

L.B. WILLIAMSON VISION STATEMENT

WHS will prepare students to compete successfully in society and to exhibit good citizenship thereby improving the quality of life for both the student and community.

MISSION STATEMENT

The mission of Williamson High School is to produce students who can function effectively in a world that is increasingly diverse and technologically advanced. We will accomplish this mission by actively engaging students in a curriculum that challenges them to think, reason, and solve problems. Williamson High School's team of dedicated professionals will teach with excellence and will recognize students' academic achievements, promoting lifelong learning.

SCHOOL SLOGAN

"Great Expectations in Pursuit of Excellence."

MASCOT

Lions

BELIEFS

Having beliefs is having the knowledge that we can do something. It is the inner feeling that what we can accomplish what we undertake. For the most part, all of us have the ability to look at something and know whether or not we can do it. In belief there is power. Our eyes are opened, our opportunities become evident, and our visions become realities.

1. Each student should have the right to learn in an atmosphere conducive to learning.
2. Students, teachers, and administrators should treat each other with respect.
3. Maintaining a physically safe and comfortable environment enhances learning.
4. Collaboration is essential among parents, teachers, and students in the development of character.
5. Students should be held accountable for proper behavior within the school and community.
6. Students need strong discipline and an environment conducive to learning.
7. Students should be continually challenged to achieve their maximum potential.
8. Disciplined, responsible, and motivated students with positive self-concepts will be more likely to attain and achieve the high standards set for them.

WILLIAMSON HIGH SCHOOL

BELL SCHEDULE 2007-2008

7:45 a.m.	TAKE IN BELL
7:54 a.m.	WARNING BELL
7:55 a.m.-9:31 a.m.	FIRST BLOCK
9:34 a.m.	WARNING BELL
9:35 a.m.-9:56 a.m.	ADVISEMENT/HOMEROOM
9:59 a.m.	WARNING BELL
10:00 a.m.-11:36 a.m.	SECOND BLOCK
11:39 a.m.	WARNING BELL
11:40 a.m.-1:45 p.m.	THIRD BLOCK
11:40 a.m.-12:05 p.m.	FIRST LUNCH WAVE
12:09 p.m.-1:45 p.m.	IN CLASS
12:29 a.m.-12:40 p.m.	IN CLASS
12:44 p.m.-1:09 p.m.	SECOND LUNCH WAVE
1:13 p.m.-1:45 p.m.	IN CLASS
11:40 a.m.-1:16 p.m.	IN CLASS
1:20 p.m.-1:45 p.m.	THIRD LUNCH WAVE
1:48 p.m.	WARNING BELL
1:49 p.m.-3:25 p.m.	FOURTH BLOCK
3:25 p.m.	DISMISSAL

A.M. BRYANT STUDENTS REPORT DIRECTLY TO THE CAFETERIA
P.M. BRYANT STUDENTS WILL BE RELEASED AT 11:15 a.m. FOR LUNCH
RETRACT LUNCH WAVE BEGINS AT 11:00 a.m.

**MOBILE COUNTY PUBLIC SCHOOLS
2007-2008 SCHOOL CALENDAR**

FIRST QUARTER	45 DAYS ON ROLL
Mon. Aug. 6	Professional Development – Day 1
Tues. Aug. 7	Professional Development – Day 2
Wed. Aug. 8	Institute Day
Thurs. Aug. 9	First day for Students – Quarter One Begins
Fri. Aug. 31	3 Hours Early Dismissal – Professional Development
Mon. Sept. 3	Holiday – Labor Day
Thurs. Oct. 11	Quarter One Ends (45 days)
Fri. Oct. 12	Teacher Work Day – No Classes
SECOND QUARTER	46 DAYS ON ROLL
Mon. Oct. 15	Quarter Two Begins
Mon. Oct. 29	2 Hours Early Dismissal – Parenting Day
Fri. Nov. 9	3 Hours Early Dismissal – Professional Development
Mon. Nov. 12	Holiday – Veterans' Day
Wed. Nov. 21	Early Dismissal – 1 Hour
Thurs.-Fri. Nov. 22-23	Holidays – Thanksgiving
Wed.-Thurs. Dec. 19-20	Semester Exams – 3 Hours Early Dismissal
Thurs. Dec. 20	Quarter Two/First Semester Ends (46 days)
Fri.-Thurs. Dec. 21-Jan.3	Holidays – Christmas/New Year's
Fri. Jan. 4	Teacher Work Day – No Classes
THIRD QUARTER	45 DAYS ON ROLL
Mon. Jan. 7	Quarter 3/Second Semester Begins
Fri. Jan. 18	3 Hours Early Dismissal – Professional Development
Mon. Jan. 21	Holiday – Dr. Martin Luther King, Jr.'s Birthday
Mon. Feb. 4	Holiday – Presidents' Day
Tues.-Wed. Feb. 5-6	Holidays – Mardi Gras (Feb. 6 – Weather Day if Needed)
Thurs. March 13	Quarter Three Ends (45 days)
Fri. March 14	Teacher Work Day – No Classes

