

Westside Student Handbook

2025-2026



Dear Students, Parents/Guardians,

On behalf of the faculty, staff and administration we want to welcome you to Westside High School. We are looking forward to assisting you in fulfilling your educational goals. Westside High School has a history of outstanding academic and extracurricular accomplishments. This year we are celebrating 52 years of excellence. We expect you to meet the goals set, to carry on the tradition, and help Westside High continue to be a school of excellence. You can benefit from everything Westside has to offer by being involved in your classes and the programs being offered. We are here to make your years in high school successful and challenging. We welcome the opportunity to help you as you proceed through your high school career.

The purpose of this handbook is to share pertinent information with each of you, which will help you to be more successful. Please take the time to read this handbook carefully, and if you have any questions you may contact your teachers, guidance counselors or an administrator. You should take notice in the back of the handbook; there are required forms for parents to sign giving student's permission to use the internet and the RCSS photo/video release.

Have a great year!

Dr. Tikki Middleton, Principal

Mrs. Amanda Hubbard -9th grade Assistant Principal

Mr. Jody Grant - 10th grade Assistant Principal

Mr. Travis McRae -11th grade Assistant Principal

Ms. Ameesah Hatch - 12th grade Assistant Principal

Mission Statement

The mission of Westside High School is to provide a safe environment and caring atmosphere in which all students can and will learn while becoming respectful, productive citizens.

Vision

Prepared for college.

Prepared for work.

Prepared for LIFE.

Purpose and Direction

Westside is committed to rigorous, high quality academic Honors and AP Curricula in addition to the Curriculum Standards as designated by the Georgia Department of Education and the Richmond County Board of Education, on-going professional development, extensive and effective use of data to improve teaching and learning, personalized college-planning and preparation, and work that supports this philosophy.

Belief Statements

Academic Excellence can best be achieved

- By instituting a variety of instructional approaches to accommodate differences in learning styles and degrees of aptitude.
- By faculty members who are intrinsically motivated to promote cultural diversity and equality while helping students to attain intellectual success in a supportive learning environment.
- By administrators and staff who ensure that all policies are enforced consistently in a safe and well-disciplined school environment.
- By students who make education a priority and who abide by the school's rules and regulations.
- Through support from parents who recognize the crucial role they play in the lives of their children and consequently in their children's school.
- By community and business leaders who share in the responsibility of advancing the school's mission and belief.

We ARE Westside

We believe.....

- Instruction from all teachers in the building should be structured, engaging and differentiated.
- Data should be used to hold students and teacher accountable for performance and progress.
- Instruction should be student-centered, contain various modes of technology and based on the RCK12 curriculum.
- All who enter this building should be treated fairly and professionally (faculty, staff, students, parents, community members).
- The Westside community (adults and students) are responsible for making sure that Westside remains a place of high expectations for all, and a place where all are accepted despite differences.
- Westside should provide a warm and inviting environment to students, parents and community, adults should be approachable, and communication should be open and transparent.
- Clear, concise procedures are essential and should be in place for the efficiency of the school.
- All adults in the building are responsible for consistent enforcement of non- negotiable practices and procedures.
- A collaborative atmosphere should exist between colleagues. Respect must be earned, but we will always come to a colleague's aid if needed.

