

VILLA RICA HIGH SCHOOL

Student/Parent Handbook
2019 - 2020



Vision Statement

Villa Rica High School will be recognized as a premier high school.

Mission Statement

The mission of Villa Rica High School will develop globally competitive college and career graduates.

VILLA RICA HIGH SCHOOL
600 Rocky Branch Road
Villa Rica, Georgia 30180

Webpage: www.villaricahigh.com
Like Us on Facebook: @VillaRicaHighSchool
Follow Us on Twitter: VRHSWildcats



August 7, 2019

Dear Villa Rica High School Students and Parents,

Welcome back for the 2019 - 2020 school year. We are looking forward to another great year with our student body and community. Our students will have many opportunities for involvement and success in academics, athletics, and the arts. Students are encouraged to put their best efforts into being successful while attending Villa Rica High School.

The vision of Villa Rica High School is to be recognized as a premier high school. This is accomplished by providing students with academic, social, and emotional foundations and skills necessary to become high achieving, socially responsible stewards of their communities. As a result Villa Rica students are globally competitive and graduate college and career ready. Our school beliefs are listed below. We hope to work with the students and parents to insure student success.

Belief Statements

1. All students are unique and have the ability to learn.
2. The education of all students is a partnership among parents, school, and community.
3. All members of our school community will focus on the intellectual, physical, emotional, and social growth and development of students.
4. A safe, orderly, and positive environment is essential for learning.
5. Students must actively participate in the development of their own education.

Please take time to review the school and district portions of the student handbook with your children. It is important that students and parents understand the policies and procedures that govern our school. Once you have read and reviewed the parent/student handbook, there will be a parent assurance form for you and your student's signatures. If you have any questions or concerns, please contact the school for clarification. Knowledge of our policies will help things run smoothly and aid your children in succeeding while attending Villa Rica High School. Go Wildcats!!!

We Are VR

We are VR. This phrase has been heard at football games, pep rallies, and community events. We read it on signs, walls, and banners. But does everyone appreciate it or see the valuable meaning behind it? There is beauty and power behind this catchy phrase.

How about absorbing the beauty of its individual words? “We”: a group, a family, a community, a team. “Are”: the present form of be, not a we will be or a we have been, but a we are. Lastly, “VR”: the city of gold. Gold symbolizes success, prestige, and value. We, the community of VR, are successful. We are prestigious. We are valuable. We are VR.

We feel it everyday. We feel it when we hear the morning announcements expressing that “it’s great to be a Villa Rica wildcat.” We feel it when our family, teachers, and friends push us to be the best that we can be. We feel it when we see and wear the numerous amounts of VR merchandise that we can never seem to have too much of. We feel it when we sing the fight song in unison and shout “wildcat born and wildcat bred, when I die I’ll be wildcat dead.”

Whether we are a football player, cheerleader, color guard member, band member, or fan, we sing together celebrating the privilege to be a Villa Rica wildcat. We feel it in our hearts that love purple and strive everyday to live gold. Yes, “we are VR” is catchy and cute to say, but there is dedication, passion, success, hard work, family, teamwork and most importantly love and pride behind that phrase. It symbolizes togetherness. **You are VR. I am VR. We are VR!**

-Albani Berryhill
Class of 2017

Principal.....	Glen Harding
Assistant Principal.....	Shawn Bissell
Assistant Principal.....	Jessica Hok
Assistant Principal.....	Seth Rogers
Assistant Principal.....	Charrod Taylor
Lead Guidance Counselor 9th – 12th Last Names O-Z.....	Debbie McFadden
Guidance Counselor 9th – 12th Last Names A-F.....	Carrie Olinger
Guidance Counselor 9th – 12th Last Names G-N.....	Blayne West
Athletic Director.....	Christian Hunnicutt
Athletic Director.....	Jason Robinson
Band Director.....	Kevin Brown
Special Education Director.....	Kristina Richardson
Superintendent.....	Scott Cowart

Direct Phone Number

Main Office.....	770-459-5185	Lunch Room.....	770-459-2086
School Fax.....	770-459-2119	Transportation.....	770-834-3386

Table of Contents

Welcome Message	2	Graduation	16 - 17
Administration Staff	3	Hall Passes	17
Table of Contents	4	Lockers	17
District Handbook Table of Contents	5	Lost or Damaged Books	17
Academics - AdvancEd Accreditation	6	Media Center	18
Academics - College & Career Academy	6	Medications	18
Academics - Dual Enrollment	6	Messages to Student from Parent/Guardian	18
Academics - Grade Classification/Promotion	6	Moment of Silence	18
Academics - Infinite Campus	7	Parking	18-19
Attendance, Arrival, & Departure	7 - 9	Phone Use - School Phones	19
Bell Schedule	9	Pledge of Allegiance	19
Bring Your Own Technology	10	Privacy Rights of Parents and Students	19
Bus Conduct	10	Prohibited Items	19
Cell Phones and Electronic Devices	10	Prom (Junior / Senior Prom)	19
Certificate of Enrollment for Drivers License	10	Report Cards	20
Change of Student Information	10	Request For Homework	20
Chromebooks	10-11	Saturday School	20
Clubs & Organizations	11	Schedule Changes	20
Counseling Department & Support Services	11 - 12	School Advisory Council	20
Discipline & Code of Conduct	12	School Safety - Drug Free School Zone	20
Display of Signs	12	School Nutrition Program	21
Deliveries of Items to Students	12	Special Education Services	21
Dress Code	12	Student Advisement	21
Drug Testing	13	Tardy Policy	21
Extracurricular Activities	13 - 15	Testing Information	22
Faculty & Staff	15	Transportation	22
School Related Fees	16	Vaping	22
Field Trips	16	Visitors	22
Final Exams	16	Withdrawal Procedures	23
Food & Drink	16	Work Permits	23

