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**2019-2020 District Testing Schedule**

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<tr>
<th>Date</th>
<th>Test</th>
<th>Grades</th>
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<tbody>
<tr>
<td>October 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>PSAT</td>
<td>Grades 9-11</td>
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<tr>
<td>December 9-13</td>
<td>End of Course Testing</td>
<td>Grades 9-12</td>
</tr>
<tr>
<td>March 16&lt;sup&gt;th&lt;/sup&gt; -20&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
<td>Remedial Testing</td>
<td>Grades 9-10</td>
</tr>
<tr>
<td>April 13&lt;sup&gt;th&lt;/sup&gt; -24&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
<td>End of Pathway Assessment</td>
<td>Grades 11-12</td>
</tr>
<tr>
<td>April 20&lt;sup&gt;th&lt;/sup&gt; – May 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Milestones End of Course</td>
<td>Grades 9-12</td>
</tr>
</tbody>
</table>

**2019-2020 Westlake Professional Development Dates**

The following dates have been designated as professional development days for the teachers and staff at Westlake High School. These dates are specific to Westlake High School only and students will not report to school on these dates, as they are treated as teacher planning/work days. These dates are:

1. Thursday, October 10, 2019- Students do not report
2. Monday, March 16, 2020- Students do not report
3. Friday, February 14, 2020- Students do not report
IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.
Regular Bell Schedule

1st Block: 8:20-9:52
- Transition: 9:52-9:57

2nd Block: 9:58—11:28
- Transition: 11:28-11:33

3rd Block: 11:34—1:54

*Drop Everything and Read Time
11:34-11:49

➢ A Lunch: 11:49–12:19
➢ B Lunch: 12:19 –12:49

5 Minute transition 12:49-12:54
➢ C Lunch: 12:54 –1:24
➢ D Lunch: 1:24 –1:54
- Transition: 1:54 –1:59

4th Block: 2:00–3:30

Final Exam Bell Schedule

Block 1: 8:20-9:55
- Transition: 9:55-10:01

Block 2: 10:01-12:00p.m.
*24 minute lunches in the classroom

It is imperative that we provide quality customer service to all families and guests of Westlake. In an effort to provide you with the most updated and relevant information, we developed an online “Family Communication Guide” available on our school website. When applicable, we have identified the staff member responsible for meeting your needs and their contact information (hyperlinked email address and office location).

Additionally, you may find the following phone numbers helpful:

School Main Phone Number – 470-254-6400
- Attendance Office – ext. 46424
- Bookkeeper – ext. 46438
- Counseling Office – ext. 46431
- Principal’s Office – ext. 46439
- Magnet Office – ext. 46459
GRADE AND REPORTING POLICY
Students receive progress reports every six weeks and reports cards at the end of each semester. Numerical grades are awarded. The grading scale in Fulton County is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>Fair</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>Failing</td>
</tr>
</tbody>
</table>

SCHEDULE CHANGES
The administration may make schedule changes in order to ensure students are in the required classes for graduation, to balance class sizes, and to accommodate changes in the teaching staff. Students finding an error in their schedules may request a schedule change through the first 10 days of each semester through the schedule change process.

ATHLETICS

REQUIREMENTS
No student is allowed to participate in an athletic program at Westlake High School unless the student meets the requirements for registration and participation in athletics. The student must have on file with the coach the following items:

- Physical examination form signed by a M.D. certifying the student is physically fit to participate.
- Evidence of school insurance or an insurance waiver signed by the parent/guardian.
- Athletic registration form.
- GHSA eligibility forms must be completed, submitted to the GHSA, and returned marked eligible before any student participates in a game or contest.

