



## **Student-Parent Handbook 2018-2019**

### **Gainesville High School Home of the Red Elephants**

830 Century Place  
Gainesville, Georgia 30501-3002  
Telephone: 770 536-4441  
[www.gcssk12.net](http://www.gcssk12.net)

Mr. Jamie P. Green – Campus Principal

Mr. David Covington – Assistant Principal

Mr. Adrian Cromwell – Assistant Principal

Dr. Paige Galt – Assistant Principal

Mr. Adam Lindsey – Assistant Principal (Facilities)/Athletic Director

Ms. Tonya Sanders – Assistant Principal, 9th Grade Center

Ms. Dawn Jordan – Curriculum, Instruction and Testing

#### **This Agenda Belongs To:**

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

*The Gainesville High School Student Handbook/Agenda went to press in July, 2018. Any district changes in information supersede the information contained herein. Students will be notified of any changes during the first week of school or thereafter through class meetings and/or advisement teachers. A copy of the Gainesville High School Code of Student Conduct is included in this handbook. For the most up-to-date handbook, please refer to the Gainesville High School website.*

# GAINESVILLE CITY SCHOOL SYSTEM

## **Our Mission**

As ONE GAINESVILLE, we will inspire, nurture, challenge, and prepare our students as we educate them to be successful in a 21st century global society.

## **Our Beliefs**

We believe that the collaborative actions of students, parents, community, and the school system are determining factors in the success of our students.

We believe that high expectations for everyone drive success.

We believe that continuous learning occurs best in a safe, nurturing, and stimulating environment.

## **Our Vision**

Our students will think critically, act compassionately, work meaningfully, choose wisely, and live joyfully.

## **Goal 1**

We will provide an environment where students learn best.

## **Goal 2**

We will identify barriers to teaching and learning, align our support systems to address those barriers and promote healthy development for all students, thereby, improving student performance.

## **Goal 3**

We will improve our use of human and organizational capital to increase stakeholder involvement and satisfaction.



GHS Students and Families,

It is my pleasure to welcome you to Gainesville High School. I feel a tremendous sense of gratitude in having the opportunity to join the ONE GAINESVILLE team and to become part of the Red Elephant family.

We extend a special welcome to our seniors, the class of 2019. You will take up a special place in the storied history of Gainesville High School as our 125th graduating class. We will rely on you to be the leaders of our student body and to exemplify the very best of ONE GAINESVILLE. We know your senior year will be full of individual, team, and group success stories.

We are excited for the year ahead and hope this handbook provides students and their families with a thorough understanding of the many opportunities available at Gainesville High School. This is a wonderful place to spend the formative years of your youth. We believe that our numerous clubs, athletic programs, societies, academic courses, dual enrollment and work based learning opportunities will inspire and challenge you.

If you should have any questions regarding this handbook and its contents, please do not hesitate to reach out. We are here to serve you.

Sincerely,



Jamie P. Green  
Principal



## TABLE OF CONTENTS

GCSS Mission, Beliefs, and Vision	2
Welcome Letter - Principal Jamie P. Green	3
GCSS School Calendar 2018-2019	5
Campus Map	6
Alma Mater	7
The Red Elephants	8
Student Council	9
Important Locations	10
Bell Schedule	11
GHS Personnel	12-14
GHS Athletic Coaches	15
GCSS Student Code of Conduct	16-51
GHS Parent/Guardian Signature Page	52



# GAINESVILLE CITY SCHOOL SYSTEM

## 2018-2019 Student/Teacher Calendar

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					(18/18)	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					(19/37)	

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					(21/58)	

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
					(17/75)	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				(14/89)	

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					(18/107)	

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
					(18/125)	

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					(20/145)	

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					(17/162)	

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					(18/180)	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

New Teacher Orientation
  Staff Planning Days
  School Days
  Holidays
 \*Student Weather Makeup

July 25-27	New Teacher Orientation
August 2-7	Staff Planning
August 3	GMS & GHS Open House
August 6	PK-5 <sup>th</sup> Grade Open House
August 8	First Day of School
September 3	Labor Day
October 8	Columbus Day (Holiday)
October 9	Staff Planning
November 19-23	Thanksgiving Break
December 21-31	Winter Break (Holiday)

January 1-2	Winter Break (Holiday)
<b>*January 3-4</b>	<b>Staff Planning</b>
January 21	Martin Luther King, Jr. Day (Holiday)
<b>*February 18-19</b>	<b>Presidents' Day &amp; No School</b>
<b>*March 15</b>	<b>Staff Planning</b>
April 1-5	Spring Break
May 24	Last Day of School
May 24	GHS Graduation
May 27	Memorial Day (Holiday)
May 28-29	Staff Planning
<b>**May 30-31</b>	<b>Staff Weather Makeup</b>

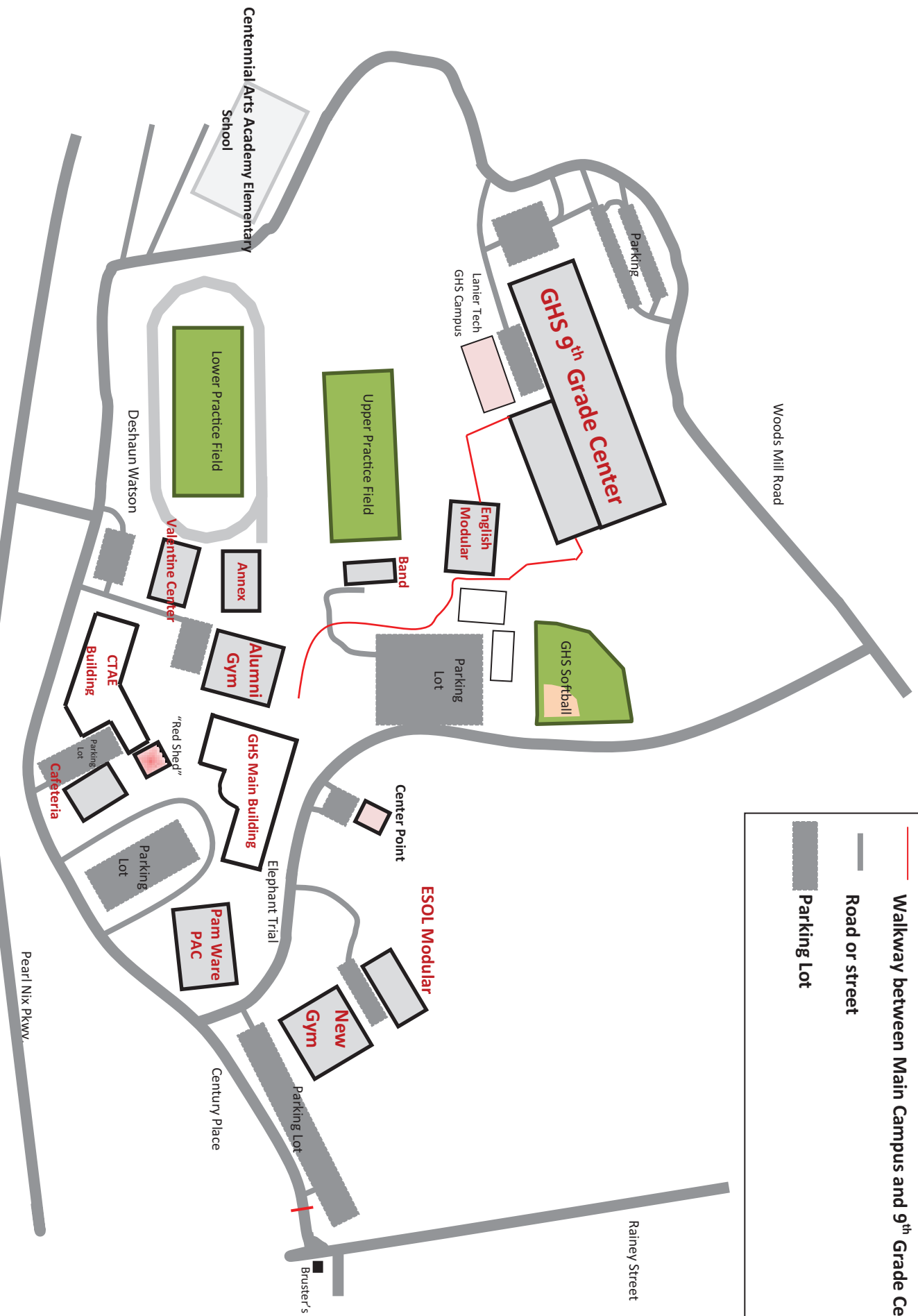
Open House from 3:00pm – 6:00pm

# GAINESVILLE HIGH SCHOOL CAMPUS MAP

— Walkway between Main Campus and 9<sup>th</sup> Grade Center

— Road or street

■ Parking Lot



# *Alma Mater*

## I

Let our voices loudly ringing  
Echo far an near.  
Songs of praise thy children singing  
To thy memory dear.

## CHORUS

Alma Mater, Alma Mater  
Tender, fair, and true,  
Grateful we with love unfailing  
All our vows renew.

## II

All the years we've been together  
Fondly we recall,  
Days of fair and stormy weather  
Thou has gladdened all.

## III

Years may dim our recollection.  
Time its change may bring.  
Still thy name in fond affection  
Ever more we'll sing.

# The Red Elephants

Legends abound in the world of competitive sports, often growing larger in stature and girth as years go by. Heralded stories of individual or collective feats are regaled with spirited pride. Yet, minus recorded history or factual verification, legends are sustained. The story of how the Red Elephants got their name is one of lore.

Under the tutelage of the legendary Julian Howard Pittard, the fondly called “Coach Pitt,” the once-called Gainesville Gladiators amassed a record of 91 victories against 16 losses from 1923-33. Gridiron greats of the era included Tom Paris, Pat Patterson, Bennie Rothstein, Tiger Bennett, and Cy Bell. During a three year-stint, 1923, 1924, and 1925, his teams scored 1200 points while the opponents posted 63. This incredible record was recorded and described by the “iron ment of sport” — no specialty players, no two-platoon systems, no face guards on leather-stitched helmets which, after competition, were folded and put into back pockets. Moreover, City Park was but a bowl cut into the red hills of the region and the playing field was miminally kept.

Coach Pitt’s teams were tough and big, inaugurating a legendary tradition of Gainesville’s teams throughout the twentieth century. The teams of 1923-24-25 were declared “state champions” even though there was no play-off system in place.

In the late 1920s and 1930s as the school’s football tradition flourished, Coach J. A. “Cotton” Neighbors succeeded Pittard as head coach. He continued to champion the teams’ traits to which opponents were accustomed — well coached, physically strong young men reared in a virtual gridiron nursery of a city and game strategies of strength and finesse.

It was also an era when Everett Strupper, a sportswriter for the *Atlanta Journal*, reported on a University of Alabama football game versus Mississippi. He described the crimson-clad Alabama team as “powerful, big, tough, fast, aggressive, and well-schooled in fundamentals with the best blocking.” He reported a fan saying “the elephants are coming.”

Legends and the consensus of opinion lend itself to believe that, during the mid 1930s, the same sportswriter witnessed a hard fought GHS game against Marietta. Hampered with star players’ injuries, the Marietta team was predicted to inflict a crippling loss. GHS prevailed and the awed writer described the scene: Gainesville marched up and down the field like a heard of red elephants.”

Elephants — intellectual, majestic, leaders protective of their herd, sturdy — the qualities of a mighty mammal which a spirited student body admires and emulates.

Nourished by tradition and bolstered by a city of pride, the famed mascot became the Red Elephants. Legions of players and fans have long cheered those who donned the legendary red and white. Forever celebrated is the enduring tradition of being a mighty Red Elephant.

*Donated with pride by the GHS Class of 2007*



## 2018 - 2019 GHS Student Council

### **Student Body Officers:**

Baileigh Bullard, President  
Kimberly Phan, Vice President  
Doris Toledo, Secretary  
Ivette Ibarra, Treasurer  
Sanjari Gomez, Communications Officer

### **Senior Class:**

Kingsley Owuso Otoo, President  
Lizet Robles, Vice President  
Mauricio Picazo, Secretary  
Hannah Wagner, Treasurer  
Caitlin Pirkle, Communications Officer

Representatives: Jeniah Jeffers, Tiya Cantrell, Irianna Thompson

### **Junior Class:**

Taylor Sturdivant, President  
Elaine Co, Vice President  
Guadalupe Reyes, Secretary  
Natasha Alcazar, Treasurer

Representatives: Lily Kempker, Symone Turner, Abril Velasquez,  
Purval Patel, Camille Calkins

### **Sophomore Class:**

Ansley Nolan, President  
Page Thompson, Vice President  
Rishi Patel, Secretary  
Jocelyn Nguyen, Treasurer

Representatives: Amman Khan, Ben Jessup, Madeline Gruhn,  
Jennifer Elias

### **Freshmen Class:**

Representatives: John Phan, Briana Salazar, Maya Rojas, Mayrany DeLapaz,  
Onyi Ejikeme, Olivia Lance

Sponsor: Heather McConnell

## IMPORTANT LOCATIONS

### Main Office Team

Mr. Jamie P. Green, Principal  
Mr. Adam Lindsey, Assistant Principal (Facilities) and Athletic Director  
Ms. Leslie Dorsey, Administrative Assistant to the Principal  
Ms. Laura Hughs, Bookkeeper  
Ms. Mindy Ferran, Receptionist  
Ms. Kendall Thompson, Registrar

### 9th Grade Team/ 9th Grade Center

Ms. Tonya Sanders, Assistant Principal  
Ms. Rakia Marcus, School Counselor  
Ms. LeeAnn Waller, Administrative Assistant  
Ms. Pat Cook, Receptionist

### Team 1/ 1st Floor Office (Formerly the Counseling Suite)

Serves students in grades 10-12/ Last Names A-F  
Mr. David Covington, Assistant Principal  
Mr. J.D. Mutchler, School Counselor  
Ms. Nydia Arriaga, Administrative Assistant

