

# Booker T. Washington High School



*Dr. Tasharah Wilson*  
**Principal**

*Robert Clark*  
*Tracey Harrell*  
*Joseph Harris*  
*Kimberly Moore*  
**Assistant Principals**

**45 Whitehouse Drive SW**  
**Atlanta, GA 30314**

**“One School, One Family”**

**This Student/Parent Handbook Belongs to:**

**Name:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

# Contents

MESSAGE FROM THE PRINCIPAL  
SCHOOL HISTORY  
ALMA MATER

GRADUATION REQUIREMENTS FOR STUDENTS WHO ENTERED 9 <sup>TH</sup> GRADE IN 2008 OR LATER.....	1
PROMOTION REQUIREMENTS .....	2
GRADING SCALE .....	2
GRADING RUBRIC .....	3
HOMEWORK POLICY/MAKE-UP POLICY.....	4
A STUDENT IN GOOD STANDING .....	5
ACCIDENT REPORT.....	5
REGULAR BELL SCHEDULE.....	6
ADVISEMENT BELL SCHEDULE.....	7
AM ASSEMBLY SCHEDULE.....	8
PM ASSEMBLY SCHEDULE.....	9
ATTENDANCE.....	10
ATTENANCE REQUIREMENTS.....	10
TARDIES TO SCHOOL.....	11
EXCUSED TARDIES.....	11
TARDIES TO CLASS.....	11
CAFETERIA.....	12
BUS TRANSPORTATION.....	12
ELECTRONIC DEVICE POLICY.....	12
EARLY DISMISSAL-CHECKING OUT OF SCHOOL.....	13
HALL PASSES.....	14
FIRE DRILLS AND OTHER EVACUATION DRILLS.....	14
HEALTH SERVICES/CLINIC.....	14
MESSAGES TO STUDENTS.....	14
HOMEWORK POLICY/MAKE-UP POLICY.....	14
TEXTBOOKS.....	15
COUNSELING SERVICES.....	15
PARENT-TEACHER CONFERENCES.....	15
CLINIC SERVICES.....	15
MEDICATION REQUIREMENTS.....	16
LOCKERS.....	16
LOST & FOUND.....	16
PERSONAL PROPERTY.....	16
NON-DISCRIMINATION POLICY.....	16
DRESS CODE.....	17
PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES.....	18
POSITIVE BEHAVIOR INTERVENTION STRATEGIES.....	19
CODE OF CONDUCT.....	21
CHRONIC DISCIPLINARY PROBLEM STUDENT.....	24
PARENT-ASSISTED SUSPENSION.....	24
CLUBS AND ORGANIZATIONS.....	25

July 22, 2016

Dear Booker T. Washington High School Families,

I hope that you had a restful and rejuvenating summer. As we begin another school year, I am reminded of the African proverb “it takes an entire village to raise a child.” It seems fitting when I consider the accomplishments achieved and those to come! Parents, your commitment to your child’s education is a good example of what is required of that village to achieve success. Therefore, one of the goals of this school year is to help build and support an even stronger village by relying on you, the families who are our most important partners, to ensure a quality education for every student!

As the Principal, I am thrilled to be a part of a school community where family and community members are visible and actively engaged, as well as an integral component of Washington High School. I am honored and privileged to lead a dynamic community where teachers and staff cultivate an environment where students achieve and believe in themselves and their school. It is because of you, that we have achieved the following since I’ve had the privilege to serve as your principal:

- Improved graduation rate from 67.4% to 76.8% (+9.4%) in one year
- Removed from Georgia’s High Priority School list in one year (my first year at this site)
- Washington HS received a 97% Pass Rate on Fall 2014 Georgia High School Writing Test
- Successful implementation of Standards Based Instruction, Data Team Process and Positive Behavior Intervention and Support (PBIS).
- Washington HS had the second highest SAT scores in Atlanta Public Schools last year ([click here for more details](#))
- Increased our CCRPI score from 61.5 (2014 score) to **68.5** (2015 score, +6.9 points)

As mentioned previously, your input, feedback, and support will be critical to my leadership, the teaching and learning environment and above all to the success of your child at Washington High School. As we begin another school year, we highly encourage all parents to continue to be actively involved. Please save the following dates: Tuesday, October 18 and Wednesday, March 29 for parent teacher conferences. Conferences will be held from 3:30 – 5:30 p.m. All parents are highly encouraged to come and receive updates regarding your child’s academic performance as well as receive information on their attendance and discipline.

With our school’s goal of improving academic outcomes for all students and creating a world class school culture where every child maximizes their potential, next year we will implement Social Emotional Learning and continue our implementation of Positive Behavior Interventions and Support (PBIS). Our PBIS core values are: **Be Respectful, Be On Time, Be Willing To Learn...That’s The BTW Way!** Using these as our guiding principles, each child will be encouraged and supported in working to his/her full potential academically, socially and emotionally. Below you’ll find several ways that parents can support their children to meet the aforementioned expectations:

- Send your child to school every day on time.
- Make sure your child gets the proper amount of sleep each night.
- Establish a routine for studying. Give your child a quiet corner to read and regular time to do homework.
- Keep in touch with your child’s teacher via e-mail, telephone, or notes.
- Attend school-wide events, classroom events, and conferences
- Celebrate your child’s success (giving verbal praise), no matter how small it may seem. This will keep your child enthusiastic about learning and proud of their work.

Open House will be held on Monday, August 1 from 1 – 3 p.m. During this event, all athletic teams and clubs/organizations will gather on the front lawn to welcome everyone back to another great school year. We will also give away school supplies and student schedules during Open House.

**Schedule Changes:** All schedule changes for the 2016-17 school year will be completed on Monday, August 1 from 9 a.m. – 3 p.m. (inside the Media Center). All families are encouraged to come early and verify schedules so that the first day of school is seamless.

Remember, it takes a village to raise a child. We welcome your participation, support and input. To keep up to date with the latest news and great things happening at Washington HS, please follow me on Twitter @PrincipalBTW. We love you and look forward to seeing you on 8/01 for Open House and on 8/03 for the first day of school!