Carroll County School District Handbook Table of Contents

Page #	Item
D1	CCSS Cover Page
D2	2019-20 Instructional Calendar
D3	Foreword
D3	Accident Insurance
D3	Accreditation
D3	Attendance Protocol
D6	Bus Rules
D6	Closing of School
D7	Clubs & Organizations
D7	Drug Testing of Students
D7	Equal Opportunity Statement
D8	Extracurricular and Athletic Participation
D8	Federal Title II Equity Guidelines
D8	Graduation Participation
D8	Hospital Homebound
D9	Medication Guidelines - Admin. Rule JGCD-R
D10	Navigator
D11	Notification of FERPA Rights
D11	Notification of Protection of Pupil Rights Amendment (PPRA)
D12	Nutrition Program
D14	Parent Portal
D14	Parent Right to Know
D14	Reporting Instances of Alleged Inappropriate behavior
D15	Student Code of Conduct (Dress Code D24)
D26	Technology - Acceptable Use by Students
D28	Visitors to School
D30	Parent/Guardian Signature Page

ACADEMICS

ADAP

ADAP is an acronym that stands for Alcohol and Drug Awareness Program. In Georgia, teens under the age of 18 are required by law to show proof that they have completed ADAP in order to obtain their Class D driver's license. ADAP is taught in the health classes at Villa Rica High School and requests for ADAP letters must be made to Caroline Cheely in the front office.

AdvancED Accreditation

Villa Rica High School is fully accredited through the AdvancED.

College and Career Academy Program

The College and Career Academy (CCA) Program is designed to help students make a smooth transition between high school and technical school and reduce duplication of courses or loss of credit. CCA is a cooperative effort between the high school and West Georgia Technical College that is designed to meet the needs of high school students who want to prepare for technical careers. It consists of two years in high school (11th and 12th grade) plus up to two years in the technical institute. Specific high school academic and technical courses are blended with the two-year technical occupation program to provide the background and training for rewarding careers in technologies. The programs are based on a strong academic core and upgraded technical courses, many of which integrate math, principles of science, and computer applications. The Associate Degree in Applied Technology (AAT) is available at West Georgia Technical through the CCA Program. CCA Articulated Program includes business, marketing, and health occupations.

Dual Enrollment and Advanced Placement Classes

The Carroll County School System will work cooperatively with the University of West Georgia and West Georgia Technical College to provide students who are at least 16 years of age or who are classified as juniors or seniors the opportunity to take approved courses, full or part-time at the postsecondary level. Eligible students who meet all requirements may participate in dual enrollment. The Carroll County School system will work with the Georgia Department of Education to facilitate payment of fees for advanced placement exams for students who successfully complete advanced placement courses. Students may receive both high school and postsecondary credit for work completed. Students must contact their counselor for procedures for enrollment in these programs. More information is available in the guidance department.

Grade Classification and Promotion

Students in grades 9-12 will earn grade promotion based on units earned toward graduation. The units earned prior to the beginning of each school year will determine grade placement. Student grade placement will not be changed during the school year. Students graduating from Carroll County Schools must complete 23 units to be eligible for graduation.

Promotion Requirements

Grade

9	Promotion from middle school
10	5 Units
11	11 Units
12	17 Units

Infinite Campus and Parent-Teacher Communication

Family support is critical to a student's success, so one of the best ways to assist students is through parent-teacher conferences. These conferences provide the opportunity for parents and teachers to get to know each other and share information that may help the student increase the quality of his or her academic performance. Regular communication between parents and teachers is encouraged through phone calls, emails, letters, and conferences. Parents who wish to make an appointment with more than one teacher should contact Mrs. Tanya Hall in the guidance office at 770-459-5185 ext. 2721.

IMPORTANT: Parents, be sure the school has the correct home and work phone numbers so that teachers can reach you when necessary. We encourage you to visit the school and meet with all staff members who are involved with your student. Join a parent booster club, volunteer to chaperone a school function, call to schedule a time to visit in your student's classroom, and most of all, be involved in your student's education.

Parents/Guardians that have internet accessibility can view their child's grades, attendance, and discipline through the parent portal of Infinite Campus. Parents interested in utilizing this program should contact Tanya Hall at 770-459-5185 ext. 2721.

The IC Parent Portal will allow you to view your child's attendance, grades, class assignments, school calendars, schedule, announcements, and other information. Instructions for how to access IC Parent Portal can be found on the school website.

Note: In order to log on, first obtain your IC Parent Portal Activation Key from Tanya Hall in the guidance office.

ATTENDANCE PROCEDURES - Arrival and Departure

Check-In:

- Students must report to 1st period by 8:25 in the morning.
- Any student arriving to class after 8:25 will be considered tardy.
- Late arriving students who report to their 1st period classroom before 8:35 will be marked tardy in Infinite Campus by their teacher.
- Any student, not in 1st period by 8:35, must check-in with the Attendance Clerk in the Front Office.

Check-Out:

- Students who check out must do so in the Front Office.
- Students should never leave the classroom to go home without signing out in Front Office.
- Parents must come to the Front Office to sign a student out or the student may bring a signed note to the office prior to 8:25 a.m. Notes must include a phone number and will be verified by the front office staff before a student may check out of school.
- No phone checkouts are permitted, however e-mail will be accepted with a phone number to verify the checkout request.
- If a student is returning to school on the same day as a checkout, they are required to have a legal excuse for their absence such as a note from a doctor's office or court to be readmitted, or their parent must escort them inside and check them in.
- Students who have checked out must leave the campus. Once a student is signed out and is seen on the premises of the campus, disciplinary actions will be taken.
- Students are not allowed to go to their cars during the school day without permission from an administrator.
- Students, who leave early for work-based learning and need to return to pick up other students, may not re-enter the building.