### Team 2/ 2nd Floor Office

Serves students in grades 10-12/ Last Names G-O  
Dr. Paige Galt, Assistant Principal  
Mr. Alan Griffin, School Counselor  
Ms. Berlinda Lipscomb, Administrative Assistant

### Team 3/ 3rd Floor Office

Serves Students in grades 10-12/ Last Names P-Z  
Mr. Adrian Cromwell, Assistant Principal  
Ms. Betsy Escamilla, School Counselor  
Ms. Paula Sawyer, School Nurse  
Ms. Ashley Behal, Administrative Assistant

### Wraparound Support Team

Ms. Julie Graff, School Adjustment Counselor, *1st Floor Office*  
Dr. Ursula Harris, School Social Worker, *9th Grade Center (Counseling Suite)*  
Ms. Natalie Smith, RTI & Academic Support, *9th Grade Center*  
Mr. Antione Wheelchel, Graduation Coach, *9th Grade Center*  
Ms. Wendy Savitz, College and Career Counselor, *CTAE Office*  
Ms. Yolanda Gomez, Parent Coordinator, *1st Floor Office*

### Professional Support Team

Ms. Dawn Jordan, Curriculum, Instruction and Testing, *Professional Learning Center*  
Ms. Stacia Dillin, Special Education Instructional Coordinator, *Main Office*  
Ms. Diane Fielden, ESOL Instructional Coach, *1st Floor Office*

### Where do I...

Get a physical form?	Main Office or online
Get a certificate of enrollment or work permit?	Main Office
Buy season tickets?	Main Office
Turn in excuses for absences?	3rd Floor Office or 9th Grade Center
Find lost items?	Blue Bin in 1st Floor hallway
Buy Drama tickets?	email: GHSTheatre2445@gmail.com
Get a bus pass?	Main Office before 1:00 PM
Get an ID?	Media Center
Recover my cell phone?	Main Office or 9th Grade Center Office
Purchase a locker?	Main Office
Check out and return from check out?	3rd Floor Office or 9th Grade Center
Get dropped off or get a ride (car riders)?	Outside 3rd Floor Office or 9th Grade Center
Make a phone call?	Main Office Student Phone

## 2018 - 2019 BELL SCHEDULE

Warning Bell	<b>8:20</b>		5			
<b>1st Period</b>	<b>8:25</b>	<b>9:48</b>	83			
class change			7			
<b>2nd Period</b>	<b>9:55</b>	<b>11:18</b>	83			
class change			7			
<b>3rd Period</b>	<b>11:25</b>	<b>1:55</b>		<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>
1st Block	<b>11:25</b>	<b>11:52</b>	27	Lunch	<b>Instruction</b>	<b>Instruction</b>
class change			4			
2nd Block	<b>11:56</b>	<b>12:23</b>	27	<b>Instruction</b>	Lunch	<b>Instruction</b>
class change			4			
3rd Block	<b>12:27</b>	<b>12:54</b>	27	<b>Instruction</b>	<b>Instruction</b>	Lunch
class change			5			
4th Block	<b>12:58</b>	<b>1:23</b>	25	<b>Instruction</b>	<b>Instruction</b>	<b>Instruction</b>
5th Block	<b>1:28</b>	<b>1:55</b>	27	<b>IF</b>	<b>IF</b>	<b>IF</b>
class change			7			
<b>4th Period</b>	<b>2:02</b>	<b>3:25</b>	83			

## GAINESVILLE HIGH SCHOOL PERSONNEL 2018 - 2019

### ADMINISTRATION

Campus Principal  
Assistant Principal (Facilities), Athletic Director  
Assistant Principal, Grade 10-12, A-F  
Assistant Principal, Grade 10-12, G-O  
Assistant Principal, Grade 10-12, P-Z  
Assistant Principal, 9th Grade Center  
Curriculum, Instruction and Testing

Mr. Jamie P. Green  
Mr. Adam Lindsey  
Mr. David Covington  
Dr. Paige Galt  
Mr. Adrian Cromwell  
Ms. Tonya Sanders  
Ms. Dawn Jordan

### STUDENT & PROFESSIONAL SUPPORT

Special Education Instructional Coordinator  
RTI Coordinator/Academic Support  
ESOL Instructional Coach  
Graduation Coach  
School Social Worker  
Parent Coordinator  
Media Specialist  
Assistant to Media Specialist

Ms. Stacia Dillin  
Ms. Natalie Smith  
Ms. Diane Fielden  
Mr. Antione Whelchel  
Dr. Ursula Harris  
Ms. Yolanda Gomez  
Ms. Susan Wooten  
Mr. Rey Zamora

### ADMINISTRATIVE SUPPORT

Administrative Assistant to the Principal  
Bookkeeper  
Registrar  
Receptionist  
Administration Assistant, Team 1  
Administration Assistant, Team 2  
Administration Assistant, Team 3  
Administrative Assistant, 9<sup>TH</sup> Grade Center  
Receptionist, 9th Grade Center

Ms. Leslie Dorsey  
Ms. Laura Hughes  
Ms. Kendall Thompson  
Ms. Mindy Ferran  
Ms. Nydia Arriaga  
Ms. Berlinda Lipscomb  
Ms. Ashley Behal  
Ms. LeeAnn Waller  
Ms. Pat Cook

### GUIDANCE

College and Career Counselor  
Counselor for Grade 10-12 A - F  
Counselor for Grade 10-12 G - O  
Counselor for Grade 10-12 P - Z  
Counselor 9th Grade Center  
School Adjustment Counselor  
Counseling Clerk

Ms. Wendy Savitz  
Mr. J. D. Mutchler  
Mr. Alan Griffin  
Ms. Betsy Escamilla  
Ms. Rakia Marcus  
Ms. Julie Graff  
Ms. Nancy Wall

### AUXILIARY SERVICES

Adolescent & Family Counseling Center  
  
School Resource Officer (SRO) Supervisor  
School Resource Officer (SRO)  
9th Grade Center SRO  
School Nurse  
School Assistant Nurse  
Instructional Assistants

Mr. David Smith, Director  
Ms. Heather Cole  
Mr. Chris Jones  
Mr. Francisco Leyva  
Mr. Brian Clark  
Ms. Paula Sawyer  
Ms. Elizabeth Kinsey  
Ms. Niviea Williams  
Ms. Kamria Yang  
Ms. Vijji Bhonagiri  
Ms. Kacie Welch  
Mr. Tony Vega  
Mr. Roberto Machedo

Athletic Trainer  
Technology Specialist  
Security

## **FACULTY BY DEPARTMENT**

### **CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION (CTAE)**

Mr. Joseph Miller/ Ms. Katie B. Davis	Audio/Video Technology
Ms. Whitney Van Atta	Business
Mr. Darrell Lucas	Construction
Ms. Karen Jackson, Dept Chair	Early Childhood Education
Ms. Lorissa Crumley	
Mr. Ed Nemec	Engineering & Technology
Ms. Phyllis Mance	Family and Consumer Science
Mr. Robert Yadon/Mr. Jason Nierenhausen	Healthcare Science
Ms. Kateria Bogans	Law & Public Safety
Mr. Dave Head	Manufacturing/Robotics
Mr. Brett Dillin	Marketing
Ms. Helen Perry/ Mr. Steven Cornett	Youth Apprenticeship/Work Based Learning

### **ENGLISH**

Ms. Sandy Blankenship  
Ms. Sarah Densmore  
Ms. Cortney Evans  
Ms. Kristi French  
Ms. Jenny Givens  
Mr. Jarrett Holland  
Ms. Sally Jackson  
Mr. Naji Lyon  
Ms. Gay Maehrlein  
Ms. Lara Mallard  
Mr. Jeff Mann, Dept. Chair  
Ms. Jordan Plank  
Mr. John Price  
Ms. Julie Tadayeski  
Ms. Olayinka Taiwo  
Mr. Bryant Tench  
Ms. Amanda Toney-Velazquez  
Mr. Brian West

### **SCIENCE**

Ms. Sandra Claxton  
Ms. Laura Elsarelli, Dept. Chair  
Mr. Derrick Jones  
Mr. Lance Kelley  
Ms. Teresa Leach  
Mr. James O'Keefe  
Mr. Alejandra Quevedo  
Ms. Pamela Quigley-Maurer  
Mr. Dane Robar  
Ms. Melissa Schenfield  
Ms. Haley Swift  
Ms. Alyssa Tolbert  
Mr. Luke Tolbert  
Ms. Jenny Zshau

### **MATHEMATICS**

Ms. Susan Bolen  
Ms. Christy Britton  
Mr. William Bryan  
Ms. Ashley Burroughs  
Mr. Blair Cain  
Mr. James Coldren Jr.  
Ms. Shelly Cornett  
Ms. Katie Fox  
Ms. Melissa Hill  
Ms. Beth Hintze  
Ms. Traily Holland  
Ms. Shannon Jenrette  
Mr. Walter Jester  
Ms. Chandra Karnati  
Ms. Gail King  
Mr. Erasmus Muhammad  
Mr. Blake Palmer  
Mr. Randy Roys  
Ms. Brandy Stapleton  
Ms. Joanne Stenger  
Ms. Mikki Stinchcomb, Dept. Chair  
Mr. Elie Viviant  
Ms. Mary Katy Wright

### **FINE ARTS**

Ms. Sarah Claussen, Art, Dept Chair  
Mr. Larry Miller, Band  
Mr. Clayton Sayre, Art  
Ms. Pam Ware, Drama  
Ms. Teresa Williams, Choral Music

**SOCIAL STUDIES**

Ms. Veronica Blayton  
 Ms. Kelsie Burks Mayes  
 Mr. Cris Carpenter  
 Ms. Christi Conti-Holloway  
 Mr. Richard Elsarelli  
 Mr. Rick Howard  
 Mr. Brian Kovach  
 Mr. Dave McConnell, Dept. Chair  
 Mr. Josh O'Hara  
 Mr. Derek Rials  
 Ms. Sandy Rivera  
 Mr. Charlie Sea  
 Ms. Nancy Ware  
 Mr. Rickey Young

**SPECIAL EDUCATION**

Mr. Cedric Allen  
 Ms. Shelly Black  
 Mr. John Corbett  
 Ms. Cindy England, Inst. Asst.  
 Mr. Stephen Gronsbell  
 Ms. Kendall Gruhn, Dept Chair  
 Ms. Taurus Hendrix, Inst. Asst.  
 Mr. Robert E. Horne  
 Ms. Christie Langford, Inst. Asst.  
 Ms. Latisha Macedo  
 Ms. Heather McConnell  
 Ms. Jennifer Moore  
 Ms. Christy Pierce, Inst. Asst.  
 Mr. Luther Price  
 Mr. Colin Ray, Inst. Asst  
 Mr. Joab Rico  
 Ms. Leah Roach, Inst. Asst.  
 Mr. Godfrey Sijiyi  
 Mr. Sam Wallace  
 Mr. Marshall Wilson, Inst. Asst.  
 Ms. Allison Worley

**ESOL**

Ms. Chiqui Artley  
 Mr. Chuck Cook  
 Ms. Diane Fielden  
 Ms. Mitzi Harmon  
 Ms. Kristina Sandi  
 Ms. Kristy Smith

**FOREIGN LANGUAGE**

Mr. Ken Basinger, Latin  
 Ms. Stacy Finelli, French  
 Ms. Deidre Kell, Spanish, Dept. Chair  
 Mr. Jose Sanchez, Spanish  
 Ms. Emily Webster, Spanish  
 Ms. XiuFeng Zhu, Chinese

**HEALTH & PHYSICAL EDUCATION**

Mr. Chris Davis  
 Ms. Katie B. Davis  
 Ms. Caroline Edmonds  
 Ms. Katy Jo Gentry  
 Mr. Lloyd Lunsford  
 Mr. Clay McDonald  
 Mr. Adam Miller, Dept. Chair  
 Mr. Bradley Prestridge  
 Mr. Artie Ulmer  
 Mr. Heath Webb

**LUNCHROOM - MAIN CAMPUS**

Ms. Patricia Contreras  
 Ms. Maria Elias  
 Ms. Consuelo Hernandez  
 Ms. Margarita Ibarra  
 Ms. Nita Jennings  
 Ms. Mary Robinson  
 Ms. Brandy Thomas, Manager

**LUNCHROOM - 9TH GRADE CENTER**

Ms. Maria Guerrero  
 Ms. Joyce Hendrix  
 Mr. Mike Mayfield, Sub  
 Ms. Amy Morrison, Manager  
 Ms. Cassandra Turner, Sub

**JROTC**

LTJG Nathan Bourdeau  
 Senior Chief Scott Thomson

**DRIVERS' EDUCATION**

Mr. Wayne Vickery

**GAINESVILLE LEARNING ACADEMY**

Mr. Matthew Jeffries  
 Ms. Nancy Jimenez  
 Ms. Janice Young, Director

**INSTRUCTIONAL PARAPROS**

Ms. Vijayalaxmi Bhonagiri  
 Ms. Niviea Williams  
 Ms. Kamria Yang

## HEAD COACHES - ATHLETICS

Baseball	Adam Miller
Basketball – Boys	Chuck Graham
Basketball – Girls	Alan Griffin
Cheerleaders – Competition	Brett Dillin
Cheerleaders – Basketball	Andreka Thompson
Cheerleaders – JV Basketball	Rakia Marcus
Cheerleaders – Football	Darby Shank
Cheerleaders – JV Football	Gala Sheats
Cheerleaders – 9 <sup>th</sup> Grade Football	Rakia Marcus
Cross Country	Rich Corbett
Football	Heath Webb
Golf	Clay McDonald
Lacrosse – Boys	Luke Tolbert
Lacrosse – Girls	TBD
Riflery	Nathan Bordeau, Robert Yadon
Soccer – Boys	Elie Viviant
Soccer – Girls	Rick Howard
Softball	Katie Jo Gentry
Swimming	Kenneth Basinger
Tennis – Boys	CJ Weaver
Tennis – Girls	Kendall Gruhn
Track	PJ Davis, Rich Corbett
Volleyball	Randi Moore
Wrestling	Blake Palmer

# STUDENT CODE OF CONDUCT

## Gainesville City School System High School Level

2018 – 2019

### FOREWORD

It is the purpose of the Gainesville City School System (GCSS) to operate each school in a manner that will provide an orderly process of education that ensures the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to provide codes of conduct. These require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others.

