

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



I

The Giles County School Board is committed to nondiscrimination with regards to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator  
Assistant Superintendent of Curriculum  
151 School Road  
Pearisburg, VA 24134  
(540) 921-1421 X16

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

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

6/2022

SPARTAN HANDBOOK

ALMA MATER

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

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

**CLASS OFFICERS 2022-2023**

**President** . . . . . **Josh Midkiff**  
**Vice-President** . . . . . **Jazzy Harris**  
**Secretary/Treasurer** . . . . . **Trevor Rodes**  
**Reporter** . . . . . **Joshlyn Williams**  
**Historian** . . . . . **Skyler Clark**

**Giles High School Mission Statement**

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

\*\*\*The Giles High Handbook is up to date on policies published by the Giles County Policy Manual A - K, June 30, 2022.

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### **LETTER FROM THE PRINCIPAL**

I would like to take this opportunity to express my extreme gratitude and appreciation for the support and hard work GHS faculty and staff provided throughout the 2021-2022 school year. I would also like to thank our students for working hard toward educational and social goals. I am proud to share that GHS exceeded testing goals last year, which is impressive, knowing all the hurdles that had to be overcome since March of 2020. Your hard work paid off! I look forward to working with students, parents, community members, faculty, and staff throughout the upcoming school year. I am ready to embrace another year filled with positive change. We are eager to welcome our students back to Giles High School and fill our halls with Spartan Spirit. We will continue to strive in all areas, achieving excellence across the board.

Giles High will have several new faces, and we look forward to introducing our new hires and sharing our Spartan Spirit. I anticipate the continued growth of positive energy throughout our building.

I am proud to share some highlights for this new school year. Please take notice of our facility upgrades. Our tennis courts and gym floor have been upgraded and shine with Spartan Pride. We are looking forward to our newest winter athletic program, wrestling, and anticipate great success with this program. We hope to continue addressing areas of need within the athletic department; however, athletics is not our only area of focus at Giles High School. Our fine arts program is excited about developing new ideas, addressing areas of need, and increasing interest in these programs. We reintroduced our Theater Club, which proved to be a great success, and led us to return Theater to our course offerings. We are in the process of creating additional club opportunities, revamping current clubs, and planning to be more involved in community service projects. In addition to our educational and extracurricular improvements, Giles High School has developed a Kindness Closet, which is filled with a variety of items to address multiple needs of our students and families. Giles High School would like to extend a helping hand, whenever possible.

In addition, Giles High School is pleased with our partnership with the Giles County Tech Center, New River Community College, and the Southwest Virginia Governor's School because of all the opportunities our students have by utilizing these programs. We look forward to continuing our partnerships, growing together, and maximizing offerings and programs that will meet the needs of our students.

We will begin our school year by identifying areas of need that our students may be experiencing as a result of the previous months' academic challenges. Giles has created built-in tutoring and remediation programs, revamped Basic Skills courses, and developed a strong Student Assistance Team; overcoming academic and social challenges will be our top priority. We will work with parents and teachers to create opportunities to ensure every student has access to resources and support throughout the school year. Together, we will continue to overcome the educational setbacks that have hindered us because of the pandemic.

Truly, we are committed to the success of our students and building strong relationships with parents and community members to ensure every student has the opportunity to excel academically and personally. Your support is crucial to the success of our students, and we look forward to working with you to create a safe and supportive environment as we move forward together.

Please know that everyone at GHS is committed to the success of your child. We are excited about the new school year and look forward to working with you. Together, we can make Giles High School the heart of our community.

I hope to see you soon!

Shelly Boggess

Principal Giles High School

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### **ACCIDENTS**

All accidents should be reported to the main office immediately, and the nurse will complete the necessary form (SB159) at the time the incident is reported.

### **ACTIVITIES**

#### ***BAND***

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

***BASEBALL***- Spring sport. Team fielded on JV and Varsity level. **TBD**

***BASKETBALL***- Winter sport for boys and girls. Boys' and girls' teams are fielded at the middle school, JV, and Varsity levels. **Mr. Cooper & Mrs. K. Lucas**

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

***CREATIVE WRITING*** - VHSL Activity open to high school students. **Mrs. Jennings**

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

***FOOTBALL***- Teams are fielded in the fall on Middle School level, Junior Varsity, and Varsity levels. **Mr. Williams**

***GOLF***- Fall sport. Team fielded only on Varsity level. **Mr. Moye**

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

***SCHOLASTIC BOWL***- Academic team competition through VHSL. **Mr. Dalton**

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

***SOCCER*** - Spring sport. Teams fielded only on Varsity level. **Mr. Miller/Mr. Malik**

***SOFTBALL***- Spring sport. Team fielded only on JV & Varsity level. **Mr. Snyder/Mrs. Rhodes**

***STUDENT COOPERATIVE ASSOCIATION (SCA)*** Every student at Giles High is a member of the Student Cooperative Association. The officers of SCA are elected in the spring; representatives are elected from homeroom. Student Council meets during a regular class period once each nine weeks and may have special meetings at any time. Since every student at GHS cannot attend the council meetings, it will be the responsibility of the representatives to report SCA activities to their classmates. When it comes time to vote, be sure to vote wisely and elect a hard worker. **Mr. A. Frazier**

***SWIM*** - Winter sport. Team and Individual events. **Mr. Mahaney**

#### ***SYMPHONIC CHORALE & WOMEN'S CHORUS***

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

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**TENNIS** - Spring sport. Team fielded only on Varsity level. **Mr. Weddle & Mrs. Vaden**

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

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

**WRESTLING** – Winter sport. **Mr. Burns**

### **ANNOUNCEMENTS**

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

### **ASSEMBLIES**

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

### **ATHLETES**

- Student athletes must be present at school (with a valid excuse) by mid-day to participate in an after school activity on that same day.
- **Students assigned to ISS/OSS will not be permitted to participate in any after school activity on the day serving ISS/OSS. They may not practice or participate in after school activities, including games, tryouts, practices, or scrimmages, or attend any activity until suspension is completed.**
- Students must have passed a minimum of five classes the preceding semester and are currently taking at least five classes to be eligible to participate in a VHSL activity.
- Students and their parents should familiarize themselves with NCAA requirements to participate in college sports; they have listed suggested/required coursework. Keep in mind, waiting too long to notify guidance of your desire to be on this track is your responsibility.

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**ATHLETIC DIVISIONS**

Giles High School competes in the Mountain Empire District and has been assigned by VHSL to Region 1C.

**Mountain Empire District**

AUBURN GALAX	BLAND FORT CHISWELL	GEORGE-WYTHE GRAYSON COUNTY	GILES
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**REGION 1C**

AUBURN GALAX CRAIG HIGHLAND	BLAND FORT CHISWELL EAST. MONT PARRY McCLUER	GEORGE-WYTHE GRAYSON COUNTY COVINGTON	GILES NARROWS BATH
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**ATHLETIC PROGRAM - ETHICS, SPORTSMANSHIP, AND INTEGRITY**

The School Board recognizes the value of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in School Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The School Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

Adopted: September 17, 1996  
Revision: September 24, 2002 (Cross Ref. Only)  
Revision: April 11, 2013

**ATHLETIC PROGRAM - NOTICE TO SPECTATORS**

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

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

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- Failure to conduct yourself in a positive way shall result in exclusion to attend school activities and result in a No Trespassing order. There may or may not be a warning.
- No Tobacco products including Vapes, No Alcohol, and No unauthorized animals will be allowed on school property.

Consult the Giles County Public Schools Activities Handbook, revised May 19, 2020 for additional information about activities/athletics.

Consult the Division's Athletic Handbook for other Guidelines

### **ATTENDANCE -**

#### *SECONDARY SCHOOLS*

Students are permitted no more than twelve class absences total if on a seven period day. Absences beyond this may result in no credits being issued for classes.

Students may be required to repeat classes when they have exceeded the attendance requirement, unless this policy is waived for them.

#### Procedure

1. Parents are encouraged to call their child's school on days of an absence. Upon returning to school after absences, students must submit to the principal or his designee a note signed by a parent or guardian giving the reason(s) for the absence. Giving the reason(s) for the absence is important should a request be made for waiver of this policy. Failure to provide a signed note may result in action by the principal.
2. School personnel will make telephone calls to the homes of absent students each day and maintain a log of this contact including time, date, and reason for absence.
3. Once the principal is notified of absences, he will ensure that letters and the attendance policy and procedure will be sent to parents or guardians on at least the student's third consecutive absence or for a total of five scheduled school days per month or an aggregate of seven scheduled school days per school calendar quarter, whichever occurs sooner.
4. Compulsory attendance procedures to be followed by administrators:
  - A. Upon Fifth Absence Without Parental Awareness and Support If (1) a student fails to report to school for a total of five scheduled school days for the first school year and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such a plan shall include documentation of the reasons for the pupil's nonattendance.