FOURTH QUARTER

Mon. March 17	Quarter Four Begins
Fri. March 28	3 Hours Early Dismissal – Professional Development
Mon.-Fri. April 14-18	Holidays – Spring Break
Wed.-Thurs. May 21-22	Semester Exams – 3 Hours Early Dismissal
Thurs. May 22	Quarter Four/Second Semester Ends
	Last Day for Students (44 days)
Fri. May 23	Teacher Work Day/Last Day for Teachers
Mon. May 26	Holiday – Memorial Day

44 DAYS ON ROLL

ATTENDANCE MONTH.	ON ROLL
Aug. 9-Sept. 6	20
Sept. 7-Oct. 4	20
Oct. 5-Nov. 2	20
Nov. 5-Dec. 5	20
Dec. 6-Jan. 17	20
Jan. 18-Feb. 20	20
Feb. 21-March 20	20
March 21-April 24	20
April 25-May 22	20
	180

DAYS SCHOOLS CLOSED FOR STUDENTS

Mon. Sept 3	Labor Day
Fri. Oct. 12	Teacher Workday
Mon. Nov 12	Veterans' Day
Thurs.-Fri Nov. 22-23	Thanksgiving
Fri.-Thurs. Dec. 21-Jan. 3	Christmas/New Year's
Fri. Jan. 4	Teacher Workday
Mon. Jan. 21	Dr. Martin Luther King, Jr.'s Birthday
Mon. Feb. 4	Presidents' Day
Tues.-Wed. Feb. 5-6	Mardi Gras
Fri. March 14	Teacher Workday
Mon.-Fri. April 14-18	Spring Break

HOLIDAYS FOR BOTH 240- AND 260- DAY EMPLOYEE TYPES

July 4	Independence Day
Sept. 3	Labor Day
Nov. 12	Veterans' Day
Nov. 22-23	Thanksgiving
Dec. 24-26	Christmas Holidays
Dec. 31-Jan. 1	New Year's Holidays
Jan. 21	Dr. Martin Luther King, Jr.'s Birthday
Feb. 4	Presidents' Day
Feb. 5-6	Mardi Gras
May 26	Memorial Day

OPTIONAL VACATION DAYS FOR 240-DAY EMPLOYEE TYPE

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**WILLIAMSON HIGH SCHOOL
REVISED UNIFORM POLICY**

Under Mobile County School Board policy, beginning September 2, 1997, all students enrolled at Williamson High School are required to wear approved uniforms on campus at all times. Uniform dress will be monitored on campus throughout the school day. Any student who is out of uniform will be disciplined and will not be able to participate in the instructional program.

Student ID	ID must be worn at all times.
Shirts	Black or white golf/polo style shirts. Gold golf/polo shirts can be worn by seniors only. WHS logo is optional.
Pants	Tan khaki uniform slacks. No jeans. No hanging or sagging pants.
Skirts/Jumpers	(Girls only) Khaki or plaid (pleated). Fingertip length. No straight or A-line skirts.
Belts	Plain black only with no designs. Must be visible at all times.
Shoes	Black shoes with black soles only. No sandals, clogs, heels, or boots. Closed shoes only. No athletic shoes will be allowed. Black shoelaces only.

Socks	Crew socks. White or black only.
Outerwear	Solid black jackets/coats and sweatshirts. <ul style="list-style-type: none"> • Neither combinations of colors nor designer logos will be allowed on shirts, jackets, coats, or sweatshirts. • Hats and hoods are not to be worn in the building. • Sweatshirts, thermal underwear, or turtle necks are not to be worn under the uniform shirt. • All book bags must be clear or mesh only.

