP	
LEAVING SCHOOL WITHOUT PERMISSION	2	3 OSS PARKING//OFF-CAMPUS REVOKED	4 OSS	EXP	
GANG RELATED ACTIVITY	2	3 OSS/PEX	5 OSS/PEX	EXP	
POSSESSION/USE OF SUBSTANCE CONTAINING TOBACCO AND/OR NICOTINE	3	TOBACCO CLASS POLICE CITATION	1 OSS/USE POLICE CITATION	2 OSS POLICE CITATION	5 OSS
THREAT OF INJURY/ASSAULT AGAINST AN EMPLOYEE OR A STUDENT	3	3 OSS/PEX	5 OSS/COUNTY SAT/PEX	EXP	
FRAUD/FORGERY (NOTE, EXCUSE, SCHOOL DOCUMENT)	3	3 OSS/PEX	5 OSS/PEX	EXP	

<b>FALSELY SETTING OFF FIRE ALARM</b>	3	5 OSS/PEX	EXP		
<b>LARCENY</b>	3	5 OSS/PEX	EXP		
<b>SEXUAL MISCONDUCT</b>	3	UP TO 10 OSS/PEX	EXP		
<b>BATTERY AGAINST A STUDENT</b>	3	5 OSS/PEX	COUNTY SAT/PEX		
<b>IMPROPER OR NEGLIGENT OPERATION OF A MOTOR VEHICLE</b>	3	5 OSS/PEX PARKING/OFF-CAMPUS REVOKED	EXP		
<b>VANDALISM/DEFACING SCHOOL PROPERTY</b>	3	3-5 OSS/PEX RESTITUTION	5 OSS/PEX RESTITUTION	EXP	
<b>GAMBLING</b>	3	3 OSS/PEX	5 OSS/PEX	EXP	
<b>HAZING</b>	3	3 OSS/PEX	5 OSS/PEX	EXP	
<b>TRESPASSING</b>	3	3 OSS/PEX	5 OSS/PEX	EXP	
<b>HARASSMENT/BULLYING/IN TIMIDATION</b>	3	3 OSS	5 OSS	PEX	
<b>IMITATION DRUGS</b>	3	3 OSS	5 OSS/PEX	PEX	
<b>INHALANT ABUSE</b>	3	3 OSS	5 OSS/PEX	PEX	
<b>POSSESSION AND/OR USE OF DANGEROUS WEAPON</b>	4	EXP			
<b>POSSESSION/USE OF SCHEDULE 2,3,4 MEDICATIONS W/PRESCRIPTION</b>	4	3 OSS/PEX	5 OSS/PEX	EXP	
<b>POSSESSION/USE OF OTC MEDS</b>	4	1 OSS	3 OSS/PEX	EXP	
<b>ILLEGAL SUBSTANCE RELATED BEHAVIORS</b>	4	10 OSS/DRUG ALCOHOL CLASS DIST---ALT/SALE---EXP	ALTERNATIVE DIST---EXP	EXP	
<b>BATTERY AGAINST A SCHOOL EMPLOYEE</b>	4	EXP			
<b>FELONY</b>	4	EXP			

***THE ADMINISTRATION OF GEORGE WASHINGTON HIGH SCHOOL RESERVES THE RIGHT TO ALTER OR IMPOSE THE CONSEQUENCE OF INAPPROPRIATE BEHAVIOR, INCLUDING THE FIFTH OFFENSE.***

### **SAT**

SAT stands for Student Assistance Team – this meeting is scheduled for teachers of the student, the student’s counselor, an administrator and the parent and student – this mandatory meeting will be scheduled to develop a plan of action to help eliminate problems that students are having during the school day.

### **STUDENT BEHAVIOR**

Kanawha County Board of Education Policy regarding student behavior may be accessed via the web [www.kcs.kana.k12.wv.us](http://www.kcs.kana.k12.wv.us).