Upon Sixth Absence Without Parental Awareness and Support If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parents, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.



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Upon Additional Absence Without Parental Awareness and Support Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228 or (ii) instituting proceedings against the parent pursuant to §18.2-

371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

### Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code Section. B. Verified/documented absences. Schools will send letters home to parents/guardians to notify them of the number of days absent. These will be sent home on the 3rd, 6th, and 9th days at the high school level (traditional scheduling). For schools on block scheduling, letters will be sent home on the 3rd, 5th, and 7th days of absence.

5. Students enrolled in alternative education programs may be exempt from the minimum 160 days of classroom attendance. Students enrolled in the Giles County Alternative Education Program and a non-diploma program approved by the School Board may be provided a waiver of the 160 day requirement. The Superintendent shall provide procedures to address the availability of such waivers.

### Consequences

Should a student not meet the expectations of the attendance requirements of FILE: JED the following options will be considered:

a. Students will be required to repeat classes. b. Students may not be issued credit for classes. c. A waiver or delayed decision may be requested by the parent or guardian giving the reason(s) for the absence. d. Court action requested for habitual offenders of the ATTENDANCE Policy.

### Waiver Options

A waiver to FILE: JED (revised 6/30/22) may be granted by the school under the following conditions:

a. Acceptable documentation provided to the administration. b. The consensus of the attendance committee (classroom teacher(s), guidance counselor, and the principal) approves a waiver. c. A delayed decision which is supported by a majority of the faculty working with the waiver applicant. d. The principal has the authority to grant a waiver based on individual circumstances.

### Waiver Procedures

1. Should a waiver need to be considered for a student who has not provided sufficient documentation to the administration, the parent or guardian must request such a waiver in writing to the principal, giving the reason(s) for the absence(s).  
2. The principal shall ensure that each teacher working with the waiver applicant has an opportunity to provide input regarding the decision. The input may be through a committee process or may be through a written document. If a

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written document is utilized to obtain teacher input, it shall be done in such a manner where the professional decision of the teacher will be held in confidence, until such time that the decision has been made regarding the waiver.

3. Once a decision is made, it will be communicated to those involved faculty members and parents.
4. Should a waiver not be granted, the parent or guardian may appeal the decision to the Superintendent or his designee, then subsequently to the School Board. A waiver decision may be granted without further consideration by the Superintendent or School Board.
5. Students whose absences exceed FILE: JED requirements and no waiver or delayed decision is granted will be denied credit for the class.
  
6. If a student is enrolled in an alternative program (Giles County AEP), it will be the responsibility of the AEP Lead Teacher to recommend an attendance waiver to the principal, if applicable.
7. If a student does not attend a GED preparation class or alternative program specifically developed at the high school level during a period of three weeks, he/she will be dropped from enrollment and the principal will consider releasing the student from compulsory attendance. It is the responsibility of the school principal, in conjunction with the program teacher, to monitor the student's attendance and participation.

Issued: June 10, 2003 Revised: Pages 2, 3, and 6 Only, September 2003. JED policy, revised 6/30/2022.

### **ATTENDANCE - ATTENDANCE PROCEDURES (GHS)**

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

### **ATTENDANCE AND ACTIVITY PARTICIPATION**

- If you miss 3 periods, you may not attend or participate in any school sponsored event scheduled for that day unless the absence is a verified excused absence (Note from Doctor, Dentist, Court Officer, etc.) A death in the immediate family may be accepted based on the principal's evaluation of the situation.

### **ATTENDANCE - LEAVING DURING THE SCHOOL DAY**

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

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- Students may not participate in after-school activities if they check out and do not check in the same day without having professional documentation, and the principal approves.

### **ATTENDANCE - NECESSARY CLASS MATERIALS**

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

### **ATTENDANCE FOR SCHOOL SPONSORED TRIPS**

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

### **ATTENDANCE - TARDY POLICY:**

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

1<sup>st</sup> Tardy – Verbal warning

2<sup>nd</sup> Tardy – Written warning/Parent Contact

3<sup>rd</sup> Tardy – 1 day ISS

4<sup>th</sup> Tardy – and every tardy after the 4<sup>th</sup> tardy – Office Referral – 2 days ISS

Repeated offenses: Additional days ISS and possible loss of driving privileges.

### **Tardy to Class:**

1<sup>st</sup> Tardy – Verbal warning

2<sup>nd</sup> Tardy – Written warning & Parent Contact by Teacher

3<sup>rd</sup> Tardy – Parent Contact by Administration & 1 day ISS

4<sup>th</sup> Tardy and every tardy after the 4<sup>th</sup> tardy – Office referral – 2 days ISS and up to 3 days ISS for repeated offenses

### **ATTENDANCE - TIME OF SCHOOL**

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

### **ATTENDANCE ZONES**

#### **Residents of Attendance Zones (9-3.1)**

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

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

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

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**BELL SCHEDULE 2022-2023**

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

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### **BUSES**

Students are reminded that while waiting for the bus they are to stay at the school entrance or directly in front of the school building and not to go beyond the walk when buses are arriving.

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

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

Rules for student conduct are posted in the front of each bus. Students are expected to act in a mature fashion while on the bus. The same conduct as in the classroom will be expected. Failure to obey the bus driver may result in ISS and/or loss of bus-riding privileges.

Giles High School will follow all procedures of policy JFCC-R in reference to student conduct on buses.

### **CAFETERIA**

**Student's price for breakfast: \$1.75 - Adults: \$ ala carte pricing**

**Student's price for full lunch: \$2.50; Adults: \$ ala carte pricing**

Student safety prohibits GHS from allowing students to leave school grounds during lunch periods.

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

Students are permitted to bring lunch from home provided they eat in the cafeteria.

Students are expected to treat all food service personnel courteously and respectfully.

Students are expected to walk into the lunchroom and wait patiently and courteously in the lunch lines. Students are expected to take their trays to the dishwashing room when finished with their meals. Tables are to be left in a neat and clean manner.

All food is to be eaten in the cafeteria.

Students are permitted to use the restrooms at the top of the cafeteria stairs only during their lunch period.

Students are to stay in the cafeteria.

### **CHANGE OF ADDRESS**

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

### **CIVIL DEFENSE**

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

Should immediate protection be necessary. Students will exit the classroom in accordance with posted directions. Further directions will be given by the principal or the teachers.

### **CLASS FEES/SCHOOL FEES**

**Art Classes: Fee \$20.00**

**All other FAC's Classes - \$7.50**

**PE Uniforms: \$20.00**

**Behind the Wheel: \$150.00**

**Lock Rental \$2.00/\$5.00 if lost**

**Band: \$10.00 Chorus: \$20.00**

**Guitar Fee: \$10.00**

**AG/SHOP Classes: \$7.50**

**Parking Fee: \$20.00**

**Gym Locks: \$2.00/\$5.00 if lost**

### **CLOSING OF SCHOOLS FOR WEATHER**

Stations carrying school-closing information include K-92, Q-99, and WPSK. School closings will be televised on Channels 7 and 10 in Roanoke and Channel 6 in Bluefield. Call SBO 540-921-1421 or sign up for the text message services to get more immediate information. "**Virtual Snow Days**" will be counted as normal school days when implemented.

## SPARTAN HANDBOOK

### **CLUB MEETING DATES**

Club dates will be as follows: 2nd Wednesday except Clubs do not meet in December, January, April, and May. These dates are subject to change because of calendar change, inclement weather, etc.

### **DATES MAY BE SUBJECT TO CHANGE**

1 <sup>st</sup>	Club day – Wed. Sept. 14, 2022
2 <sup>nd</sup>	Club day – Wed. Oct. 12, 2022
3 <sup>rd</sup>	Club day – Wed. Nov. 9, 2022
4 <sup>th</sup>	Club Day - Wed. Feb. 8, 2023
5 <sup>th</sup>	Club Day - Wed. Mar. 8, 2023

### **CLUB MEETING DAY INFORMATION**

After the 1<sup>st</sup> club meeting, a copy of the club's purpose (objectives, etc.), goals, project (s), and means of financing must be turned in to the Assistant Principal by **September 16, 2022**, for administrative approval. This must be accomplished before the clubs can meet again.

Clubs will meet for (40) forty minutes.