All sports teams*, cheerleaders, band and auxiliaries, Principal's List students, FBLA, Talent Search, and all other organizations will be allowed to wear a standard T-shirt of the same color (white) on all game days and Fridays. However, each group will have its own screen print. During cold weather months, sweatshirts of the same color can be worn with each group's own screen print. Class shirts for juniors and seniors are allowed on Fridays only. Uniform pants and shoes are to be worn at all times.
*The Golf Team members will wear golf/polo shirts with black and/or gold trim on the collar and sleeves on all game days and Fridays.

ABSOLUTELY NOT ALLOWED AT WILLIAMSON HIGH SCHOOL!!!

The following are a list of garments that are absolutely not allowed as part of the uniform. Students who have any of the following items **will not be allowed to stay at school.**

1. Aeropostle Shirts
2. Shirts with logos other than a Williamson logo
3. Shirts with cropped sleeves
4. Shirts that are overly tight or form fitting
5. Pants that are overly tight or form fitting
6. Race Car Jackets
7. Airbrushed Jackets
8. R.I.P. garments
9. Shoelaces that are not black
10. Socks that are not black or white. (Ankle socks are allowed)
11. Colored belts
12. Capri pants
13. T-shirts that are not white
14. No hooded shirts, or jackets (athletes included)
15. No house shoes or slides
16. No caps
17. Earrings or belts displaying cannabis

SCHOOL'S ROLE

Principal's Role:

I shall:

- Facilitate positive communication between teachers, parents, and students.
- Provide a high quality curriculum and instruction to meet the state's standard.
- Encourage teachers to provide homework assignments that reinforce classroom instructions.
- Foster a warm, parent-friendly atmosphere by providing parents reasonable access to teachers on a regular basis.

Teacher's Role:

I shall:

- Teach necessary concepts to my students.
- Provide frequent information about student progress during partnership conferences.
- Integrate special activities to make learning enjoyable.
- Provide relevant, interactive homework assignments.
- Provide parents opportunities to volunteer.

Parent's Role:

I shall:

- Provide my child with appropriate school supplies; support the school's dress code as stated in the Williamson High School handbook.
- Be responsible for my child's punctuality and school attendance.
- Ensure that my child adheres to the discipline policy of the school and the Code of Conduct for Mobile County Public Schools.
- Review parent information sent home and reply in a timely manner; participate as appropriate in decision making when possible.
- Participate in Open House, School's PTA meetings, Report Card Pick-up and other activities.
- Create a time and place for homework; review homework regularly in order to be aware of my child's academic progress toward graduation; monitor amount of television my child watches.
- When possible, I will volunteer in my child's school.
- Serving to the extent possible on policy advisory groups.

Student's Role:

I shall:

- Work hard to do my best in class and schoolwork.
- Attend regularly bringing appropriate school supplies to school.
- Complete and return homework assignments on time.
- Adhere to regular study hours.
- Obey student conduct rules and wear the school uniform in the appropriate manner.

WILLIAMSON HIGH SCHOOL

TARDY POLICY

Administration will conduct periodic sweeps of the campus during the school day. Any student out of class without an approved hall pass is issued a citation.

- 1st and 2nd Offense: Retract and parent contact
- 3rd Offense: Saturday School
- 4th Offense: Suspension (Minimum 3 days)
- Subsequent Offense: Long Term Suspension

MAKE-UP WORK

- Retract: Assignment must be turned in by the end of the day the student is assigned to retract.
- Unexcused Absences: No make-up work will be given.
- Absence due to tardiness: Retract Printed Report with student's grade, time on that particular assignment, and the number of assignments completed.
- Excused Absences (other than suspensions): Students will have two days to turn in make-up work. After the deadline no make up work will be given or accepted.
- Suspensions: No make-up work given.

EXTRACURRICULAR ACTIVITIES

A student must attend for a minimum of four (4) periods (180 minutes) during the school day in order to attend, practice or participate in a contest or activity. The only exceptions are a doctor's appointment (on doctor's letterhead stationary) or a school sponsored activity and proof must be submitted to the attendance office.

Field Trips/Extracurricular Activities

In order for a student to attend a field trip or participate in any extracurricular activities during school hours, it is mandatory that he/she meet the following criteria: A student must obtain written approval from all teachers and maintain a 2.0 GPA.