- Students are not allowed to check-out in order to eat off campus and no outside food can be brought into the school by the student or their parents.

Students who drive to school will be subject to additional consequences for unexcused tardies to school or unexcused absences during first period (See Parking Regulations). Students may not loiter (hang-out) in the parking lot before or after school. Students must exit their vehicles and report directly to the school building immediately upon arrival to school.

Morning Procedures for Arrival- Students may not arrive on campus before 7:30 a.m. All car riders must be dropped off in the car rider area in front of the school. Students who arrive before 8:15 a.m. will report directly to the courtyard if not eating breakfast. Students eating breakfast must enter through lobby and be in line before 8:20. Late bus arrivals will be issued a pass to the cafeteria to get breakfast. Students will be released to 1st period from the courtyard and cafeteria by 8:15. Students are not allowed in the hallways before the 8:15 a.m. bell without a note from a teacher.

Once a student arrives on campus they may not leave without properly checking out from the front office. Any student that arrives on campus and leaves without properly checking out from the front office will receive disciplinary consequences. Student drivers leaving campus during lunch without permission can lose driving privileges. First period starts promptly at 8:25 a.m. Students not in their first period class at the 8:25 a.m. bell will be counted tardy. **Students arriving to school after 8:35 a.m. must sign in at the front office.**

Afternoon Procedures

All students will be dismissed at 3:30 p.m. to leave campus. Bus riders must report directly to the bus loading area. Drivers must report to the student parking lot. Student drivers cannot exit through gate 1. Car riders must report to the front of the building. Students who stay after school for detention or to participate in extracurricular activities must report directly to their designated area. Each group may not report to any other area. **All students must be out of the building by 3:35 p.m. unless they are supervised by a staff member, and must leave campus by 3:45 p.m. unless they are participating in an extracurricular activity. Students are not permitted to return to campus once they have left for the day unless they participate in an afterschool activity. Any car riders consistently past 3:45 p.m. will be assigned a bus.**

Attendance Protocols

Attendance Policy and Appeals

Please refer to the Carroll County School System's District Handbook for Students (page D3) for information regarding **Attendance Protocol Statement**.

Consequences for Students with Serious Attendance Issues at Villa Rica High School

The expectation for student attendance at Villa Rica High School is that students should have less than 5 unexcused absences per year. Students with serious attendance issues may result in the loss of privileges or other consequences.

Privileges include, but are not limited to:

- Participation and attendance in athletic activities
- Participation and attendance in after school activities
- Extracurricular field trips (i.e. class, club, or band)
- Pep Rallies/Assemblies
- Prom
- Driving to school

- Grade level activities
- Senior Field Trips
- Participation in Graduation Ceremony

Consequences include, but are not limited to:

- Saturday School
- Loss of Parking
- Attendance TEAM meetings
- Truancy Court

School Hours of Operation

Monday Through Friday 7:30am - 4:00pm

Villa Rica High School Bell Schedule 2019 - 2020

	Regular Schedule			Advisement Schedule
Report to 1st Period	8:15		Report to 1st Period	8:15
1st Period	8:25 - 9:21		1st Period	8:25 - 9:07
2nd Period	9:26 - 10:17		2nd Period	9:12 - 9:54
3rd Period	10:22 - 11:13		Advisement	9:59 - 10:35
4th Period	11:18 - 12:09		3rd Period	10:41 - 11:22
5th Period (Lunches)	12:14 - 1:37		4th Period	11:27 - 12:09
1st Lunch	12:09 - 12:31		5th Period (Lunches)	12:14 - 1:37
2nd Lunch	12:31 - 12:53		1st Lunch	12:09 - 12:31
3rd lunch	12:53 - 1:15		2nd Lunch	12:31 - 12:53
4th lunch	1:15 - 1:37		3rd lunch	12:53 - 1:15
6th Period	1:42 - 2:33		4th lunch	1:15 - 1:37
7th Period	2:38 - 3:30		6th Period	1:42 - 2:33
			7th Period	2:38 - 3:30

College & Career Blocked Class Periods

1st Block CCA (1st & 2nd Periods)	2nd Block CCA (3rd & 4th Periods)	3rd Block CCA(5th & 6th Periods)
8:25 - 10:17	10:22 - 12:09	12:31 - 2:13

ROTC at Central High School

1st Block - Bus leaves VRHS at 8:15

BYOT (Bring Your Own Technology)

Please refer to the Carroll County School System's District Handbook for Students (page D26) for information regarding **Technology-Acceptable Use by Students**.

Bus Conduct

Please refer to the Carroll County School System's District Handbook for Students (page D6) for information regarding **Bus Rules**.

Cell Phones and Electronic Devices at VRHS

The expectations for cell phone and other electronic device use in the classroom is that these devices will only be used for instructional purposes at the discretion of the teacher as indicated by red and green cards displayed in the classroom. RED cards indicate no personal technology can be used, while GREEN cards indicate personal devices can be used for instructional purposes.

In the event that a student violates the classroom cell phone/ technology usage policy, the teacher will direct the student to put the phone/technology away. On the second violation of the policy during a single class period, the teacher will ask the student to give the device to the teacher for the remainder of the class period. If the student submits to this directive, there will be no discipline referral. If the student fails to follow the directive, the teacher will enter a discipline referral and call the student's parent/guardian. Habitual violators will lose technology privileges at VRHS.

