



# Wetumpka High School

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Welcome to 2023-24!



# WHS RULES AND PROCEDURES

**Created by the Wetumpka High School  
Faculty and Staff**

# PURPOSE



Every *Student* Empowered



Every *Student* Succeeds



THE WAY



THE WETUMPKA WAY

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#WINTHEMOMENT

#WE2NATION



# BELL SCHEDULE

 <b>7 PERIOD DAYS</b> <b>WIN The Moment</b>		
<b>MONDAY, TUESDAY, FRIDAY</b>		
Bell Schedule	Time	
Doors Open/Breakfast	7:30	5
<b>1st Period</b>	7:45–8:35	50
Transition	8:35–8:39	4
<b>2nd Period</b>	8:39–9:37	50
Transition	9:37–9:41	4
<b>3rd Period</b>	9:41–10:31	50
1st Break (9:41-9:49) 2nd Break (9:51-9:57) 3rd Break (9:59-10:05)	Break 6 2 b/t	
Transition	10:31 – 10:35	4
<b>4th Period</b>	10:35–11:25	50
Transition	11:25–11:29	4
<b>5th Period</b>	11:29–1:06	55
1st Lunch (11:29-11:50) 2nd Lunch (11:54-12:15) 3rd Lunch (12:19-12:40) 4th Lunch (12:44-1:06)	Lunch 21 4 b/t	
Transition	1:06–1:10	4
<b>6th Period</b>	1:10–2:00	50
Transition	2:00–2:04	4
<b>7th Period</b>	2:04–2:55	51
<b>Stdts. Dismissed</b>	2:55	
<b>Teachers</b>	2:55–3:20	

BLOCK 1



BLOCK 2

BLOCK 3

BLOCK 4

2023-2024

2023

 <b>BLOCK DAYS</b> <b>WIN The Moment</b> 					
<b>WEDNESDAY</b>			<b>THURSDAY</b>		
Bell Schedule	Time		Bell Schedule	Time	
Doors Open/Breakfast	7:30	5	Doors Open/ Breakfast	7:30	5
<b>1st Period</b>	7:45-9:32	99	<b>2nd Period</b>	7:45-9:32	99
Transition	9:32-9:36	4	Transition	9:32-9:36	4
<b>3rd Period</b>	9:36-11:16	100	<b>4th Period</b>	9:36-11:16	100
1st Break (9:36-9:44) 2nd Break (9:46-9:52) 3rd Break (9:54-10:00)	Break 6 2 b/t		1st Break (9:36-9:44) 2nd Break (9:46-9:52) 3rd Break (9:54-10:00)	Break 6 2 b/t	
Transition	11:16—11:20	4	Transition	11:16-11:20	4
<b>5th Period</b>	11:20-1:17	92	<b>Indian Period</b>	11:20-1:17	92
1st Lunch (11:20-11:41) 2nd Lunch (11:45-11:57) 3rd Lunch (12:01-12:22) 4th Lunch (12:26-12:47)	Lunch 21 4 b/t		1st Lunch (11:20-11:41) 2nd Lunch (11:45-11:57) 3rd Lunch (12:01-12:22) 4th Lunch (12:26-12:47)		30
Transition	1:17-1:21	4	Transition	1:17-1:21	4
<b>7th Period</b>	1:21-2:55	94	<b>6th Period</b>	1:21-2:55	94
<b>Stdts. Dismissed</b>	2:55		<b>Stdts. Dismissed</b>	2:55	
<b>Teachers</b>	2:55—3:20		<b>Teachers</b>	2:55—3:20	

# ACTIVITY BELL SCHEDULE



Wetumpka High School  
#WintheMoment

This schedule will be used in the event that an  
afternoon activity is scheduled.

<b>PEP RALLY/ACTIVITY SCHEDULE</b>		
Bell Schedule	Time	
<b>Tardy Bell</b>	7:45	
<b>1st Period</b>	7:45 – 8:34	
Transition	8:34 – 8:38	
<b>2nd Period</b>	8:38–9:26	
Transition	9:26-9:30	
<b>3rd Period</b> 1st Break (9:30-9:37) 2nd Break (9:39-9:45) 3rd Break (9:47-9:53)	9:30–10:22	
Transition	10:22– 10:26	
<b>4th Period</b>	10:26-11:12	
Transition	11:12-11:16	
<b>5th Period</b> 1st Lunch (11:16-11:38) 2nd Lunch (11:40-12:00) 3rd Lunch (12:02-12:22) 4th Lunch (12:24-12:44)	11:16-12:44	
Transition	12:44-12:48	
<b>6th Period</b>	12:48–1:28	
Transition	1:28–1:32	
<b>7th Period</b>	1:32-2:23	
<b>Pep Rally Period</b>	2:23-2:55	
<b>Students Dismissed</b>	2:55	

# COUNTY HANDBOOK FORMS

Students who have registered online will not have to fill out forms that were already filled out online.