DAILY ATTENDANCE

Attendance Aide Responsibilities

- For students who arrive late to school, enter the student's arrival into STI and print a "TARDY" slip for the student to provide to their teacher.
- Generate a list of teachers who have not posted First Block attendance by 8:30 a.m. and provide list to designated administrator for appropriate action.
- Activate the Information on Demand System (IDS) to call parents of absent students by 9:30 a.m.
- Generate a daily tardy list for Second through Fourth Block daily and send by email to every teacher.
- Generate and maintain "Notification of Absences" on a weekly basis. NOTE: The accuracy of this document is dependent on First Block teachers posting attendance in a timely manner.
- Print, update, and distribute attendance cards for each teacher with a First Block class. This is the manual backup system to take attendance; used by substitute teachers to submit attendance.
- Produce and periodically update a "photo album" of Williamson High School students. Security personnel monitoring the surveillance cameras and administrators will use this "photo album" to identify students in the hallway without hall passes.
- Point of contact for Attendance/Tuant Officer at the central office.

Teacher Responsibilities

- Post attendance during First Block no later than 8:15 a.m.
- Post attendance for Second through Fourth Block daily before leaving school.
- Mark tardies Second through Fourth Block up to ten minutes after the tardy bell.
- Follow absentee reporting procedures outlined in the Faculty Handbook.
- Printing and reconciling the 20-day attendance report.

OFF-CAMPUS RELEASE/EARLY DISMISSALS/CHECKOUT

If it is necessary for a student to leave during the school day, the procedure below must be followed:

1. Before school, lunch or after school, present a signed note from your parent/guardian to the front office requesting an off-campus release. The note must contain a phone number to verify with parent/guardian the reason for leaving campus. If a student becomes ill or has an emergency, he/she must check out with the front office staff before leaving campus. If this procedure is not followed, retract will be assigned. Bringing a note after the fact will excuse the absence but not the penalty, for failure to obtain an off-campus pass prior to departure! **STUDENTS MUST NOT LEAVE CAMPUS FOR ANY REASON WITHOUT CHECKING OUT AT THE FRONT OFFICE FIRST.**
2. When a student is reported absent by their parent/legal guardian and is seen on campus or at any school function throughout the day of the reported absence, the student will be considered truant for the periods out of class.
3. If the student returns to school after an absence without a note from the parent/guardian, doctor, or courts the student will be considered truant. Students will have three days, including the day of return to clear the absence. If not cleared within the three day time frame, *Saturday Intervention* will be issued and teachers will not accept make-up work.
4. Teachers will not give make-up work for unexcused absences, suspensions, or truancy. Teachers will give make-up work for excused (except suspensions), personal excused, school activity, and retract assignment.

WILLIAMSON HIGH SCHOOL

Attendance Procedures and Documentation

STAGE 1 Student has attendance concerns of 1-2 days unexcused absences.

- Send parent letter (Notification of Absence Form)
- Parent must respond within 5 days
- Attendance Aid follow up contact with parent if no response.
- Other interventions: (parent/teacher conference; other)

STAGE 2 Student has 5 days unexcused absences.

- Review attendance history (determine legitimacy of absences)
- Parent letter sent requesting conference with school personnel
- Referral to the Attendance Officer for Early Warning Truancy Program
- Referral to **Building Based Student Support Team (BBSST): Regular**
- Special Education students-IEP team (if SP student)
- Other interventions: (counselor/social worker; school resource officer contact; curriculum/schedule adjustments; community agency referral; disciplinary action; other)

STAGE 3 Student has 10 consecutive or 15 days total unexcused absences during a single semester.

- Parent letter sent notifying parent of student withdrawal (16 or older)
- Notify district attorney and Attendance Officer (students younger than 16)
- Student Services referral (students younger than 16)
- No credit for courses

****NOTE:** If you have not followed stage 1 and 2 you can not give students "NO CREDIT" for having four (4) or more unexcused absences.**

VISITORS

Visitors are welcome, especially parents. Students must obtain permission at least one day before bringing a guest to school. No visitors are allowed:

- on exam days
- if the visitor is incurring absence at another school in the area; or
- if prior arrangements have not been made.

No visitors will be allowed during the first two weeks or the last two weeks of each semester. Don't embarrass your guest or yourself by bringing someone unannounced.

All visitors must register in the main office and secure a pass.

HOW TO SCHEDULE AN APPOINTMENT WITH YOUR COUNSELOR

- 1) Go to the counseling office on your **unscheduled** time to make an appointment;
- 2) Pick an available time to come and see your counselor, and sign your name on the counselor's sign-up sheet;
- 3) The counselor will then contact you to discuss the reason you want to see him/her;
- 4) When you are ready to return to class, the counselor will sign a pass with the time you leave counseling.