Board policy JCDA permits the administration of Villa Rica High School to view information and pictures in cell phones or other electronic devices.

***VRHS Administration reserves the right to revoke BYOT privileges due to technology misuse.**

Certificate of Enrollment for a Driver's License

Any student eligible for a Georgia Driver's license or a Georgia Learner's License must complete a Certificate of Attendance Form available in the Front Office. After completing a Certificate of Enrollment Form the student will leave the form in the Front Office. Office Staff will verify the student's residency, date of birth, school, and notarize the form. Forms will be available 48 hours after the initial request. A \$1.00 processing fee is required of all certificates of enrollment. A \$5.00 processing fee will be required of all students needing a second copy of this form.

Change of Student Information

Any time there is a change in a student's address, phone number, emergency contact, custody, or other information, it is the responsibility of the parent to notify the school. Contact Tanya Hall in the guidance office.

Chromebooks

Chromebooks are used in the classroom for instructional purposes and students are responsible for instructional materials and equipment used throughout the school year. If a chromebook is damaged it must be reported to the teacher immediately. If the damage occurred outside of normal use, the student will be required to pay for the cost

of repair or replacement of the item. Students will be prohibited from purchasing lockers or parking permits if fines have not been paid in full for damage to chromebooks. Unpaid fines will accumulate and must be paid before a graduating senior will be allowed to participate in the graduation ceremony.

Clubs and Organizations

Student participation in school clubs and organizations is voluntary. A list that includes the name, mission or purpose, faculty advisor, and planned activities of clubs or organizations in which students may participate is published below. If you wish to decline permission for your student to participate in a particular club or organization, please inform the school in writing. Written parental permission will be required prior to a student’s participation in any new club begun after the start of the school year.

Participation in a club encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects. Each of these organizations is expected to complete at least one school and one community project each school year.

Club Activities and Sponsors

Activities	Sponsors
Academic Decathlon	Cynthia Cox
Art Club	Carl Jordan
Band	Kevin Brown
Bass Fishing Club	Larry Jiles
BETA	Maggie Manley
Drama Club	Malik McCall
FBLA	Shayna Moses
FCCLA	Samantha Henderson
French Honors Society	Kathlene Gorman
History Club	Kellie Patterson
International Club	Jodi Ogden
International Skills Diploma Seal	Jennifer Harris
Key Club	Teresa Pope & Monica Chason
JROTC (Central High School)	Lt Col. Mike Washington
National Honor Society	Christal Zwingmann
Quiz Bowl	Sarah Triplett
S.A.D.D	Rick Parmer
STEM Club	Stephanie Miles
SGA	Elizabeth Tyson and Jodi Ogden
Show Choir and Chorus	Valyncia Hurd
Yearbook	Shayna Moses

Counseling Department and Support Services

The Villa Rica High School Guidance Department offers educational counseling, personal counseling, and career counseling. Staffed by three full-time counselors, the Guidance Department guides the registering of students into appropriate classes; works with the student’s advisors to insure inclusion of required courses for graduation; counsels with individual students about personal problems including peer interaction, parental relationships, and self-esteem; and provides information to students about testing, potential careers, and preparation for college and technical schools.

The **Partners Advancing Student Success (PASS)** coordinator works with at-risk students to assign mentors that provide positive social and emotional support by acting as role models for the students.

The **School Social Worker** will work with school personnel in locating and helping children whose social, economic, or emotional problems inhibit school success.

The **School Psychologist** will work with parents and school personnel in assessing and addressing the cognitive, social, emotional, and behavioral needs of students

The **School Resource Officer** will work with families and school personnel in addressing the safety and disciplinary needs of the school.

Discipline & Code of Conduct

Please refer to the Carroll County School System's District Handbook for Students (page D15) for information regarding the **Student Code of Conduct**.

In-School Suspension

Carroll County Schools takes the fundamental position that students are responsible for their own behavior and that learning to behave is a necessary and vital element in their education. Some behaviors disrupt the learning process and need to be referred to school administrators. The in-school suspension program is a form of suspension and is, therefore, reserved for serious behavior problems. It is designed to provide an effective means of discipline that removes the student from the classroom while maintaining the educational program and counseling services.

GOAL Program

The GOAL Program serves students who have committed offenses that would otherwise require them to be expelled from all school settings. Students in grades 5-12 may be brought before a disciplinary hearing and placed at the GOAL Program. A due process special education meeting may also place a student at this school. *****Any student who is enrolled at GOAL Program for the second semester of his/her senior year, due to disciplinary consequences, may not be allowed to participate in the Villa Rica High School graduation.*****

Display of Signs

All posters, signs, announcements, etc., must be approved by the administration before posting.

Delivery of Items to Students

When it is necessary for parents/guardians to bring items to school for students, such items must be delivered to the front office. These items will be given to the student during non-instructional time or at the end of the school day. Villa Rica High School will not accept delivery of food, flowers, balloons, gifts, or non-academic items for students for Valentine's Day, birthdays, or any other occasions.

Dress Code

Please refer to the Carroll County School System's District Handbook for Students (page D15) for information regarding **Student Code of Conduct**. Information specific to **Dress Code** can be found on (page D24).

Drug Testing

Please refer to the Carroll County School System's District Handbook for Students (page D7) for information regarding **Drug Testing of Students**.

Extracurricular Activities

VRHS Participation Requirements for Athletics and Extracurricular Activities

It is the expectation of Villa Rica High School that all coaches and sponsors will monitor the academic progress of their athletes/club members. They are expected to help these students remain successful in the classroom throughout the year. All students who participate in athletics or extracurricular activities are subject to random drug testing.