GCSS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. GCSS does not permit corporal punishment.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students, and may be amended at any time. It is a place for GCSS to explain certain policies applicable to students.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At bus stop
- At school or on school property at any time
- Off school property at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system

In addition, students may be disciplined for felonious conduct off campus, which may pose a threat to the school's learning environment or the safety of students and employees.

Parents/guardians are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

### AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures, which he or she believes to be in the best interest of the student, and the school provided any such action does not violate school board policy or procedures.

#### Students Should:

**Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

**Avoid behavior that impairs their own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

**Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, and avoid being rude and follow school rules and procedures.

**Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of educational achievements and participation of others in curricular and extra-curricular activities.



Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Gainesville City School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

## **ADMISSION REQUIREMENTS – POLICY JBC**

### **Age Eligibility**

- Students are eligible to attend school unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as if they have dropped out of school for a quarter or more. Students who have not dropped out of school for a quarter or more are eligible to attend school unless they attain the age of 21 by September 1st.
- Every parent, guardian, or other person residing in Georgia having control or charge of any child or children between their sixth and sixteenth birthdays is required to enroll and send such child or children in their care to a public or private school or provide a home study program for these children which meets requirements set forth in law.
- Special education students, including homeless, are eligible for enrollment in appropriate education programs until they receive a high school diploma or equivalent or they reach their twenty-second (22) birthday, whichever comes first; provided, however they were enrolled during the preceding school year and had an approved Individualized Education Plan (IEP) which indicated that a successive year of enrollment was needed.

### **STUDENT ENROLLMENT/PROOF OF RESIDENCY**

Gainesville City Schools requires the parent or guardian to provide proof of residency unless the student is homeless. The student must live with the parent or legal guardian who resides within the school district. Students living out of district must apply for tuition status.

Beginning July 17, 2017, all students attending the Gainesville City School System will be required to provide two updated proofs of residency to the school that your child attends.

Acceptable proofs of residency include one of the following:

- non-contingent sales contract
- current lease/rental agreement
- most recent income tax return or IRS Form 1099
- current paycheck stub
- current warranty or quit claim deed
- current home purchase agreement
- current homeowner's insurance policy

Additionally, one of the following must be provided

- current gas bill (within last 30 days)
- current water bill (within last 30 days)
- current electric bill (within last 30 days)
- current cable/internet bill (with service address within last 30 days)

Students who are non-residents will be required to submit one proof of residency from the list in order to verify mailing address for the school. Students who do not present valid proofs of residency by September 1 will be withdrawn as of that date.

### **Students under the age of 18 must be accompanied by one of the following authorized individuals**

- Parent (natural or adopted)
- Legal guardian or other person legally entitled to act on behalf of the child
- Foster parents appointed by a state agency
- Sponsor for an approved International Exchange Program.

### **The person who is enrolling a student should provide one of the following acceptable forms of identification for purposes of enrollment**

- A driver's license
- A state identification card
- A passport

### **When a student and parent/guardian are residing in the home or apartment of another individual, the following is necessary for enrollment**

- A notarized affidavit signed by the individual with whom the student's parent/guardian is residing verifying that enrolling parent/guardian is residing in that home or apartment. This affidavit must be notarized and witnessed at one of the Gainesville City School System locations. And
- Proof of residency documents for that individual with whom parent/guardian is residing (See Proof of Residency documents above)

For your convenience, registration is available at the Registration/International Center, located at 508 Oak Street Gainesville, GA 30501. Registration is not available at the schools. Please contact the Registration/International Center at (770) 536-5275.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and /or imprisonment (O.C.G.A. 16-10-20).

## **IMMUNIZATION CERTIFICATES**

All students entering or attending Grades Pre-K through 12th grade in the Gainesville City School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law , O.C.G.A. 20- 2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at the school.

Beginning in the 2014- 2015 school year, ALL 7th grade students and NEW entrants into Georgia schools grade 8th through 12th grade, are required to have one dose of Meningococcal (meningitis) conjugate vaccine and Tdap (tetanus, diphtheria, pertussis) booster. Immunization information and flyers for Pre-Kindergarten and Kindergarten and 7th Grade students are available on the website. All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31.

## **ARRIVAL/DISMISSAL TIMES**

Gainesville High School will open at 7:30 AM. The school day begins at 8:20 and ends at 3:25 PM. Students arriving after 8:20 AM should sign in at the 3<sup>rd</sup> Floor Office or 9<sup>th</sup> Grade Center Office to receive an excused check-in slip or tardy slip. For late arrivals/tardies, see section titled "Late Arrival to School." For checking out see section titled "Checking Out of School." No unattended students may be on campus before 7:30 AM or after 5:00 PM.

## **ATHLETICS**

Please see the *Gainesville High School Department of Athletics Handbook* for policies and procedures that govern athletics and student-athletes at Gainesville High School.

## **ABSENCES AND EXCUSES – POLICY JBD**

The Gainesville City Board of Education subscribes to a policy of good attendance and punctuality as essential to the academic performance for all students. It is the policy of the Gainesville City School Board to encourage students to attend school regularly and participate in all class activities physically or virtually on a daily basis.

The Gainesville City School Board believes that students should arrive at school on time and be in class on time each day. In order to foster regular attendance, the Gainesville City School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol developed by Gainesville City Schools' Student Attendance Protocol Committee. The Board strongly believes that every day at school is important and that no student should be absent except for extraordinary reasons and encourages students and their parents to assume responsibility for being punctual and regular in attendance.

The Gainesville City School Systems attendance requirements are as follows:

- The parents/guardians/other persons having charge of any child between the child's sixth and sixteenth birthdays are subject to "compulsory attendance". That is, they are required by law to enroll and send such child to a public or private school or utilize a home study program. Students assigned to alternative schools are subject to this requirement as well.
- All K-12 children enrolled for 20 school days or more in a public school of this state prior to their seventh birthday become subject to compulsory attendance.

Georgia law, O.C.G.A. § 20-2-690.1, states that a person who fails to send a child to school may be charged with a misdemeanor. For each violation of the statute, a court may subject this person to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties. Each day's absence after the school notifies the person of five unexcused days of absence shall be considered a separate offense of the statute.

For the purposes of this Policy, a child between his/her sixth and sixteenth birthdays shall be considered truant if the child has more than five days of unexcused absences in a school year. A truant student with more than ten days of unexcused absences within a school year may be identified as a child in need of services in accordance with O.C.G.A. § 15-11- 380.

It is the policy of the Board to excuse students from school for the following reasons: Written justification for any absence must be submitted by the student.

1. Personal illness or attendance in school that endangers a student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school
3. The observance of religious holidays, necessitating absence from school
4. Conditions rendering attendance impossible or hazardous to student health or safety
5. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
6. Visiting with a U.S. military parent prior to or on leave from overseas deployment (limited to 5 days per school year)
7. Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient cause for an excused absence from school
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly
9. Students in foster care shall be counted present when they attend court proceedings relating to their foster care
10. Students who are designated as hospitalized/homebound through the formal process are counted as present
11. Students shall be counted present when they are serving on jury duty

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Students are expected and permitted to make up all work for credit missed due to absences. This shall include all assignments, quizzes, and tests.

**Tardiness** - Students are expected to arrive at school on time. Students who are tardy for school must go to the school office to sign-in before going to class.

**PowerSchool Parent/Student Portal Single Sign On** Students and parents may access pupil attendance, grades, and assignments as well as the daily bulletin containing announcements through the parent/student portal. Student login information is available through guidance; parent log-ins may be obtained by going to the system webpage [www.gcssk12.net](http://www.gcssk12.net) to sign up for the PowerSchool Single Sign On (SSO) parent portal. This portal allows parents/guardians the ability to view all of their children with one login name and password.

## **AWARDING UNITS/TRANSFERRING CREDITS – POLICY JBC(4)**

The Board of Education (“Board”) shall fully comply with the requirements of Georgia Board of Education Rule 160-5-1-.15 Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades and the State Department of Education’s *Guidelines for Awarding Units of Credit*. All terms used in this policy are as defined in the Rule and its *Guidelines*.

The requirements of this policy shall apply to all students regardless of the date they first entered the ninth grade.

### **Awarding Units of Credit**

1. Students shall be awarded credit only for courses that include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the State Board of Education (SBOE) in accordance with the provisions for each program or course described in the State Board Rule(s) and State Department Guidelines.
2. The Board shall award units of credit for middle school courses that are based on the state-adopted curriculum for grades 9-12.
3. The superintendent or designee is authorized to establish procedures whereby a student may earn course credit by demonstrating subject area competency without regard to the amount of instructional time the student spends in the course. Students and parents shall be advised of such opportunities through the student handbook, presentations at parent and family workshops, and/or advisement material.
4. An eligible student may earn course credit by “testing-out,” which means scoring at the “Exceeds” level on a state End of Course Test (EOCT) prior to taking the course. Students attempting to test-out must have parent permission and their parents shall be informed of potential costs prior to the EOCT administration. The cost of EOCT administration to students who attempt to test out, but who do not score at the Exceeds level shall be paid by the student and/or parent of the student. Course credit earned through testing-out shall be reported in the same way as credit earned through course completion. A student’s numerical grade for a course in which the student tests out shall be determined by converting the student’s EOCT scale score to a prorated numerical score using the state EOCT conversion scale for that subject. Student eligibility criteria for earning credit by EOCT “testing- out” and information regarding grade assignment and collection of any associated fees shall be included in the student handbook, presentations at parent and family workshops, and/or advisement materials.
5. Students enrolled in a course requiring an EOCT, but fail to take the test will fail the course regardless of grades. The EOCT is 20% of the course grade. Courses with EOCT are Algebra, Geometry, Biology, Physical Science, Ninth Grade Literature and Composition, American Literature and Composition, U.S. History and Economics.

### **Accepting Transfer Credit and Grades**

- The Board will accept student course credit earned in an accredited school, which must have been accredited or hold provisional status at the time the credit was earned.
- The Board will not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the courses presented for credit include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the SBOE.
- Transfer credit shall be validated for courses taken at non-accredited schools, home study programs, and non-traditional educational centers.
- Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed at the appropriate grade level in a probationary placement based on the student’s records in prior schools or programs and satisfactory performance in a district school for a nine weeks and/or the end of the grading period OR based on satisfactory performance on standardized or locally developed tests focusing on grade level or subject area.
- High school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed in the appropriate grade level based on the number of units earned toward graduation. Units of credit shall be granted for courses that meet state-adopted curriculum standards for grades 9-12; OR based on satisfactory performance on standardized or locally developed tests focusing on subject area. High school transfer students must take any state-mandated assessments, including applicable End of Course Tests.
- For student transcript purposes, grades for courses taken by transferring students will be accepted as recorded on the transcript from the issuing school or program. Letter grades for high school transfer students will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using a conversion formula established by the Superintendent or designee. Transferred course titles, if necessary, will be changed to appropriate course titles in the list of state funded courses.
- Transcripts will be analyzed at the School (United States transcripts) and/or District (International transcripts) level by trained personnel to determine whether courses meet state-adopted curriculum standards for grades 9-12.
- If core credit will be issued for a course, the appropriate EOCT, released GHSGT test (by domain), or locally developed test will be administered. Students are required to earn a score of 70% or higher in order to receive core credit. Those scoring below this threshold should be enrolled in the course.
- If elective credit will be issued for a course, an appropriate elective from the list of state funded courses will be selected.

- International students who may have limited English skills and would be unable to demonstrate proficiency on assessments to be administered to receive core credit will initially receive an elective credit. However, the school has the option to convert the elective credit to a core credit at a later date if it is determined that a lack of English skills previously prohibited the student from demonstrating proficiency. In order to make the conversion, the appropriate EOCT, released GHSGT test, or locally developed test should be administered prior to placement in the course for core credit. Students are required to earn a score of 70% or higher in order to receive core credit. Those scoring below this threshold should be enrolled in the course and retain the initial elective credit.
- Transferred courses will be recorded using the following course numbering protocols:
  - o In state public school credit – course number from transferring school or internal course number
  - o Out of state public school credit – xx.xxxx6xx
  - o In state and out of state private school credit – xx.xxxx7xx
  - o Out of USA credit – xx.xxxx8xx
  - o Home school credit – xx.xxxx9xx

Teacher identification for transferred courses will be recorded using the following SSN protocols:

- o In state school – 999999999
- o Out of state school – 888888888

Transferred courses will be changed to the appropriate course title in the list of state funded courses, as needed. Letter grades will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using the following conversion formula:

Letter Grade	Numeric Grade
A	95
B	85
C	75
D	70
F	60
P	70

#### Earning Units of High School Course Credit by Testing Out

- Beginning in school year 2013-2014, a student may demonstrate subject area competency by testing out of any course that has an associated End of Course Test (EOCT).
- A unit of course credit is awarded to students who reach the performance level of Exceeds on an EOCT prior to taking a specific EOCT course.
- Students have only one opportunity per course to test-out.
- At this time, a student may only earn up to three credits by testing-out.
- Students must meet the following requirements for earning course credit through testing-out:
  - o Not currently or previously enrolled in the course;
  - o Have earned a grade of B or better in a content area course that is the same content area of the course for which the student is attempting the EOCT. For example, a student wishing to exempt 9th Grade Literature and Composition would need to have earned a grade of B or better in either 7th or 8th Grade ELA;
  - o Received a teacher recommendation from a previous teacher in the same content area;
  - o Received parent/guardian permission.
- Students who do not reach the performance level of Exceeds when attempting to test-out must enroll in and complete the associated course and retake the EOCT even if the students make a passing grade on the EOCT during the testing-out attempt.
- Students who are currently enrolled, or have previously been enrolled, in a higher-level course are not allowed to earn credit by later attempting to test-out of a lower level course. For example, a student already taking AP Physics may not earn credit for Physical Science by testing-out.
- Course credit of students who test-out of a course is reported in the same way as the course credit earned through completing courses.
- Course credit earned by testing-out will not be utilized as part of the calculation of the student’s GPA for the HOPE Scholarship, if the student is enrolled in grades 9-12. Course credit earned by testing-out will be utilized as part of the local GPA calculation, regardless of grade level.
- Under NCAA requirements, units of credit earned through testing-out using the EOCT will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.