Sincerely,

Tasharah Wilson, Ed.D.  
Principal

## **SCHOOL HISTORY**

Booker T. Washington High School, named for the famous educator, opened in September 1924 under the auspices of the Atlanta Board of Education, with the late Charles Lincoln Harper as principal. It is the first public high school for African-Americans in the state of Georgia and the Atlanta Public Schools. The building is listed on the National Register of Historic Places. In 1927, the only exact replica of the Booker T. Washington monument at Tuskegee University in Alabama was erected at the school's entrance. The statue of Washington, called "Booker T. Washington Lifting the Veil of Ignorance" by sculptor Charles Keck reads: "He lifted the veil of ignorance from his people and pointed the way to progress through education and industry." Prior to its transformation in 2009 to small schools, Washington High had been led by nine principals - Mr. Charles Lincoln Harper ( 1924-1942), Mr. Clinton Cornell (1942-1961), Dr. J. Y. Moreland (1961-1968), Dr. Alfonso Dawson (1968-1973), Dr. Robert Collins, Jr. (1973-1990), Dr. Robert Lowe (1990-1994), Dr. Joyce Clark (1994-1996), Dr. Shirley Kilgore (1996-2005), and Mr. Carter E. Coleman, Jr. (2005-2009). Washington High School operated as three small schools within a school from 2009 until 2014. On August 12, 2014, the Atlanta Board of Education passed a resolution restoring Booker T. Washington to one comprehensive high school with one principal under the leadership of Dr. Tasharah Wilson.

## **Alma Mater**

**“Washington! O Washington!”**

Washington! O Washington!  
Thy name shall be our guide,  
For learning, fame, renown and gain  
Our gratitude abides.  
As long as God’s eternal love  
Shall hold their portals wide  
For God and man in every land  
We’ll serve for Washington.

### **Chorus**

Washington! O Washington!  
Thy name shall be our guide,  
For God and man in every land  
We’ll live for Washington.

Washington! O Washington!  
Thy name shall never die  
Our hearts are thine, thy fame shall shine  
O’er earth and sea and sky.  
Thy halls shall echo memories,  
Thy precepts reign sublime,  
Where’er we roam, where’er our home  
We’ll live for Washington.

This handbook is designed to serve as an operation and accountability guide for students and parents of Booker T. Washington High School. The policies, procedures, protocols, code of conduct and consequences articulated in this handbook will provide students and parents with a set of pathways and strategies for participation in activities and successful matriculation through High School.

GRADUATION REQUIREMENTS FOR STUDENTS WHO ENTERED 9<sup>TH</sup> GRADE IN 2008 OR LATER

<b>College Prep &amp; College-Tech Pathway</b>	<b>Carnegie Units Needed</b>
<b>English</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> Grade Literature</li> <li>• American Literature</li> <li>• 2 Units of English/Language Core</li> </ul>	<b>4</b>
<b>Mathematics, including at least:</b> <ul style="list-style-type: none"> <li>• Algebra 1</li> <li>• Geometry</li> <li>• Algebra 2</li> <li>• 1 additional Math Core</li> </ul>	<b>4</b>
<b>Science, including:</b> <ul style="list-style-type: none"> <li>• 1 Biological Science</li> <li>• 1 unit of Chemistry or Environmental Science</li> <li>• 1 Physical Science or Physics</li> <li>• 1 unit of Science Core</li> </ul>	<b>4</b>
<b>Social Studies, including:</b> <ul style="list-style-type: none"> <li>• ½ World Geography</li> <li>• 1 unit of World History</li> <li>• 1 unit of United States History</li> <li>• ½ unit of American Government</li> <li>• ½ unit of Economics</li> </ul>	<b>3 ½</b>
<ul style="list-style-type: none"> <li>• <b>Career, Technical, Fine Arts</b></li> </ul>	<b>1</b>
<b>Physical Education, including;</b> <ul style="list-style-type: none"> <li>• ½ Personal Fitness</li> <li>• ½ Physical Education</li> </ul>	<b>1</b>
<b>Health</b>	<b>1/2</b>
<b>Foreign Language</b> (two units of same language)	<b>2</b>
<b>Community Service (75 hours)</b>	<b>½</b>
<b>Required Electives</b>	<b>3 ½</b>
<b>Total</b>	<b>24</b>

PROMOTION REQUIREMENTS

Promotion to Grade	Credits/Units
10	6
11	12
12	18

GRADING SCALE

Letter Grade	Numerical Range
A	90-100
B	80-89
C	70-79
F	0-69

**GRADING RUBRIC  
2016-2017**

*\*This chart represents the minimum amount of assignments that will be given per semester in each subject.*

<b>Grades 9-12</b>	<b>ELA</b>		<b>Math</b>		<b>Science</b>		<b>Social Studies</b>	
	<b>Weight</b>	<b>Minimum # of Assign.</b>	<b>Weight</b>	<b>Minimum # of Assign.</b>	<b>Weight</b>	<b>Minimum # of Assign.</b>	<b>Weight</b>	<b>Minimum # of Assign.</b>
<b>Classwork</b>	20%	18	20%	18	20%	18	25%	18
<b>Quizzes Formative Assessments</b>	20%	15	20%	15	20%	15	20%	<u>15</u> 6 for nine week courses
<b>Unit Tests</b>	25%	2	25%	3	30%	2	30%	2
<b>Projects</b>	20%	2 projects	20%	2 projects	20%	2 projects	20%	2 projects
<b>Homework</b>	15%	18	15%	18	10%	18	15%	18

- 1 classwork grades per week
  - 1 quizzes per week
  - 1 test per unit
- 1 project per 9 week period
- 1 graded homework assignment per week

**Standards Based Quizzes:** Standards based quizzes will be given at the end of each lesson to assess the students understanding of the standards. These quizzes will typically cover 1-3 standards. **Students will have unlimited opportunities on quizzes to show mastery.** Only the highest quiz grade will be recorded in Infinite Campus. Students will be required to do additional practice before each assessment. There will be a mid-term deadline and end of semester deadline on quiz retakes. Numerous quizzes will be given throughout the semester.

**Standards Based Test:** Standards based test will be given at the end of each unit. Students will only have one opportunity to take Standard Based Test. Typically 3-4 tests based on the number of units taught will be given each semester. Unit tests are 15% of a student's grade.

**Classwork/Homework/Projects** will be assigned as a tool to help acquire content area knowledge. *Typically*, Classwork/Homework/Projects will be graded for correctness. Other means of checking Classwork/Homework/Projects for accuracy and completion are also possible. Each assignment in Classwork/Homework/Projects will be worth different points.

### **HOMWORK POLICY/MAKE-UP POLICY**

Homework is an essential part of the learning process. It is the responsibility of the student and the parent to develop patterns of study at home and the responsibility of the teacher to assign homework in a meaningful manner. A student is permitted and encouraged to make up work missed because of excused absences, unexcused absences, or temporary placement. **Students will have up to five (5) school days from the date of absence to make up any missed work for excused absences. Or, within five days upon return from any excused long term absence.**

**Make-up work submitted late will receive a maximum grade of seventy (70).**

High school students will receive the actual grade earned on make-up work if (1) the absence is for one of the reasons listed as "excused"; (2) a written excuse has been submitted in accordance with administrative procedure; and (3) the make-up work has been completed satisfactorily within the time limit specified by the teacher.