ACADEMIC HONESTY

Students can expect no credit for work that is not their own. Those found cheating on a test, or helping others cheat, will face serious consequences. These may include failure on the test or more severe consequences as established by the teacher. Plagiarism, the use of materials produced by someone else without acknowledging their source, is a serious academic violation. Students who submit plagiarized work will receive no credit for the assignment.

STUDENT VALUABLES/THEFT REPORT

Students are cautioned against bringing radios, cameras, or large amounts of money to school, and if students wear glasses or watches, they should keep track of them at all times. Students, not the school, are responsible for their personal property. Report all thefts or loss of property to the main office immediately.

RADIOS AND TAPE/CD PLAYERS

Student radios and tape/CD players **are not permitted at school!** They will be allowed on team and rooters' buses only with permission of the coach or adult in charge. Not only do these devices disturb classes, but they are often lost, stolen or damaged.

HATS/CAPS

Hats/caps (any head covering) shall not be worn in the Williamson School building during school hours. Students who refuse to remove a hat/cap or refuse to surrender a hat/cap to any district employee will be subjected to building discipline steps administered by the principal.

ACADEMIC EXPECTATIONS

When a student fails a class at Williamson High School, it indicates a very serious problem. First, the student may not be on track to graduate. Secondly, the student may find it difficult to replace the failed class the next semester. Because of limited class availability, students may find themselves in a position where summer school or correspondence courses are the only way to make up lost credit. Whenever a student is in danger of failing a class, the teacher will contact the parent/guardian and give due notice of the pending failure. If the student's status does not improve, a second parent/guardian contact will be made that could lead to an academic conference.

REPORT CARDS AND GRADING

Parent or guardian will pick up report cards the first and third quarters. Report cards will be mailed the second and fourth quarters. The grades will become part of the permanent record of each student. Please make sure Williamson has your correct mailing address. **Progress Reports will be given out every Tuesday beginning Sept. 4th and every Tuesday after.** Each teacher will issue a progress report for your student every Tuesday. Be sure to ask your student for their progress reports on Tuesdays.

AFTER SCHOOL TUTORING

There will be after-school tutoring for academic classes Monday through Thursday at Williamson. Please see the guidance counselors for information.

SATURDAY SCHOOL

The intent of this program is to allow certain students to remain in school instead of being suspended out of school. Students who do not comply with a Saturday School referral will receive an out-of-school suspension. A parent conference will be required after an out-of-school suspension. Students need to provide their own transportation to attend Saturday School.

RESPONSIBILITY FOR STUDENT MASTERY

Administrators are responsible for:

1. Monitoring the instructional program as specified by the Mobile County Board of Education and the Alabama State Department of Education, to assure the success of the academic program.
2. Insuring the flow of information about the academic program to all stakeholders.
3. Notifying parents/guardians appropriately so that students receive proper instruction.

Teachers are responsible for:

1. Making sure that the specified skills are taught through an appropriate management system.
2. Keeping parents/guardians informed about their child's progress.
3. Scheduling conferences with parents to review student's progress.

Parents are responsible for:

1. Monitoring their child's progress through reviewing report card grades and test scores available at the school.
2. Making sure that their children attend school regularly.
3. Attending PTA meetings and other school community events.
4. Scheduling school visits often.
5. Providing a specified time and place for their child to do homework.

Students are responsible for:

1. Accepting responsibility for their own learning.
2. Attending school regularly.
3. Paying attention to instruction.
4. Responding to guidance given by the principal, teachers, and counselors.
5. Doing homework.

TYPES OF ABSENCES

1. **Excused Absences:** The following are excused absences which must be documented by a written note signed by the parent and stating the reasons and dates of the absences:
 - Student illness
 - Death in the family
 - Court subpoena
 - Special religious observations
 - Inclement weather (excused by the system)
2. **Advance Notice Absences:** School-related absences are also excused, and the students marked present in the classes missed. Advance-notice absences require written documentation from the sponsor with the principal's approval to be excused. Classroom teachers will receive notification of students participating in advance. The following are absences for which advance notice is necessary:
 - Field trips
 - School activities
 - Any other activities with prior permission from the principal
3. **Unexcused Absences:** All other absences are considered unexcused. In addition, legitimate absences are unexcused if a written parental note is not received by the first period teacher within two days of returning to school.
4. **Early Dismissals:** The absences of students who report to campus and leave before the end of the school day will be counted as a parent note unless accompanied by a doctor's excuse. *See procedures for early dismissals.*

EARLY DISMISSAL PROCEDURE

National statistics show many cases of accidents when schools do not have a rigid early dismissal policy. At Williamson, we care about your child; so, we ask for your cooperation and thank you in advance for it.