***Created & Adopted by Consensus May 2018
Westside High School Faculty & Staff***

Westside High School Bell Schedules
Home of the Patriots

Westside High School Bell Schedules – 2025-2026
Home of the Patriots

<p><u>Daily (45 min periods)</u></p> <p>7:25 - 8:15 1st period 8:20 - 9:10 2nd period 9:15 – 10:00 3rd period 10:05 - 10:50 4th period</p> <p>10:55 - 12:35 5th period *10:55 - 11:25 1st lunch *11:30 – 12:00 2nd lunch *12:05-12:35 3rd lunch</p> <p>12:40 - 1:25 6th period 1:30 - 2:15 7th period</p>	<p><u>Homeroom (40 min periods)</u></p> <p>7:25 - 8:05 1st period 8:10 - 8:55 2nd period 9:00 - 9:40 3rd period 9:45 - 10:25 4th period 10:30 - 11:00 Homeroom</p> <p>11:05 - 12:45 5th period *11:05 - 11:35 1st lunch *11:40 - 12:10 2nd lunch *12:15-12:45 3rd lunch</p> <p>12:50 - 1:30 6th period 1:35 - 2:15 7th period</p>
<p><u>Early Release (30 min periods)</u></p> <p>7:25 - 7:55 1st period 8:00 - 8:30 2nd period 8:35 - 9:05 3rd period 9:10 - 9:40 4th period 9:45 - 10:15 6th period 10:20 - 10:50 7th period</p> <p>10:55 - 12:00 5th period *10:55 - 11:25 1st lunch *11:30 - 12:00 2nd lunch</p> <p>12:00 Dismissal</p>	<p><u>Pep Rally (40 min periods)</u></p> <p>7:25 - 8:05 1st period 8:10 – 8:50 2nd period 8:55 - 9:35 3rd period 9:40 - 10:20 4th period 10:25 - 11:05 6th period</p> <p>11:10 - 12:35 5th period *11:10 - 11:35 1st lunch *11:40 - 12:05 2nd lunch *12:10-12:35 3rd lunch</p> <p>12:40 - 1:20 7th period 1:25 - 2:15 Assembly</p>
<p><u>Block Schedule</u></p>	
<p><u>‘A’ Day (Monday)</u></p> <p>7:25 - 9:05 1st period 9:10 - 10:50 2nd period</p> <p>10:55 - 12:30 5th period *10:55 - 11:25 1st lunch *11:30 - 12:00 2nd lunch *12:05-12:35 3rd lunch</p> <p>12:40 – 2 :15 4th period</p>	<p><u>‘B’ Day (Tuesday)</u></p> <p>7:25 - 9:05 3rd period 9:10 - 10:50 6th period</p> <p>10:55 - 12:30 5th period *10:55 - 11:25 1st lunch *11:30 - 12:00 2nd lunch *12:05-12:35 3rd lunch</p> <p>12:40 – 2 :15 7th period</p>
<p>Wednesday (Homeroom Schedule) Thursday-Friday Regular Schedule</p>	

***Students are given 5 minutes to go to lockers, restrooms, and get to class. A one-minute warning bell will sound. Students should be in class and seated at the sound of the class bell.**

School Information

Phone:

(706) 868-4030

Fax:

(706) 868-4005

Address:

1002 Patriots Way
Augusta, GA 30907

People you need to know:***Administrators:***

Dr. Tikki Middleton, Principal

Mrs. Amanda Hubbard, 9th grade

Mr. Jody Grant, 10th grade

Mr. Travis McRae, 11th grade

Ms. Ameesah Hatch, 12th grade

Guidance:

Dr. Deldra McCord, 9th Last Names (A-J) and 11th

Ms. Lisa Latimore, 9th grade and 10th grade -Last Names (K-Z) Counselor, AP Academy, Gifted

Ms. LaTonya Thomas, 12th grade Counselor, Dual Enrollment

Ms. Alyssa Multanen, Registrar

Ms. Octavia Boxtton, Guidance Secretary

Nurse:

Ms. Elizabeth Gilmer

Office Staff:

Ms. Renee Cobb, Bookkeeper

Ms. Rebecca Franklin / Mrs. Johnnetta Godbee, Front Office Secretary

Ms. Keara Saulsberry, Discipline and Attendance Clerk

Lunchroom Manager: Ms. Pamela Robinson

Student Expectations

Tardiness to Class

Students are expected to be in class on time every day and for each period of the day. The school day begins promptly at 7:25 am and ends at 2:15 pm. Students are given five minutes between each class. A one-minute warning bell will ring in order to give students ample notice. Students are expected to be in class and ready for instruction when the tardy bell rings. ***Students will be subject to the consequences outlined in the RCSS Code of Conduct for excessive tardies.***

Attendance

Students who are absent from school are required to bring a written excuse the next day that the student is back in school. Notes must be brought to the front office upon returning to school.