## **A STUDENT IN GOOD STANDING**

- Has a C+ average or higher in all classes
- Is under no disciplinary sanctions
- Has no unexcused absences or tardies
- Does not have any unsatisfied financial obligations

Students may not carry any level of indebtedness to the school including lockers, textbooks, or damaged property. Participation in on-and off-campus activities not only depends on being a student in good standing academically, but financially as well.

## **ACCIDENT REPORT**

Any student who is injured during the school day must report to the Clinic or Main Office to complete an accident report. Parents or guardians will be notified immediately if their child has been injured on the school premises.

**Regular Bell Schedule**

**(Mondays, Wednesdays, & Fridays)**

**\*There will be a one (1) minute warning bell prior to the beginning of each class.**

<b>8:00 – 8:23 A.M.</b>	<b>Breakfast</b>
<b>8:25 A.M.</b>	<b>1st Warning Bell</b>
<b>8:29 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>8:30 – 10:00 A.M.</b>	<b>1st Block (90 min.)</b>
<b>10:04 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>10:05 – 11:35 A.M.</b>	<b>2nd Block (90 min.)</b>
<b>11:39 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>11:40 A.M. – 1:55 P.M.</b>	<b>3rd Block</b>
<b>11:40 A.M. – 12:10 P.M.</b>	<b>A Lunch</b>
<b>12:15 – 12:45 P.M.</b>	<b>B Lunch</b>
<b>12:50 -1:20 P.M.</b>	<b>C Lunch</b>
<b>1:25 – 1:55 P.M.</b>	<b>D Lunch</b>
<b>1:59 P.M.</b>	<b>1 Min. Warning Bell</b>
<b>2:00 - 3:30 P.M.</b>	<b>4th Block (90 min.)</b>
<b>Afternoon Announcements</b>	<b>3:28 P.M.</b>
<b>Dismissal</b>	<b>3:30 P.M.</b>

### Advisement Bell Schedule

(Tuesdays & Thursdays)

\*There will be a one (1) minute warning bell prior to the beginning of each class.

<b>8:00 – 8:23 A.M.</b>	<b>Breakfast</b>
<b>8:25 A.M.</b>	<b>1st Warning Bell</b>
<b>8:29 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>8:30 – 9:45 A.M.</b>	<b>1st Block (75 min.)</b>
<b>9:49 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>9:50 – 11:05 A.M.</b>	<b>2nd Block (75 min.)</b>
<b>11:05 – 11:50 A.M.</b>	<b>Advisement</b>
<b>11:54 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>11:55 A.M. – 2:11 P.M.</b>	<b>3rd Block</b>
<b>11:55 A.M. – 12:25 P.M.</b>	<b>A Lunch</b>
<b>12:30 – 1:00 P.M.</b>	<b>B Lunch</b>
<b>1:05 – 1:35 P.M.</b>	<b>C Lunch</b>
<b>1:40 – 2:10 P.M.</b>	<b>D Lunch</b>
<b>2:14 P.M.</b>	<b>1 Min. Warning Bell</b>
<b>2:15 - 3:30 P.M.</b>	<b>4th Block (75 min.)</b>
<b>Afternoon Announcements</b>	<b>3:28 P.M.</b>
<b>Dismissal</b>	<b>3:30 P.M.</b>

### A.M. Assembly Bell Schedule

\*There will be a one (1) minute warning bell prior to the beginning of each class.

<b>8:00 – 8:23 A.M.</b>	<b>Breakfast</b>
<b>8:25 A.M.</b>	<b>1st Warning Bell</b>
<b>8:29 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>8:30 – 8:45 A.M.</b>	<b>Advisory (15 min.)</b>
<b>8:45 – 8:55 A.M.</b>	<b>Transition to Gymnasium</b>
<b>8:55 – 10:00 A.M.</b>	<b>Assembly</b>
<b>10:05 – 11:05 A.M.</b>	<b>1st Block (60 min.)</b>
<b>11:09 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>11:10 – 12:10 P.M.</b>	<b>2nd Block (60 min.)</b>
<b>12:14 P.M.</b>	<b>1 Min. Warning Bell</b>
<b>12:15 – 2:25 P.M.</b>	<b>3rd Block</b>
<b>12:25 – 12:55 P.M.</b>	<b>A Lunch</b>
<b>12:55 – 1:25 P.M.</b>	<b>B Lunch</b>
<b>1:25 – 1:55 P.M.</b>	<b>C Lunch</b>
<b>1:55 – 2:25 P.M.</b>	<b>D Lunch</b>
<b>2:29 P.M.</b>	<b>1 Min. Warning Bell</b>
<b>2:30 – 3:30 P.M.</b>	<b>4th Block (60 min.)</b>
<b>Afternoon Announcements</b>	<b>3:28 P.M.</b>
<b>Dismissal</b>	<b>3:30 P.M.</b>

**P.M. Assembly Bell Schedule**

**\*There will be a one (1) minute warning bell prior to the beginning of each class.**

<b>8:00 – 8:23 A.M.</b>	<b>Breakfast</b>
<b>8:25 A.M.</b>	<b>1st Warning Bell</b>
<b>8:29 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>8:30 – 8:45 A.M.</b>	<b>Advisory (15 min.)</b>
<b>8:49 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>8:50 – 9:50 A.M.</b>	<b>1st Block (60 min.)</b>
<b>9:54 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>9:55 – 10:55 A.M.</b>	<b>2nd Block (60 min.)</b>
<b>10:59 A.M.</b>	<b>1 Min. Warning Bell</b>
<b>11:00 – 1:10 P.M.</b>	<b>3rd Block</b>
<b>11:10 – 11:40 A.M.</b>	<b>A Lunch</b>
<b>11:40 – 12:10 P.M.</b>	<b>B Lunch</b>
<b>12:10 – 12:40 P.M.</b>	<b>C Lunch</b>
<b>12:40 – 1:10 P.M.</b>	<b>D Lunch</b>
<b>1:14 P.M.</b>	<b>1 Min. Warning Bell</b>
<b>1:15 - 2:15 P.M.</b>	<b>4th Block (60 min.)</b>
<b>2:15 – 2:25 P.M.</b>	<b>Transition to Gymnasium</b>
<b>2:25 – 3:30 P.M.</b>	<b>Assembly</b>
<b>Dismissal</b>	<b>3:30 P.M.</b>

## ATTENDANCE

Research suggests there is a direct correlation between attendance and performance. Therefore, it is incumbent upon each student to attend school on a regular basis. Since classroom participation and academic performance are an integral part of a student's grade, a student who is excessively absent may earn a lower grade. A student may also fail a course because of poor attendance. **Any student who reaches ten (10) unexcused absences in any course will be awarded an F for the course.** Students will also be reported to the school Social Worker to file Truancy paperwork with Family Court System.