Early dismissals are issued by the office when the parent sends a written request, verified by a phone call from the office, or when a parent reports to the school in person.

No student will be released until the end of a class period. Classes will not be interrupted for early dismissal announcements.

Written notice from a parent, including a verifiable phone number, should be given to the first period teacher. The note will be forwarded to the office, and a phone call to the parent will be made to verify the request. No early dismissal will be granted until verification can be made by telephone.

Early dismissals will only be granted if requested by the individuals listed on the student's demographic record.

An early dismissal slip will be issued to the student upon leaving campus.

On the day following an early dismissal, the student is to show the early dismissal slip to the teachers whose classes were missed. If the student has a doctor's excuse, it should also be shown to the teachers. Early dismissals not accompanied by a doctor's note are counted as parent notes.

Classes missed due to early dismissals are recorded as absences and will count toward the four absences allowed per semester.

Students are not allowed to leave campus to take another student home or to pick up items they have forgotten.

Some Suggestions for Parents:

- Parents are requested to schedule all medical and dental appointments after the regular school day.
- Parents may not ask for early dismissals after 2:00 p.m.

STUDENT ACADEMIC HONORS

Principal's List: Awarded to students who maintain all A's within one academic quarter.

Lion King: Awarded to students who maintain A's and B's within one academic quarter.

Cub Club: Awarded to student who maintain a combination of A's, B's, and C's within one academic quarter.

Students receive academic honors during ceremonies held following the first, second, and third quarters of each academic year.

HOMEWORK

State Guidelines for Homework

Homework is a vital component of every student's instructional program. Students, teachers, and parents should have a clear understanding of the objectives to be accomplished through homework and of the role it plays in meeting requirements for a course. Homework should be meaningful and used to reinforce classroom instruction. It should not place students and parents in a position of having to study skills that have not been introduced and practiced through classroom instruction. Furthermore, students and parents should not be burdened by excessive amounts of homework. Each local board of education shall establish a policy on homework consistent with the State Board of Education resolution adopted February 23, 1984 (Action Item #4-2).

STUDENT ID

At the beginning of the school year, students will be issued a student ID. To promote school safety, students will be required to wear their IDs at all times while on campus or at school functions during normal school hours.

Students who are not wearing their IDs during the school day will be sent to the Retract Room until either:

- The student's ID is brought to them by a parent, OR
- The student at a charge of \$5.00 purchases a new ID.

If a student loses an ID, he/she must purchase a replacement.

PROMOTION AND RETENTION POLICY

The promotion and retention policy of the Mobile County Public School system has been developed to establish minimum learning goals, which a student must master at each grade level.

In requiring the basic skills at each grade level, students experience greater academic success, and the schools can more adequately prepare students for the Alabama High School Graduation Examination.

Standard of Promotion:

The Mobile County Public School System has a serious vested interest in the education of all students. With this in mind, the board has established a policy for the promotion and retention of students. To assure a minimum level of skill development, the following standards have been made policy for students K-12.

The teacher and the principal evaluate the student's achievement. If the minimum requirements are met, the student will be promoted.

Students failing to meet promotion requirements during their second year in a particular grade, the student should be referred and evaluated by the BBSST committee at the school. If following the BBSST evaluation it is determined by the eligibility committee that the student is not in need of such service, other alternative measures, such as a 504 plan, will be decided upon following consultation with the principal, teacher, counselor, parent, and student. This evaluation, along with the social, emotional, and physical development of the student, will be given major consideration.

HEALTH ROOM

The health room is for emergency use only. To be admitted to the Health Room, a student must present a Health Room pass, signed by the classroom teacher, to the school receptionist. The student must also sign in and out of the Health Room. Students not following this procedure will be considered cutting class. If a student is too ill to attend class, the parent/guardian will be notified regarding an early dismissal.

An updated medical information card must be on file in the Health Room for each student. Any chronic illness, such as diabetes, heart conditions, or epilepsy, should be reported.

Students may not take medications at school unless the medication is held in the Health Room. Students must bring prescription medications in their original bottles to the Health Room with a parent note including specific instructions for administration. **Please ask your pharmacist for a second prescription bottle.**

L.B. Williamson High School