ACADEMIC REQUIREMENTS
Students must meet all academic requirements set forth by the Fulton County Athletic Department and the Georgia High School Association (GHSA). The expectation is that Westlake Athletes will be leaders in the school community. Those students who receive out of school or in school suspension will not be allowed to participate in any practices or games for every day of their suspension until it is concluded. There will be no adjustments made in the assignment of suspension days to allow a student to participate in any activities.
Daily attendance and active participation in each class are critical parts of the learning process. A significant role of today’s high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. It can be difficult to make-up missed class work in a 90-minute class, since there is no substitute for the actual participation in daily classroom instructional activities, discussions, and assignments. Every effort should be made to promote regular school attendance and punctuality. Please allow 24 - 48 hours to update student attendance records from the attendance office. If there is standardized testing occurring or a large number of students are being moved throughout the building, we may need additional time to accurately update those records. Your patience is truly appreciated.

**ATTENDANCE POLICY**

The Fulton County Board will adhere to the attendance laws as set forth by the which reads: Every parent, guardian, or other person residing in Georgia is required either to enroll and send children in their care and charge between the ages of 6 and 16 to a public or private school or to provide a home study program for these children which meets the requirements set forth in law, unless the child is specifically exempt.

The Plan of Action:

1. Students with 5 unexcused absences will receive a letter and will be placed on local school probation.
2. At the 8th unlawful absence, a referral will be made to the school social worker that will make contact and provide formal feedback to the assistant principal for attendance. Continued absences will result in legal consequences as prescribed by the student code of conduct. A Certificate of Non-Compliance will be sent to the Georgia Department of Motor Vehicle Safety for all students between the ages of 15 and 18 who have accumulated 10 unlawful absences.

When a student is under the age of 16, the compulsory attendance law applies and there may be the possibility of court intervention.

**STATE LAW**

State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690.1[a] shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1[b]).
EXCUSED ABSENCES
In compliance with state regulations, the following reasons are excused absences:

1. Personal illness
2. Death or illness in the immediate family
3. Religious holiday
4. Instances where attendance by the student would be hazardous
5. Service as a page for the General Assembly
6. Tests and physical exams for military service and the National Guard
7. In-School and Out-of-School Suspensions

On the first day of attendance after an absence, it is the student’s responsibility to bring a written excuse from the parent or guardian to the attendance office. The excuse must include the following:

1. Name and grade of student
2. Date(s) of absence(s)
3. Reason for absence(s)
4. Phone number where parent or guardian can be reached
5. Signature of parent or guardian

UNEXCUSED ABSENCES
An absence from school is unexcused if it does not meet the criteria categorized as an excused absence (see Excused Absences) or if a signed note is not submitted by the parent or guardian to the attendance office within two days of the absence.

HOMEWORK REQUEST POLICY
When students are going to be absent for four (4) or more days, requests for homework may be made through the counseling office. When students are absent one to three days, make-up work is arranged with the teachers upon their return.

MAKE-UP WORK
Make-up work is allowed for excused absences and suspensions. It is the student’s responsibility to arrange for any make-up work. Make-up work should be requested on the day the student returns.

RECOVERY WORK
Provision for Improving Grades

1. Opportunities designed to allow students to recover from a low or failing cumulative grade based on the student’s grade print-out given by the teacher every three weeks will be allowed when all work required to date has been completed (NO NHI) and the student has demonstrated a legitimate effort to meet all course requirements including attendance which includes five unexcused absences. Please note that three unexcused tardies equals one
absence. Students should contact the teacher no more than three days after an assignment has been received by the student concerning recovery opportunities after receiving a printout from the teacher. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course standards and objectives and must be completed 10 school days prior to the end of the semester.

2. Teachers will determine when and how students with extenuating circumstances may improve their grades.

SUSPENDED STUDENTS
Students under suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any Fulton County school campus without permission. Students who are on campus during their suspension may receive additional consequences.

SKIPPING
Students are expected to attend school and be on time for all classes daily. Any student who comes on campus, but does not report to class during the designated time, is considered skipping. Any student who reports to class 10 minutes after the tardy bell, without a note is considered skipping. Students who are identified as skipping class will receive disciplinary consequences. Skipping will be assessed as an unexcused absence.