## ATTENDANCE REQUIREMENTS

Georgia Compulsory Attendance Law: A child absent from school without a legal excuse is in violation of the Compulsory School Attendance Laws of the State of Georgia. If a child between the ages of six and sixteen accrues more than 10 unexcused absences, the school social worker will become involved, and it is possible that a truancy petition could be filed in juvenile court to address the excessive absences. Children would be charged with truancy, and parents would be found to be guilty of a misdemeanor.

HB1190: A new law in the state of Georgia warrants that each school must send letters to parents of children between the ages of six and sixteen who have five or more days of unexcused absence in a school year. Any child who has more than five days of unexcused absence during the calendar school year is considered truant. Each additional unexcused absence from school is considered an additional violation of the mandatory attendance policy and is considered a separate offense.

In order to avoid failure or a lower grade, the school's counselor needs to be notified if a student will be absent for an extended period of time. Based upon the nature and length of the absence, assistance may be provided for the student.

Upon returning to school, each student is expected to bring written documentation signed by a parent or guardian, including a telephone contact number and specifying the date(s) and reason (s) for the absence. The documentation must be given to the school's front office secretary. If the absence is excused, the student will be allowed to make up any work missed during student's absence.

- The signed attendance note from the Front Office must be taken to each class to obtain the teacher's signature.

The following is a list of legal excuses identified by Atlanta Public Schools:

- Page in the State Legislature
- Personal illness
- Death in the immediate family
- Religious Holidays

## **TARDIES TO SCHOOL**

All students, arriving to school after 8:30 am must check in through the Attendance Office (Room 1082-1<sup>st</sup> FL). Students arriving after 8:45 am **must** be accompanied by a parent and or bring a written excuse for tardiness. Students should bring an excuse for the one of the designated reasons listed below at the time of the tardy. If documentation is not provided for the tardy, then the tardy will be considered unexcused. The student will then be assigned to after-school detention the following.

- Excessive Tardiness to school will result in referrals to designated person(s) in the Student Resource Center such as counselors, graduation coach and social worker.

## **EXCUSED TARDIES**

- A parent accompanies student into the office to check in verifying the reason for the excused tardy. (max three occurrences)
- A student presents a doctor's excuse (on official stationary)
- Personal illness (verified by the parent)
- Serious illness in the immediate family (verified by the parent)
- Religious holiday

## **TARDIES TO CLASS**

Students are expected to be on time to **EVERY** class. The following consequences will be administered for tardiness:

<b>VIOLATION</b>	<b>CONSEQUENCE</b>
<b>1<sup>st</sup> Tardy</b>	Warning-Phone Call automated*
<b>2<sup>nd</sup> Tardy</b>	Parent Notification -Warning
<b>3<sup>rd</sup> Tardy</b>	After School Detention-PBIS Intervention
<b>4<sup>th</sup> Tardy</b>	Saturday School/Parent Conference
<b>5<sup>th</sup></b>	Saturday School, Parent Conference and Attendance Contract
<b>6<sup>th</sup> or more</b>	Referral to Attendance Committee-PBIS Intervention

- If students are more than 5 minutes late to class or caught on the halls without permission during a Hall Sweep, the student will be assigned to In School Suspension.
- Failure to report to an Assigned Detention is defined as Willful Disobedience and will result in a Saturday School assignment or In School Suspension.

**TARDIENESS WILL NOT BE TOLERATED** All students are expected to be in school and in class on time every period, every day. Tardiness to class is disruptive and interferes with class instructional

time and learning process. The learning environment should be ongoing and continuous with as few interruptions as possible.

### **CAFETERIA**

Our 30 minute lunch period is time for students to socialize with their peers. It is our expectation that students consistently practice the general rule of good manners and proper etiquette of dining in a public place. Some simple rules of courteous behavior that will make the lunch period pleasant and enjoyable are:

- Observing good dining room standards at the table
- Finishing lunch in the cafeteria (Students cannot take food out of the cafeteria)
- Leaving the table and the surrounding area clean and orderly, as well as taking all trash to the disposal area
- Putting trash in the proper containers
- Keeping voices at acceptable levels

Please be aware that **Lunch Detention, Assigned Seats, and/or Silent Lunch** will be assigned if these expectations are not followed.

### **BUS TRANSPORTATION**

Transportation is provided for all pupils living **more than 1 ½ miles away from school and/or living in areas designated as hazardous**. Information on transportation routes is available during registration. Rules and regulations regarding transportation will be given to all students the first day of school.

### **ELECTRONIC DEVICE POLICY**

In conjunction with Atlanta Board of Education Policies, listed below are the consequences for election device (radios, headsets, headphones, CD players, MP3 players, cellular phones, video games, etc.) violations. **These devices are not allowed to be seen or heard during the instructional day between 8:00 am and 3:30 pm.**

#### **5.7.1 Disciplinary actions for students whose parent/legal guardians have completed the Parental Consent & Acknowledgement Form are as follows:**

- First violation: Verbal warning.
- Second violation: The device will be confiscated and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- Third violation: The device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- Fourth (or more) violation: The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

### **5.7.2 Disciplinary actions for students whose parent/legal guardians have not completed the Parental Consent & Acknowledgement Form are as follows:**

- First violation: The device will be confiscated, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The parent/legal guardian will be given the opportunity to complete the Parental 46 Consent & Acknowledgment Form at the first conference. Should a parent/guardian opt to not complete the Parental Consent & Acknowledgement Form, further disciplinary actions against the student may be warranted for subsequent violations.
- Second violation: The phone or device will be confiscated and will result in the student's loss of the privilege of possessing a mobile telephone or PED on school property for one semester. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
- Third violation: The phone will be confiscated, and the student will lose the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year. Written notice will be mailed to the parent, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.

### **EARLY DISMISSAL-CHECKING OUT OF SCHOOL**

*Students will not be granted permission to check out of school or leave the school campus for any reason until a parent or the legal guardian has been contacted. Students leaving prior to 11:15 am will be marked absent for the entire school day.* The following procedures should be followed for early dismissal requests.

- All parents must complete the early dismissal, contact and visitor approval information sheet that informs the staff who is approved to pick-up, contact, or visit the student during the instructional day. This form remains in the student's folder for the entire year. Otherwise, the student will only be released when the parent comes to the office to sign him/her out. Picture ID is required. No one under the age of the 18 is allowed to check the student out of school.
- To give your student approval to check-out early from school, a note on a full sheet of paper from the parent or legal guardian must be provided with the following information:
  - Student's name
  - Date & Time
  - Reason for the dismissal
  - A telephone number where the parent or legal guardian can be reached to confirm the early dismissal request.
- The student must bring the note to the Attendance Office (Room 1082) by 9:00 am or as soon as they arrive to school.
- The student should let the teacher know at the beginning of the class period that he or she has an early dismissal.
- The student reports to the Attendance Office at the time of the dismissal, receives an Early Dismissal Pass, the student signs out in the Early Dismissal Log.
- If the student returns to school before the end of the day, the student should sign in at the Front Office (Room 1082) for a pass to class.
- For Safety and Security reasons students will not be allowed to be checked out of school after 3:00 pm.