Students may belong to (2) two clubs that meet during club day – one club from the a.m. schedule and one club from the p.m. schedule. The SCA and National Honor Society do not count as one of these two clubs.

A student may not participate in any club or meeting until dues are paid in full. Students accepting the responsibility to fundraise are personally responsible for any loss or theft.

### **CLUB MEETING DAY SCHEDULE**

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

8:20	School bell
8:25	1st bell for 1st period
8:30	Tardy bell for 1st period
9:15	Bell to begin a.m. club period
9:55	Bell ending a.m. club period and 1st period
10:00	Tardy bell for 2 <sup>nd</sup> period
10:35	Bell ending 2 <sup>nd</sup> period
10:40	Tardy bell for 3 <sup>rd</sup> period
11:14	Bell ending 3 <sup>rd</sup> period/starting 1 <sup>st</sup> lunch
11:19	Tardy bell for 4 <sup>th</sup> period
11:42	Bell end 1 <sup>st</sup> lunch/2 <sup>nd</sup> lunch starts
11:47	Tardy bell 1 <sup>st</sup> lunch to 4 <sup>th</sup>
12:07	Ends 2nd lunch/3 <sup>rd</sup> lunch starts
12:12	Tardy bell for 2 <sup>nd</sup> lunch to class
12:36	Bell end 3rd lunch & 4 <sup>th</sup> period class
12:41	Tardy bell for 5 <sup>th</sup> period
1:16	Bell to begin p.m. club period
1:56	Bell ending p.m. club period & 5 <sup>th</sup> period
2:01	Tardy bell for 6 <sup>th</sup> period
2:36	Bell ending 6 <sup>th</sup> period
2:41	Tardy bell for 7 <sup>th</sup> period
3:15	Bell ending school
3:20	Bell for buses to depart

## SPARTAN HANDBOOK

### **CLUBS**

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

#### **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)**

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

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

Sponsor: **Mrs. Riley**

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

**\*A.M. Library; Fee \$3.00; Also, Special meetings every Tuesday 7:50 to 8:20 in room 220, Ms. Wright's classroom.**

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

#### **FFA - FEES MUST BE PAID PRIOR TO MEMBERSHIP**

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

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

Sponsors: **Mr. Strader & Mrs. Layton**

#### **FOREIGN LANGUAGE CLUBS**

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

Through the use of discussions, records, and songs, the club broadens the student's knowledge in the field of Spanish. Sponsors: **Ms. Sales**

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

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

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

Sponsors: **Mr. Mullins/Mr. Whitehead/Mrs. L. Miller**

#### **GILES HIGH SCHOOL AMBASSADORS**

**\*Meet Before or After School**

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

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

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

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

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

#### **HISTORY CLUB**

**\*Meet Before or After School**

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



## SPARTAN HANDBOOK

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

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

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

Sponsor: **Mr. Hurley**

### **MONOGRAM CLUB P.M. Room 110**

Open to all students that have earned a Varsity letter at GHS.

Sponsors: **Austin Cooper & Steve Wilson. Fee \$5.00**

### **NATIONAL HONOR SOCIETY**

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

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

Sponsors: **Mrs. Blanton/Mrs. Malabad**

### **OUTDOOR CLUB (GHSOC)**

**\*A.M. Room Cafe**

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

Sponsors: **Mr. A. Frazier**

### **PEP CLUB**

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

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

Sponsors: **Cassie Miller**

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

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

The mission of our SADD/YOVASO club is to empower, educate, and encourage students to make positive life decisions that allow them to move forward in their health and their safety. SADD/YOVASO successfully accomplishes this mission by using peer-to-peer education and advancing students' leadership and advocacy skills. All Giles High School Students (grades 8-12) are welcome to be part of our movement and encouraged to join. Dues of \$5.00 simply need to be paid, prior to, or on the first club day. Sponsor: **Mrs. Burton & Ms. K. Lucas**

### **SAE CLUB - FEES MUST BE PAID PRIOR TO MEMBERSHIP**

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

The Giles SAE explores the teaching profession, its opportunities and its promises in the future. There is a junior and senior SAE club.

Sponsor: **Mrs. Adkins-Fisher**

### **SCIENCE CLUB – NOW the STEM CLUB 2022-2023**

**Drama Club: Dues: \$5.00** This club will focus on drama analysis, in which students will view various stage productions of popular plays—old and modern—to gain knowledge of and appreciation for elements and terminology related to drama. Students will also be given opportunities to participate in improv games, during which students will be presented with simple scenarios and must act out skits without any form of preparation (yes, this is as fun and entertaining as it sounds). In addition to this, students will be encouraged to memorize and present a monologue or soliloquy from a play of their choice (upon the approval of myself). Please keep in mind that this club is a basic introduction to drama, so no school stage productions are planned as of right now. **Grade levels:** This club is open for students in grades 8-12.

Sponsor: **Mr. Craig/Mrs. Jennings**

### **CHESS CLUB**

**\*A.M./P.M. CLUB (Reg. Chess Club/8th grade Chess Club) NO FEE ROOM 212**

Students who enjoy playing chess will be given the opportunity to play different opponents. Those who would like to learn how to play will be taught by the sponsor.

Sponsor: **Mrs. Atkins**



## SPARTAN HANDBOOK

### **GAMING CLUB P.M. Club**

Promote Social Emotional Learning Through Gaming. Includes school tournaments and activities with membership.

Sponsors: **Mr. Dalton & Mr. Widdoes**

### **1<sup>st</sup> Responders Club**

Explorers will get the opportunity to train alongside Giles County's first responders to learn exciting, real life rescue skills such as first aid/CPR, fire hose operations, vehicle extrication, rope repelling, and much more.

Sponsors: **John Butler/Diana Blanton**

### **STEM Club**

Science, Technology, Engineering and Math education. It is an interdisciplinary approach that helps students succeed in college and in their future careers.

Sponsor: **Burrell**

## **COMPUTER LABS AND COMPUTER USAGE**

At Giles High School, we try to maintain current computer labs to enhance the learning of our students. We try to make the computer labs available to students when possible. We have computer labs available for student use. Three of the labs are operated through our business department; the other is a general school lab. We also have a computer station network lab in our library.. The library is equipped with CD's and the card catalog, all for student use in research. The internet is available for student use. Before any student is allowed access to the Internet, he/she will be required to take and pass a class teaching computer and Internet ethics. Giles County Public Schools and Giles High School take a strong stand against any violation of federal and/or state laws in the use of technology.

Students who access information from the Internet not intended for public school use will face disciplinary action and possible loss of their computer privileges. If a student accidentally reaches Internet information that is questionable, the student should inform his instructor immediately, and the information can be reviewed and tagged from further use if necessary. We will have a screening program in effect. However, we can only do our best to prevent access to questionable information. Students must follow school and county procedures regarding the Internet to ensure that they will be viewing quality programming.

When using computers, a student should only use the computers in the manner instructed by the teacher. A student should never gain access to another student's work. If a student gains access accidentally to another student's work, they must immediately exit out of that student's work without making any changes. Gaining access to another student's work and making changes with or without their permission will be considered cheating and dealt with as such. Students should never transfer their work to another student. This also is cheating and will not be tolerated.

Any student caught damaging a computer in any form, whether physical damages or by the spreading of a computer virus, will be responsible for the cost of repairing the computer. Other punishments may be imposed, such as demerits,

ISS, OSS, or restriction for using the computers at Giles High School. Students must understand that the use of technology is a privilege, not a right.

Giles County Public Schools shall not assume any liability, legal, financial or otherwise for the improper use of technology or telecommunication services in violation of this policy, its regulations or procedures.

### **COMPUTER USAGE**

Students are not permitted to:

1. Be in computer labs unsupervised.
2. Change the setup of any school computer.

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3. Change the screen savers, desktops, and/or desktop colors.
4. Download any files from the Internet to a school computer.
5. Install any software to any school computer.
6. Alter any program or software loaded on a school computer.
7. Copy any program or software loaded on a school computer.
8. Bring or use a personal disk from home. (Possible spread of computer virus.)
9. Check any email account other than the school account. (Hotmail, yahoo, mail, etc. are forbidden at school.)
10. Logon to the Internet or check email without receiving a teacher's permission.
  
11. Logon to the Internet or check email without using their school supplied e-mail
12. Bring or use any cellular/music CD's from home to play on the computers.

Students will not take any type of food or drinks into a computer lab or around a computer.

Students should always keep their work area free of trash and unwanted materials when finished.