TRUANCY
Truancy is defined as not reporting to school. Students are expected to attend school and be on time for all classes daily. Students who are truant to school will be disciplined as outlined in the student code of conduct. Students who are brought back to school by Fulton County Police Department will be subjected to disciplinary actions.

LEAVING SCHOOL WITHOUT PERMISSION
Students are not allowed to leave school at any time (including lunch) after arriving on campus unless they have been checked out through the attendance office. Students may not leave the building to retrieve items from their car without permission. Students who leave school without permission will receive disciplinary consequences.

CHECKING-IN
Students arriving at school after the tardy bell must check-in at the attendance office. Car trouble, oversleeping, missing the bus, and other personal reasons are unexcused. Students who arrive with a parent/guardian escort do not automatically warrant an excused tardy.

CHECKING-OUT
If a student must check out, he or she is required to present a note from his/her parent or guardian to the attendance office, or the parent or guardian must come to the attendance office with a picture ID to check out the student. If a student must check out due to illness, he or she must bring a pass from his or her classroom teacher and report to the
nurse’s office or attendance office. The parent or guardian will be called to come to the school to check out the student. If the parent is having someone pick up their child that is not listed in Infinite Campus we will need a signed letter, school authorization form, or email from the parent or guardian’s e-mail on file. Without this information, the school can not release the student(s). No student will be able to be checked out after 3:05p.m. Students will not be able to use ride-sharing services to check themselves out.

EXCUSED TARDY TO SCHOOL
Students classified as excused tardy to school must check-in at the attendance office. Excused tardies are documented the same as excused absences. Cumulative tardies to school may result in discipline consequences and loss of privileges, which include but are not limited to parking, athletics, club participation and other school related events.

UNEXCUSED TARDY TO CLASS
Students are expected to report to every class on time. No student should leave the class to go anywhere (back to locker, to restroom, etc.) the first 10 minutes or the last 10 minutes of class. Students who are tardy will be subjected to disciplinary actions ranging from warning, administrative detention, and out-of-school suspension.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA)
Required O.C.G.A.§40-5-22 Students between the ages of 15-17 who miss 10 consecutive days or have 10 or more unexcused absences may have their Driver’s Licenses/Permits or ability to acquire them suspended for one year.

INSTRUCTIONAL PERMIT OR DRIVER’S LICENSE

Drivers’ Licenses
In addition to the discipline specified in the Fulton County Code of Conduct for attendance and selected conduct, students fifteen (15) through seventeen (17) years of age may find their eligibility for a Georgia instructional/learner’s permit or driver’s license impacted by their school enrollment and/or conduct. Students must obtain a Certification of Enrollment from their school stating that the student is enrolled in and not under expulsion to be eligible for a driver’s license or learner’s permit.

CERTIFICATE OF ATTENDANCE
A Certificate of Attendance for driver’s permits or licenses is available from the attendance office if the student qualifies based on his attendance and discipline record. Requests for this certificate can be made between the hours of 7:45-8:10 a.m., during all lunches, and 3:30-3:45 p.m.
HOURS
The counseling center is open each day from 7:45 a.m. to 3:45 p.m. Additional access will be provided after-school hours by request for students and families.

OFFICE PROCEDURES
Students may sign up in the counseling office to see their counselor. Students should sign up before school, during their lunch, and after school until 4:00 p.m. Students must have a pass to visit the counseling department during class time.

COLLEGE AND CAREER CENTER
Students may use the computers and the references in the College and Career Center for post-secondary research. It contains information about colleges, careers, scholarships, and other material related to post-secondary options for all students.

CHANGE OF ADDRESS AND PHONE NUMBERS
It is the responsibility of all parents and guardians to keep the school informed and updated on any changes in home addresses and phone numbers. The school must be able to reach you at all times in the event of an emergency. Please report any changes to the counseling office.

WORK PERMITS
A work permit is required for any student under 18 years of age who works outside of school. An application for a permit may be secured from the counseling secretary between 7:45 a.m. and 3:45 p.m.