## HALL PASSES

At no time is a student to be out of the classroom during class time without an official hall pass. No exception will be made. The presence of a substitute teacher is not an exception to this rule. To maximize learning time and to smooth the transition in and out of class, Washington has instituted a **“20 Minute Rule.”** That is, there will be no hall passes issued the first or last 20 minutes of any class period.

## FIRE DRILLS AND OTHER EVACUATION DRILLS

Evacuation drills take place when school is in session. Students should remain with their class and follow instructions from the teacher at all times. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner and remain clear of the building until the signal is given to return to class. All building occupants (students, faculty, staff, volunteers, etc.) are to adhere to the prescribed evacuation plans developed and distributed by the school administration.

## HEALTH SERVICES/CLINIC

Students who become ill must report to class FIRST, obtain permission from their teacher to be excused, obtain a written pass, and go directly to the clinic. If a student is too ill to report to the office, he/she should have another student or teacher notify the office at once in order that appropriate attention may be given to the student.

When arriving to and checking out from the clinic, students are to adhere to the following procedures:

1. Show a valid hall pass
2. Sign in, noting arrival time
3. If necessary, contact parent/guardian – NURSE must speak to parent/guardian to approve leaving school
4. A parent/guardian/someone approved to check out student must do so in order for student to leave campus
5. When parent/guardian arrives, the student will take a note from the nurse to the attendance office to officially checkout

## MESSAGES TO STUDENTS

Only emergency messages will be delivered to students during school hours. The secretary in the main office will ask the nature of the emergency, which will be considered for only one of the following reasons: notification of death, serious illness, disaster in the family, medical appointments that have been unexpectedly changed, or a mode of transportation that has been changed unexpectedly. Deliveries of flowers, balloons, lunches, forgotten class assignments, etc. to students are not permitted during the school day.

## HOMEWORK POLICY/MAKE-UP POLICY

Homework is an essential part of the learning process. It is the responsibility of the student and the parent to develop patterns of study at home and the responsibility of the teacher to assign homework in a meaningful manner. A student is permitted and encouraged to make up work missed because of excused absences, unexcused absences, or temporary placement. **Students will have up to five (5) school days from the date of absence to make up any missed work for excused absences. Or, within five days upon return from any excused long term absence.**

**Make-up work submitted late will receive a maximum grade of seventy (70).**

High school students will receive the actual grade earned on make-up work if (1) the absence is for one of the reasons listed as “excused”; (2) a written excuse has been submitted in accordance with administrative procedure; and (3) the make-up work has been completed satisfactorily within the time limit specified by the teacher.

**TEXTBOOKS**

Textbooks are the property of the State of Georgia and are on loan to students. Lost textbooks are the responsibility of the student. Students will be required to pay the cost of lost or damaged textbooks.

**COUNSELING SERVICES**

The counselor is committed to providing services and support to students, school staff, and parents and the community to help each student achieve his/her educational, career, and personal goals.

Through our partnership with the Institute of Student Achievement and APS reform initiative, the counselors will lead all faculty members in developing Distributive Counseling across the school. Distributive Counseling creates accountability for all adult shareholders in providing students significant support systems to ensure their success. Individual, group, and classroom counseling is provided to assist students in developing a sense of awareness and self-worth.

**PARENT-TEACHER CONFERENCES**

Our school wide parent–teacher conference day will be held on Thursdays from 3:30-4:00 pm. Parents also have the option to call the main office 404-802-4603 to leave a message for a teacher to call them during the teacher’s planning/conference period. Parents should allow between 24-48 hours for a return call. Once telephone contact has been made, parents may set up an appointment for a conference or have a telephone conference with a teacher. Teacher-parent conferences may be arranged at any time through the counseling office.

The counselor, along with our school Advisors, will aid students in acquiring the goal-setting and decision-making skills needed to facilitate their educational development. Other services include helping students assess their individual strengths and weaknesses, especially as it relates to academic achievement, post-secondary planning, career exploration, financial aid, and scholarships.

Parent conferences can be made by calling the student’s advisor, the counselor, or the main office directly.

## **CLINIC SERVICES**

Any student who becomes ill must obtain a Clinic Pass from their teacher and report to the clinic. If necessary, the student will be allowed to call his/her parent (s) to dismiss him/her from school. The parent(s) must report to the Main Office to check out the student.

## **MEDICATION REQUIREMENTS**

All prescription medication must be checked into the clinic with the school nurse. Students should not have medication in their possession at any time. Students should not pass out medication of any kind to other students.

## **LOCKERS**

The school is unable to accept responsibility for loss occurring from the lockers. Students must rent lockers for the safekeeping of books and personal property. It is the responsibility of the student to guard his/her combination and to see that his/her locker is secure. It is suggested that nothing of high value be kept in the locker.

- **Locker rental (includes the locker and a combination lock) free for the entire school year.** (Students will not be allowed to use personal locks on school lockers.)
- **Students will not be able to share lockers.**
- Students that withdraw will not receive a refund
- Any damage to a locker will be assessed to the renter of the locker

## **LOST & FOUND**

“Lost and Found” is located in the Parent Center 1st Floor

## **PERSONAL PROPERTY**

Students are requested not to bring expensive personal items (cell phones, MP3 players, CD players, jewelry, etc.) or large amounts of money to school. The school will not accept responsibility for any losses students may incur.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Atlanta Public School System not to discriminate on the basis of color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity or service. If you wish to make a complaint or request accommodation or modification due to the discrimination in any program of facility, please contact the Office of Internal Resolutions (404) 802-3500.

## **DRESS CODE**

### **1) HEADGEAR**

Headgear is prohibited and must be kept out of sight in the building. This includes, but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. No combs, rakes, curlers or picks can be worn in the hair. Exceptions may be granted by the principal for religious or medical reasons.

### **2) SHIRTS/BLOUSES/TOPS/T-SHIRTS**

Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, cleavage, hips, or midriff are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is not acceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low cut, see through, backless or tube tops. Rips or holes are not allowed in shirts/tops. Boys are not to wear sleeveless shirts (except in P.E.). All boys must wear shirts in P.E.

### **3) SHORTS/SKIRTS/PANTS**

All shorts and skirts must be no shorter than 8 inches from the bottom of the knee. No tights, leggings and/or jeggings are allowed. Slits in skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with only the outer garment showing. There should be no rips or holes above mid-thigh.