- Students who meet criteria for testing out and choose to take the EOCT will be required to pre-pay for the administration. The cost is \$50.
- The cost of the test for students who perform at the Exceeds level will be reimbursed, unless the student subsequently decides to take the course.
- A student who Exceeds and then decides to take the course will be responsible for the entire cost of the test.

#### Procedures for Awarding Units of Credit for Dual Enrollment Courses

**The Board shall award units of credit to students for high school courses taken through postsecondary institutions as described in the State Board of Education Rule 160-4-2-.34 Dual Enrollment.**

- For students who participate in approved dual enrollment credit programs, the grades and amount of credit for each approved course shall be placed on high school transcripts and shall be used in computing grade point averages for both class ranking and HOPE eligibility.
- Dual enrollment courses will be given an additional .5 weighting for the purpose of calculating GPA for both class ranking and HOPE eligibility.
- For **each** successfully completed, approved dual enrollment credit course, secondary credit shall be awarded toward state and local high school graduation requirements based on the credit conversions below, regardless of the course location or school day class schedule followed. Per approval from the State Board of Education in January 2010, the following new credit conversions must be used and followed without local adjustments or requirements:
  - o Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit.
  - o Postsecondary quarter hour credit shall be converted to high school unit credit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit.
  - o Students are limited to 4 units of dual credit per semester and 8 units per year regardless of the combination of dual or regular classes scheduled. One hour labs that are part of a class are not counted for dual credit at the high school level, just the college.

Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework **earns post-secondary credit only**. High school credit cannot be given for joint enrollment courses.

### **BEHAVIORAL EXPECTATIONS FOR POSITIVE BEHAVIORAL INTERVENTION SUPPORTS**

Gainesville City School System is proud to announce its designation as an active Georgia Positive Behavioral Interventions and Supports (PBIS) district. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support for all youth by making desired behavior more functional. One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support including proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and the cafeteria).

#### **BE THE ONE...Ready, Responsible, Respectful, Role Model**

At Gainesville High School, students are expected to follow the expectations below for behavior in non-classroom settings:

##### **In the Hallways:**

- Aware of time between classes
- Develop the best route to class
- Have a hall pass when in the hall during class time
- Walk on the right side of the hallway and up the stairs
- Use appropriate tones
- Keep headphones at a level where you can hear in case of an emergency
- Use trash cans to dispose of trash
- Get to class on time
- Encourage appropriate behavior
- Model good behavior

**In the Cafeteria:**

- Have your ID ready
- Gather all utensils before sitting
- Wait patiently in line
- Speak with appropriate tones
- Address all cafeteria staff and on-duty faculty with respectful tones and statements
- Move quickly through the lines; stay in your place in lines
- Pick up all trash and belongings from eating area

**In the Restroom:**

- Have your pass from your teacher if it's during class
- Wash your hands
- Respect personal space
- Speak quietly
- Dispose of trash appropriately in the designated trash cans
- Only toilet paper in the toilets
- Return to class immediately after visit
- Remind others to clean up their area
- Model appropriate behavior

**Outside of Buildings:**

- Respect the directions of all staff members and visitors
- Respect the personal space of others
- Keep noise at an appropriate level
- Be aware of traffic when crossing streets
- Use proper entrances and exits
- Place all trash in the trash cans provided
- Remain on campus

**At Assemblies:**

- Move in and out of the gym or fine arts building in an orderly fashion with no running, pushing, loud talking, or crowding
- Refrain from eating/drinking or chewing gum
- Sit quietly and as still as possible
- Remove hats, earphones, and turn off electronic devices
- Pay attention to the speaker and program, showing appropriate appreciation (applause) when warranted is encouraged.

**BUS CONDUCT**

**Transportation service for students is a privilege, not a right.** Students will be allowed to ride Gainesville City School's buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property; therefore, all rules that apply to school building also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get off at their designated stop unless they have a note from a parent or legal Guardian stating that they have permission to exit at a different stop.
3. **BUS BOARDING PASSES** – Students must have a bus boarding pass that is completed by the school in order to ride a bus other than their normal bus. Students must hand the bus boarding pass to the bus driver in order to ride a bus that is not their normal bus. Parents must send a note to the school or call the school by 9:00 AM to make changes in afternoon bus transportation for their child.
4. Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.
5. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossing, red lights, and stop signs. At these times there shall be no talking.
6. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
7. Head, hands and feet shall be kept inside the bus at all times.
8. Throwing any article inside the bus or at the bus is strictly prohibited.
9. Students must wait for the bus in an orderly manner a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading.
10. No fighting is allowed on the bus.
11. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
12. Eating or drinking on the bus will not be allowed.

13. Student will not use profane or foul language at any time.
14. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Any guilty of such acts will pay the cost of repairs.
15. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
16. Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.
17. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.
18. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over the beginning of the school year.
19. For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff.

Because safety on the school bus affects many other students, the administration reserves the right to invoke a penalty more severe than listed for the offense. This may include behaviors that threaten the safety of anyone else in the bus. Violations of the School Bus Rider's Rules will be dealt with as follows **for grades PK-12:**

**First Offense-** The student is reported to the principal by the bus driver. The principal talks with the student and send written communication to the parent/legal guardian to be signed and returned to the principal. A copy of this communication is sent to the bus driver.

**Second Offense-**The principal again talks with student and sends written communication to the parent/legal guardian. The communication in part will warn the parent/legal guardian that another offense will deny the student of bus riding privileges from one to five days (depending upon the nature of the offense). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

**Third Offense-** The parent/legal guardian is notified in writing that the bus riding privileges are suspended (from one day to ten days). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

#### **ADDITIONAL GUIDELINES**

- Parents/guardians are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required. Parents/guardians with concerns or complaints that need to be addressed by the bus driver should contact the Director of Transportation, Jerry Castleberry at (770) 536-8312. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well-being of any student will be handled in accordance with the student discipline section of this handbook.
- It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (OCGA 20-2-1181)

#### **CERTIFICATE OF SCHOOL ENROLLMENT**

**Attendance/Discipline and Driver's License – (O.C.G.A. 40-5-22)** This law requires that the local school system's central office receive information from the public schools and home schools regarding students 14 through 17 years of age whose driver's licenses are to be revoked or not issued according to the provisions of the law.

Effective July 1, 2015, schools will have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit.

Students applying for an instruction permit or driver's license must obtain from their school a **Certificate of School Enrollment** form to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form certifying that none of the above provisions apply to them at the time the letter is generated or for the preceding year.

*Certificates of School Enrollment must be obtained by applying with the Gainesville High School Main Office. There is a \$5.00 fee for this service and there is a 48-hour turnaround period. The Certificate of School Enrollment is only valid for 30 days from the date of issuance. Current proof of residency must be on file before request is processed.*

## CHECKING OUT OF SCHOOL

Gainesville High School believes consistent attendance at school is essential for academic success.

1. Bring a note to the Third Floor office or 9<sup>th</sup> Grade Center Office **before 1st period begins**. It must include the student's name, reason for dismissal, and time of dismissal. It must be signed by a parent/legal guardian and must have a phone number where the parent/legal guardian can be reached for verification. The student **will not be allowed to leave** unless the office verifies the note. **No telephone or email checkouts are allowed.**
2. Students **are not allowed to return to school** after checking out unless they have a medical appointment, are appearing in court, or are attending a funeral. Written documentation from the health care provider or the court is required. Other requests to return to campus must be approved by the administration.
3. Requests for student checkout on exam or EOC testing days must be emailed to the principal and approved by him before checkout will be allowed. No checkout requests will be accepted by phone. There are no early exams except for emergency situations that have been approved by the principal prior to the exam date. Requests must be made to the principal via email.
4. **CHECKING OUT FOR LUNCH IS NOT PERMITTED.**

*Any student who leaves school without properly signing out and without authorization will face disciplinary action. To leave school during the day at any time and for any reason, a student must sign out through the Third Floor office or a Work-Based learning program.*

## CHILD ABUSE AND NEGLECT – POLICY JGI

All employees of the Gainesville City School System, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Hall County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

## CHRONIC DISCIPLINARY STUDENT ACT (O.C.G.A. 20-2-764)

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem, invite the parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail, at least one parent/guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent /guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

## COMPUTER LAB USAGE POLICY

- Students are **NOT** to be in the Computer Labs without supervision at any time. **NO EXCEPTIONS!**
- No food or drinks (including water) are allowed in the computer labs.
- No computer equipment should be removed or disassembled.
- All computers should be logged off when work is complete.
- All chairs should be pushed in, and trash picked up before leaving the lab.
- No computer equipment should be moved from its established position.
- All equipment should be operated with respect and care.
- Failure to follow these lab rules may result in the loss of lab privileges.



## CLUBS AND ORGANIZATIONS FOR STUDENTS

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organizations, and groups in accordance with the policies of the Gainesville City Board of Education. State law requires that parent/guardian receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. On the parent/guardian signature page the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her.

The 2018-19 Clubs and Organizations are as follows:

Club/Organization	Mission/Purpose	Faculty Advisor
<b>Academic Team</b>	The GHS Academic Team is a highly competitive varsity and junior varsity academic team that participates in weekly games with other high schools in northeast Georgia. Players must be able to answer questions in the areas of math, science, social studies, language arts, and current events. The teams practice after school on Wednesdays and compete on Mondays. Practice starts in August and ends with the championship in November. A \$20 fee is required to cover transportation and uniforms. This team is fun and for the intellectually inclined.	Elie Viviant Bryant Tench Walter Jester
<b>African Student Association</b>	The African Students Association is a social, cultural, and vibrant organization. This club is open to students of every ethnic background. The purpose is to showcase African culture through dance performance and the uniqueness of Africa as a continent.	Kami Yang
<b>Anchor Club</b>	The Anchor Club is an international youth service organization with hundreds of clubs in schools around the world and is based on the guiding principles of service and friendship. The mission of the Anchor Club at Gainesville High School is to encourage the development of leadership, service and friendship among peers with and without disabilities that creates a welcoming school and community atmosphere for <u>All</u> students. Meetings will be once a month.	Cristie Langford Clay Sayre
<b>AWARE</b>	The AWARE (African-Americans Working to Achieve Relevance and Excellence) Club is a student led organization which focuses on maximizing student potential through receiving an education, improving and/or enhancing student personality & student character, discovering true student identity & purpose, and performing school and community service. While there is concentration on the improvement and/or enhancement of African-American students, the AWARE Club is open to all students. AWARE meets Monday mornings at 7:45 a.m. in the library/media center, and dues are required for all those students interested in joining the club. Dues will be \$15.00 for the year. Dues will pay for the Club T-Shirt.	Rickey Young Adrian Cromwell
<b>Chess Club</b>	The Chess Club offers opportunities to play chess to players of all abilities and interests. Students may play socially in the club or play competitively on the team. Both practice together. We instruct beginning players and offer challenges to more advanced players. Chess Club meets every school day before and after school. Dues are \$10.	Charlie Sea Walter Jester
<b>Chinese Club</b>	The mission of the Chinese Club is to provide students with after school opportunities to experience the Chinese language and culture. Dues are \$10 and the club meets once a month.	XiuFeng Zhu
<b>Coding Club</b>	The GHS <b>Coding Club</b> mission is to create 3Cs for our students: <ul style="list-style-type: none"> <li>• Computing awareness</li> <li>• Coding opportunities</li> <li>• Creative thinking development</li> </ul> We will provide participating students an opportunity to learn the basics of computer <b>programming</b> in a team setting. The <b>club's</b> main focus will be <u>hourofcode</u> and <u>code.org</u> . We will try to learn to create apps, websites, and games.	Chandra Karnati
<b>DECA</b>	DECA is a co-curricular marketing education club that helps students to develop skills for successful business careers, experience leadership and practice community service. DECA offers a wide range of services and activities for its student members. The services and activities are organized around the areas of conferences, school-based enterprise, and leadership opportunities. Club dues and shirt are \$25..	Brett Dillin
<b>Environmental Awareness Club (EAC)</b>	Our purpose is to educate students and community members about the positive impact that humans can have on the environment. Membership is \$10. Members are expected to participate in recycling and other activities. Meetings are held every other Tuesday at 7:45 a.m. in Room 322.	Teresa Leach