Athletics

The athletic programs at Villa Rica High School offer a variety of team and individual sports for both boys and girls. To participate as part of an athletic team, individuals must meet the eligibility requirements set forth under board policy, have a current physical on file at the school, and have all necessary forms signed by the parents. Physicals are provided for students free of charge once a year in the spring. If a student fails to take advantage of this free physical, he/she is responsible for getting his/her own. As with all school activities, permission to participate depends on overall good citizenship on the part of the student.

Certification of Eligibility

In addition to Villa Rica High School regulations, students must meet Georgia High School Association requirements. Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

- a. academic requirements
- b. age
- c. semesters in high school
- d. residence in the school's service area
- e. transfer rules

Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

- a. Enrollment is defined as follows:
 1. Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
 2. Spring Semester: when the student attends classes.
 3. A student may be enrolled in only one (1) high school at a time.
- b. The student must be in regular attendance.
- c. The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

Age Limit

To be eligible to participate in interscholastic activities, a student must not have reached his 19th birthday prior to May 1st, preceding his year of participation.

Limits of Participation

1. Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic tryouts, practices or games that indicate the students are physically approved for participation.
2. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

Athletic Staff

Athletic Director	Christian Hunnicutt and Jason Robinson
Athletic Administrator	Shawn Bissell

Fall Sports	Head Coach
Cheerleading Football	Anissa Weaver
Cross Country	John Poucher
Football	Christian Hunnicutt
Softball	Cody Skinner
Volleyball	Bianca Helton

Winter Sports	Head Coach
Cheerleading Basketball	Maegan Day
Basketball – Boys	Jason Robinson
Basketball – Girls	Tammy Norred
Wrestling	Cory Nix

Spring Sports	Head Coach
Baseball	Neal Hannah
Golf	Jeff Waldrop
Soccer – Boys	Matt Minor
Soccer – Girls	Tracey Coslin
Tennis – Boys	Nelson Spratt
Tennis – Girls	Nelson Spratt
Track - Boys	Neil Strickland
Track - Girls	Jessica Gilbert

Band Program

Villa Rica High School offers its students the opportunity to be part of a competitive band program. The band participates in numerous music festivals during marching season, performs at VRHS football games, presents concerts during concert season, and takes part in district and state musical competitions

Student Activities

All students are encouraged to participate in areas in which they have a talent or an interest. Competitive activities such as athletics, literary, band, and chorus carry enrollment, attendance, and academic requirements. *The administration has the authority to prohibit any student's participation in non-instructional activities on the basis of behavior and attendance.*

Class Organization - Each grade has its own faculty sponsors and elected class officers. Officers are elected during the fall of each school year. Class activities and events are planned through these officers.

Senior Privileges- Students can look forward to special status during their senior year. These senior privileges reflect the school's philosophy of earned self-responsibility. However, these privileges may be lost due to disciplinary or attendance issues. The following criteria must be followed in order for a senior to be allowed to participate in any senior privilege activity:

- Seniors must be passing all of classes at the allotted time for the activity
- Seniors may not have a behavior referral and must be passing all classes during the current semester in order to attend senior field trips.

Faculty and Staff

Email Contact: firstname.lastname@carrollcountyschools.com *Department Chair

<u>English</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>
Steve Bilski	Janene Browning	Kimberly Aderhold	Tracy Coslin
David Butler	Jillian Collins	*Annie Butler	Maegan Day
Cynthia Cox	Kendra Garmon	Chelsey Castings	Tim Garza
Madenline Hayes	Carol Kaylor	Melissa Cox	*Jennifer Harris
Maggie Manley	Jordan Lee	Monica Chason	John Hart
Shannon Pounds	*Robyn Porter	Stephanie Miles	Courtney McGhee
*Emily Tucker	Erin Matthews	John Poucher	Kellie Patterson
Lee Tucker	Sarah Triplett	Nelson Spratt	Teresa Pope
Elizabeth Tyson	Chris Valentine	Helen Young	Lori Sidenbender
Anissa Weaver	Terri Lynn Valentine	Christal Zwingmann	
Sunshine Yarbrough	Scott Walker		
	Leigh Wynn		
<u>CTAE</u>	<u>Fine Arts</u>	<u>Foreign Language</u>	<u>PE</u>
Wade Bailey	Kevin Brown	Annie Cleveland	Jessica Gilbert
Neal Hannah	Valencia Hurd	Kathlene Gorman	Christian Hunnicutt
Emily Little	*Carl Jordan	*Jodi Ogden	Cory Nix
*Shayna Moses	Malik McCall	Bryce Sailors	Tammy Norred
		Kelsey Sosa	Rick Parmer
<u>Special Education</u>	<u>Office Personnel</u>		Darryl Roach
Russell Bennett	Beth Butler	<u>Support Staff</u>	Jason Robinson
Beau Brummett	Caroline Cheely	Temekia Cheely, PASS	Cody Skinner
Jeana Campbell	Pam Davidson	Chris Rowan, SRO	Neil Strickland
Shelby East	Tanya Hall	Emily Lamb, Speech	
Bianca Helton	Jamie Jiles	Michelle Moore, SRO	
Tinisha McKay		Shelly Kegley, Nutrition	
Matt Minor		Pam Kinnebrew, SSW	
David Norred	<u>Media Specialist</u>	Beverly Kirk, Nurse	
Jennifer Rice	Laura Evans	Alonzo Wyatt, PASS	
*Kristina Richardson		Brittany Latimer, Nurse	
Lindsey Sutton			
Heather Williamson			
David White			

School Fees - All fees are non-refundable

The following items and services are offered to Villa Rica High School students:

Locker Maintenance Fee	\$15 for the year (No sharing of lockers)
Parking Maintenance Fee	\$40 per year or \$25 after first semester
Senior Fees	\$130 must be paid by the end of February. Late fees begin March 1st.
Prom Fees	Begin at \$130 in August, then increase throughout the school year.