### **4) TIGHTS/LEOTARDS**

Stretch lycra, spandex or nylon tights, leotards, biker pants or leggings worn as an outer garment are not allowed (except in dance class or P.E.). The administration will also issue consequences for clothing that is considered excessively tight.

### **5) TRENCH COATS/LONG COATS**

Students may not wear trench coats or other long coats that resemble the style of a trench coat to school. Students may not wear blankets, capes or cloaks to school. All coats must be properly worn.

### **6) SHOES**

Health regulations and safety factors require that shoes be worn at all times at school (bedroom shoes, athletic sandals, flip flops, and slides are not allowed).

### **7) UNDERGARMENTS**

Undergarments should not be visible

### **8) SLEEPWEAR**

No pajamas or sleepwear of any kind are allowed to be worn to school.

## 9) WORDING/SYMBOLS

No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.

10) JEWELRY OR ACCESSORIES THAT ARE CONSIDERED HEAVY AND/OR BULKY THAT COULD POSE A DANGER TO OTHERS IS NOT PERMITTED TO BE WORN AT SCHOOL.

11) Students are not allowed to display clothing or symbols that have been identified by the Atlanta Police Department Gang Taskforce as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation.

Gang related attire includes but is not limited to the following:

Students rolling up one pant leg, gang styled belt buckles, large oversized pendants on necklace and chains, bandanas, altering clothing from its original form to change the names and/or intended meaning on the clothing, sweat, head, and/or wrist bands, and draping article of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. (NO PLAIN WHITE T-SHIRTS ALLOWED). This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive.

12) All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.

13) Exceptions to the Booker T. Washington High School dress code may be made by the Principal or his/her designee for specific reasons.

## **PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:**

All students may possess mobile telephones and other personal electronic devices (PEDs) with the expressed, written consent of their parents/guardians. The parent or legal guardian must complete the Parental Consent & Acknowledgement Form for a Mobile Telephone/Personal Electronic Device each school year and deliver it to the school principal or designee before the student is allowed to possess a device on school property. Unless otherwise directed by school administration or school staff, the use of cellular telephones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day. Devices must be out of sight and turned off. This prohibition includes all emergency situations unless the student is directed to use a cellular telephone or PED by a school administrator or school staff or unless an extreme threat to the health or safety of a student arises and no school administrator or school staff member is present. All staff members have the right to confiscate mobile phones when used in violation of policy JCDAF and its implementing regulation. If a student refuses to relinquish a phone or other device to a school staff member, the staff member may refer the student with the device to the principal or designee. Atlanta Public Schools assumes no liability for the theft, loss or damage of mobile telephones and other PEDs possessed by students on school property or held by school officials during the confiscation period. APS employees will not be responsible for searching for lost or stolen mobile phone or other PEDs. Violations are cumulative across the student's school career in the Atlanta Public Schools. A transfer to another school does not entitle the student to a "fresh start." Students shall not use, display, or turn on communication beepers, cellular phones, video phones, or electronic devices

during instructional time, class change time, breakfast or lunch. The Principal shall determine specified times on campus if and when electronic devices may be used for instructional purposes.

**5.7.3 Audio or Video Recording:** Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated and will also result in the student’s loss of the privilege of possessing a mobile telephone or PED on school property for one (1) calendar year. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 1-3 disciplinary responses for this offense. (See sections 4.1 - 4.4).

**5.7.4 Academic Dishonesty with a Device:** It is the responsibility of every student to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Use of a cellular phone without the consent of a school administrator or school staff during a test, quiz, or completion of a graded assignment is considered cheating and is strictly prohibited. Depending on age of student, level of severity or repetition, the administrator may utilize interventions, supports, and Level 2-3 disciplinary responses for this offense. (See sections 4.2 – 4.3, 4.4). Additionally, any violation will result in the device being confiscated and will result in the student’s loss of the privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, and the student may receive a grade of zero (0) on the test or quiz.

### Positive Behavior Intervention Strategies (PBIS)

We have adopted a different approach to addressing student behavior at Washington High School. The PBIS model focuses on teaching and reinforcing desired behaviors in a caring and nurturing environment. The idea is to take a few simple expectations for students to follow and reward them on a consistent basis. All staff members are trained with this system of positive discipline and are charged to seek every opportunity to spotlight the positive attributes of students while employing research based interventions when redirecting undesirable behavior. Easy to follow expectations are posted throughout the school and all stakeholders (including parents) are asked to get on board teach and reinforce the PBIS way to students. Please see chart below which outline basic student expectations. “It Takes A Village To Raise A Child.”

Buses	Cafeteria	Hallways/ Stairways	Restrooms	Gym	Before and After School	Assemblies/ Extracurricular Activities	Emergencies	Classroom
-------	-----------	------------------------	-----------	-----	-------------------------------	--	-------------	-----------

<ul style="list-style-type: none"> <li>* Listen to and obey adults</li> <li>* Speak softly</li> <li>* Respect others' personal space</li> <li>* Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself at all times</li> <li>* Clean up after yourself</li> <li>Leave no trace on tables</li> </ul>	<ul style="list-style-type: none"> <li>* Use conversation level voices</li> <li>* Stay right &amp; keep moving</li> </ul>	<ul style="list-style-type: none"> <li>* Honor privacy and personal space</li> <li>* Use supplies appropriately</li> <li>* Use during lunch periods or between classes</li> </ul>	<ul style="list-style-type: none"> <li>* Show respect for adults and classmates</li> </ul>	<ul style="list-style-type: none"> <li>* Not in hallways before 7:45</li> <li>* Come ready to learn</li> <li>* Leave school promptly or be in assigned area after 3:30</li> </ul>	<ul style="list-style-type: none"> <li>* Respect presenter</li> <li>* Enter and exit presentation in an orderly manner</li> <li>* Keep all participation and comments positive</li> </ul>	<ul style="list-style-type: none"> <li>* Listen to and obey adults</li> <li>* Voices off</li> <li>* Keep hands, feet, and objects to yourself</li> <li>* Respect others' personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Be prepared</li> <li>* Work as directed</li> <li>* Seek assistance if needed</li> <li>* Relate discussion to classroom topic</li> </ul>
<ul style="list-style-type: none"> <li>* Sit safely in seat</li> <li>* Keep aisles clear and clean</li> <li>* Do not be a distraction</li> </ul>	<ul style="list-style-type: none"> <li>* Eat a good lunch</li> </ul>	<ul style="list-style-type: none"> <li>* Go directly to your destination</li> <li>* Plan your route to be on time and ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>* Keep walls, stalls, and floors clean</li> <li>* Shut water off</li> <li>* Flush after use</li> <li>* Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Dress quickly</li> <li>* Wait quietly while attendance is taken</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive on time to school</li> <li>* Go directly to Designated activity</li> <li>* Follow proper dress code</li> <li>* Eat well/Sleep well</li> </ul>	<ul style="list-style-type: none"> <li>* Represent your school in a positive manner</li> <li>* Follow the guidelines of the place you are visiting</li> </ul>	<ul style="list-style-type: none"> <li>* Be serious</li> <li>* Follow directions carefully</li> </ul>	<ul style="list-style-type: none"> <li>* Participate</li> <li>* Have school work completed</li> <li>* Do your best</li> </ul>