Club/Organization	Mission/Purpose	Faculty Advisor
<p><b>Family, Career and Community Leaders of America (FCCLA)</b></p> <p><b>Future Georgia Educators (FGE)</b></p>	<p>A national career and Technical Student Organization focusing on preparing students for their future after high school by allowing them to participate in Community Service, National Programs, Competition, Leadership Training and Team Building. We travel all over the state of Georgia and to National competitions in different areas of the country. 2016-2017 FCCLA members will have the ability to go to Fall Leadership Conference at FCCLA camp, Fall Rally at the Georgia National Fair, Discover Training at Camp John Hope, Region and State STAR event Competitions, Summer Leadership Camp and National STAR event Competitions. Be a part of the Ultimate Leadership Experience! FCCLA dues and shirt are \$25. FGE dues are \$15.</p>	<p>Karen Jackson</p> <p>Lorissa Crumley</p>
<p><b>Featherbone Communiversity</b></p>	<p>The Featherbone Communiversity Leadership Academy is a partnership of local schools (Gainesville High School, East Hall and Lakeview Academy) and businesses sponsored by Brenau University that fosters an evolutionary way of learning, leading, and serving. Students from GHS are typically nominated by a CTAE teacher and are juniors or seniors. The objectives of Communiversity are:</p> <ul style="list-style-type: none"> <li>• To grow personally and professionally</li> <li>• To discover future community builders</li> <li>• To encourage “giving back” to the community</li> <li>• To understand the concepts of “Communiversity”</li> <li>• To better understand career mastery in all careers</li> </ul> <p>The students attend the Master series events in healthcare, entrepreneurship, education and craftsmen. They also attend an Orientation at Brenau focusing on improving soft skills and other leadership traits. The last few years the students have also volunteered at the GA Mountain Food Bank and learning about food insecurity in our community and participate in the \$5 Challenge. Funds raised from the \$5 Challenge are donated to a charity selected by the students. There were 15 students that participated in 2016-17.</p>	<p>Helen Perry</p>
<p><b>Fellowship of Christian Athletes (FCA)</b></p>	<p>The Fellowship of Christian Athletes challenges coaches and athletes on the professional, college, high school, middle school and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. FCA meets every Tuesday morning at 7:45 am in the media center. Dues are \$10.</p>	<p>Dave McConnell</p> <p>Cristie Langford</p> <p>Leah Roach</p>
<p><b>French Club</b></p>	<p>French Club is for present and past students of French who wish to celebrate French culture in a relaxed setting. Activities are monthly and dues are \$10.</p>	<p>Stacy Finelli</p>
<p><b>Future Business Leaders of America (FBLA)</b></p>	<p>Future Business Leaders of America is an education association of students preparing for careers in business and business-related fields. The mission is to bring businesses and education together in a positive working relationship through innovative leadership and career development programs. Membership in FBLA prepares students for “real world” professional experiences. Students meet on the 1st Wednesday of each month and the club is co-curricular. Dues are \$15.</p>	<p>Whitney Van Atta</p>
<p><b>Gaming Club</b></p>	<p>The GHS Gaming Club will promote friendly competition, cooperation among students, meeting and socializing with new people, and more. We aim to give students a fun, friendly, and competitive environment where they can enjoy playing video games with their fellow peers. Students will have the opportunity to enter into a competitive environment that consists of other students with similar interests. Meetings will be determined by the number of people that join the club in the current year. There will be an annual fee of \$25.00 to cover the costs of consoles, games, controllers, etc. (DISCLAIMER: Certain “M-Rated” video games will be banned because they have exceeded the level of violence that is appropriate for school. Parents will have to sign a consent form to allow their child to play the “M-Rated” games that are allowed in the school. Students may not play “M-Rated” video games without returning the completed consent form).</p>	<p>Elie Viviant</p>

Club/Organization	Mission/Purpose	Faculty Advisor
<b>Generation Inspiration</b>	Generation Inspiration is an interactive youth leadership society that allows students to develop life and entrepreneurial skills while taking an active part in defining and achieving their personal goals. GI helps its members to apply to college, become aware of numerous scholarship opportunities at GHS, fulfill a community service requirement, and plan special activities throughout the school. Students may also participate and graduate from an eight-week course that is facilitated by local business, religious, and civic leaders who help them gain necessary skills to help Hall County bridge the generational gap of leadership in the community. This organization has allowed young high school graduates to assume leadership roles on governmental and non-profit boards and has also awarded thousands of dollars to students in scholarships. \$5 dues for officers.	Amanda Toney-Velazquez
<b>GHS B.A.S.S. Fishing Club</b>	The goal of GHS B.A.S.S. Fishing Club is to support students in their connection to the outdoors by exploring and helping protect the natural resources. Through the formation of a competitive fishing club, students learn the basic principles of angling through statewide and national events. Students will also connect the role of conservation with the long term sustainability of our precious water resources. Dues are \$30.	Richard Elsarelli Cortney Evans
<b>GHS Literary Society</b>	The newly named GHS Literary Society now includes Reading Bowl, TOME Society, the GHS Coffee Shop and also promotes the American Library Association events. We have a little of everything for the book lover in you!!! Reading Bowl is the game format reading competition using the GA Peach Book Nominees for the current year. Our team will compete against other high school teams in a buzzer format to test our knowledge of the selected books. Team members will meet regularly in late fall to practice buzzing and discuss the books. Members help with the GCSS Elementary/Middle District bowl in late January. The mission of Tome Student Literacy Society is to promote multiple literacies among 3rd-12th grade students across the United States through: service; collaboration; competition-based club activities; and clean, entertaining, encouraging literature. Members of our GHS Literary Society are eligible for participation in Reading Bowl and/or TOME Society. They will also help the media center with various duties and promotion of American Library Association events. The dues are \$25 a year.	Susan Wooten Laura Elsarelli
<b>Hispanic Organization Promoting Education (HOPE)</b>	HOPE (Hispanic Organization Promoting Education) is driven by the main focus of helping students stay in school and continue furthering their education after high school. Dues are \$15 and students meet the first Wednesday of every month.	Jordan Plank Betsy Escamilla
<b>HOSA</b>	National organization for students that are current or past HOSA students get together and discuss current healthcare issues and careers, expand their knowledge in the healthcare area. They will be practicing healthcare skills and then go on to the regional, state, and national level to compete in various aspects of healthcare. Dues are \$25.	Robert Yadon Jason Nierenhausen
<b>Interact Club</b>	Interact is an international service-oriented organization that is an extension of Rotary International. Our purpose is to help young people understand the value of serving others in a positive way here at home and abroad. The club meets once per month on the 3 <sup>rd</sup> Wednesday. Dues are \$20.	Trailly Holland
<b>International Thespian Society</b>	The International Thespian Society honors students who excel in theatre arts and meets monthly with programs provided by out of town guest artists in acting, dance, stage combat, audition, plus service projects such as Trick or Treat So Kids Can Eat and Adopting a Family at Christmas. Dues are required annually for Troupe 2445 and International Dues when initiated. Generally our meetings are the first Tuesday in each month. State Conference is in February. Anyone interested in theatre can attend the monthly meetings whether or not you are taking a theatre class.	Pam Ware
<b>Key Club</b>	Key Club is the oldest and largest service program for high school students. Key Club is successful because it is a student led organization that teaches leadership through serving others. Kiwanis Clubs serves as the big brothers and sisters to our Key Club members. Meetings are on Thursdays at 7:45 am in Media Center. Dues of \$25 include membership in Key Club International.	TBD

Club/Organization	Mission/Purpose	Faculty Advisor
<p><b>Latin Club</b></p>	<p>The purpose of the Latin club is to allow Club members opportunities to learn about the Latin language, the culture of ancient Rome, and the relevance of each in modern society, as well as to share these experiences within the school community and beyond. Membership is open to any GHS student who has paid Latin Club dues of \$10. Meetings are at least once per month, day and time TBD. Activities (tentative/possible): play Roman games, prepare/eat Roman style foods, watch movies/videos about Latin and/or Rome, Latin song caroling, attend Foreign Language Day at UNG (April), and participate in Homecoming Parade.</p>	<p>Ken Basinger</p>
<p><b>Math Club</b></p>	<p>The mission of the GHS Math club is to create <b>A<sup>3</sup></b>:</p> <ul style="list-style-type: none"> <li>• an <b>Awareness</b> of the real world of applications of math,</li> <li>• <b>Adventures</b> for inquisitive students who are burning to create solutions to real problems</li> <li>• a sense of <b>Accomplishment</b> for students with a mathematical intellectual thrust</li> </ul>	<p>Chandra Karnati Walter Jester</p>
<p><b>Medical Scholars</b></p>	<p>The Brenau College of Health Sciences is working collaboratively with Gainesville High School in development and sustainability of health care services to expose high school students to careers within the health care field. The Medical scholars program gives high school students opportunities to experience the possibilities for university level studies and hands-on labs with health care professors to set the tone for future career options.</p> <p>The Medical Scholars Program kick-off is a required Parent/Guardian and selected student orientation. The actual Medical Scholars Program encompasses four (4) days during the academic year per group plus an orientation. Medical Scholars spend a 9a-3p day with the various health professionals and programs at Brenau University. These experiences include the following professions/programs:</p> <ol style="list-style-type: none"> <li>1. Nursing</li> <li>2. Occupational Therapy</li> <li>3. Physical Therapy</li> <li>4. Pre-Professional (Pre-Medical, Pre-Pharmacy, Pre-Dentistry) and Basic Sciences</li> <li>5. Psychology</li> <li>6. Specialty Selection Day with Career Planning and Graduation Ceremony</li> </ol>	<p>Helen Perry</p>
<p><b>Music Nation</b></p>	<p>MUSIC NATION is a club open to all lovers of music, founded in 2015 to support and share the appreciation of all music programs at Gainesville High School.</p>	<p>Teresa Williams</p>
<p><b>NJROTC</b></p>	<p>In NJROTC you explore the intriguing world of civilian, industrial and military science and have an opportunity to sharpen your leadership skills. You will be able to discover the rich history of the Naval Service and scientific aspects of tomorrow's naval technology, while at the same time honoring your leadership potential. Membership fee is \$50.</p>	<p>Scott Thompson Nathan Bordeau</p>
<p><b>Presidents' Club</b></p>	<p>The GHS Presidents' Club is service club designed to improve school culture and spirit through special projects and events implemented by their respective club and/or academic team or program. The Presidents' Club will also engage in special projects organized by the school, as well as attend special faculty meetings and workshops as needed. <b><u>The club is open to all presidents of the clubs or academic teams or programs.</u></b> Dues are required (\$12.00), and they include club t-shirts and graduation cords for those who are seniors. The club meets weekly in the Media Center.</p>	<p>Susan Wooten Adrian Cromwell</p>
<p><b>SkillsUSA</b></p>	<p>SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. Dues and T-shirt are \$25 and meetings TBD.</p>	<p>Darrell Lucas Kateria Bogans</p>
<p><b>Spanish Club</b></p>	<p>The mission/purpose of the Spanish Club is to discover the different Spanish speaking cultures through authentic cultural activities. The dues are \$10 and meetings will be announced.</p>	<p>Deidre Kell</p>

Club/Organization	Mission/Purpose	Faculty Advisor
<b>S. T. O. M. P. Club (Students Taking Ownership in Modeling Positive Behavior)</b>	The STOMP Club is a PBIS based, student-led club that works closely with the Faculty & Staff PBIS Team to create a more enrich PBIS culture within Gainesville High School. Some of the primary assignments of the STOMP club include helping market and organize school celebrations, providing feedback on student issues and concerns, as they relate to disciplinary infractions, helping to create a PBIS rich culture at Gainesville High School, improving school spirit, & promoting the 4 R's of <i>being Respectful, being Responsible, being Ready, and being a Role Model</i> . The club is open to all students, and it meets once a week. Dues are required (\$20.00), and they include club t-shirts and graduation cords for those who are seniors. The club meets weekly in Mrs. Burks-Mayes' classroom, room 310.	Kelsie Burks-Mayes Adrian Cromwell
<b>Student Council</b>	Student council develops student leaders who plan and implement school wide activities and spirit weeks. Student Council serves as a liason between the student body and the administration. Meetings are on Mondays from 3:30 - 4:15 in the Media Center.	Heather McConnell
<b>Technology Student Association</b>	The Technology Student Association fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs. Dues are \$35 which includes: National and state dues and a TSA t-shirt.	Dave Head
<b>Yearbook</b>	The goal of the GHS Radiator Staff is to produce a Yearbook that accurately and completely represents the story of each student through their involvement in clubs, sports, and daily Red Elephant life.	Jenny Givens
<b>Youth Leadership Hall</b>	Youth Leadership Hall is a leadership development program with the Greater Hall Chamber of Commerce that informs and motivates selected high school juniors and seniors from Gainesville High, the Hall County high schools, Lakeview, Riverside and Lanier Christian Academy. Students are able to network with community leaders giving them the opportunity to explore various careers and resources that are available in our community. The Chamber is investing in our students who are considered potential leaders and hoping that they will want to return to Hall County upon completion of their educational pursuits and become leaders in the Gainesville/Hall Co. community. The number of students that participate from each school depends on the enrollment numbers. GHS has 11 students for the 2017-18 school year. Last year we had 9 students.	Helen Perry
<b>500 Queens</b>	A club for young women that aspire to become the most powerful piece on the chess board of life by enhancing and empowering high school young ladies in the areas of education, economics, self-worth, and womanhood. The 500 Queens participate in community service, college and career exploration, and mentoring. Requirements: a GPA of 2.5 or higher (or C-average from middle school), application, two references from teachers, and a 500-word essay on a given topic. Dues are \$35.00. Meetings are every 3rd Wednesday at 7:45 a.m.	Rakia Marcus Niviea Williams

## **COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION PROGRAM**

Georgia State Board Rule IDB (160-4-2-.12) requires that “sex education and AIDS education shall be a part of a comprehensive health program.” If desired, parents and legal guardians may request an opportunity to review all instructional materials related to this program prior to their students entering the program. Parents and legal guardians may opt to exclude their child from sex education and AIDS prevention instructional programs by sending a written request to the school that their child not receive such a course of study.

## **COUNSELING SERVICES**

The Guidance and Counseling Program at Gainesville High School seeks to positively impact the lives of our students by partnering with parents, community, faculty and staff. Our program offers comprehensive planning and guidance services addressing student academic and career goals, as well as personal and social needs. We work to give students the opportunities to acquire the educational and social competencies necessary for their growth toward lifelong success and effective, responsible citizenship for a diverse and changing world. The Counseling Department is a student service division of the total school program providing assistance to all GHS students and families. Connect with us at [www.bigredguidance.weebly.com](http://www.bigredguidance.weebly.com).

Students may go to counselors for concerns about their grades, schedules, study habits, attendance, college and career planning, home life and friendship issues. A student must have permission from a teacher to see a counselor during class time. The counselor will then see the student as the counselor’s schedule allows.