Students are solely responsible for getting the makeup work from the teacher and completing the work within one week after returning from school. For extended illnesses, additional time may be allowed. Appointments for doctors and dentists are excused absences and are to be classified under the “sickness” category of the attendance policy. Students are allowed to make up all work during an excused absence. This also includes suspensions.

It is the student’s responsibility to set up dates and times for makeup work to be done. In the event of an unexcused absence, teachers **may or may not** allow students to make up work. This is strictly at the teacher’s discretion.

Examples of excused absences are as follows:

1. Personal illness (However, we will only accept a maximum of 5 parent written notes)
2. Serious illness or death in one’s immediate or extended family requiring the student’s absences.
3. Court appearance.
4. School related function authorized by the superintendent or designee.
5. Medical or dental appointments.
6. Extreme circumstances that cannot be resolved outside of school hours.
7. To visit with the child’s parent or legal guardian prior to deployment or during leave from an overseas assignment to a combat zone or combat support position, up to a maximum of 5 school days per year.

Any student who is absent due to suspension shall have the opportunity to make up work within 5 days after returning to school. As mentioned above, it is the student’s responsibility to make arrangements with his/her teachers.

Early Dismissal

A student leaving early due to appointments or other reasons must be signed out in the front office by a parent or guardian or other person authorized by parent or guardian. **Early Dismissal stops at 1:45 pm so as not to interfere with schoolwide dismissal.** Any student who drives themselves must bring an advanced note to the front office signed by a parent or guardian. The front office must be able to verify the validity of this note by phone before allowing a student to leave early. Any student who leaves campus without permission will be subject to the consequences outlined in the RCSS Student Code of Conduct.

*Westside High School does not recognize or condone any type of student or senior cut day. These absences are deemed unexcused.

Closed Campus

Westside High School operates a closed campus. Students must stay on school grounds from the time they arrive until dismissal. Students who ride the bus to school and students who drive, once they arrive on

campus, **may not leave** unless they have checked out through the main office and obtained verified permission. Students who drive to school must obtain a parking permit issued by public safety at a cost of \$15.00 per year. Parking permit fees go to Westside High School.

Visitors on Campus

All visitors must have official business in order to be on campus. All visitors must check in with the front office upon entering the campus. Former students who do not have official business are not to be on campus. First offense will result in a criminal trespassing warning. The second offense will result in a charge of criminal trespassing. This policy is in place to ensure the safety of students, faculty and staff and to minimize the amount of instructional disruption.

Student Lunch

Students have 30 minutes for lunch. Students may bring their own lunch or eat lunch in the cafeteria. A microwave is available for student use in the cafeteria. Students must eat lunch in the cafeteria. **Food is not allowed out of the cafeteria.** Students who finish lunch early or who do not wish to eat may spend time with friends in the courtyard or get a pass from a teacher to go to the media center to study or work on assignments. Students are **NOT** permitted to leave campus to make food purchases. Students are **NOT** allowed to order food to be delivered to Westside High School.

Telephone Messages

Telephones in the office are for official business and emergencies. Messages received by the office will be given to the student between classes, unless it is an urgent message. Students must have a pass from a teacher or administrator in order to come to the office to use the phone.

Student Gifts and Deliveries

Please **do not** send flowers and balloons to school for special occasions. Students are not allowed to have these delivered to class and are not allowed to carry balloons to class or on the school bus.

Books and Materials

All textbooks will be checked out and are on loan from the media center. Students are expected to care for textbooks and are encouraged to cover them as soon as they are checked out. Students should put their name inside the textbook cover as soon as they are assigned. Students are responsible for lost and damaged textbooks. Failure to pay for lost or damaged books will result in the student not receiving his/her report card or transcripts. In the case of a graduating senior, the diploma and transcripts may be withheld.

Lockers

Lockers may be rented for \$10.00 for the school year. During the first week of school, lockers may be purchased from the front office before school, after school and during lunch only. Lockers are not to be shared. Valuables should not be brought to school. Students are encouraged not to give other students their combinations and to be sure that lockers are properly secured after each use. **Westside High School and the Richmond County School System will not be liable for stolen or damaged items from lockers.** Lockers remain the property of Richmond County School System and are subject to search at any time.