The only additional forms that need to be completed are:

1. Residency Questionnaire
2. Health Assessment Record
3. WHS Student Handbook Rules Agreement



# SIGNATURE PAGE

All students must return the WHS Student Handbook Agreement to Advisory teacher by Friday.

Students who have not returned the required forms will not be able to participate in Break until returned.

Students will receive a break pass when all forms are returned.



Wetumpka High School

1251 Coosa River Parkway  
Wetumpka, Alabama 36092

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Principal

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## WHS Student Handbook Agreement

After carefully reading the contents of the 2023-24 Wetumpka High School Student Handbook (can be found at [gowhs.com](http://gowhs.com), please sign the verification statement below and return by Friday, August 11, 2024.

I have read and understand all the contents of the Wetumpka High School Student Handbook. I understand that I will not be provided with a paper copy of the handbook unless specifically requested, but the entire handbook can be accessed at [gowhs.com](http://gowhs.com). I understand that if I do not have access to the internet, I may obtain a paper of the Student Handbook in the Wetumpka High School Office. By signing this signature page, I am acknowledging that my child is subject to all pertinent discipline for violations of the Student Handbook. My child understands these Rules and Procedures and is aware that he/she is responsible for his/her conduct at all times.

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Parent/Guardian Print Name

Parent/Guardian Signature

---

Student Print Name

Student Signature

---

Date

# SCHOOL ARRIVAL

Students will only be able to enter at the following locations beginning at 7:30 a.m.

Car drop off should enter through the main front entrance.

Bus drop off should ONLY enter through E-Hall doors.

Report directly to your 1st period class for breakfast.

# BREAKFAST

Breakfast - Students will eat breakfast in the classroom from 7:30-7:45.

All breakfast must be put away at 7:45! Only exception is late bus.

Breakfast will be provided without cost to every student!

# BREAK

- All students must report to 3rd period by 9:41 (period) or 9:36 (block).
- Teachers will escort classes out to the Commons for break. ALL STUDENTS must go to the Commons for break. (No student left behind.)
- Students must be back in class by the tardy bell for each break shift.

# BREAK

No students will be allowed out of class during break except during their assigned break time.

- In order to continue enjoying break time, remember to keep the break area and the whole campus clean and free of litter.

# LUNCH

There will be no lunch deliveries allowed anytime during the day.

A student who brings his/her lunch must bring it with them to school in a personal package.

No identifiable branding (McDonalds, Taco Bell, etc.) will be allowed.

# LUNCH PAYMENT

Lunch will also be provided without cost to every student!

Students will have to pay for second helpings and a la carte items.

<http://www.myschoolbucks.com/> - Everyone is strongly encouraged to utilize this program for payment.

Students who wish to pay cash will be able to give lunch money to their 2<sup>nd</sup> period teacher.

# FOOD/DRINKS

Students are encouraged to drink water all day to maintain proper hydration.

Hydration stations have been installed at select water fountain locations. Students are encouraged to bring their own clear water bottle.

No other outside open logo containers.

Other food/drinks should be consumed only during breakfast, break, and lunch.

**Students are not allowed to have food delivered to campus from any outside entity.**



# WHS TARDY/CHECK-IN POLICY

Students who are tardy to first period must check in through the main front office.

Teachers should not admit students who arrive after 7:45 a.m. or have been marked absent without a pass from the attendance office.

For tardies to class and associated consequences, see EC Student Code of Conduct.

# ATTENDANCE

**A note is required for any absence to be considered excused, INCLUDING CHECK-OUTS.** Notes should be turned in to the attendance secretary in the main office within 3 days of the absence.

Students who would like to have absences excused that are not on the list of excused absences in the Elmore County Handbook **must get a Pre-approved absence form from the attendance office at least one week prior to the absence to have it approved by teachers and administration.** These will be excused on a case by case basis taking into account the reason for the trip, number of absences, and grades. Remember that all absences count against exemptions.

After 7 parent notes, students must provide a doctor's note for each absence that follows or absence will be counted unexcused.

**Students who accumulate more than 7 unexcused absences in a class may be denied credit for the class.**

# ATTENDANCE

## Exemption Policy (Per Elmore County Code of Conduct)

- PE and Electives (except Career Prep) will administer exams at the teacher's discretion.