### **REMEMBER**

1. Using school computers is a privilege and may be revoked for abuse or misuse.
2. Only use the Internet and/or e-mail: a. after returning the parent permission form. b. After being properly trained by school personnel. c. after receiving permission from a teacher. d. When being supervised by a classroom teacher.
3. Always treat the machine with respect.

### **TECHNOLOGY, TELECOMMUNICATION SERVICE AND CODE OF CONDUCT**

The Giles County School Board requires that all international federal and state laws not be violated in the use of technology or telecommunication services. The Superintendent shall develop necessary regulations and use policies to ensure that adequate notices and precautions are taken regarding the use of technology and telecommunication services. The use of technology and telecommunication services purchased with and/or utilized by employees, students, and parents shall be designated as a privilege, not a right. Therefore, the Superintendent or his designee shall have the authority to cancel those privileges, with or without notice to the user. Disciplinary action may be taken against students and/or staff members regarding violations associated with the use of technology or telecommunication services.

The Giles County Public Schools shall not assume any liability, legal, financial, or otherwise for the improper use of technology or telecommunication services in violation of this policy, its regulations, or procedures.

Adopted: May 15, 2019

File: IIBEA/GAB

### **COMPUTER USAGE - BRING YOUR OWN DEVICE PROGRAM**

#### **Purpose**

Giles County Public Schools recognizes that many students own electronic devices (smart phones, laptops, tablets, etc.) that they may choose to use under teacher direction for instructional purposes. This regulation will allow students to use privately owned electronic devices to access Giles County Public Schools' wireless network. Wireless access provided for personal electronic devices is designed to support students' educational experiences and instructional outcomes. Connecting to the Giles County Public Schools wireless network with personal electronic devices is a privilege, not a right, and is not a requirement for division students. Permission to bring and use privately owned electronic devices is contingent upon strict adherence to Giles County Public Schools guidelines as set forth herein. If a student's use of a personal electronic device disrupts the instructional environment, that student's privileges may be limited or revoked.

#### **General Rules**

1. No privately owned electronic device may be attached to any Giles County Public Schools network if a signed Acceptable Computer System Use Policy agreement form is not on file with Giles County Public Schools.

## SPARTAN HANDBOOK

2. This policy does not grant permission for use of personal electronic devices at any or all times. Teacher permission is required for student use of privately owned electronic devices during classroom instruction or the classroom period.
3. Teachers may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
4. Only the owner of record may use an approved personal electronic device. Teachers will not request that students loan devices to other students.
5. The use of privately owned electronic devices is strictly limited to instructional activities as directed by Giles County Public Schools' teaching staff.
6. Recognizing that certain electronic devices may not be appropriate for instruction, personal electronic devices will only be considered for classroom use if they are mobile and have the capability of browsing the Internet. These items include, but are not limited to laptops, netbooks, tablets, smart phones, and e-readers. The final determination of whether a device is appropriate to connect to the Giles County Public Schools network will be made by Giles County Public Schools staff.
7. Students are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet Service Provider while engaged in approved electronic device use for instruction in any Giles County Public Schools school or facility.
8. Certain personal devices may not successfully connect to the Giles County Public Schools network if certain technical specifications for wireless protocol are not met by the device.
9. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on Giles County Public Schools grounds. This includes, but is not limited to, using a privately owned electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.
10. Students should not attempt to connect personal electronic devices by cable to the Giles County Public Schools network. Network access is provided via wireless connection only. No privately owned electronic device may be connected to any Giles County Public Schools network using an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.
11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s). Use of photographic devices, either still image or video, shall not be used in an illegal manner or in a way which violates a published Board policy, including, but not limited to, the following:
  - a. In a locker room or restroom
  - b. In any classroom except under the direct supervision of the teacher
  - c. In any place or situation in which a person has a reasonable expectation of privacy, without the person's permission. (If the person is mentally impaired, permission must be obtained from the person's parent or guardian.)
  - d. In a way that would violate copyright law
  - e. To harass, intimidate, or bully another person
  - f. To invade a person's privacy-- Any image depicting a person in any place or situation in which there is a reasonable expectation of privacy may not be published, broadcast, or transmitted to any other person/device without the consent of the person/persons appearing in the image.
12. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
13. No student shall use another student's division-issued log-on credentials.

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14. No student shall knowingly attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or division personnel.
15. No division-owned academic or productivity software may be installed on personal devices.
16. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption of or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, school personnel, and/or student.
17. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school division Internet filters.
18. Under the provisions of the Giles County Public Schools' BYOD program, parents who grant permission for students to use their own devices at school, as well as students who bring a personal device, do so knowing that it will diminish their expectation of privacy regarding their personal device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated federal or state law, Giles County Public Schools policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
19. Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen, or damaged, Giles County Public Schools is not responsible for any property, financial, or data loss.
20. All terms, conditions, and regulations of the division's Acceptable Computer System Use Policy remain in effect and are in no way superseded by this policy.
21. Giles County Public Schools personnel are not authorized to perform maintenance on, nor install or manipulate any product of any type (hardware, operating system, or software) on any personally owned device. Students and parents should not expect technical services of any type for their personal devices to be provided by division personnel.

### **Consequences of Inappropriate Use**

Violation of school or division policies, local, state and/or federal laws while using a personal electronic device while attached to any Giles County Public Schools' wireless network, or on Giles County Public Schools property will result in appropriate disciplinary and/or legal action as specified in the Student Code of Conduct, Giles County Public Schools' School Board policy as well as by local, state and/or federal law.

### **Privately Owned Electronic Device Security Risks**

Laptops and other portable electronic devices are vulnerable to loss and theft. Students and parents who grant permission for their children to bring privately owned electronic devices onto school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is lost or stolen, it is the owner's responsibility to include filing a police report if necessary. Per Giles County Public Schools policy, the school division will not accept responsibility for loss, damage, theft, or non-working personal property. In the event that a student believes that his/her Giles County Public Schools password has been compromised, he/she should immediately reset his/her password using a school division computer.

### **Recommendations**

It is highly recommended that any and all personally owned devices brought on school property have the following:

- Engraved identification indicating the owner of the device.
- Proper storage/carrying bag or other protective cover.
- Proper licenses for all software installed.
- Reputable anti-virus/anti-malware software with current subscription for updates.

## SPARTAN HANDBOOK

### **DANCE POLICIES**

For dances that occur after ball games: **ONLY high school students** will be allowed to attend. High School students from other schools must have administrative approval.

For Homecoming, which occurs on Friday night following the varsity football game. High School students may attend, and high school students from other schools may attend with administrative approval.

Students may not attend GHS dances if they are more than one year removed from High School (exception to prom). Students who are 21 years old or younger may attend Prom. No one over 21 years old will be admitted.

For Prom, all dates who are not current students or who are not Giles High students **must** be approved by the administration, a minimum of one week prior to Prom. Proper dress will be in effect at all dances. This includes no see-through or revealing clothing.

#### Chaperone Requirements

- a. All sponsors of the organization that is hosting the dance.
- b. Minimum of two (2) faculty members of the opposite sex.
- c. Three (3) parents – three families represented.
- d. A security officer on duty.
- e. An Administrator or their designee.

Students will not be allowed to go outside the building. If a student leaves the building, he/she will not be allowed to return and is required to leave the school grounds.

Clubs sponsoring dances are responsible for seeing that the school is cleaned up after the dance.

All areas of **Policy JFC** will be enforced and may result in suspension from all other school activities for as long as the principal deems necessary and may result in suspension from school.

There will be no smoking or use of tobacco in any form in the school buildings.

### **DRILLS**

An exit plan for all drills will be placed in each classroom.

There will be no “horseplay” by students during drills.

A constant sounding of the tone and/or an announcement over the PA system indicates a drill.