Field Trips

When deemed appropriate, field trips may be used to supplement curricular and instructional activities. All field trips must go through an approval process with the school Principal and District Office. Students may participate in field trip activities if they are involved in the courses associated with the planned field trip if it is approved by their parent/guardian and teachers. Field trips will require appropriate funding through participants fees.

Final Exams

Beginning with the 2019-2020 school year, all teachers will administer a cumulative semester assessment in December and May. This assessment may be a common final exam or a common performance-based assessment that has been designed by the content team and will be administered during the published final exam schedule.

No students are allowed to exempt the first semester assessments. The leadership team will determine the exemption policy for second semester.

Food and Drinks

Purchases at the vending machines will not be allowed during the instructional period. It is up to each teacher to determine whether or not food/drinks are allowed in a classroom. No fast food from commercial establishments will be permitted on campus without the permission of the administration. It may not be brought in by students, nor may it be delivered to students. If a student is found to be in possession of fast food it will be taken up. No food or drink items may be sold on campus without following proper fundraising procedures and approval of the principal.

Graduation

In September 2007, the State Board of Education passed a new set of graduation requirements that will assure Georgia's high school students graduate college and are work ready. The rule was revised in conjunction with the implementation of the new Georgia Standards of Excellence in English, Mathematics, Science, Social Studies, as well as electives. The new curriculum and the new graduation requirements will help students graduate from high school with the knowledge and skills they need to be successful in college and the workplace. *****Any student who is enrolled at GOAL Program for the second semester of his/her senior year, due to disciplinary consequences, may not be allowed to participate in the Villa Rica High School graduation.*****

Valedictorian/Salutatorian- The class Valedictorian is the senior honor graduate with the highest class ranking as determined by the cumulative grade point average. The class Salutatorian is the senior honor graduate with the second highest class ranking as determined by the cumulative grade point average. These calculations will be determined at the end of the third grading period for on-campus students. Calculations for students in a postsecondary option program will be calculated through the completion of their final grading period prior to the end of Carroll County's second semester. Grade point average will be calculated through ten thousandths of a point. Carroll County Board Policy IDCG explains a tiebreaker process if two students have the same GPA. Students must attend a full senior year at the school of graduation to be named valedictorian or salutatorian. Students engaged in postsecondary options or early admission must attend at least one course each semester of the senior year at the school of graduation. Transfer credit used for determination of class ranking shall be accepted only from high schools accredited by a regional accrediting agency.

Honor Graduate- The term *honor graduate* signifies academic excellence based on the total high school record. Students who maintain a 3.5 or higher weighted GPA at the end of the 3rd grading period of their senior year will be designated as honor graduates.

Carroll County Scholar- See Carroll County School System Navigator for graduation requirements and awards based on the year student enters 9th grade.

Diploma Endorsement Seals

Fine Arts Endorsements Seal- A student is eligible for a Fine Arts endorsement seal if four (4) units of fine arts are earned.

CTAE Endorsement Seal- A student is eligible for a Career, Technology and Agriculture Education endorsement seal by completing four (4) units with three (3) of the four (4) units in the same career concentration area.

International Skills Diploma Seal - A student is eligible for the International Skills Diploma Seal when they complete three years of the same foreign language, 4 classes with an international focus, 20 hours of global community service, a minimum of four multicultural experiences, and a capstone presentation.

Hall Passes

During class time, any student out of their regular scheduled class must possess an official school hall pass signed appropriately by a teacher. Students will not be allowed to leave class during the instructional period except in cases of emergency, instructional purposes, or when called by the office. No hall passes will be issued to make purchases from the vending machines.

Lockers

All student lockers are the property of Villa Rica High School and are subject to search by school authorities at anytime. Students will be prohibited from purchasing a locker if they owe any fines. For the use of a locker, students may pay a locker maintenance fee of \$15.00 for the year to be paid by cash, check, or money order. Students are reminded to:

1. Use the locker assigned. No trading or sharing. You are responsible for the locker contents.
2. Do not bring valuables to school. The school is not responsible for personal property.
3. Keep your combination a secret. Make sure your locker is closed and locked.
4. Keep your locker clean inside and out.
5. Jamming locker mechanisms, trading lockers, vandalism, etc., may result in disciplinary action and/or restitution.
6. Students are not allowed to put any adhesive (stickers, signs, tape, etc) on their locker.

Lost or Damaged Books

Students are responsible for all books and equipment assigned throughout the school year. If something is misplaced or stolen, it should be reported to the issuing teacher or coach immediately. If it is not found or returned then the student must pay the cost of replacing the item. VRHS is not required to issue any textbooks until past lost/stolen/damaged books are paid for or returned. Students will be prohibited from purchasing lockers or parking permits if fines have not been paid in full for textbooks and/or library books. Unpaid fines will accumulate and must be paid before a graduating senior will be allowed to participate in the graduation ceremony.

Media Center

The Villa Rica High School Media Center provides instructional support for the entire school curriculum. With this objective in mind the media center is open to students, faculty, and parents from 8:00 a.m. until 4:00 p.m.

Medications

Please refer to the Carroll County School System's District Handbook for Students (page D8) for information regarding **Medication Guidelines**.