## **DEBTS**

Debts may include, but are not limited to: library book fines, outstanding classroom books, athletic and extracurricular uniforms or equipment, class or club dues, fundraising monies, returned checks, camp fees, restitution, tuition, or any other outstanding obligations. Georgia H.B. 1450 states that parents and guardians of minor children will be liable for their willful, malicious damage to school property up to \$5000 plus court cost. Students must clear up all financial obligations at the end of each semester and/or prior to graduation. Report cards and transcripts of permanent records will be withheld until all debts have been cleared. Seniors who owe debts will not be allowed to participate in graduation ceremonies.

## **DONATIONS OF FLOWER AND VEGETABLE GARDENS, PLANT BOXES, AND OTHER ITEMS**

The Gainesville City School System Maintenance Department maintains the basic Board owned facilities. Any donations of flowers, flower and vegetable gardens, shrubbery, plant boxes, green houses or other enhancements donated by the community, parents and staff of all schools must be maintained by donor or school volunteers.

If the above mentioned donations are made and not aesthetically maintained by the community, parents and staff, and become overgrown, they will be dismantled.

## **DISCIPLINE PROCEDURES (PROGRESSIVE DISCIPLINE) – POLICY JCDA**

It is the policy of the Gainesville City Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment;
5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student’s parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

### **TEACHER REPORTING REQUIREMENT**

It is the policy of the Board of Education that the superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in Section 20-2-738 and Section 20-2-751.5(d).

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teachers ability to communicate effectively with the students in his/her class or with the ability of such students classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737-738.

The Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state law.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

**Parents and police will be notified in every instance where the law is violated.**

**Minor acts of misconduct** are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the administration.

Penalties for minor acts of misconduct include, but are not limited to, the following:

- Warning
- Conference with student
- Alternative seating
- Conference with parent/guardian, teacher and/or administrator
- Practice of desired behavior
- Development of an action plan or contract
- In-school suspension (ISS)
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

**Intermediate acts of misconduct** require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given if not already provided. Penalties for intermediate acts of misconduct include but are not limited to the following:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Restriction from school programs or other activities
- Up to three days out-of-school suspension
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Change in Academic Setting
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

**Serious acts of misconduct** require administrative intervention and may require use of outside agencies and/or law enforcement. These offenses include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or well-being of others, or property. Because serious acts of misconduct may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Penalties for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- Out-of-school suspension for up to ten days
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Change in Academic Setting
- Placement in a separate alternative educational program
- Expulsion

OFFENSES	CONSEQUENCES
<p>1. Absences and/or truancy-unexcused (O.C.G.A 20-2-690. Excused absences are defined as</p> <ul style="list-style-type: none"> <li>• Illness</li> <li>• Death in immediate family</li> <li>• Religious Holiday</li> <li>• Instances in which attendance could be hazardous as determined by Gainesville City School System</li> <li>• Service as page in legislature</li> <li>• Court Order</li> <li>• Absence to vote in an election</li> <li>• Up to five (5) days excused absences per year to students where the parents are in the military and are being deployed or on leave.</li> </ul>	<p>1. Penalty may range from warning and/or conference with student/parent/guardian to one to three days in-school suspension.</p>
<p>2. Academic dishonesty/misrepresenting self or others</p>	<p>2. Penalty may range from the student receiving a zero on the assignment and warning or conference with student/parent/guardian to one to three days out-of-school suspension.</p>
<p>3. Assault on faculty or staff member - Threatening bodily harm to faculty or staff member. This includes threats that are verbal, written or implied.</p>	<p>3. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>4. Bullying (OCGA 20-2-751.4)- An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electric technology of a local school system, that is:</p> <ol style="list-style-type: none"> <li>1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;</li> <li>2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or</li> <li>3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: <ol style="list-style-type: none"> <li>A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1; or visible bodily harm as such term is defined in Code Section 16-5-23-.1;</li> <li>B. Has the effect of substantially interfering with a student's education;</li> <li>C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or/D. Has the effect of substantially disrupting the orderly operation of the school.</li> </ol> </li> </ol> <p>The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.</p>	<p>4. Penalty may range from restriction from school programs and/or other activities to expulsion. <b>Upon a finding that a student in grades 6-12 found by tribunal to have committed the offense of bullying for the third time in a school year, the student will be assigned to an alternative school.</b></p>
<p>5. Bus Misbehavior</p>	<p>5. Penalty may range from warning and/or conference with student/parent/guardian, suspension of bus riding privileges (1-10 days) to expulsion. <b>See Bus Conduct section above</b></p>



<p>6. Computer Trespass Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer network, program(s) or data as well as visiting inappropriate web sites.</p>	<p>6. Penalty may range from warning and/or conference with student/parent/guardian to out-of-school suspension.</p>
<p>7. Disturbance – Classroom</p>	<p>7. Penalty may range from warning and/or conference with student/parent/guardian to one to three days out-of-school suspension.</p>
<p>8. Disturbance School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or well being of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during period of disruption.</p>	<p>8. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to expulsion.</p>
<p>9. Dress Code Violations</p>	<p>9. Penalty may range from warning and/or conference with student/parent/guardian to one-day in-school suspension.</p>
<p>10a. Drug Sell/Transmission/Solicitation – No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off school property at a school sponsored activity, function, or event, and en route to and from school.</p>	<p>10a. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>10b. Drug Possession/Use/Under the Influence – No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, over-the-counter pills, medications or similar substances, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. In addition, a student may not possess or use any drug-related paraphernalia. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and en route to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule provided that all school and school district rules and procedures are followed.</p>	<p>10b. Penalty may range from restriction from school programs and/or other activities to expulsion</p>
<p>10c. Violations of the Medication Policy</p>	<p>10c. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>11. Electronic communication devices Students may possess cell phones and other similar devices on school property as long as they adhere to the guidelines of Electronic Devices Use and Technology Resource Acceptable Use policies.</p>	<p>11. Penalty may range from administrative warning to out-of-school suspension. Devices will be confiscated when in violation of the guidelines.</p>
<p>12. Failure to accept administrative disciplinary action</p>	<p>12. Penalty may range from warning and/or conference with student to one to ten days out-of school suspension.</p>

<p>13. False Reporting and Statements. Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.</p>	<p>13. Penalty may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing which may result in long-term suspension or expulsion.</p>
<p>14. Gambling on school property, at a school function or on property used by the school with permission of the owner.</p>	<p>14. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>
<p>15. Gang-related activity A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence</p>	<p>15. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>16. Harassment Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.</p>	<p>16. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>
<p>17. Off Campus Misconduct and Criminal Law Violations Any off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. This includes any such conduct outside of school hours or away from school that shows disrespect to school personnel or which endangers the health, safety, morals, or well-being of other students, teachers, or employees within the school system (such as, theft or vandalism to property of a school employee).</p>	<p>17. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to expulsion.</p>
<p>18a. Physical Violence (O.C.G.A. 20-2-751.6)- A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by (1) Intentionally making physical contact of an insulting or provoking nature with the person of another, or (2) Intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.</p>	<p>18a. (1) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion. 18a. (2) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.</p>
<p>18b. Violence A student shall not commit an act of physical violence against another student. Offenses include physical violence, i.e., assault, battery, hazing, and fighting.</p>	<p>18b. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>19. Profanity Use of vulgar or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours</p>	<p>19. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in-school suspension.</p>
<p>20. Property Willful or malicious damage of and/or threats to destroy or damage school, public, private property which may include such actions as the use of or threat of bombs, explosive devices, setting fires, firecrackers, homemade bombs, and/or the deliberate and serious destruction or defacement of school property or property used by the school with the permission of the owner</p>	<p>20. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in-school suspension to placement in alternative school.</p>

21. Repeated violations/misbehavior	21. Penalty may range from restriction from school programs and/or other activities to expulsion.
22. Rude and/or disrespectful behavior and/or refusal to carry out instructions of faculty or staff.	22. Penalty may range from warning and/or conference with student to one to three days out-of-school suspension.
23. Sexual improprieties Inappropriate bodily contact, commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection.	23. Penalty may range from warning and/or conference with student/parent/guardian to expulsion.
24. Tardiness – Chronic	24. Penalty may range from warning and/or conference with student/ parent/guardian to one-day in-school suspension.
25. Theft/Larceny Unlawful taking, carrying, leading, or riding away of property of another person.	25. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension
26. Threats or intimidation of another student(s), written, verbal or implied, but not involving actual physical contact.	26. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
27. Tobacco and/or paraphernalia Possession or use: Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, hookas, and other similar item	27. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
28. Vandalism and misuse of equipment Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or destroying school property	28. Penalty may range from warning and/or conference with student/parent/guardian to one to ten days out-of-school suspension.
29. Weapons A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity, or at any school-related activity or event away from school. #1 Weapon means and includes any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.  #2 Hazardous objects include any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.	29. Students who possess any weapon described in #1 in violation of this policy will be subject to a minimum of a one calendar year expulsion.  The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent.  The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.  Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.  Students who possess other weapons or hazardous objects as described in # 2 will be subject to discipline that may range from restriction from school programs and/or other activities to expulsion.

**See the following Gainesville High School Discipline Matrix for policies specific to Gainesville High School.**

**LEVELED OFFENSES AND PROGRESSIVE CONSEQUENCES – 2018-2019 GHS INTERNAL DISCIPLINE MATRIX**

<b>Level I (Classroom Disruptions)</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
Classroom disruptions (Teachers) (p. 31)	Behavior detrimental to learning, which includes but is not limited to unexcused late to school or class infractions and conduct that disrupts the learning environment. (p. 31)	Inappropriate bodily contact, commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection. (p. 33)	Assault on faculty or staff member (p. 30)
Dress Code violations (Administration) (p. 31)	Being in an unauthorized area without permission. (Administration) (p. 31 – Disturbance)	School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or well-being of other students (p. 31)	Drug Sell/Transmission/Solicitation (p. 31) Drug Possession/Use/Under the Influence (p. 31)
Unauthorized use of electronics (Administration) (p.31)	Computer Trespass (p. 31)	Violations of the Medication Policy (unintentional)(p. 31)	Off Campus Misconduct and Criminal Law Violations (p. 32)
Late to class (Teacher)	Failure to accept administrative disciplinary action. (p. 31)	False Reporting and Statements. (p. 32)	Weapons (p. 33)
Late to school (Administration) (p. 33)	Gambling (p. 32)	Gang-related activity (p. 32)	Violations of the Medication Policy (Intentional) (p. 31)
Bus Misbehavior (p. 22, 30)	Use of vulgar or obscene words, gestures, or other actions (p. 32)	Harassment (p. 32)	
	Rude and/or disrespectful behavior and/or refusal to carry out instructions of faculty or staff. (p. 33)	Willful or malicious damage of and/or threats to destroy or damage school, public, private property (p. 32)	
		Physical Violence (O.C.G.A. 20-2-751.6) (p. 32)	
*Tardiness – Chronic (p. 33)	Possession or use of tobacco and the like. (p. 33)	Threats or intimidation of another student(s), written, verbal or implied, but not involving actual physical contact. (p. 33)	
	Bullying (1st offense) (p. 30)	Bullying (2nd offense). (p. 30)	
	Leaving school, skipping school, or skipping class without permission. (p. 30)	Theft. Unlawful taking, carrying, leading, or riding away of property of another person.	
	Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to self or others. (p. 32)	Vandalism/Misuse of Equipment Destruction, or defacement of public or private property (p. 33)	
	Refusing to comply with assigned disciplinary consequences. Any act that endangers the welfare or safety of other students or staff. (p. 31)		
	Completed Four Step Referral Form from Teacher or Administration		
<b>Sequence of Discipline</b>	<b>Sequence of Discipline</b>	<b>Sequence of Discipline</b>	<b>Sequence of Discipline</b>
Four Step Referral Process is completed	<p><b>1<sup>st</sup> Violation:</b> In-School Suspension for one (1) school day.</p> <p><b>2<sup>nd</sup> Violation:</b> In-School Suspension for two (2) school days.</p> <p><b>3<sup>rd</sup> Violation:</b> In-School Suspension for three (3) school days.</p> <p><b>4<sup>th</sup> Violation:</b> Out-of-School Suspension for two (2) school days.</p> <p><b>5<sup>th</sup> Violation:</b> Out-of-School Suspension for three (3) school days.</p> <p><b>6<sup>th</sup> Violation:</b> Referral to a disciplinary hearing and Out-of-School Suspension pending the hearing.</p>	<p><b>1<sup>st</sup> Violation:</b> Out-of-School Suspension for three (3) school days.</p> <p><b>2<sup>nd</sup> Violation:</b> Out-of-School Suspension for five (5) school days.</p> <p><b>3<sup>rd</sup> Violation:</b> Referral to a disciplinary hearing and Out-of-School Suspension pending the hearing.</p>	Student Disciplinary Hearing.
*Tardiness - Chronic 1 day ISS per tardy after 4th tardy			

## **DRESS CODE POLICY**

We, the Gainesville City District family, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a member of this family, your appearance is a reflection of the GCSS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code.

We have an expectation that students will dress in a manner that is appropriate for a place of study; and are obeying reasonable standards of safety, health, and cleanliness so as not to distract from the educational process.

**Clothing with any picture or wording that relates, infers to, or promotes gangs, drugs, alcohol, tobacco, sex, or displays lewd, vulgar, or indecent language will not be allowed on school property or at school events.**

There are examples of what we do not wear and it is best that we provide some examples below.

- Clothing worn in such a manner as to reveal undergarments, bare skin between the upper chest, belly area, and mid/upper-thigh.
- Backless, strapless, spaghetti straps, and tank tops.
- Clothing that is excessively baggy or tight.
- See-through/ mesh garments.
- Holes in jeans above mid-thigh if the skin is exposed.
- Shorts or skirts shorter than mid-thigh.
- Hats, caps, or hoods inside. (Need to be able identify students)
- Sunglasses worn inside the building.
- Pajama attire, sleepwear, or bedroom footwear.