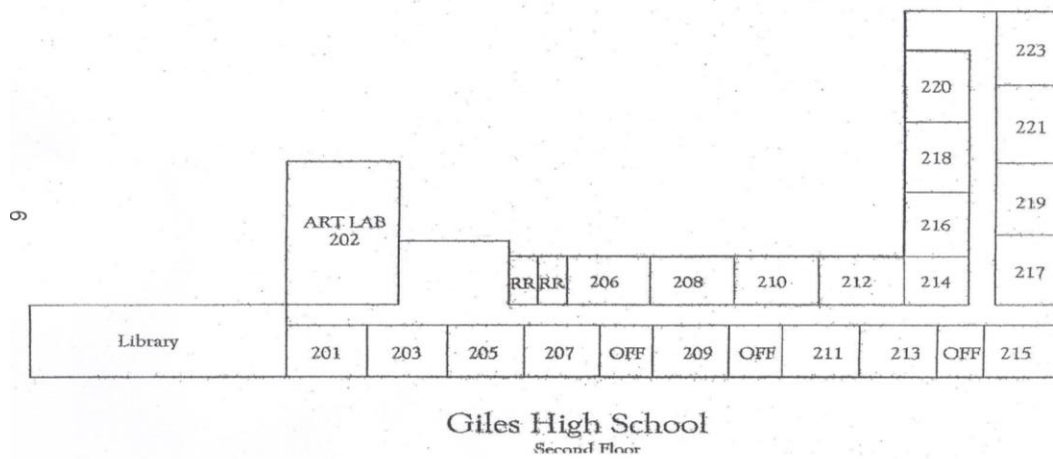
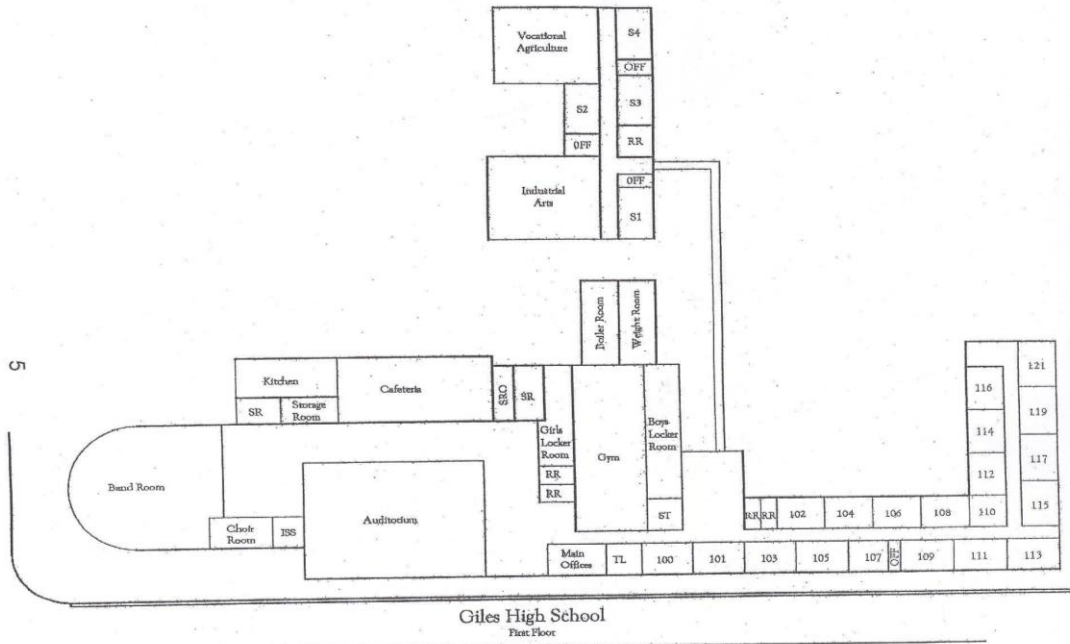
Roll will be taken by each teacher.

Everyone will stay clear of the building by a specified margin until told to return by an announcement or the ringing of the bell.

Students tampering with fire or creating any alarms are subject to automatic 5 days out-of-school (OSS) suspension.

SPARTAN HANDBOOK

**FLOOR PLAN**



## SPARTAN HANDBOOK

### **DRUG FREE MESSAGE**

#### **Let's Work Together – Don't Be a Fool . . . . DON'T ALLOW DRUGS TO ENTER OUR SCHOOL!**

- D – DON'T be afraid to tell someone if you suspect drugs.
- R - REMEMBER – GHS will be DRUG-FREE, NO MATTER WHAT!
- U – UNDER NO circumstances, will we have drugs at GHS!
- G – GIVE your ALL to make GHS free of drugs.
- F – FAITHFULLY keep your eyes and ears open for drugs at GHS.
- R - RESPOND immediately, report all drug suspicions.
- E - EVEN if it's a friend, report it – you'll be helping them.
- E - EVERYONE WILL BE WATCHING TO MAKE SURE GHS IS DRUG-FREE!

### **DRUGS IN SCHOOL**

#### **I. Generally**

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Va. Code § 18.2-247 on school property or at a school-sponsored activity is prohibited.

#### **A. Expulsion**

A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The superintendent may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. Any such disciplinary action shall be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

#### **B. Prevention and Intervention**

Any student who violates this policy shall participate in the prevention and intervention activities identified in Giles County school division's drug and violence prevention plan.

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

#### **C. Required Reporting to Parents and Local Law Enforcement**

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA, rev 6/22.

#### **II. Students with Disabilities**

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.



## SPARTAN HANDBOOK

2. For purposes of this forty-five (45) school day removal, “illegal drugs” and “controlled substance” are defined as follows:

a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

**JFCF-** Adopted: August 23, 2001 Revised: June 30, 2006 Revised: June 30, 2011 Revised: June 30, 2014  
Revised: March 19, 2015 Revised: June 12, 2019

### **EXAM CANCELLATION**

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

### **EXAM POLICY**

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

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

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

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

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

**(7)** You may choose exemption from a final exam if you pass the SOL associated with the class, have a ‘C’ in the class, and have seven or fewer total absences.

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

### **ASSOCIATED ATTENDANCE RULES**

You will automatically have to take all final exams if you have been assigned **OSS**.

You will automatically have to take all final exams if you have been assigned **three or more days of ISS**.

Exam exemption policy **does not** apply to any weighted classes or dual-enrollment taught through NRCC

If you miss 3 periods, you may not attend any school sponsored event scheduled for that day unless the absence is a verified excused absence (Note from Doctor, Dentist, and Court Officer etc.) A death in the immediate family may be accepted based on the principal's evaluation of the situation.



## SPARTAN HANDBOOK

For those students who are not successful on the SOL test or who fail the course, they must take the final exam/project and it shall count the current 14% of the final grade.

Permission to take exams early will not be granted for vacations and summer jobs.

### **GIFTED EDUCATION**

*The Young Scholars Program* is sponsored by the Gifted Education Program and is for students in grades K-3 whose potential academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms, teacher checklists (Kindergarten and Grades 1-3), and parent checklists are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school year, they should be received no later than April 1 of the current year.

*The Gifted Education Program* is for students in grades 4-12, and is for students whose academic aptitudes require that they receive a differentiated educational program to further meet their needs. Nomination forms are available from the guidance counselor and the Coordinator of Gifted Education. Completed forms should be forwarded to the Coordinator of Gifted Education for processing. Nominations/referrals are ongoing, but in order to be processed by the end of the current school year, they should be received no later than April 1 of the current year.

*The Visual Arts Gifted Education Program* is for students in grades K-7, and is for students whose visual arts aptitudes require that they receive a differentiated educational program to further meet their needs. In order to be considered for this program, students must complete a portfolio for their artwork and be scheduled for an identification meeting with the Visual Arts Gifted Education instructor. Information about nominations and portfolio requirements are available from the guidance counselor and the Visual Arts Gifted Education instructor. Assessments are conducted during December and May; completed portfolios are assessed at the next assessment date.

### **GPA COMPUTATION AND RANK-IN-CLASS**

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

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

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

### **GPA CALCULATION**

#### **Non Weighted Classes:**

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

#### **Weighted Classes:**

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

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

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

**GPA = 2.75**

**GPA = 3.75**

SPARTAN HANDBOOK

**GRADING SCALE - HIGH SCHOOL**

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

**GRADUATION CEREMONIES, PARTICIPATION IN**

**File: IGBE-R**

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

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

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

Revised June 28, 2012

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

The State of Virginia Standards for Accrediting Public Schools in Virginia (8 VAC 20-131-10) requires that annually, information regarding Standards of learning be provided to parents and students

Students who fail one or more of the SOL grade level or end-of-course tests will be provided remedial assistance. This may be during a required time, as a specific course, or part of an out-of-school or summer program.

GED Diplomas are the terminal point for a student, and they do not qualify as a graduate of Giles High School; therefore, they are not eligible to participate in graduation ceremonies.