Messages to Students from Parent/Guardian ~ Emergencies

The office will call parents in case of emergencies such as illness or injury. The office will deliver important messages from parents to students during the school day. However, parent calls should be held to a minimum to avoid class disruptions.

Moment of Silence

Georgia Senate Bill 396 requires that each public school classroom at the opening of school each day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise.

Parking Rules and Regulations (On Campus)

**Villa Rica High School
2019-2020 Student Parking Rules**

Parking Rules and Regulations (On Campus)

On campus student parking is a privilege provided to students by the Carroll County School System and as such is subject to certain rules and regulations. On campus parking is \$40 per year.

1. Students must have a valid Driver's License.
2. Vehicle must have a valid license plate and registered to an immediate family member. It is the student's responsibility to update registration if a new car is driven on campus.
3. Students must show proof of valid insurance coverage.
4. Students must purchase a permit before driving on campus.
5. Parking permits must be hung on the rear view mirror so that it is clearly visible.
6. Students must park in a numbered space at all times (exception: gravel lot).
7. Designated parking area may not be changed without permission.
8. Parking permits may not be given, shared, copied or sold to other students.
9. Vehicles must be operated in a safe and proper manner at all times.
10. Speed limit is 10 mph on campus.
11. Student parking is located in the back of the campus. Only Dual Enrollment is allowed to park in the side of the North College and Career building. If the Dual Enrollment area is full when you arrive at school, please park in the back student lot.
12. Students may not sit in their vehicles or loiter in the parking lot.
13. Students are responsible for making sure no items are brought to campus in their vehicles which are prohibited on school property.
14. Students consistently absent to first period or tardy to school may result in loss of parking privileges and/or administrative consequences.
15. All students who drive to school are subject to random drug testing. Parking privileges will be suspended and/or revoked in the case of a positive drug test.

16. Any violation of these, or any other safety rules, could result in disciplinary action such as, but not limited to: warning, fine, towing of vehicle, suspension or revocation of permit, or a combination of these actions.
17. Students may have parking privileges suspended or revoked for disciplinary reasons at the discretion of the school principal or his designee in keeping with the Student Code of Conduct.

Phone Use - School Phones

The office phones are to be used by office personnel only. In an emergency situation, office personnel will make calls to contact parents. Those calls will only be made if the student presents a signed pass from his/her teacher.

Pledge of Allegiance

In accordance with Board Policy JIB each student in Carroll County shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day.

Privacy Rights of Parents and Students

Federal law regulates access to and release of student records. The school must provide parents of students access (within a reasonable length of time) to official records directly related to students and an opportunity to challenge the accuracy of appropriateness of such records. Except in certain circumstances, the release of student records requires signature of a parent or legal guardian. For further information, contact the Guidance Office.

Federal law requires school systems to release student names, addresses, and telephone numbers to military recruiters and recruiters from institutions of higher education unless parents specifically object. If you do not want this information released, you must notify the school in writing.

Prohibited Items

Possession of drugs, weapons, and alcohol is prohibited and will result in a request for a disciplinary tribunal hearing. In addition, clothing or other personal effects that refer in any way to prohibited items may not be displayed. Students may not display any item which relates to gangs, inappropriate or obscene subjects, or which may be of an inflammatory nature. Other prohibited items include electronic devices not for instructional use, electronic games, cameras, playing cards, large or heavy chains, spiked jewelry, electronic cigarettes/vaporizers, and any other items that are deemed by VRHS administration as having the effect of interfering with the orderly academic environment.

Prom - Junior/Senior Prom

Any student of Villa Rica High who has paid his/her Prom fees and is a Junior or Senior by the beginning of the second semester of the current year is eligible for the Junior/Senior Prom. Prom guests must be 14-20 years old and either be in high school or have attended high school previously. Guest names and approval form must be submitted to the Junior Sponsor at least two weeks prior to prom.

***It is important to note that prom attendance is a privilege. Students should be aware that they can lose this privilege as a consequence of behavior or attendance issues and fees will not be refunded. For example, students who are assigned OSS through the date of the prom will not be able to attend and their fees will not be refunded. VRHS administration also has the right to deny access to anyone they believe could pose a threat to the safety and security of the event.

*For information regarding Junior/Senior Prom please contact Mrs. Jodi Ogden

Report Cards

Report cards are issued at the end of each of the four grading periods during the school year. At the midpoint of each grading period, a midterm report is issued to show the student's progress within a grading period. The grading scale for all subjects in grades 4-12 will be as follows:

90-100 = A

80-89 = B

70-79 = C

69 and below = F

Request for Homework

A student who will be out three or more consecutive days may contact Mrs. Jamie Jiles at (770-459-5185) to request homework assignments for the period of time the student will be absent. The teachers must have twenty-four hours notice to send assignments to the front office. Upon the student's return to school the student is expected to make arrangements with the teacher within three school days for the completion of the work.

Saturday School

Students may be assigned Saturday School for academic, attendance, or disciplinary reasons. Saturday school is held once or twice a month in the media center at VRHS from 9-12. Students will have paperwork to have signed by a parent when they need to attend Saturday school. Saturday school provides students the opportunity to work on missed assignments or assignments they previously completed but need to redo.

Schedule Changes

Schedules are to be followed as printed. A request for a schedule change should be made through the guidance department and completed by the end of the first week of each semester. Teacher preference will not be a consideration for schedule changes.

Advanced Placement (AP) students will remain enrolled in AP courses for first semester. Administrative approval is required to drop an AP class after first semester.