MEDIA CENTER

HOURS
The media center is open each day from 7:45 a.m. to 5:00 p.m. Additional access will be provided after-school hours – please refer to posted schedule on the media center doors.

PASSES
Students should have a signed Westlake pass stating the student’s name, date, time, destination, and teacher’s signature when entering the media center during the school day.

BEHAVIOR
Disruptive behavior can lead to suspension of media privileges. No food or drink will be permitted in the media center at any time. An atmosphere that is conducive to research, study, and quiet reading will be maintained.
It is the responsibility of each student to become familiar with and follow the regulations outlined in the brochure entitled Fulton County School System Student Code of Conduct.

**DETENTION**
Teachers may assign their own detention for rule violations or misconduct. The amount of time to be served is left to the discretion of the teacher making the assignment. The student will be given 48 hours to arrange transportation home if needed. Failure to report to any assigned detention may result in more severe disciplinary action including suspension if necessary.

Students may be assigned administrative detention as a consequence. Students who do not show for administrative detention will be subjected to more severe disciplinary action.

**STUDENT DRESS CODE**
Students are encouraged to formally dress each Wednesday and show off their school spirit wear each Friday.

As a general expectation, modesty and decency of dress are stressed at Westlake High School. Students are expected to dress and groom themselves in a manner that demonstrates respect for fellow students, staff, and guests to our school. Clothing that is deemed disruptive to the learning environment is unacceptable.

**All Students:**
1. No bandanas, skull caps, bonnets, hats, shower caps, do-rags, wave caps, or headbands are allowed in the school building. Items are subject to immediate confiscation and will be only returned to the student’s parent/guardian.
2. No house/bedroom shoes.
3. No sleepwear/pajama-type garments, spandex shorts, or clothing that reveals undergarments.
4. No garments with excessive holes/tears, including jeans with holes above the knee. Openings with sheer or mesh areas are not allowed above the knee.
5. Clothing or tattoos that promote alcohol, drugs, tobacco, gang affiliation, nudity or profanity is prohibited.
6. No skin may show at the waist.

**Girls:**
1. Skirts/dresses/shorts must cover the mid-thigh area and above.
2. Tops may have sleeves or be sleeveless. No low-cut necklines. Regardless of the type of top, the area from the neck to the shoulder must be covered. No tank tops or spaghetti straps are allowed.
3. Backless or strapless dresses/tops are not permitted.

Boys:
1. Shorts/Pants must always be at the waist (no sagging).
2. All shirts/tops must have sleeves.
Students who are in violation of the dress code will be given the option to change into “Westlake Dress Code” attire, have a parent bring a change of clothes, or report to ISS for the remainder of the day.

HALL PASSES
During class time students should not be in the hallway without an official Westlake High School hall pass. Forged passes will be confiscated, and the student will be subjected to disciplinary action.

LOCKERS
Students may rent lockers with a combination or gymnasium lockers at the beginning of the school year. Students are not allowed to share lockers. Students are allowed to use only the locker that they have been assigned by the school.

Items brought to school or those stored in lockers are not insured for reimbursement by the school. The school assumes no responsibility for items lost or stolen. All students are reminded that the unauthorized removal of any items from another student's locker is theft and will be dealt with accordingly. Administrators may conduct periodic inspections of lockers based on reasonable suspicion without student or parent consent.

LOITERING ON CAMPUS
Students are not permitted to remain on the school campus after the end of the school day at 3:45p.m. unless they are participating in a scheduled activity that is under the direct supervision of a teacher or staff member. Students who violate this policy may be subject to appropriate disciplinary action that may include suspension from future extracurricular activities.