**GRADUATION DATE AND PARTICIPATION**

Seniors must successfully complete all requirements and clear all obligations to participate in graduation exercises. **Graduation date will be determined by the school board at the annual March meeting.**

**GRADUATION REQUIREMENTS**

**GRADUATION REQUIREMENTS**

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

SPARTAN HANDBOOK

GRADUATING CLASSES OF 2015 & beyond (9 <sup>th</sup> grade class of 2011-12 & beyond)
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<b>Standard Diploma</b>		
<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics <sup>1</sup>	3	1
Laboratory Science <sup>2,6</sup>	3	1
History and Social Sciences <sup>3,6</sup>	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education <sup>7</sup>	2	
Economics and Personal Finance	1	
Electives <sup>4</sup>	4	
Student Selected Test <sup>5</sup>		1
<b>Total</b>	<b>22</b>	<b>6</b>

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

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

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

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

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

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

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

**SPARTAN HANDBOOK**  
**Standard Technical Diploma**

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

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

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

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

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

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

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

**Advanced Studies Diploma**

<b>Discipline Area</b>	<b>Standard Units of Credit Required</b>	<b>Verified Credits Required</b>
English	4	2
Mathematics <sup>1</sup>	4	2
Laboratory Science <sup>2</sup>	4	2
History and Social Sciences <sup>3</sup>	4	2

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Foreign Language <sup>4</sup>	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test <sup>5</sup>		1
<b>Total</b>	<b>26</b>	<b>9</b>

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

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

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

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

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

**Advanced Technical Diploma**

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

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

<sup>2</sup>Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from earth sciences, biology, chemistry, or physics, or completion of the sequence of

## SPARTAN HANDBOOK

science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

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

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

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

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

### **STUDENT SUPPORT SERVICES/GUIDANCE SERVICES**

GUIDANCE – Shelly Boggess

STUDENT SUPPORT STAFF

Tonya Kelley

Marinna Rhodes

Mrs. Crystal McMahan – Guidance Secretary

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

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

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

### **GUIDANCE ADVANCED PLACEMENT**

**FILE: IGBI**

#### Advanced Placement Classes and Special Programs

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

### **HALLWAY CONDUCT**

Students are expected to walk courteously and in a well-behaved fashion.

Stay on the right-hand side of the stairs in the hall.

Students are not permitted to loiter in the halls between classes.

Students are not allowed in halls during lunch period (other than designated areas).

Students are not allowed to sit or stand on stairways at any time during regular school hours.

Students are not allowed to sit in front of entrance areas.

Bottled water containers only are permitted in the hallways during school hours.

No food or drink is allowed in the halls of Giles High School after 1st period.

### **LIBRARY INFORMATION**

The library will open from 8:20 a.m. to 3:30 p.m. each day.

Books may be checked out for a period of two weeks and may be renewed for an additional two weeks.

A fine of 5 cents per day will be charged on overdue books. Please form the habit of returning books on time, so this will not be necessary. Students will not be allowed to check out books until overdue books are returned and fines are paid.

Reference books may be checked out overnight, provided you accept the responsibility of replacing them if they are lost. The fine for an overdue reference book is \$.25 per day.

Books, which are lost or damaged beyond normal wear, must be paid for. Students will lose library privileges until such restitution has taken place.

Back issues of magazines are available for research.

## SPARTAN HANDBOOK

You are expected to care for all library materials, so they will be in good condition when you return them.

If you need help in locating materials or in using the library in any way, the librarian will be willing to help you.

The career center is now located in the front of the library. Numerous college and university catalogs and pamphlets are kept there. Specific career and testing information is available in books and pamphlets. Books which are barcoded may be checked out. You are welcome to come in anytime during the day to use this center.

Students from classes must present verification from their teacher. They should have a definite library assignment.

The library has several computers available to students that can be used to access the card catalog, to gather research, and to write papers. See the librarian to use the computers. Students need to sign on/off on the clipboard each time they use the computer.

### **LOCKERS**

Each student is assigned a locker at the beginning of the year for your convenience.

A locker agreement must be on file in the main office.

Upon request, locks will be issued for a \$2.00 rental fee. If an issued lock is damaged or lost, students are expected to pay an additional \$5.00 to replace the lock. Only school-issued locks are permitted

If you damage your locker, repair or cleaning becomes your financial obligation.

The principal or designated person will have the authority to search a student's locker, desk, and/or any and all other school facilities when deemed necessary. This incorporates Policy JFG: Search and Seizure

Students are strongly encouraged to avoid keeping large amounts of money or expensive personal possessions in their lockers. Loss of these items is the responsibility of the student. Giles High School is not responsible for lost or stolen items.

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

The school does not endorse nor encourage the practice of students sharing lockers or lock combinations. Students that participate in sharing lockers and lock combinations remain fully responsible for any and all school-issued items and articles.

### **OBLIGATIONS LIST**

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

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

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



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### **OFFICE TELEPHONES**

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

### **PARKING**

Students are to park in the assigned spot after paying parking fee. **Parking permits are \$20.00**

Once you arrive at school, park your car and go immediately and directly to the building.

The vehicle is not to be moved without permission during the day. If this is not observed, your campus parking privilege will be revoked.

Students are not to return to the parking lot at any time during the school day without permission from the Administration.

The parking lot is off limits during the school day.

Students must park in a lined parking space. **ALL STUDENTS MUST HAVE VISIBLE PARKING PASS**

Unsafe driving practices will not be tolerated on school grounds.

Once a student is on school grounds (i.e.in parking lot) and until he has left school grounds, all conduct rules apply.

Failure to observe the above will result in (1) the revoking of your parking privilege after which you will not be allowed to bring your vehicle on campus (2) in-school supervision.

Patrols and inspections of students' automobile exteriors may be conducted without notice, without consent, and without a search warrant whenever a school authority has reason to believe illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile (**JFG-E**)

Students who do not park properly, in their own parking spot, or do not have a pass to park, may be towed at the owner's expense and will lose their driving privilege or the right to gain a driving privilege.

Senior students may paint their spot after signing the agreement form, obtaining a parking tag, submitting a design, and securing a school employee to supervise.

### **PROMOTION REQUIREMENTS**

#### **CREDITS REQUIRED FOR PROMOTION**

To enter 10<sup>th</sup> – 5 credits

To enter 11<sup>th</sup> – 10 credits

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

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

Students who have not successfully mastered the appropriate skills at their grade level shall be considered for a summer remediation program if one is available. If they successfully complete this program, placement at the next grade level will be reconsidered. If students are not successful in this program or cannot attend, then they will be considered for placement if an in-school or after-school remediation program is established for them the following

## SPARTAN HANDBOOK

year. The Virginia Department of Education has determined that the SOL's are an important part of the education and assessment of all students in Virginia. Giles County Schools also support this position. In doing so, the school system has purchased software that is to be used for student remediation. This software is expected to be part of any remediation program.

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

### **RELATIONSHIPS**

The way young ladies and gentlemen conduct themselves creates a respectful or disrespectful image to be shared by the students, staff, parents, visitors, and the community. It is, therefore, important that all students understand what is expected of them along these lines. Inappropriate/excessive physical contact, etc. will not be tolerated.

### **REMEDIAL INSTRUCTION PROGRAM**

#### **Generally**

The School Board develops and implements programs of prevention, intervention, or remediation for students who are educationally at risk, including but not limited to those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

Any student who achieves a passing score on one or more, but not all of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of credit is required to attend a remediation program or to participate in another form of remediation. The superintendent requires such students to take special programs of prevention, intervention, or remediation, which may include attendance in public summer school programs.

Remediation programs shall include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation. Summer school remediation programs or other forms of remediation are chosen by the superintendent to be appropriate to the academic needs of the student.

Students who are required to attend summer school programs or to participate in another form of remediation are not charged tuition.

The requirement for remediation, may, however, be satisfied by the student's attendance in a program of prevention, intervention, or remediation which has been selected by his parent, in consultation with the superintendent or superintendent's designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the superintendent. The costs of such a private school remediation program or other special remediation program are borne by the student's parents.

Targeted mathematics remediation and intervention are provided to students in grades six through eight who show computational deficiencies as demonstrated by their individual performance on any diagnostic test or grade-level Standards of Learning mathematics test that measures non-calculator computational skills.

The School Board annually evaluates and modifies, as appropriate, the remediation plan based on an analysis of the percentage of students meeting their remediation goals and consideration of the pass rate on the Standards of Learning assessments.

## SPARTAN HANDBOOK

### **Summer School**

The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the requirements for SOL testing if appropriate. Summer school instruction at any level which is provided as part of a state-funded remedial program is designed to improve specific identified student deficiencies.

### **Compulsory Attendance**

When a student is required to participate in a remediation program pursuant to this policy, the Superintendent may seek immediate compliance with the compulsory school attendance laws if a reasonable effort to seek the student's attendance, including direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, have failed and the superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through eight, or promotion is related to the student's attendance in the remediation program.