### Exam and Exemption Policy

#### **Grades**

- A Average- No more than 2 excused absences
- B Average- No more than 1 excused absence
- C Average- No absences
- Any student who has skipped either a class period or a school day, been assigned to detention for five or more days, been suspended, or been assigned to ECAP will forfeit the opportunity to exempt any final examination regardless of grade average. **Three unexcused tardies** to class will forfeit exemption status in the class. School-authorized field trips, college days, and military absences (w/ proper documentation) do not count as absences against exemption.

# WHS CHECK-IN/CHECK-OUT POLICY

No student may leave a class to check out without an office check out pass or having been called from the office over the intercom.

As a safety precaution, **parents must come to school in person to check students out** unless the student turns in a note by 9:00 a.m. for planned absences like doctor's appointments or other excusable reasons. The WHS Attendance Secretary will call to verify all notes turned in.

Students who get sick at school must see the nurse who will call a parent to check the student out, if necessary.

For a check-in or out to be excused, **students must turn in a parent note for documentation, even if the parent is present.**

# RESTROOMS

Students should use restroom during class changes and should ALWAYS WASH HANDS FOLLOWING A RESTROOM VISIT.

Take care to keep our restrooms clean and functioning.

Restroom breaks should be taken at times that minimize instructional time missed.

# HALL PASSES

- All hall passes will be issued through a new digital hall pass system called Mr. Elmer.
- Hall passes will have a default time limit depending on reason for the pass.
- Students who are not back in class before the time limit expires will receive a tardy and should sign a tardy form.
- Students out of class for more than 10 minutes or are found in a location other than the designated location of the hall pass will receive an office referral for skipping.

# HALL PASSES

- Passes will not be issued until the teacher deems it appropriate to minimize loss of instructional time.
- NO hall passes will be issued during the first or last 10 minutes of class.
- Only one student will be issues a pass at a time.
- Students must also have a physical hall pass from the teacher.

# STUDENT DEVICES

Students are expected to bring their school issued Chromebooks for use in class everyday. Students should charge their devices nightly and arrive with it fully charged.

**Personal devices** (laptops, Chromebooks, etc.) **will not be allowed.**



# CELL PHONES

Phones are valuable tools that students may utilize for instructional purposes **only when given permission by the teacher. Phones should not be out unless explicitly directed by a teacher to take it out for educational use.**

Teachers may require students to place cell phones in a pocket chart. Students who refuse to comply with this will be disciplined for Defiance.

Every class will have a red/green sign. Cell phone use will only be permitted when the sign is on green.

# CELL PHONES

If a phone violation occurs during a test, the punishment for plagiarism/cheating will be administered.

Any Class II Offense involving using a cell phone inappropriately to record other students, send/view/take explicit pictures, etc. will result in an office referral and disciplined according to the EC Code of Conduct.

# DRESS CODE HIGHLIGHTS

1. Shoulders covered.(no sleeveless tops, tank tops,etc.)
2. No hats in the building.
3. Shorts must be no shorter than mid-thigh.
4. No holes in pants above mid-thigh that reveal skin or undergarments.
5. Tights & leggings do not really count as wearing anything, so anything over them must be no shorter than mid-thigh.
6. No pajamas, blankets, or bedroom shoes.
7. No Headphones unless specifically instructed by a teacher.
8. Exhaustive list in Elmore County Code of Conduct.

\*We want to represent WHS well, demonstrating pride and excellence in everything, including the way we dress.

# CO-OP/EARLY RELEASE

Co-op and ER students are encouraged to stay for Indian Period.

Other than being in Indian Period class, Co-Op students should leave campus at the time their Co-Op period begins.

# CO-OP/EARLY RELEASE

Seniors who did not benchmark on the ACT or are not College and Career Ready (and all Juniors) will be required to participate in remediation during Indian Period, so they will only be able to Co-op/ER until after Indian Period.

# CO-OP/EARLY RELEASE

Any Co-op/ER student who is failing a class or who fails a test will be assigned tutoring during Indian Period and must attend, regardless of job obligations until the student is passing.

Failure to attend tutoring will result in a referral for skipping.

Students assigned to ISS must attend all day, regardless of job obligations.

# CCR GRADUATION INDICATORS (BEGINNING C/O 2026)


To be college and career ready and to graduate, a student must earn a credential in at least one of eight indicators as outlined on the next slide.