LUNCH PERIOD
Students are allowed in the cafeteria during the time that they are assigned to have lunch. Students are not allowed to leave campus or order pizza/other food items to be delivered by restaurants or any other person or service during lunch. Students are to leave the classroom and report to the cafeteria when the bell rings and return to the classroom when the bell rings. During the lunch period, students must use the restrooms located by the cafeteria. Students are not permitted to roam the school building or visit teachers during lunch period. Students who receive a pass in advance (from the media center) are permitted to visit media center during their lunch period. Students are not allowed in the gym during their lunch period.

- Per Fulton County Schools, no food purchased or delivered from an off-campus restaurant/vendor is allowed on campus during school hours. Failure to comply with these guidelines will result in administrative action including surrendering of the food to school police.
**PARKING**

Consideration of parking privileges for students will include previous attendance-related history (tardies, truancy, frequency of absences). Local school and county policies govern student parking. Westlake students must follow all of the procedures outlined on the county application. Neither students who drive to school nor students they transport can receive an excused tardy because of traffic, car, or ride problems. Any driver who has excessive unexcused tardies or absences will lose parking privileges for the semester. The campus police officer supervises parking and handles violations, tickets, and resolves all parking problems. Administrators have the right to revoke parking privileges at any time.

No student may return to his or her car during the school day without administrative approval. All vehicles are subject to search upon reasonable suspicion that contraband such as drugs, alcohol, or weapons may be found in the vehicle. If a student leaves campus during school hours without permission their parking permit may be revoked. Failure to comply with parking procedures may include revocation of parking permit, towing of vehicle at owner’s expense, In-School Suspension, or Out-of-School Suspension.

All student drivers are expected to park in the student parking lot only. The student parking lot should be clear of all student drivers by 4:00p.m. Drivers who consistently violate this policy will have their driving privileges revoked. Student drivers are responsible for any activity that occurs with their vehicle that violates the student code of conduct.

**SELLING CANDY OR OTHER ITEMS**

Candy, baked goods of any type (store bought/homemade), or other items are not to be sold or distributed at any time on school property. Violators are subject to disciplinary action and items will be confiscated and not returned.

**VISITORS**

All visitors are to enter the school through the main entrance and report to the front office desk to obtain a visitors badge. Students may not bring visitors to Westlake High School during the school day. Assisting non-Westlake students with entry into the building will result in disciplinary action.

**PROHIBITED ITEMS**

Students are not to bring dice, playing cards, party flyers, basketballs, footballs, skateboards or any other recreational items or equipment to school. Students who bring such items to school should expect to have them confiscated. They will be returned to the parent or guardian.
TARDY CONSEQUENCES
Students who arrive late to class and school may be subject to the following consequences:

<table>
<thead>
<tr>
<th>Number of Tardies</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Parent Contact/Warning</td>
</tr>
<tr>
<td>3-4</td>
<td>After School Detention</td>
</tr>
<tr>
<td>5</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>6</td>
<td>1 Period of ISS (or more)</td>
</tr>
<tr>
<td>7-8</td>
<td>Saturday School</td>
</tr>
<tr>
<td>9+</td>
<td>Additional Administrative Action</td>
</tr>
</tbody>
</table>

RIDESHARE POLICY
Per Uber and Lyft rider policies, their services are not available to any person(s) who under the age of 18. Any individual who is not of legal age, must have an authorized adult with a valid account in the vehicle. It is also stated that Uber and Lyft accounts cannot be shared or be utilized by third parties. Therefore, in keeping with the policies of these organizations, students will not be authorized to leave school grounds with a Lyft or Uber driver if their authorized parent/guardian is not present during the transport.
Jamar Robinson, Principal  
RobinsonJ10@fultonschools.org  