Parking

Students must have a valid parking permit hanging from the interior mirror. Parking permits are purchased through the front office before school, after school, and during lunch. The price is \$15.00. Students must have proof of insurance and a valid driver's license. The following rules apply to students who drive:

1. Must have a parking permit
2. Secure vehicle
3. Obey all traffic laws and speed limits while operating motor vehicle on campus
4. Student drivers who leave school illegally are subject to having parking permit revoked.
5. Cars parked on the property of Richmond County Schools are subject to search at any time.
6. All vehicles are under the jurisdiction of the Richmond County School System and the Richmond County Sheriff's Department.
7. Student drivers are to park in the parking lot located near the gym. Spaces in the front and back of the school are reserved for faculty/staff and visitors to the school.

Conduct and Discipline Excerpts

The Richmond County Board of Education Code of Student Conduct and Discipline for students of the Richmond County Public School system will be distributed under separate cover and discussed in a special class meeting during the first week of school.

The consequences for violation of classroom and school rules may range from a warning, to out of school suspension depending on the nature of the offense and whether such consequences have or have not been assigned by board of education policy. In the absence of assigned consequences for an offense, the school administration reserves the right to decide what consequences are appropriate for the violation of school rules.

In-School Suspension Program (ISS)

Pursuant to state and board policies, the ISS Program is a means of working with students who present disciplinary problems by removing them from their regular classroom setting without removing them from the school. This program is not designed to replace any of the workable means of school discipline by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is intended to enhance the overall school discipline and keep offending students in school. Placement/assignment to ISS is determined by an administrator.

ISS:

- Provides alternatives for dealing with student misconduct other than removal from the academic setting (out of school suspension).
- Reduces the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension.
- Reduces the number of school behavior problems that ultimately result in juvenile or criminal offenses. --
- Allows a student to continue his/her academic progress while preventing him/her from being in contact with peers until the behavior improves.
- Provides a means of getting to the cause of the problem rather than having to deal with the results of the problem.
- Provides opportunities for the ISS student to examine his/her system of values in relationship to the values of the school and society-at-large and to reconcile existing conflicts.

ISS is housed in room B205 of the CTAE building.

ISS Teacher Duties and Responsibilities

- Coordinate the activities of the students in the program with that of the students in the regular classroom.
- Explain the assignments from the regular classroom teachers to the students.
- Offer tutorial assistance to students as time permits.
- Maintain records of students assigned to ISS.
- When there are no students in ISS, the teacher duties will include hall duty, restroom duty, bus duty, lunchroom duty, emergency substitution duty, and grounds duty.
- Classroom teachers are to provide the ISS teacher and students with assignments for the number of days that a student is assigned to In-School Suspension (ISS). The classroom teacher is to assign the ISS student work that is sufficient in quantity, scope and developmentally appropriate (on the student's level of comprehension) for the duration of the student's stay in ISS. The regular classroom teacher is to grade completed assignments and give the ISS student the same credit for the assignments as awarded other students for the same assignments.
- The ISS teacher will administer any test that a student is required to take while assigned to ISS and will return the results and all other completed work to the regular classroom teacher.
- The regular classroom teacher may be instructed by the Principal or Assistant Principal to go to the In-House classroom during his/her planning period to assist in coordinating students' assignments with the ISS teacher if necessary.

The following rules apply to students who are assigned to ISS:

1. Students assigned to ISS will report immediately to the ISS classroom.
2. The student is to bring all necessary papers, books, pencils, and pens from home/locker to complete the assigned work.
3. There will be absolutely no questioning the teacher about assignments.
4. Students placed in ISS are to complete the assignments during the same period as any other students. Credit for a day of ISS is determined by the ISS teacher.
5. Students are to follow their daily schedule of subjects while assigned to ISS.
6. If a student becomes ill while in the classroom, the nurse will be called to the ISS classroom to render assistance.
7. When a student is absent from class, he/she must make up the missed day immediately upon returning to school.
8. Students assigned to ISS are not allowed to participate in any extracurricular activities.
9. ISS students will be allowed two supervised visits to the restroom per day.
10. ISS students will have their meals with the ISS teacher at a time separate from the rest of the student body. There will be no talking during lunch.
11. Parents/Guardians will be notified by phone or in a letter picked up by the students of the placement of a student in ISS.
12. Failure to follow the rules and regulations of the In-House Suspension Program will result in students being suspended from school.
13. In order to receive credit for each day assigned to ISS, students must complete a full day. Any student reporting to school late or leaving early due to appointments will not be credited for that particular day.