School Advisory Council

Parent, students and community support is an important component of successful reform. Local school councils were created by law in Georgia to involve teachers, parents and businesspersons in local school issues focusing on student achievement.

School Safety - Drug-Free School Zone

It is the intention of the Carroll County Board of Education, the administration, and the staff to keep VRHS a drug-free school zone. Because the use of alcohol and illicit drugs is wrong and harmful, their possession and use will not be tolerated on campus or at any school activity. Students are encouraged to contact the counselor's office for information related to drug and alcohol counseling. In addition, the Georgia Helpline is available through the Governor's Commission on Drug Awareness and Prevention: 1-800-338-6745. All callers remain anonymous.

School Nutrition Program

The Villa Rica High School lunchroom offers nutritional meals to students at breakfast and lunch. Breakfast is served each morning from 7:50 – 8:15 A.M. Students will not be allowed to remain in the lunchroom after completing their breakfast. All students should exit the lunchroom by 8:15 A.M. each morning. Students who are car riders will not be allowed to enter the cafeteria after 8:20 A.M. Eating breakfast is not an excuse for being late to class.

Students will be required to use their student identification number to eat school meals. Failure to have a student ID number may result in having to pay the full price of the meal or bringing a lunch from home. Each student will have an individual account in the school food service program in which parents or students may deposit money for school meals. Money may be deposited on a weekly, monthly, or semester basis.

Students will be able to purchase extra food items such as fruit juice drinks or additional entrees when they purchase lunch. **No fast food from commercial establishments will be permitted on campus or in the lunchroom.**

Special Education Services

The Board of Education will provide a free and appropriate education for all students whose parents or legal guardian reside within the school system boundaries. Each special needs child will be placed in a program appropriate to what the child needs based upon eligibility requirements as determined by the special education placement process.

Student Advisement

The advisement program in Carroll County Schools is a cooperative venture between the professional staff members and students. Advisors fill out and update a graduation checklist form with each advisee each school year. The checklist indicates the units earned toward a diploma as well as the units needed.

Information on career and educational goals is also provided to students. Options for meeting these goals and graduation requirements are discussed. Parents are asked to become familiar with course requirements and stay aware of their son's/daughter's progress in his/her academic career at VRHS. It is our aim to ensure that each student receives appropriate advisement so that the students receive the greatest possible benefits from the curriculum.

Tardy Consequences to the Same Class

For the purpose of this tardy policy, a tardy will be defined as a student who is not inside the classroom when the tardy bell begins to ring.

- 1st tardy Warning
- 2nd tardy Warning
- 3rd tardy Parent Contact
- 4th tardy Teacher Detention/Parent Contact
- 5th tardy After School Detention/Teacher contact parent
- 6th tardy After School Detention/Teacher contact parent
- 7th tardy After School Detention/Teacher contact parent
- 8th tardy Behavior Referral, Administrative Parent Contact, ISS
- 9th tardy Behavior Referral, Administrative Parent Contact, ISS
- 10th tardy Behavior Referral, Administrative Parent Contact, ISS

Chronic Tardiness could lead to loss of school privileges. Tardy Consequences start over at the beginning of each semester.

Testing

Frequently Asked Questions for the Georgia Milestones Assessments

1. What classes will have a Georgia Milestones Assessment?

- a. Ninth Grade Literature and Composition
- b. American Literature and Composition
- c. United States History
- d. Economics
- e. Algebra 1
- f. Geometry
- g. Physical Science
- h. Biology

2. Are the Georgia Milestones Assessments optional and can I exempt them?

- a. The Georgia Milestones EOC exams are mandated by the state of Georgia. In order to receive credit for the class, the student is **required** to take the EOC exam.

3. Does the Georgia Milestones affect my final course grade?

The EOC is important because it is weighted for 20% of the final grade for the semester. Semester exams are not the same thing as an EOC exam.

Transportation

Riding the bus is a privilege. Students may lose the privilege at any time for disruptive or unsatisfactory behavior. All students being transported are under the authority of the bus driver and must obey his or her requests. Bus drivers will make disciplinary referrals to a school administrator. School rules also apply to bus riding. Bus transportation is provided to students within each school attendance zone. Students may not be transported across attendance zones. For information about specific routes and times you may call (770) 834-3346. All bus transportation changes must be requested in writing from the parent and must be made before 12:00 P.M. in the front office.

Students who are transported by car may not arrive earlier than 7:30 A.M. and must be picked up by 3:45 p.m. Students may not remain on campus to watch extracurricular practices.

Vaping

Carroll County Schools has placed an emphasis on eliminating vaping in our schools. The following discipline will be assigned for students who are found to be vaping or in possession of a vape.

1st Offense- 3 days ISS and behavior contract

2nd Offense- 3 days OSS

3rd Offense- Request for Tribunal

Visitors

Please refer to the Carroll County School System's District Handbook for Students (page D29) for information regarding **Visitors to School**.

All visitors, including parents, are required to report to the front office before going into the building or any part of campus. A photo ID will be required to receive a visitor's permit. Students from other schools may not visit VRHS without prior approval from the principal. Any person who is not a current VRHS student or an employee of Carroll County Board of Education found on school property without a visitor's pass is subject to criminal trespassing charges.

Withdrawal Procedures

Twenty-four hours before the last day of attendance of a student, the parent must request withdrawal forms. The forms will be given to the parent after the student's last day enrolled in a Carroll County school if all fines have been paid and all textbooks and library materials returned. If a student does not obtain withdrawal papers, the student will be counted unexcused absent until notification of enrollment in another school is received (See Driver Responsibility Act).

Work Permits

Work permits are available in the Main Office with 24 hour advance notice. See Front Office for work permits.