Tosha Oliver, Assistant Principal, 9th Grade  
OliverT1@fultonschools.org  

Cecelia Johnson, Curriculum Assistant Principal  
JohnsonC5@fultonschools.org  

Brian King, Assistant Principal, 10th Grade  
KingB1@fultonschools.org  

Dr. Triaka Larry, Assistant Principal 12th Grade  
LarryT@fultonschools.org  

Candice Hickman, Magnet/Testing Coordinator  
HickmanC@fultonschools.org  

Jenelle Wingfield, MYP/IB Coordinator  
WingfieldJ@fultonschools.org  

Charmaine Hankerson, 11th Grade Administrator  
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Dr. Shonnika Henry, Instructional Coach  
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Wreneisha Daniels, IST Coordinator  
DanielsW@fultonschools.org
Fulton County Schools is committed to providing safe and secure learning environments for our students. Our Board of Education makes annual, ongoing investments that provide safety and security to our physical buildings as well as programs that focus on the social and emotional well-being of our students and staff. This commitment continues with regular parent and community education about current student safety issues.

What parents need to know about “Marijuana and Drug-Based Edibles”

Information obtained and adopted from justthinktwice.gov, Nevada Tobacco Use Prevention Education (TUPE)

There has been an increase in the number of students ingesting treats laced with THC, the drug found in marijuana. This trend is not unique to our area. Across the country, there has been an increase in the number of kids both accidentally and intentionally consuming “pot edibles,” with lollipops, chocolate bars and brownies being the most common type.

What makes this especially dangerous is that the level of THC in edibles tends to be highly concentrated, leading to an increase in calls to Poison Control and Emergency Room visits. It is important for kids to use caution before consuming edibles from unknown sources.

Marijuana can be potentially laced with other psychoactive drugs in order to produce varied psychoactive effects to make it weigh more and potentially generate more profit.

Some of these other psychoactive drugs may include:

- Lead or other heavy materials
- Glass
- PCP
- Heroin
- Embalming fluid
- Laundry Detergent
- LSD
- Ketamine
- Cocaine
- Ketamine

What are the negative effects of marijuana and other drug-based edibles?

- Psychotic episodes
- Hallucinations
- Paranoia
- Impaired Motor Activity
- Death is possible

Warning signs that your child may have consumed THC or other drug-based edibles:

- Excessive sleepiness
- Dizziness
- Trouble walking
- Panic attacks
- Rapid heart rate
- Trouble breathing

What can you do to protect your child?

Talk to your child. Talk to younger children about only eating treats from known sources. Explain that sometimes there are ingredients in baked goods or candy that could make them sick.

If you have an older child, discuss the dangers of consuming THC infused edibles or any edibles portrayed as having any drug contents. Make sure they realize how much more concentrated the THC levels can be, which greatly increases the health risks.

Limit exposure and access.

Parents need to make sure their children do not have access to any marijuana infused edibles. Children typically love candy and baked goods and are unaware that they may be dangerous for them to consume.

Talk about the health risks of eating THC.

There has been an increase in kids both accidentally and intentionally eating THC infused foods. Marijuana and other drug-based edibles are dangerous in the hands of kids. Make sure your son or daughter understands the health risks and importance of avoiding them. If you suspect your child has ingested THC edibles, seek medical attention immediately. You also can seek help through these resources from the National Helpline and Poison Help.

According to the Fulton County Schools Student Code of Conduct, student “possession” of any substance believed to be alcohol or drugs is a Tier 3 offense with discipline ranging from up to 10 days out of school suspension up to a Discipline Hearing that can result in long term suspension or expulsion from school. Student “distribution” of any substance believed to be alcohol or drugs is a Tier 4 offense and will earn 10 days out of school suspension AND a Discipline Hearing that can result in long term suspension or expulsion from school.
Westlake High Honor Code

The Westlake High School Honor Code is in effect at all times. Cheating will not be tolerated! Cheating is defined as giving or receiving information in any form that is related to a gradable experience including the use of sources of information other than those specifically approved by the teacher either during or outside of class. Students are required to sign honor pledges as applicable for major tests, projects, and/or papers. Examples of cheating include, but are not limited to:

- **Plagiarism** – using words or ideas from a published source without proper documentation; using the work of another student (e.g. copying another student’s homework, composition, project, etc.); using excessive editing suggestions of another student, teacher, parent or paid editor.
- **Looking on someone else’s paper during a test or quiz.**
- **Cheat sheets of any kind.**
- **Knowingly accepting or giving information concerning the contents of an assessment.**
- **Changing the appearance of computer printouts.**
- **Allowing another student to complete online assignments using your name and login information.**

Each department has two grade weight categories (excluding final exams and EOC’s) that the WHS Honor Code Council can render decisions on. If a student is accused of violating the WHS Honor Code within those categories, the following process may occur:

1. The teacher will address the student regarding said accusation.
2. The teacher will make efforts to secure all documentation that supports the allegation which may include: student’s assignment in question, cheat sheets, cell phone (if the student refuses to turn over the phone then the teacher will complete and submit a discipline referral, as usual).
3. Both student and teacher will complete a teacher statement form that describes the incident (no more than two paragraphs in length).
4. The teacher will complete a discipline referral form (submitted to Ms. Hickman) and contact parents within 24 hours.
5. Upon notifying, parent/guardian may contest the accusation within 48 hours using the “Academic Integrity” link on the school’s website.
6. Should the parent/guardian NOT contest the teacher’s findings, then the grade of zero will stand and Ms. Hickman will process the discipline referral A.S.A.P.
7. Should the parent/guardian decide to contest the teacher’s findings, using the previously stated link, then the process will go as follows:
   a. The teacher will be notified to place the grade holder code of “AI” in the gradebook for the assignment in question, which temporarily counts as a zero.
   b. Copies of the entire incident file will be provided to all who are serving on the WHS Honor Code Panel at an Academic Integrity hearing at which time the incident will be given a final verdict as to the guilt or innocence of the student.
   c. The standing meeting days and times will be every 1st and 3rd Monday from 4:00 P.M. – 5:00 P.M. No more than five cases will be heard in one sitting.
   d. The incident case will be read in silence by the members of the panel. If the teacher/student/parent are present (attendance is not expected nor required) and wish to speak then they will be afforded two minutes to address the panel.
e. If the panel has any additional clarifying questions, and the teacher, student, and/or parent are present, then they will be asked.

f. The WHS Honor Code Panel will render verdicts that range from the following two categories:
   1. Innocent:
      1. The WHS Honor Code Panel will recommend that the teacher and student "clear the air" through open dialogue and make arrangements within 48 hours of the verdict for a comparable assignment to be made up for a full credit.
      2. The assignment code of "AI" will be replaced with the full credit grade upon the completion of make-up assignment.
   11. Guilty (NOTE: All sponsors/coaches are expected to enforce the verdict of the WHS Honor Code Panel)
      1. The Student Discipline Handbook will be adhered to 1 day of ISS and/or the appropriate escalating discipline consequence.
      2. The student and teacher must make arrangements within 48 hours of the verdict for a comparable assignment to be made up for mastery only.
      3. The gradebook assignment space holder code of "AI" will be replaced with a zero.
      4. If the student is not involved in any activity, club, sport, etc., then the verdict ruling may range from cafeteria clean up detail, school be authentication detail, or another day of ISS (should the student/parent refuse the cleanup detail).
      5. If the student is in a pathway organization, then they will be removed from the next immediate field trip or "Hon" activity following the verdict with no refund.
      6. If the student is an athlete they will be benched from the next immediate game following the verdict without a refund.
      7. If the student is in a club/organization, the y will receive a punishment based upon the recommendations of the sponsor without a refund.
      8. If the student is in an Honor Society, they will permanently be removed from the Honor Society after the 2nd violation. Upon removal from the Honor Society, they shall not be allowed to purchase, be provided, or wear that honor society’s chord during any activity associated with graduation.
      9. If the student is an "All Around Student" involved in multiples items listed in above (#4-8), the priority order for the punishment will be as follows: athletics, pathway organization, then club organization.
      10. The sponsor/coach and all of administration will be notified of the guilty verdict for informational purposes only.
### Westlake High School 2019-2020 Calendar

#### April 2020

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