The school administrators, having discretion to render judgments regarding what is and what is not appropriate, may, if necessary, waive these policy restrictions in religious and/or medical situations. Principals and Assistant Principals will determine what happens when a student does not comply with our dress code. A student may be sent home to dress appropriately or may be required to wear a change of clothing provided by the school or parents/guardians.

Students will multiple dress code infractions may be entered into the four step discipline sequence.

## **ELECTRONIC DEVICES USE POLICY – POLICY JCDAF**

Use of personal electronic devices and other electronic media during the regular school day must be in support of and consistent with the vision, mission, and goals established by the Gainesville City Board of Education. All personal electronic devices on Board property or used during a school sponsored activity are subject to the Technology Resources Acceptable Use Policy IFBG.

Students may be permitted to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices.

Only a student whose parent or legal guardian has completed and returned the Gainesville High School Parent/Guardian Signature Page shall be allowed to use an electronic device on Board property. The form is to be completed yearly.

Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. Neither the district nor staff shall assume responsibility or liability for the theft, loss, or damage to personal devices, nor is responsibility for the unauthorized use of any device assumed.

While on Board property, students are not permitted to use their own personal Wi-Fi, data plans or other types of Internet access provided by Internet service providers/carriers that is not provided by the Board of Education. All Internet access will be filtered.

No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member on Board property without the expressed prior permission of a teacher or administrator. Students shall not disrupt instruction with ringtones, music, or sound effects.

No student shall have a personal electronic device in their possession during district-wide assessments or state testing. Personal devices must be turned off completely (not simply on silent or vibrate mode) and turned into a teacher or testing proctor.

Electronic resources provided by the district may be limited. When demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized staff members may set and change the priorities for these resources. The highest priority for use district electronic resources will include uses that support the educational and business mission of the school system, purchased services, and online testing.

There can be no expectation that electrical power will be made available for student-owned devices. Therefore, it is recommended that personal technology is charged prior to school. Printing from personal devices will not be available at school.

Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.

School staff may confiscate personal electronic devices and school administrators may search the device if inappropriate activities are suspected.

Students who do not comply with this regulation or any supporting directives related to the use of personal electronic devices will be subject to appropriate disciplinary action. The school district reserves the right to change or deny the use of personal electronic devices of students who do not comply with procedures.

### **EMAIL COMMUNICATION BY TEACHERS**

Teachers will respond to parent/guardian email correspondence during planning times and at the end of the school day. During instructional times, teachers will not be able to read or respond to email.

### **EQUAL EDUCATIONAL OPPORTUNITIES – POLICY JAA**

The Gainesville City School System does not discriminate based on race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors previously listed should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

**Title VI, Section 504, and Americans with Disabilities Act** - Mrs. Sarah Bell, Deputy Superintendent – 508 Oak Street Gainesville, GA 30501, 770-536-5275, Ext 5136

**Title IX** – Mrs. Priscilla Collins, Chief Professional Services Officer –508 Oak Street Gainesville, GA 30501, 770-536-5275 Ext 5127

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Gainesville City Board of Education Policy JAA/GAAA (Equal Opportunity/Discriminatory Complaints Procedure) or under Policy IDFA (Gender Equity in Sports) is located on the Gainesville City Board of Education Web site at [www.gcस्क12.net](http://www.gcस्क12.net) – Quick Links-Board of Education.

Any student, parent, or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

**COMPLAINTS PROCEDURE** Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education or by the principal. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen workdays to review the complaint and the response of the coordinator or designee and attempt to re-

solve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statues described above. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
7. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
8. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

See "STUDENT RECORDS" section.

**GRADING**

The following grading system shall be used in the Gainesville City High Schools. No alterations of any nature may be made to the system.

**Grading System for Grades 9-12**

- A – 90-100
- B – 80-89
- C – 70-79
- F – Below 70

**Special Condition:**

Audits - Students new to GHS entering after the midpoint of a semester may be enrolled in courses with an audit designation if they were not previously enrolled in comparable course.

**GRADUATION CEREMONY PARTICIPATION**

**Participation in the graduation ceremonies is a privilege.** The student must have completed all state and local requirements for a diploma by Friday the last day of class for seniors to be allowed to participate in graduation ceremonies. In addition, the student must maintain good conduct and be in good standing with the school by not having any outstanding financial obligations. Senior dues cover the cost of caps and gowns, diplomas, class gift, and graduation expenses. Senior dues are \$115, and must be paid to receive the cap and gown and diploma. A senior violating any part of the behavior code deemed by GHS administration to be a serious offense may forfeit the opportunity to participate in graduation exercises. Days that seniors are released early at the end of the school year and/or are participating in graduation practices are still subject to all school codes of conduct.

In case of weather-related or other unforeseen issues, an option is to move the graduation ceremonies to the following day. Families need to plan accordingly for this possibility. All attempts will be made to hold the graduation ceremonies at City Park Stadium.

**GRADUATION REQUIREMENTS – POLICY IHF**

All students enrolling in the ninth grade for the first time in the 2008-2009 school year and subsequent years will receive a general high school diploma. The diploma will be awarded to students who have satisfied attendance, course/credit, and state assessment requirements.

<b>Areas of Study Required</b>	<b>Units</b>
English/Language Arts	4
Mathematics	4
Science <i>(The 4<sup>th</sup> science unit may be used to meet both the science and an elective requirement.)</i>	4
Social Studies	3
Modern/Classical Language and/or CTAE and/or Fine Arts	3
Health and Physical Education <i>JROTC (3 units to meet the personal fitness/health requirement)</i>	1
Electives	4
<b>Total Units (minimum)</b>	<b>23</b>

## **HARASSMENT – POLICY JCAC**

It is the policy of the Gainesville Board of Education to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same directly to a principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment of a student should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

## **HONOR CODE**

The purpose of this Honor Code is to communicate the meaning and importance of academic integrity to all members of the high school community and support the interest of the community in maintaining the highest standards of conduct in student learning. Gainesville High School embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community.

The core values underlying and reflected in the Honor Code are:

- Academic Honesty is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- Respect for others and the learning process to demonstrate academic honesty,
- Trust in others to act with the academic honesty as a positive community-building force in the school,
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks,
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

This Honor Code summarizes the Honor Policy, which defines the expected standards of conduct in academic affairs. The student body and faculty at Gainesville High School will not tolerate any violation of the Honor Code.

## **HONOR SOCIETIES**

### **Mu Alpha Theta**

Mu Alpha Theta is "an organization dedicated to promoting scholarship in mathematics and establishing math as an integral part of high school and junior college education." As a National Mathematics Honor Society, Mu Alpha Theta recognizes high ability in mathematics and a proven interest in mathematics. Students invited to join are required to have a minimum average of 85 or higher in Algebra I and Geometry with the illustrated intent to continue with additional math courses. Seniors in good standing will have the honor of wearing the Mu Alpha Theta honor cord at graduation.

Sponsors: Mikki Sinchcomb, Ashley Burroughs

### **National Beta Club**

The purpose of the National Beta Club is to promote the ideals of honesty, service, morality, ethical conduct, and leadership among exemplary secondary school students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school. To be considered for the GHS chapter of the National Senior Beta Club, students must have a 3.8 GPA, possess a willingness to serve others and pay a first year membership fee of \$25. Second and third year memberships are \$15 and senior year is \$20 unless that is first year membership. This will be the first year that freshmen and sophomores are eligible in the fall. The Beta Club is committed to recognizing student achievement in the classroom as well as the community. Students receive invitations once their GPA reaches 3.8. Seniors have the honor of wearing the National Beta Club honor cord at graduation if they meet all club requirements.

Sponsor: Susan Wooten

### **National Honor Society**

National Honor Society is an academic club focused on altruistic projects. Students must have a 4.0 average by the end of their sophomore year. Each student must complete 10 hours of school/community service and pay dues of \$20.00.

Sponsor: Sandy Rivera



### **National Spanish Honor Society**

The National Spanish Honor Society is an organization that recognizes students in high schools who have high achievements in the Spanish language and who promote the Spanish culture. There is an annual induction ceremony for new members held at the end of the second semester. To be eligible, a student must be currently enrolled and maintained A's in 3 consecutive semesters of Spanish. Additionally, for a student to be eligible for an Honor Cord, he/she must maintain A's in 4 levels of Spanish. *Sponsors: Emily Webster, Jose Sanchez*

### **National French Honor Society**

The Société Honoraire de Français, also known as French Honor Society, is an honor society committed to recognizing student achievement in French class. Any student interested in becoming a member must be in the 10th, 11th or 12th grade, must currently be enrolled in French beyond French II. Additionally, students must have maintained an "A" average or higher in French during the three semesters immediately preceding the spring semester of initiation, and must have a cumulative grade point average of 3.0 or higher. *Sponsor: Stacy Finelli*

### **National Art Honor Society**

National Art Honor Society was formed especially for high school students who have shown a superior ability in art. Membership is available to all accomplished art students even if scheduling problems prevent a student from enrolling in an art class each year. Students receive invitations to become inducted during their sophomore year. Requirements to become a member of NAHS include: maintaining an A average in an art class, demonstration of outstanding skill in art, and as well as complying with the national guidelines. Students willingly devote their time to community service. Earning an honor cord is determined by a point system, and seniors only have to pay \$12 for an honor cord and medal if they accumulate the required amount of points. Membership places students among the highest ranks in the art community as well as recognizing artistic excellence and achievement. Annual membership fee is \$15. *Sponsors: Clay Sayre, Sarah Claussen*

### **National Technical Honor Society**

The National Technical Honor Society is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence and helps top students find success in today's highly competitive workplace. To become a member, students must maintain a 3.5 overall GPA with a 90 percent or higher in Career Technical Educational classes. Students are required to pay \$35.00 dues, which covers both national membership and local dues. Inductions are held in the spring and seniors receive white tassels as part of their membership. Seniors are required to pay \$20.00 for their silver stoles for graduation. *Sponsors: Karen Jackson, Steven Cornett*

### **National Chinese Honor Society**

The National Chinese Honor Society (NCHS) was established in 1993. The society recognizes those accomplished high school students who study Chinese as a world language. It also encourages its members to become life-long learners in order to gain a better understanding of Chinese language and culture, as well as to play an active role in the global citizenship, leadership and community service in the 21st century. *Sponsor: Julia Zhu*

## **HOSPITAL/HOUBOUND SERVICES Rule 160-4-2-.31**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

**Hospital/Homebound Services Program Overview** For more information, contact Sarah Bell, Deputy Superintendent at 770.536.5275

## **IDENTIFICATION CARDS**

1. All students and faculty must have their current school ID while on the GHS campus. Students must be able to present it upon request - NO EXCEPTIONS. This is for safety and security purposes. IDs may also be required for certain school functions. A valid ID is an ID from the current school year. The ID must be in the student's possession at all times.
2. Students are given the first ID for free. Parents and students are encouraged to purchase a back-up for \$7.00 and keep it either on them or in their locker. The student should keep his/her spare ID in something they will bring back and forth to and from school every day (purse, book-bag, wallet, etc).
3. This is a safety and responsibility issue. Gainesville High School DOES NOT give loaners or have a debt list.
4. Students must have their valid ID to receive a school lunch.
5. Please contact the Media Center for all ID related matters.

## **IN SCHOOL SUSPENSION**

In-School Suspension (ISS) is a disciplinary measure that permits the student to attend school, but prohibits him or her from attending his or her regular classes. Students assigned to ISS are not permitted to participate in extracurricular activities on the date of their ISS assignment.

### **RULES FOR ISS ASSIGNMENT:**

1. I will be awake, alert, and on task in ISS.
2. I will bring all books and supplies that I need to complete assignments.
3. I will place my backpack and other items in the designated area assigned by the monitor.
4. I will raise my hand and ask for permission before getting out of my seat at all times.
5. I am aware that I receive only two restroom breaks.
6. I will complete all of my assignments while in ISS.
7. I accept that I will be provided the lunch specified for ISS students.
8. I am aware that I must remain in ISS all day, except for restroom breaks and lunch.
9. I will remain quiet while in ISS and communicate only with the teacher.
10. I will respect the property of Gainesville High School.
11. I will maintain a neat work area.
12. I understand that I will be asked to provide the teacher with my electronic devices and that use of any electronic device without permission is prohibited.

### **CONSEQUENCES FOR VIOLATING ISS RULES:**

1. First offense – I will receive a warning.
2. Second offense – My parents will be called to come pick me up from school. I realize I will still be responsible for the missed time in ISS and will serve it on the next available day.

## **INTERNET ACCEPTABLE USE – POLICY IFBG**

It is the belief of the Gainesville City Schools that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing students to live in the 21st century. Further, it is believed that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Gainesville City School System believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Gainesville City School System that the system shall have in continuous operation:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2001, i.e. an Internet filter; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2001. Such procedures or guidelines shall be designed to:
3. Monitoring of online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
4. Methods for educating minors about appropriate online behavior, including interacting with other individuals on social networking web-sites and in chat rooms and cyber-bullying awareness and response as required by the Children’s Internet Protection Act;
5. Prevention of unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
6. Prevention of the unauthorized disclosure, use and dissemination of personal identification information regarding minors in accordance with Federal FERPA regulations; and
7. Restriction of minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2001.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Gainesville City School System. Use of computers and network resources outside the scope of this educational purpose is prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose to appropriate parties the contents of any user’s files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Gainesville City School System that the Internet’s advantages far outweigh its disadvantages. The Gainesville City Schools Technology Department will provide an Internet screening system, or filter, which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectional communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, violation of this policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

The Superintendent and administrative staff shall develop rules for implementing and enforcing this policy and include them in the Student Handbook.

## **INTERPRETERS FOR TRANSLATIONS**

Interpreters are available for Spanish speaking parents. Additionally, all communication from school is sent in English and Spanish.