<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Go directly to your seat</li> <li>* After exiting, go directly to destination</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Tell adult if there is a problem</li> <li>* Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>* Follow hallway procedures</li> <li>* Be ready for transitions</li> <li>* Do not disrupt other classes</li> </ul>	<ul style="list-style-type: none"> <li>* Observe time limits</li> <li>* Use planner pass for restroom emergencies</li> <li>* Report incidents</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Respect privacy in locker room</li> <li>* Respect others property</li> </ul>	<ul style="list-style-type: none"> <li>* Enter and exit through the appropriate doors</li> <li>* Walk directly to or from your mode of transportation</li> </ul>	<ul style="list-style-type: none"> <li>* Be ready to participate</li> <li>* Be a respectful spectator</li> <li>* Remain seated until dismissed (assemblies)</li> <li>* Demonstrate good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>* Be alert</li> <li>* Pay attention to the adult</li> <li>* Follow directions quickly</li> <li>* Remain calm</li> </ul>	<ul style="list-style-type: none"> <li>* Have materials with you</li> <li>* Be on time and be seated</li> <li>* Talk when it is time to talk and listen when it is time to listen</li> </ul>
<ul style="list-style-type: none"> <li>* Follow bus safety rules</li> <li>* Be alert</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself</li> <li>* Tell adult if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>* Always walk on the right hand side</li> <li>* Face the way you walk</li> </ul>	<ul style="list-style-type: none"> <li>* Pick up after yourself</li> <li>* Use as intended</li> </ul>	<ul style="list-style-type: none"> <li>* Dress and participate in activities daily</li> <li>* Follow rules of the game</li> <li>* Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>* Be alert</li> <li>* Report incidents you observe</li> <li>* Be in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in designated areas</li> <li>* Adhere to directions</li> <li>* Participate and interact appropriately with presenter/program</li> </ul>	<ul style="list-style-type: none"> <li>* Follow emergency procedures</li> <li>* Inform adult of any suspicious activities</li> <li>* Alert adult of injuries</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands, feet, and objects to yourself</li> </ul>

### CODE OF CONDUCT

Given the safety issues of equipment and potential injury from horse playing, not paying attention, etc., the high volume of visitors/observers, and the nature and sensitivity of the experiential learning experiences in our classrooms without borders (field trips), all students will be required to sign a Code of conduct Contract. This contract is an acknowledgement of how to lose GOOD STANDING status. Any student who is placed on probation for behavior, attendance, or achievement shall forfeit the privileges entitled students in Good Standing including all field trips and special activities.

Our goal is not simply high school graduation, but successful college completion paid for through scholarships, and every student is expected to exhibit conduct and effort deserving of such success.

#### Tribunal Referral

The following violations are grounds for immediate referral to the Disciplinary Tribunal for alternative placement:

1. Possession with intention to sell or distribute influence of drugs, alcohol, or prohibited substances as defined by the Georgia Controlled Substances Act.
2. Possession of a firearm, knife, or any article which may be deemed dangerous.
3. Possession of explosives and/or fireworks.
4. Battery upon school system personnel
5. Arson
6. Stealing or destruction of school system property (vandalism).
7. Any behavior deemed to be a danger to the safety of others and/or a major or repeated disruption of school and instruction.

In addition to the violations listed above, the following are also conduct violations of the Code of Conduct as agreed upon by the school faculty. To be fair to individuals and situations, the consequences listed below will serve as guides when addressing disciplinary issues. However, the end result is still at the administrator's discretion. The consequences will be dispensed consistently, fairly, firmly, and equitably. All dispositions are subject to change based on the severity and frequency of incidents.

OFFENSE/VIOLATION	CONSEQUENCES
<b>Attendance Violations (Truancy)</b>	<ul style="list-style-type: none"> <li>• 1st Offense-Warning/Parent Conference/After School Detention (1Hour)</li> <li>• 2<sup>nd</sup> Offense-Saturday School</li> <li>• 3<sup>rd</sup> Saturday School and Referral to Attendance Committee</li> </ul>
<b>Bus Misconduct</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Warning</li> <li>• 2<sup>nd</sup> Offense- up to 2 day Bus Suspension</li> <li>• 3<sup>rd</sup> Offense- up to 3 day Bus Suspension</li> <li>• 4<sup>th</sup> Offense-up to 5 day Bus Suspension</li> <li>• Subsequent offenses- up to 10 , 20 day or Removal from bus</li> </ul>
OFFENSE/VIOLATION	CONSEQUENCES
<b>Cheating &amp; Plagiarism</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-0% on work, notify parent</li> <li>• 2<sup>nd</sup> Offense-0% on work, notify parent, detention</li> <li>• 3<sup>rd</sup> Offense-0% on work and Saturday School</li> <li>• Subsequent offenses-Failure grade for entire course</li> <li>• Maximum make up grade 70*</li> </ul>
<b>Chronic Lack of Supplies</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Warning/Conference</li> <li>• 2<sup>nd</sup> Offense-Discretion of Teacher/Assigned Detention/PBIS Intervention</li> <li>• 3<sup>rd</sup> Offense-2 days after school detention</li> <li>• Subsequent offenses-ISS or OSS; loss of</li> </ul>