Dress Code

A student shall not dress, groom, wear or use emblems, insignias, badges, or symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. Please see the RCSS Code of Student Conduct and Discipline. **Head coverings (unless for religious purposes) are not to be worn in the building, pants worn at waist and shirts are to be long enough to cover stomach area.**

BYOT (Bring Your Own Technology)

Cell Phones are NOT allowed during the instructional day. Once students enter the building all cellphones, earbuds, headphones, etc. must be put away. Students should follow the guidelines stated in the Bring Your Own Technology Manual. Consequences for cell phone violations will be in accordance with the RCSS Code of Conduct.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS AND STUDENTS ARE DISCOURAGED FROM BRINGING ANY VALUABLES TO SCHOOL, TO INCLUDE CELL PHONES.

Gambling Devices

Students are not allowed to play cards or other games which are used for gambling and games of chance. Playing cards will be collected and not returned to students. Only dice or cards used in classes with teacher direction and for instructional purposes may be allowed.

Public Displays of Affection

Students are discouraged from engaging in public displays of affection such as hand holding, hugging, kissing, and inappropriately touching one another. Students are expected to show respect for others, demonstrate self-respect, and refrain from private behaviors in the school setting.

Fighting and Bullying

Refer to the RCSS Code of Conduct for the specific consequences which may be out of school suspension and possible referral to the Innovative Academy. Students 17 years old and older may be subject to arrest and referred to local law enforcement for disorderly conduct and other related charges.

Academic Expectations

Promotion Requirements (Credits earned)

9th to 10th grade	5 units
10th to 11th	11 units
11th to 12th	18 units
Graduation	23 units

Class Rank/Honor Graduates

An official class rank should be compiled. It will be computed at the end of the first semester. Averages are to be carried out to three decimal places. The final averages are not rounded. When two or more students have the same average, they shall be given the same rank in class, but each student shall be counted as though he/she were occupying a separate station in the ranking. For example: Students A, B, C have a GPA of 3.729. The immediately preceding average is 3.750 which ranks number 8 in the class. Students A, B, C are assigned rank in number 9. Student D, with a GPA of 3.695 is assigned rank number 12. After the final computation of averages, Honor Graduates shall be on the student with a grade point average of 3.500 or higher after the first semester.

Valedictorian/Salutatorian

The Valedictorian is the student with the highest average in the senior class and Salutatorian is the student with the second highest rank in the senior class. These students should be selected at the end of first semester of their senior year based on the students' quality point GPA. Valedictorians and Salutatorians must attend their representative high school their Junior and Senior years prior to receiving this honor. If students vying for Valedictorian or Salutatorian have identical grade point averages, the 100-point scale GPA shall be considered.

Gifted Programs

Richmond County schools provide programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate a higher level of motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education. Students may qualify on mental abilities and achievement or on three of four components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grade K-12. Ms. Farrer, Counselor, is the Point of Contact for the Westside Gifted Program.

Standards Based Classroom Instruction

All students will be engaged in rigorous academic coursework. Teachers will expect students to participate in classroom instruction and complete class and homework assignments. Students will be assigned projects, performance tasks, research papers, and extensive reading. Students are expected to come to class prepared with paper, pencil/pens, textbooks and class materials daily. Students with internet are expected to stay abreast of class assignments through the use of the teacher pages on SchoolWires (Westside High School website), Canvas, and keep track of grades with their parent or guardian through Infinite Campus. Teachers maintain e-mail and many blog to reinforce academic success in the classroom. Students and parents are encouraged to stay in close contact with teachers in order to maintain high achievement and avoid falling behind if any academic difficulty may arise.