**IDBE:** Adopted: October 14, 2004 Revised: June 30, 2006 Revised: June 29, 2007 Revised: June 30, 2011 Revised: June 28, 2012 Revised: June 27, 2013 Revised: March 15, 2018

### **SCHEDULE CHANGES**

**Schedule changes will be considered during the first 5 school days.** Academic requests only will be honored. Requests should be directed to the appropriate guidance counselor; schedule change forms will be available in homeroom. All class fees must be paid by the 5th day or your schedule will be changed by the administration to a class of their choice.

### **SCHOOL VISITORS**

Giles County School Board policy states the following: "That no person, unless on official business, be allowed within the school or on school premises during the school day hours".

All visitors on official business must park in front of the main building and go directly to the office, receiving a visitor's pass and signing into ID system.

Visitors may be asked to provide identification before being permitted in school building.

School buildings and premises are under 24-hour surveillance.

### **STANDARDS OF LEARNING STATEMENT**

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

### **SHORT TERM SUSPENSIONS - ISS/OSS IN SCHOOL SUPERVISION**

The ISS program is designed to allow students who have exhibited inappropriate school behavior or have not followed school rules and regulations to complete their assignments in a restricted environment, be counted present, and receive credit for completed class work. The ISS environment provides a well-supervised, self-contained classroom. Although the in-school supervision program is not intended to replace all other means of disciplinary action, students can be assigned to ISS because they have violated acceptable codes of student conduct. If a student is absent from school on the day ISS is to be served, the restrictions will remain in effect until assigned suspension is completed. Classifications are a listing of some offenses, it isn't representative of all possible infractions.

## SPARTAN HANDBOOK

### **CLASS I**

1. Unprepared for class
2. Tardy to Class

### **CLASS II**

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

### **CLASS III**

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

The above represents the majority of offenses for which the ISS program may be used. Detention, or in-school supervision, may be assigned by the administration when deemed appropriate or necessary.

The administration will notify the parent in writing or by phone each time a student receives ISS. When a student demonstrates repeated behavioral problems resulting in ISS in excess of more than two assignments to ISS, a conference between parent(s) and the school's guidance department will be necessitated. Appropriate administrators and/or teachers may be involved in the conference.

Important: It is the philosophy of GHS that the educational interests and safety of all students be recognized and observed at all times. The school will make every attempt to consider individual student needs in a fair and consistent manner. It cannot be over-emphasized that high school students are expected to take responsibility and ownership of their actions. It is hopeful that the GHS administration will not have to use the measures outlined above. Only in the event that students elect not to be responsible is it necessary for disciplinary procedures to be enacted.

Determinations are made based on a preponderance of evidence.

### **OUT OF SCHOOL SUSPENSION - 1 to 10 days (OSS)**

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

## SPARTAN HANDBOOK

### **STUDENT ASSISTANTS**

Student assistants must be interviewed and approved by the principal.

Student assistants shall be a senior or junior in good academic standing.

1 per gender, per period in PE if that gender is taught that period, along with office/Library assistants as scheduling and need permits.

Students serving as assistants to PE teachers, or students assigned to office personnel, must report to work each day if in school and may not leave the assigned area to wander the halls.

### **STUDENT CONDUCT**

#### **Generally**

The Giles County School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Giles County school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

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

#### **Parental Involvement and Responsibility**

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

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

## SPARTAN HANDBOOK

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

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in Policy CLA (revised 6/30/22) Reporting Acts of Violence and Substance Abuse.

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

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in VA Code § 16.1-260.G was based and the reasons therefore. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

### **Prevention, Intervention, and Treatment Activities and Programs**

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

### **Prohibited Conduct**

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

#### ***Bullying and Use of Electronic Means for Bullying***

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

#### ***Gang Activity***

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

#### ***Harassment***

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers, or any other person present in school facilities or at school functions.

## SPARTAN HANDBOOK

### ***Hazing***

Hazing is prohibited.

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

### ***Intentional Injury of Others***

Students are prohibited from intentionally injuring others.

### ***Self-defense***

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

### ***Threats: Intimidation***

Students are prohibited from making any verbal, written, or physical threat of bodily injury to another person.

### ***Trespassing***

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property

### ***Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs***

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

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

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

## SPARTAN HANDBOOK

### ***Use of Profane or Obscene Language and Conduct***

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

### ***Vandalism***

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person. The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

1. FILE JFC
2. Adopted: June 30, 2004
3. Revised: June 30, 2005 (Page 2 Only)
4. Revised: June 30, 2006
5. Revised: June 30, 2011
6. Revised: June 27, 2013
7. Revised: June 30, 2014
8. Revised: March 19, 2015
9. Revised: April 16, 2020

### **JFC-R-1**

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

1. **Student Dress**
  - First Offense
    - Student will be counseled in relation to acceptable dress.
    - Parent/guardian will be notified that the student is to go home and acquire acceptable dress and return to school.
    - If the above is not feasible, the student will be placed in an in-school location until dismissal time.
  - Repeated Offenses
    - All of the above and suspension will be ordered.
  
2. **Unexcused Absence, Tardiness, or Skipping Class**
  - First Offense
    - The required administrative investigation will be held to determine the facts.
    - Parent/guardian will be notified.
    - Detention may be assigned.
    - Court action can be considered.
  
  - Repeated Offenses
    - All of the above and suspension may be ordered.
  
3. **Disruptive Conduct**
  - First Offense
    - The required administrative investigation will be held to determine the facts.
    - Parent/guardian will be notified.
    - Detention may be assigned.
    - Suspension may be ordered; expulsion may be recommended.



SPARTAN HANDBOOK

--Legal action may be taken.

Repeated Offenses

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

4. **Profane, Obscene, or Abusive Language**

First Offense

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

--Parent/guardian will be notified.

--Detention may be assigned.

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

--Legal action may be taken.

Repeated Offenses

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

5. **Threats or Intimidation**

First Offense

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

--Parent/guardian will be notified.

--Detention may be assigned.

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

--Legal action may be taken.

Repeated Offenses

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

6. **Assault and Battery**

First Offense

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

--Parent/guardian will be notified.

--Detention may be assigned.

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

--Legal action may be taken.

Repeated Offenses

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

7. **Bullying**

First Offense

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

--Parent/guardian will be notified.

--Detention may be assigned.

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

--Legal action may be taken.

Repeated Offenses

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

8. **Gambling**

First Offense

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

--Parent/guardian will be notified.

--Detention may be assigned.

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

--Legal action may be taken.

SPARTAN HANDBOOK

Repeated Offenses

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

9. **Use and/or Possession of Tobacco, Products and/or Nicotine and Vapor Products**

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

--3 days In School Suspension

Second Offense

--3 days Out of School Suspension

Third Offense

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

Fourth Offense

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

10. **Use and/or Possession/Distribution, of Over-The-Counter/Non Prescription Drugs**

First Offense

--Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.

--Suspension may be ordered.

--Long-term suspension may be recommended.

--Expulsion may be recommended.

--Parent/guardian will be notified and a conference held to inform the parent of the administrative decision.

Repeated Offenses

--All of the above will be enforced.

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

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

First Offense

-- Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.

--5 day suspension shall be ordered

--A recommendation of long term suspension may be made to the Superintendent/Designee.

--Expulsion may be recommended.

Repeated Offenses

--The student shall be suspended from school until the Superintendent considers the case.

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

SPARTAN HANDBOOK

12. **Distribution or Sale of Illegal Drugs or Distribution with Intent to sell (legal intoxication not required)**  
First Offense  
--Items will be confiscated and the required administrative investigation will be held to determine the facts. The investigation may include SRO's.  
--Suspension shall be ordered.  
--Expulsion shall be recommended  
--Parent/guardian will be notified and a conference held to inform the parent of the administrative decision.  
--Law enforcement officials will be notified in case of illegal possession or consumption of drugs/alcohol and legal action, through the use of sobriety instruments or any other tools or testing needed by law enforcement, may be taken when deemed necessary, and shall be done so in a time-sensitive manner.  
--Waiver option does not apply.
13. **Vandalism**  
All Offenses  
-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Student or parent/guardian shall be required to reimburse the school for intentional damage or damage by neglect.  
--Suspension may be recommended.  
--Expulsion/Legal action may be recommended.
14. **Defiance of the Authority of School Personnel**  
First Offense  
-- The required administrative investigation will be held to determine the facts.  
--Parent/guardian will be notified.  
--Detention may be assigned.  
--Suspension may be ordered; expulsion may be recommended.  
--Legal action may be taken.  
Repeated Offenses  
--All of the above and suspension may be ordered.
15. **Possession or Use of Weapons or Other Dangerous Articles**  
Each Offense Determined to Involve a Dangerous Weapon  
--Notify law enforcement to assist with investigation. However, this does not exclude the principal from acting in emergency situations  
--Law enforcement to accompany the administrator to confirm possession of weapons. However, this does not exclude the principal from acting in emergency situations.  
--Confiscate weapons with appropriate procedures to document the facts.  
-- The required administrative investigation shall be held to determine the facts. If student implies he has or is found in possession of a dangerous weapon as determined administrator, then:  
-Legal action shall be taken.  
-Automatic 10-day suspension.  
-Notification to parents.  
-Notification to juvenile authorities.  
-Long term suspension may be ordered.