	points in preparation & participate grade for class.
<b>Skipping Class</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Conference-Warning</li> <li>• 2<sup>nd</sup> Offense-0% on missed work; After School Detention/PBIS</li> <li>• 3<sup>rd</sup> Offense-Parent contact-Referral to Administration</li> <li>• Subsequent offenses-Referral to Attendance Committee</li> </ul>
<b>Leaving School/Campus without Permission</b>	<ul style="list-style-type: none"> <li>• 1st Offense-Warning/Parent Conference/After School Detention (1Hour)</li> <li>• 2<sup>nd</sup> Offense-Saturday School</li> <li>• 3<sup>rd</sup> Saturday School and Referral to Attendance Committee</li> </ul>
<b>Disorderly Conduct</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Warning</li> <li>• 2<sup>nd</sup> Parent Contact-PBIS/After School Detention</li> <li>• 3<sup>rd</sup> Referral to administration/ Behavior Contract</li> </ul>
<b>Disrespectful Behavior</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Warning</li> <li>• 2<sup>nd</sup> Parent Contact-PBIS/After School Detention</li> <li>• 3<sup>rd</sup> Referral to administration/ Behavior Contract</li> </ul>
<b>Dress Code</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Warning/Conference/Parent Contact</li> <li>• 2<sup>nd</sup> Offense-Parent Contract/ Afterschool Detention</li> <li>• 3<sup>rd</sup> Offense After School detention</li> <li>• 4<sup>th</sup> Saturday School</li> </ul>
<b>Fighting (inclusive of bullying /threats)</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense- up to 3 days OSS; parent conference/PBIS</li> <li>• 2<sup>nd</sup> Offense- up to 3 days OSS; /parent Conference/Behavior Contract</li> <li>• 3<sup>rd</sup> Offense-up to 3 days OSS/parent conference/ Intensive PBIS</li> </ul>
<b>Gambling</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Conference; Detention; Confiscation</li> <li>• 2<sup>nd</sup> Offense-Saturday School</li> <li>• 3<sup>rd</sup> Offense-1-3 days OSS</li> <li>• Referral to Administration</li> </ul>
<b>Insubordination/Willful Disobedience</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-Warning</li> <li>• 2<sup>nd</sup> Parent Contact-PBIS/After School Detention/Behavior Contract</li> <li>• 3<sup>rd</sup> Referral to administration</li> </ul>
<b>Trespassing/Loitering</b>	<ul style="list-style-type: none"> <li>• Referral to School Resource Officer</li> </ul>

<b>Profane/Obscene Words/Gestures</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense- Warning/ Redirect behavior/PBIS</li> <li>• 2<sup>nd</sup> Parent Contact/PBIS cont.</li> <li>• 3<sup>rd</sup> Offense-Parent Conference/ Saturday School</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense- Restitution? parent contact/ Saturday School/ parent shadow</li> <li>• 2<sup>nd</sup> Offense- Saturday School/ restitution parent conference/PBIS</li> </ul>
<b>Other serious incidents, including the following:</b> <ul style="list-style-type: none"> <li>• <b>Harassment</b></li> <li>• <b>Inappropriate Touching</b></li> <li>• <b>Lewd or offensive behavior</b></li> <li>• <b>Destruction of School Property</b></li> <li>• <b>Gang affiliation or presentation</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consequences may include suspension and or referral to Student Tribunal depending on the situation.</li> </ul>

### **CHRONIC DISCIPLINARY PROBLEM STUDENT**

A “chronic disciplinary problem student” is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student’s disciplinary problem. Notification can be by first-class mail or telephone call. The principal shall invite the parent or guardian to observe the student in a classroom situation. The principal shall also request at least one parent or guardian to attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

### **PARENT-ASSISTED SUSPENSION**

Students suspended out-of-school for attendance related or repeated general misconduct offenses may have the option of parent-assisted suspension which requires the parent to attend all classes with the student and remain with the student at all times while on campus during the suspension period. Students may not participate in extra-curricular activities or be on any Atlanta Public Schools’ campus for any reason during the time of suspension.

**CLUBS AND ORGANIZATIONS  
2016-2017**

Club/Organization	Sponsor (s)
Academic Decathlon	Rodney Willingham
Ambassadors	Jerol Smith
Anime Club	Sachi Richardson
Art Club	Sachi Richardson
Band (Marching, Jazz, Concert)	Wallace Barner
Baseball	Inglis Hunter (Head Coach), Latrez Harrison (Asst. Coaches)
Basketball (Varsity/JV)	Inglis Hunter (Head-Boys) Chauncey Prather (Asst. Coach-Boys) Charles McDonald (Asst. Coach-Boys) Denise Alsobrooks-Wright (Head-Girls) Mia Thrash-Miller (Asst. Coach-Girls) Wendell Porter (Asst. Coach-Girls)
Beta Club	TBA
Book Club	TBA
BTW Marching "100" Auxiliary	Marie Wynn

Blue Note	Candice Henry Renise Burton
Cheerleading Team	Micki Sims (Head Coach), Sean Freeman (Asst. Coach)
Chess Club	Richard Garner
College MAP – Ernst Young	Candice Henry
Cross Country	Ricky Hampton (Girls) Richard Garner (Boys)
Debate Team	TBA
FBLA (Future Business Leaders of America)	TBA
FCCLA (Family, Career, and Community Leaders of America)	Timothy St. Clair Angela Rucker (co-sponsor)
FEA (Future Educators Association)	TBA
Football	Derrick Avery (Head Varsity Coach) Julius Moses (Head JV Coach)
Gentlemen of Quality (“GQ”)	TBA
Glee Club	Renise Burton
Golf	Richard Garner
HOSA	Angela Rucker (co-sponsor)
Hospitality	TBA
JROTC (Rife, Drill, Color Guard)	Frank Carter
Math Honor Society	TBA
National Honor Society	Corinthia Hayes
National Technology Honor Society	TBA
Newspaper	Micki Sims
Poetry Club	Erica Mickens
Science National Honor Society	TBA
SGA (Student Government Association)	TBA
Soccer	Derrick Avery (Boys) Chauncey Prather (Assistant Coach) Ellery Miller (Head Girls), Quientilla Robinson (Assistant Coach)
Softball	Inglis Hunter (Head Coach) Angela Rucker (Asst. Coach)
Spanish Club	Anabela Work
Sports Medicine Team	Craig Boyd

Tennis	Brandon Fears (Boys) Mia Thrash-Miller (Girls)
Thespians/Drama Club Honor Society	TBA
Tri-M Music Honor Society	Renise Burton
Track	Julius Moses (Boys) Ricky Hampton (Girls) Lisa Jamison (Assistant Coach )
Volleyball	Denise Alsobrooks-Wright Mia Thrash Miller
Yearbook	Micki Sims
9 <sup>th</sup> Grade Sponsor	TBA
10 <sup>th</sup> Grade Sponsor	TBA
11 <sup>th</sup> Grade Sponsor	Denise Alsobrooks-Wright Mia Thrash-Miller
12 <sup>th</sup> Grade Sponsor	Micki Sims
21 <sup>st</sup> Century Leaders	Brandon Fears

**Excellence.... is the expectation!**

**Washington Bulldogs!**

***“One School, One Family”***

## PARENT AND STUDENT ACKNOWLEDGMENT

**It is required that you Sign, Date and Return This Acknowledgement to Booker T. Washington High School within 3 days of your receipt of this Student/Parent Handbook.**

The school shall retain a signed copy of this notice through the end of the school year. All students are required to sign this acknowledgement. The placement of your signature below acknowledges that you have received the Booker T. Washington High School Handbook, are apprised and shall not be released of any responsibility with respect to the information contained herein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name Print

\_\_\_\_\_  
Date