Student Conduct

Students are expected to be respectful and courteous to teachers and staff members at all times. Students are expected to demonstrate self-control and to display self-respect. Westside High School will promote positive student behaviors through Patriot Pride. Students may be dismissed from extra-curricular activities and student organizations for violations of student code of conduct.

Advanced Placement (AP)

Westside was named an AP Challenge School by CollegeBoard.com. Improving educational outcomes and increasing the percentage of college-bound seniors are important goals for our school. Through AP's college-level courses and exams, you can earn college credit and advanced placement, stand out in the admissions process, and learn from some of the most skilled, dedicated, and inspiring teachers in the world.

Language Arts: AP Language and Composition, AP Literature and Composition

Math: AP Calculus, AP Statistics, AP Computer Science, AP Computer Science Principles

Science: AP Physics, AP Biology, AP Chemistry

Social Studies: AP Government, AP U.S. History, AP Psychology, AP Human Geography, AP World History

Art: AP Drawing, AP 2D Design, AP Art History

AP Capstone: AP Seminar and AP Research

AP Courses Subject to change

Testing

Georgia Milestones Assessment: All students will be required to take an End of Course assessment during the four years of high school in order to meet Graduation Requirements. Georgia Milestones assessments are given in Algebra 1, Literature II, Biology, and US History. Final Exams will be given at the end of the school year, or end of the semester (depending on the length of the course) in all other classes. Students in grades 9 – 12 earning an 'A' average and have not missed more than 10 classes (or 5 for semester classes) for non-instructional reasons will be allowed to exempt the final exam. ~Subject To Change~

AP Testing: Students who take the College Board AP exam are able to exempt the final exam in that course. The purpose of AP coursework is for college preparation; therefore, all students enrolled in an AP class are expected to take the AP Exam. Earning a score of 3, 4, or 5 on the exam will allow students to earn early college credit from most accredited colleges and universities. Colleges and universities determine the score which earns college credit. Students are encouraged to take these tests very seriously.

Westside Clubs and Organizations

For a list of active approved clubs, visit Westside's web page and click on clubs and organizations. To propose a new club that is not listed in the RCSS Student Code of Conduct, Principal approval and a staff sponsor must be obtained.

Athletics

Eligibility

All first time ninth graders are eligible to participate during the first semester. At the end of each semester, all students wishing to participate must be passing at least 5 of the 7 courses. Also, all students must be on track for graduation:

entering 10th grade students must have at least 5 units of credit.

entering 11th grade students must have at least 11 units of credit.

entering 12th grade students must have at least 18 units of credit.

Eligibility can be gained or lost at the end of the previous semester.

Age

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

Limits of Participation

Students must have an annual physical examination on file at the school prior to participating in any athletic tryouts, practices, or games that indicates the students are physically approved for participation. Physical examinations will be good for 12 months. The physical exam must be done by a licensed medical physician or PA. The exam must be signed by the doctor.

A student has 8 consecutive semesters or 4 consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

Parental involvement is needed to ensure a quality program for our student athletes. Parents please join the Westside Athletic Booster Club. Your help will be needed with fees, serving on committees, and working concessions during the year.

Parental Involvement

Westside PTO:

Meets for the purpose of planning and conducting the business of PTO. Meetings will be announced monthly. All parents are encouraged to join PTO and get involved. All members are invited to attend the monthly business meetings.

Westside Athletic Booster Club:

Meets each month for the purpose of planning and conducting the business of Athletics Boosters. Parents of athletes are especially invited to join and get involved in this organization. The Athletic Booster Club helps to sponsor all athletic programs at Westside in order to supplement these teams financially through volunteer efforts throughout the year.

Acceptable Use Policy

Access to material that may be considered objectionable in a school setting comes with Internet connectivity. The value of access to educational information and interaction on the Internet far outweighs the possible negative impact of inappropriate use of this resource. Internet access from Westside High School shall be efficient, ethical and legal and in conformance with this policy at all times. Proper conduct by all persons who access the Internet and adherence to the guidelines stated below are essential.