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-Expulsion may be ordered.

16. **Theft or Extortion**

First Offense

- The required administrative investigation will be held to determine the facts.
- Parent/guardian will be notified.
- Student or parent may be required to restore or pay for any damage or destruction to personal or private property.
- Suspension may be ordered.
- Legal action may be taken.

Repeated Offenses

- All of the above with extension of suspension.
- Recommendation to Superintendent for expulsion.

17. **Behavior on School Bus**

First Offense

- The required administrative investigation will be held to determine the facts.
- Parent/guardian may be notified.
- Special seats may be assigned.
- Temporary suspension from riding the bus may be ordered.

Repeated Offenses

- All of the above and permanent suspension from riding the bus.
- Suspension from school may be ordered.

18. **Cheating or Plagiarism**

First Offense

- The required administrative investigation conference will be held and parents may be notified.
- Student may be referred to guidance for counseling.
- Demerits/detention may be assigned.
- Suspension (in-school or out-of-school) may be assigned.
- A zero will be given for the assignment(s).

Repeated Offenses

- Parents will be notified and suspension will be ordered.

19. **Trespass**

First Offense

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

Repeated Offenses

- Proper law enforcement agency will be notified.
- Charges may be filed.

20. **Gang Activity**

First Offense

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

Repeated Offenses

- All of the above and suspension may be ordered.

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21. **Sexual Harassment**

First Offense

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

Repeated Offenses

- All of the above with extension of suspension.

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

First Offense

- A conference will be held to determine the facts.
- Parent/Guardian will be notified and a conference may be required
- ISS shall be assigned
- Suspension may be ordered; expulsion may be recommended
- Mandatory counseling
- Legal action may be taken

Repeated Offenses

- A conference with Parent / Guardian will be required
- Suspension shall be ordered; expulsion may be recommended
- Legal action may be taken.

23. **Electronic Communication Devices and Cell Phones**

First Offense

- Item will be confiscated.
- Parent will be notified.

- Administration withholds the right to retain items.
- The required administrative investigation may be held to determine facts.
- ISS may be ordered.
- OSS may be ordered.

Repeated Offense

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

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

Any Offense

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

25. **Laser Pointers**

First Offense

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

SPARTAN HANDBOOK

- ISS may be ordered.
- OSS may be ordered.

Repeated Offense

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

26. **Acceptable Use of the Internet**

Any Offense

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

27. **Felony Charges**

Any Offense

- The required administrative investigation will be held to determine the facts.
- Parent/guardian will be notified.
- Police will be notified.
- Suspension will be ordered.
- Expulsion may be ordered.
- Legal action may be taken.

28. **Bomb Threats**

Any Offense

- The required administrative investigation will be held to determine the facts.
- Parent/guardian will be notified.
- Police will be notified.
- Suspension will be ordered.
- Expulsion may be ordered.
- Legal action may be taken.
- All school costs related to bomb threats will be the responsibility of the perpetrators.

29. **Hazing**

First Offense

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

Repeated Offenses

- All of the above and suspension may be ordered.

## SPARTAN HANDBOOK

### 30. **Other Conduct**

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

Issued: July 13, 2001

Revised: October 30, 2001 (Page 6 Only)

Revised: May 16, 2002

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

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

Revised: June 30, 2011

Revised: June 12, 2019 (Page 2 Only)

### **STUDENT CONDUCT CORRECTIVE ACTIONS**

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

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to SAT team
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Adopted: August 23, 2001

Revised: June 30, 2004

Revised: June 30, 2005 (Cross Refs. Only)

Revised: June 30, 2006

Revised: June 26, 2008 (Legal Refs. Only)

Revised: August 22, 2008

Revised: June 29, 2009

Revised: June 30, 2011



## SPARTAN HANDBOOK

Revised: June 27, 2013  
Revised: October 24, 2013  
Revised: June 30, 2014  
Revised: March 19, 2015  
Revised: June 30, 2017  
Revised: June 12, 2019

### **STUDENT ILLNESS/USE OF GHS MEDICAL CLINIC**

Students who become ill during the course of the school day must inform their teacher (if during class), receive a note to come to the office; and, if it is during the change of class, they must report to the office and inform a nurse or secretary that they are ill. Students will have access to services offered from our NRVC clinic as needed. Since excessive checkouts are detrimental to students and the learning climate of the school, any student that checks out is expected to call a parent for permission. Students are required to have a doctor's excuse for checkouts that exceed two per semester. Classes missed due to checkouts are counted toward your attendance record. This will be counted against the attendance and the exam waiver policy. All parents, when completing school forms, should leave accurate contact information.

### **STUDENT INSURANCE**

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. The parent or guardian is responsible for the payment of such bills. We urge you to avail yourself of the protection afforded through school insurance, if you are not otherwise insured. Students will be given information regarding various insurance plans during the first week of school. In case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified. All parents, when completing school forms, should leave accurate contact information.

### **TEACHERS' RESPONSIBILITY TO STUDENTS**

As long as a student is on school grounds, he or she is the responsibility of every teacher; thus he or she must respect the authority of any teacher. All teachers are responsible for student conduct and safety.

### **TEXTBOOKS**

Textbooks are the sole responsibility of the person to whom they are issued. All lost books must be paid for before future books can be issued. Student books lost and then found must be cleared prior to the end of the school year through the assistant principal. No refunds can be given after this date. Financial obligations left unpaid by students will result in their not being allowed to participate in graduation ceremonies.

SPARTAN HANDBOOK

**GILES HIGH SCHOOL PERSONNEL**

**ADMINISTRATION**

Shelly Boggess – Principal  
Eric Widdoes - Assistant Principal

**AGRICULTURE**

Bryan Strader  
Jeannie Layton-Dudding

**ART**

Lauren Green  
Quade Parker

**BUSINESS**

Lindsay Miller  
Brad Whitehead  
Matt Mullins

**ENGLISH**

Melanie Atkins  
Heather Lucas  
Shane Dalton  
Luke Craig  
Jack Ellison  
Cheyenne Jennings  
Tanya Reece

**FOREIGN LANGUAGE**

Neva Sales

**FAMILY & CONSUMER SCIENCE**

Melissa Martin

**STUDENT SUPPORT SERVICES**

Tonya Kelley  
Marinna Rhodes

**LIBRARY**

Nina Adkins-Fisher

**MATH**

A. Dye  
Matt Burns  
Babette Martin  
Kathy Townley  
Katherine Wright  
Gloria Wall  
Mary Miller

**MUSIC**

Dawn Sechrist  
Sara Smith

**PHYSICAL EDUCATION**

Erin Burton  
Austin Cooper  
Jeff Williams  
Kelsey Lucas

**SCIENCE**

Diana Blanton  
Pam Malabad  
Bryce Burrell  
Sam Wright  
Holly Clark  
TBD

**SOCIAL STUDIES**

Breanna Sanders  
Andrew Frazier  
Byron Hurley  
Randall Weddle  
Lynn Williams  
Cassie Miller

**SPECIAL EDUCATION**

Gretchen Hagee  
Sonya Radford  
Jan Sowder  
Mandy Seeberger  
Samantha Gilreath  
Tonya Burton- ASST  
Michelle Carbaugh-ASST  
Annisia Dudding – ASST  
Robyn Keaton – ASST  
Deborah Parcell - ASST  
Caitlin Taylor - ASST  
Elizabeth Snidow - ASST

**AD/ISS MONITOR**

Steve Wilson

**CAFETERIA STAFF**

Darlene Collins  
Pam Dalton  
Kristi McGuyer  
Kim Sarver  
Joe Tudor

**CUSTODIAL STAFF**

Mike Kelley  
Ty Hawkins  
Scott Corboy

**OFFICE STAFF**

Lora Cox - Nurse  
Crystal McMahan  
Julia Scott  
Tashina Tickle

**SCHOOL RESOURCE OFFICER**

TJ Atkins

**NRVCA COUNSELOR**

TBD

**ATHLETIC TRAINER**

Amelia Witter



I