# ALABAMA COLLEGE AND CAREER

## READINESS INDICATORS

AT LEAST ONE SECTION REQUIRED FOR GRADUATION

BEGINNING CLASS OF 2026

<b>BENCHMARK SCORE ON ANY SECTION OF THE ACT TEST</b>  English 18 Math 22 Reading 22 Science 23	<b>QUALIFYING SCORE ON AN AP EXAM</b>  3 4 5	<b>APPROVED COLLEGE OR POSTSECONDARY CREDIT</b>  Dual Enrollment Early College Summer Programs
<b>BENCHMARK LEVEL ON ACT WORKKEYS</b>  Silver Gold Platinum		<b>MILITARY ENLISTMENT</b>  Complete enlistment process and provide documentation.
<b>APPROVED CTE INDUSTRY CREDENTIAL</b>  Complete sequenced courses that are aligned with local, state, or national third party credentialing agency to earn at credential, certification, or license.	<b>CTE PROGRAM COMPLETER</b>  Earn three (3.0) credits with the grade of a "C" or higher in CTE courses that are part of an approved CTE program of study	<b>IN-SCHOOL YOUTH APPRENTICESHIP</b>  Complete the requirements for completing an In-School Youth Apprenticeship as defined by the Alabama Office of Apprenticeship.

# WHS, ARE YOU COLLEGE AND CAREER READY?



# ANNOUNCEMENTS

Morning announcements will be made the last 5 minutes of 2nd period.

Any other all-call announcements made during class time must have approval from the principal.

Additionally, please subscribe to our WHS Announcement Remind group to receive all new announcements on your phone.

# WHS REMIND GROUPS

## WHS Guidance Remind Codes Text to 81010



Class of 2024: @202w4



Class of 2025: @202w5



Class of 2026: @202w6



Class of 2027: @202w7



# SCHEDULE CHANGES

- If you have an urgent need for a schedule change (i.e.-incorrect core class, Band, Athletics, etc) you will need to fill out a schedule change form found via QR code from the Guidance Office.
- Any schedule changes submitted after the first week of the 1st semester (Aug. 11) will be assessed a fee of \$25 to complete the schedule change.

# PARKING

All students must park in spots designated on parking permit. Permits can be purchased from Mrs. Taylor for \$25. These funds help us maintain and improve our campus, including parking lots. Students must have a schedule to show in order to purchase.

Exit car immediately after parking.

All vehicles must remain in assigned space until school is dismissed (unless checking out or co-op/early release student).

Any vehicle not in assigned space or parked without a permit will be booted. A \$25 fee will be charged for removal.

Students are not allowed to return to parking lot until dismissed from school unless a written pass is obtained from the office.

# TECH CENTER STUDENTS / ALTERNATIVE PROGRAM STUDENTS

Wait for bus **outside the front entrance near student pick-up and drop-off.**

Students who miss the bus for their shift at ECTC will go to the ISS room until their next class.

# EXTRACURRICULAR ACTIVITY ATTENDANCE

Students may periodically be excused from school to attend and support extracurricular activities (Ex. Area/State Playoff Events).

\*\*In order to be excused, students must have a C or higher in classes that will be missed and no more than 5 absences total.

A parent note and ticket must be turned in to the attendance secretary after the event in order to be excused for the absence.

# COMPUTER LABS

Students will have a printer available in the media center to print information for classes. The Media Center will be open daily during Indian Period.

Students will not be allowed to print excessive or recreational materials.

# PLAGIARISM

## **1st Offense**

Conference with student.

9th & 10th Graders: Student will receive a 0 until the assignment is re-written. Must be re-written within 1 week of being notified. 70 is the highest grade possible.

11th & 12th Graders: Will receive a 0 with no opportunity to re-write.

Parent will be notified.

## **2nd Offense**

Student will receive a zero with no opportunity to make-up



# CHEATING

Cheating on a test or non-research based assignment will result in a student receiving a 0 with no opportunity to make up the assignment.

Student will also receive a step on a Behavior Management Form.

Just a reminder that giving or receiving an unfair advantage on any form of academic work to include use of an electronic device to send/receive this kind of information.

# STUDENT AIDES

Students will be responsible for obtaining a rubric every 9 weeks from the Guidance office. Must have it completed by the teacher or a grade of zero will be earned.

Same attendance rules as any other course. May be denied credit for excessive absences per the Elmore County Code of Conduct.

# AFTERNOON DISMISSAL

## Buses/Car Pick-Up

1st Bus Wave - Quick locker visit if necessary and straight out to buses or out front for pick up. Must be on bus by 3:00 p.m.

2nd Bus Wave - Report to the Commons until dismissed to buses.

## Drivers

Quick locker visit if necessary and straight out to parking lot. No loitering in parking lot.

# RECENT POLICIES AFFECTING GPA

# ADVANCED PLACEMENT

- Each student who elects to take an AP course will earn +1 quality point provided the student takes the AP exam for that course in May.
- Students will receive an additional +.20 quality point if a qualifying score is received on the AP Exam.
- A student who successfully completes an AP course but who does not take the AP exam will earn +.20 quality points for the course just as any other advanced or honors course.

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Parent/Guardian Print Name

Parent/Guardian Signature

---

Student Print Name

Student Signature

---

Date