1. Internet access is authorized in support of the instruction program and the curriculum as outlined in the Georgia Performance Standards.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited including copyrighted material, threatening or obscene material or material protected by trade secret.
3. Commercial activities use is prohibited.
4. Product advertising or political lobbying is prohibited.
5. Netiquette – Generally accepted rules of network etiquette shall include but not be limited to the following: be polite, use appropriate language, no swearing or vulgarities; E-mail is not necessary private, therefore be careful about what you say about others; no disruptive use of network, such as —Chain letters or other non-educational traffic; remember statements offered by the user are a personal opinion and do not necessarily reflect the views of Westside High School or the Richmond County Board of Education.
6. Inappropriate use will result in cancellation of privileges and may result in disciplinary action. Internet usage is a privilege, not a right.
7. Personal Security – Students are not to reveal their personal information (home address, telephone number, social security number etc.) to other individuals on the Internet. Use only school address for E-mail.
8. Vandalism – Vandalism is defined as any attempt to harm or destroy hardware, software, or data belonging to another user agency or network connected to the Internet. This includes but not limited to the uploading or creation of computer viruses. Vandalism will result in immediate cancellation or privileges and disciplinary action.
9. Software – Software of any kind may not be brought from any location outside Westside High School for use on any school computer.

Injuries and Accidents:

Students who are injured at school or en-route to school are expected to report the injury immediately to a school employee. Employees will report injuries to the school clinic.

Guidance:

Counseling services are available for every student in the school. These services include assisting students with planning and developing educational goals, helping with school and classroom adjustments, conflict management, interpreting test scores for parents and students, career guidance, study aids, activities for building character and self-esteem, and counseling for home, school, and social/emotional problems. For additional information about the services offered in the Guidance Department, please call 706-868-4030.

Withdrawal Procedures for students:

At least one day notice (24 hours) is requested to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks, library books, school athletic uniforms, and/or Band Instruments must be returned, and any outstanding debts to the school must be recorded and parents should make every effort to clear recorded fines before the withdrawal can be completed.

Hospital Home Bound Program:

The Hospital/Home Bound Program will provide a teacher for students who are ill at home for ten (10) or more days with physician approval. Proper procedures must be followed to receive these services. Contact the school principal or counselor for more information if these services are likely to be needed.

Medications:

The policy of the Richmond County Schools is that all medications be administered at home, whenever possible. If medication must be administered at school, specific conditions must be met.

A completed medication form must be on file in the school office/clinic.

It must include the following:

- Name, address, telephone number
- Name and strength of medication
- Amount of medication to be administered and time to be administered
- Purpose of medication
- Medication must be in the original bottle. The pharmacy will furnish the school a bottle, if requested.
- Physician anticipation of any side effects
- Instruction for school personnel in case of side effects
- Expiration date
- Parent signature
- Physician signature

If it is necessary for the student to take any type of medication during school hours, it must be sent in the original prescription bottle with the dose amount and time clearly indicated on the package. The medication must be given to the nurse for storage in the clinic. The nurse will dispense it at the appropriate time. Students must provide their own aspirin or Tylenol with a note from the parent. The medications and note will be kept on file in the clinic. A permission slip for dispensing medication must be renewed each school year. Medication cannot be sent home on the bus. Please contact the school nurse if you have any questions about your child's medication needs while at school.

Media Center:

The mission of the Media Center is to provide service and support to all students, faculty, and administrators by developing and maintaining a balanced collection of books, periodicals, and non-print materials that support and supplement the school curriculum. The center contains materials on subjects of interest to students for pleasure reading and research. It provides appropriate materials for students locating information and using reference works. Help is given in selecting reading matter, acquainting students with different types of literature, assisting with or providing project production materials, equipment, and facilities. Since the media center serves the entire population of the school, it is imperative that students follow media center procedure. The media center is open daily.

- Students who come to the media center must have a specific assignment/purpose that involves the use of media materials. Students must always bring their media center passes.
- Upon entering the media center, students must sign-in at the circulation desk and present their pass to the media specialist or media assistant.
- Regular materials may be checked out for a two-week period. Reference materials, CD-ROM's, magazines and newspapers must remain in the media center. Copy service is available for a charge of ten cents per page black and white / twenty - five cents for color printed page for students needing information from printed sources for a school project. Students may check out two books at any one time.
- In order to check out a book, a student must present his/her pass with his/her student ID's. Under NO circumstances should a student check out materials for another student. Students are responsible for all materials checked out under his/her name and number.
- The individual must pay for lost and damaged materials. The fee for lost books will be replacement cost for the lost book. Damaged book fees will be assessed according to the extent of the damage.
- Checkout privileges will be suspended for any student whose book is past due. Privileges will be restored when the book/s are returned.
- Should a student lose/destroy his/her barcode, he/she will be required to purchase a new one.
- The media center is open to students during regular school hours.
- Cell phone use is not allowed in the media center.
- Cell phones should be turned off or set to "vibrate" when entering the library.
- Students who fail to comply with directives will be dismissed immediately from the media center.

Parent Classroom Observation Policy:

Westside welcomes visits to school by parents and encourages parents/guardians to make informed decisions about the programs and services recommended for, or to which the school has assigned their children.

To ensure order and safety in the schools, it is necessary to establish procedures governing school visits, classroom, and program visitations. The interest that parents and guardians often have in visiting classrooms and program sites must, however, be weighed against the disruption and distraction that often accompanies such visitations.

The following conditions shall be observed for all visits:

- Visitors shall report to the school office and sign in with proper photo identification prior to entering the building. Once inside of the building, visitors must sign in at the school office immediately upon entering the building and obtain a visitor's pass for identification and specify the location to be visited. The
- Visitors must wear the visitor's pass for the duration of the school visit.
- Visitors shall consist of not more than two parents or legal guardians, at any one time. Siblings are not allowed to attend classroom observations with parents or legal guardians.
- Visitors shall refrain from conversation and from interaction with children or staff during the period of classroom or program observation.
- During the visit, parents or legal guardians cannot record any portion of the lesson.
- During the visit, parents or legal guardians cannot take pictures of anything or anyone within the classrooms.
- During the visit, visitors shall remain in such locations within the classroom or program site as designated by the staff member responsible for the classroom. No visitor shall be permitted to roam throughout the school building or school grounds.
- Questions or concerns about a visit or about anything observed during a visit must be addressed to the principal or, by appointment, to the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members.
- Staff members reserves the right to inquire if a visitor has signed in at the school office and received authorization to be present in the building.
- Visitors shall return to the school office and sign out when leaving the building.

NOTICE OF NON-DISCRIMINATION FOR STUDENTS

THE RICHMOND COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR NATIONAL ORIGIN, RELIGION, SEX, DISABILITY OR AGE IN ITS PROGRAMS AND ACTIVITIES FOR STUDENTS. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO INVESTIGATE ANY COMPLAINT COMMUNICATED TO THE BOARD OF EDUCATION ALLEGING NON-COMPLIANCE OF NON-DISCRIMINATION POLICIES REGARDING STUDENT ACTIVITIES.

**Associate Superintendent of Curriculum & Instruction and Technology
864 Broad Street, Augusta, Georgia 30901
Telephone (706) 826-1000**

NOTICE OF NON-DISCRIMINATION

THE RICHMOND COUNTY SCHOOL SYSTEM DOES NOT DISCRIMINATE IN EMPLOYMENT OR SERVICES ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP.

**Chief of Human Resources Officer
864 Broad Street, Augusta, Georgia 30901
Telephone (706) 826-1000**

Richmond County School System Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
- "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).
- Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator.
- Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline. RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process as established by Board policy and the administrative regulations.
- RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX.

Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

System Title IX Coordinator

Dr. Aronica Gloster

Department of Student Services 864 Broad Street Augusta, GA 30901

(706)826-1000 x 5501

glostar@boe.richmond.k12.ga.us

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics.

A complete listing of Title IX Coordinators is available on the RCSS website, www.rcboe.org. For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAG

Bullying, which are located in the School System policy manual that is available on the System web site www.rcboe.org.

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia's Constitution provides that School System employees are immune from liability when they are performing discretionary functions, and they act without malice or intent to cause injury.