## **LATE ARRIVAL TO SCHOOL**

Upon arriving to school after the 8:25 bell (at any time of day), all students must receive a tardy pass/excused check-in pass from the 3rd Floor Office or 9<sup>th</sup> Grade Center Office (whichever office is closer) and report directly to class. The tardy pass or check-in pass must be shown to the teacher and the tardy (when applicable) will be recorded in PowerSchool by the teacher. The Gainesville City School System provides bus transportation for all in-district students daily. Those students who do not use this transportation are still expected to arrive to school on time, ready to participate and learn. Students are expected to plan their time effectively so that they may arrive to school and classes in a timely manner. It is the belief of Gainesville High School that each child should be entitled to the maximum instructional time each day and for each class. It is important to note that avoiding a first-period tardy by coming in at the start of another period without a pass will be viewed as a violation of the Code of Conduct.

## **LETTERS AND SPECIAL AWARDS**

### **VARSITY LETTERS**

Letters are awarded at the discretion of the head coach of the sport involved. All letters will be 6 or 7 inch block style and may either be in red with white trim, or white with red trim. Second, third, or fourth year awards may be indicated by a service stripe. The service stripe may either be woven in or be in the form of a metal bar.

### **VARSITY BAND, CHORUS AND DRILL TEAM**

A letter with appropriate activity designation may be awarded at the discretion of the bandmaster and choral director. The student may receive only one activity letter. The directors will make additional awards as necessary.

### **LITERARY**

Certificates and individual trophies are awarded to outstanding individuals for best performance in region and state competition. This includes: debate, one-act play, interpretation, essay, and music.

### **FACULTY CUP**

This award is presented to the most outstanding "all-around" senior at graduation. The recipient is selected by faculty vote.

### **SUE JOHNSON CUP**

This award is presented at graduation to the "Most Creative Scholar." The recipient is selected by faculty vote.

### **SUPERINTENDENT'S CUP**

The Superintendent presents this award at graduation to the First Honor Graduate.

### **CURTIS SEGARS ROTARY CUP**

This award is named in honor and memory of Curtis Segars, former principal of Gainesville High School, who always believed that a student could "turn things around." This award is presented to the senior who has demonstrated the greatest improvement in academics during his/her high school career. The recipient is selected by faculty vote.

### **CHRIS MANCE POINT OF PRIDE AWARD**

Named for late principal Chris Mance, this award is voted on by the faculty and given annually to a member of the senior class who best exemplifies the overwhelming character that Mr. Mance possessed: exceptional love, integrity, honesty, loyalty, honor, and extraordinary pride in being a Red Elephant.

### **ROY C. MOORE AWARD**

This award is presented at Awards Night to the Senior who has been involved in Fine Arts, World Language and the Radiator. Credit is given for participation, leadership and honor toward the school.

### **SENIOR SCHOLASTIC AWARD**

These awards are presented to the outstanding senior in each subject area at the Honor's Day Program.

### **HONOR CORDS & STOLES**

Students must meet criteria of clubs or organizations.

## **LOCKERS**

Students may choose to rent lockers for the year at a fee of \$5.00. The school may open lockers for inspection at any time. Only school locks will be permitted. Personal locks will be removed. For security, students are advised to keep lockers locked at all times. Each student is responsible for the condition of his or her assigned locker. Damage to the locker will be considered vandalism and the student will be subject to suspension and/or assessment of damage. Only one student is allowed per locker; no sharing of lockers is permitted. Lockers must be cleaned out before final exams. **Combinations will be given only to the person to whom the locker is assigned.**

## MEDICATION

See "Student Illness/Injury" section.

## PARENT CENTER

The Parent Center is designed to assist parents with academic support for their child. Various literacy and math related items are available for parent check-out. Please contact Yolanda Gomez at [yolanda.gomez@gcssk12.net](mailto:yolanda.gomez@gcssk12.net) or by calling 770-536-4441 ext. 5464.

## PARENT/TEACHER CONFERENCES

The faculty of Gainesville High School welcomes the opportunity to discuss classroom performance and behavior with parents and guardians. Please contact the student's counselor to set up a conference. The school will make every attempt to schedule a time that is conducive to your schedule. Conferences will not be scheduled during a time that interferes with instructional activities. Please note that if you come without a scheduled conference time you may not be able to meet with your teacher. Teachers will not be allowed to conduct hallway conferences while their students are in the classroom. The administrative staff will be more than glad to assist you in helping to develop a positive relationship between home and school.

## PARKING PROCEDURES

### PARKING APPLICATION CHECKLIST:

- \_\_\_\_\_ 4 page parking application with all requested information completed including Vin#, Tag #, Driver's License #, Name, Address, Cell number, etc.
- \_\_\_\_\_ All forms signed by both Parent and Student, including the Drug-Testing consent form.
- \_\_\_\_\_ Copy of Student's current Ga. Driver's License
- \_\_\_\_\_ Insurance Card reflecting insurance company's name, telephone #, policy #, Date/term of coverage and the vehicle the student is registering for parking.
- \_\_\_\_\_ Ga. Tag Registration. (Must have current dates on tag registration)
- \_\_\_\_\_ \$30 Cash or Check made payable to Gainesville High School.

**If any one of the above items is incomplete...the application WILL NOT be accepted.No Exceptions will be made.**

### Additional Parking & Driving Expectations:

In addition to the parking guidelines outlined on the parking application and contract, GHS Administration expects all drivers and passengers to conduct themselves in a responsible manner while driving on GCSS property.

### All student drivers should understand that the following violations may result in their loss of parking privileges:

- Failure to park in assigned spot.
- Suspension for any drug, alcohol or weapons violation.
- Leaving, attempting to leave, or coming on campus without checking out/in through the 3rd floor office.
- Reckless driving (includes speeding through any part of the parking lots).
- Entering bus loading area before or after school without direction from an administrator.
- Excessive tardies or absences.
- Excessive parking tickets.
- Invalid/absent Georgia license plate, meeting all state requirements.

### Frequently Asked Questions:

- **Where do I turn in my parking application?** Turn completed applications into the Main Office before or after school.
- **How long will it take to receive my parking decal?** If all forms are completed correctly, all copies are attached and you do not have any outstanding fines, you will receive your decal at the time you apply.
- **Will one-day parking passes be available?** No, one-day passes will not be available. If you have an extenuating circumstance and need to drive a different vehicle for a day or two, see Mrs. Lipscomb in the front office for a pass.
- **If I have a sibling at GHS, can we purchase a \$30 permit and a \$5 permit?** No, \$5 permits are for a 2nd car. They cannot both be parked on campus at the same time. Siblings must each purchase a \$30 permit if they both drive each day.
- **Who gets parking space selection priority?** Parking spaces will be given using this priority system: Seniors, then Juniors, then Sophomores.

Additional Rules are outlined on the back of the parking application and on the GHS Parking Contract. The GHS Administration reserves the right to revoke parking for other discipline issues.

## PERSONAL POSSESSIONS AND VALUABLES

Students are discouraged from bringing personal possessions and valuables to school, including electronic devices. The school is not responsible for any items lost or stolen. Large sums of money should not be brought to school.

## **“PLATINUM PRIDE”**

The Platinum Pride card is designed to motivate students to do well academically during their high school years. We know that student achievement is linked to student’s classroom performance; therefore, we want to reward strong classroom performance.

Criteria for earning card;

- The student must be a Senior and have a 3.4 GPA at the conclusion of their Junior year.
- All school debt must be paid in full and cleared.
- Students who earn the Platinum Pride card are also responsible for maintaining this privilege. Platinum students must remain in good academic standing and consistently demonstrate respect, restraint and responsibility at all times. Students who do not maintain these high standards may have their Platinum card rescinded. Specifically attendance and tardies will be followed closely. Additionally, the Platinum card will be rescinded if a student accumulates a third level two offense or one or more level three or four offenses. The Platinum program is provided solely at the principal’s discretion and can be revoked at any time by an administrator.

Platinum Pride Privileges

- Free Admission into all GHS athletic events
- Free Parking
- Free Locker
- Reduced Prom Tickets
- Leave campus for lunch (with parental consent)
- Community Discounts

## **PROMOTION AND RETENTION – POLICY IHE**

The Gainesville City Board of Education endorses the concept that a student’s success in school depends to a great extent upon the cooperation between home and school. The Board believes its primary function is to provide students a quality educational opportunity. It is the responsibility of the school, home, community and the individual learner to take full advantage of that educational opportunity. Although the Gainesville City Board of Education strongly believes that students should continue to advance to the next grade level annually, promotion is based primarily on student achievement and is not an automatic process. It is recognized that under certain circumstances retention or placement may be required for some students.

1. Definitions consistent with those contained in State Board Rule 160-4-2.11 Promotion, Placement and Retention.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs-Student Assessment.
3. Grades 9-12: Promotion is based on the number of units for which a student has credit toward graduation as follows:

9th to 10th grade	5 units
10th to 11th grade	11 units
11th to 12th grade	19 units
To graduate	23 units

Graduation requirements are specified in the local board’s graduation policy in accordance with the appropriate State Board Rule. Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board. There shall be no appeal of promotion/retention decisions beyond the school level.

## **“THE ROCK”**

To paint the GHS Rock, a permit must be obtained by registering through the Main Office at GHS. This permit must be shown upon request while painting the rock. Only current GHS students are permitted to paint the rock for current students or school-related activities. School-related activities take precedence over birthday or other personal announcements. Refer to application for more information.

## **SCHOOL JURISDICTION**

School social functions are for the school’s students and their dates only. Students are under school jurisdiction and authority at all school-sponsored events and activities, on-campus or off-campus. Students will be expected to follow all policies governing student behavior during all activities involving the school, including extracurricular activities.

## **SCHOOL NUTRITION INFORMATION**

Children need healthy meals to learn. Gainesville City Schools offers healthy meals every day. Gainesville City Schools participates in the Provision 2 Breakfast and Lunch program, which is a program that provides breakfast and lunch to students at no charge. For students who bring their lunch, milk may be purchased for \$0.35. Adults may purchase meals from the cafeteria at the cost of \$2.00 for breakfast and \$3.50 for lunch. Contact School Nutrition Director Penny Fowler at [penny.fowler@gcssk12.net](mailto:penny.fowler@gcssk12.net) or 770-532-5481 for additional information.

### **Breakfast and Lunch**

- Students MUST show their valid Gainesville High School identification card (ID) to receive a lunch. Cards from other students will be confiscated and the student attempting to use the card will be subject to the school code of conduct.
- Food should be eaten only in designated areas. Students are expected to use trash cans and recycling bins to keep the school campus clean. Food or drink is not allowed in classrooms unless approved by administration.
- Students may bring their lunch to school from home. Please be mindful that no outside lunches should be delivered by parents to students. Delivery service to students will not be accepted.
- Off-campus lunch privileges for seniors: See section titled “Platinum Pride” for details.
- Lunchtime visitors are not allowed unless approved by administration.

## **SCHOOL SAFETY**

**Asbestos Management Plan** During the spring of 1997 an asbestos inspection of Gainesville City Schools took place through the combined efforts of Pioneer RESA and the Gainesville City School System. Based on this inspection, a management plan was written and submitted to the State Department of Education. This plan will be available for public inspection at the superintendent’s office. It contains the following:

- 1) Location, amounts and types of asbestos contained materials in all schools and support buildings;
- 2) Response actions to the asbestos contained materials selected by the City School System;
- 3) Plans for re-inspection, periodic surveillance and operation and maintenance programs; and
- 4) Public notification procedures. Anyone interested in reviewing this plan, please contact the Gainesville City School Superintendent’s office at 770-536-5272.

**Disruption of Public Schools (O.C.G.A. 20-2-1181)** It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

**Emergency Preparedness Plan/Emergency Drills** The Georgia Emergency Management Agency reviews and approves the school system’s comprehensive School Safety Plan and each school’s Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans. Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. Parents/guardians should remind their children that during emergency drill students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

**Failure to Leave Campus (O.C.G.A. 16-22-35)** Any person who fails to leave the premises when requested to leave any school property and/or returns to any school property after instructed by school staff or law enforcement to leave the property, they are considered trespassing and faces criminal prosecution of a misdemeanor of a high and aggravated nature.

**Loitering on School Property (O.C.G.A. 20-2-1180)** It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

**School Resource Officer (SRO)** The Gainesville City Board of Education and Gainesville Police Department employ school resource officers jointly. Their main purpose is to assist in providing a safe and secure learning environment for students, teachers and staff. They are an excellent resource for teachers, parents/guardians and students in dealing with individual problems or questions with respect to delinquency prevention and the law. Consistent with board policy and legal requirements, school resource officers also provide law enforcement support when needed.

## **SEARCH OF A STUDENT BY AUTHORITIES**

School officials may search a student if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules. Student book-bags, school lockers, desks, and any other school property, is subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book-bags or lockers. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside of school hours or off the school campus, at the discretion of administrators.

## **SECTION 504**

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator.

The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office located at 508 Oak Street. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

## **SECLUSION AND RESTRAINT – POLICY JCF (2)**

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

## **STUDENT HEALTH SERVICES INFORMATION – POLICY JGC**

The Board of Education, in order to implement the requirements of Official Code of Georgia 20-2-771.2, established a school health nurse program for the system. The program will be staffed by licensed health care professionals and others whose duties will be set forth in job descriptions to be prepared by the Superintendent or designee, and may include offsite consultation with health professionals through appropriate protocols or contracts.

### **STUDENT EMERGENCY/SAFETY INFORMATION**

Please make corrections, sign and return your student's Emergency Safety Card/Health Information Form. This information must be updated annually to enable us to contact you in case of an emergency. If any phone numbers or contact information changes, please notify the school immediately.

## **STUDENT ILLNESS /INJURY**

The main reasons for keeping your student home from school are that he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms.

### **Reasons Your Child will be Sent Home from School**

- **Fever >100.4 degrees F** • Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (•Based on CDC Recommendations)
- **Vomiting or Diarrhea** Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness. Student needs to be without symptoms for 24 hours before returning to school.
- **Drainage from a wound, rash or eyes** Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others.
- **Head Lice** - student should stay home until after treatment is complete and student has no live lice.
- **Scabies**- Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.
- **Unexplained Rash**- Student should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day
- When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day.

**Insurance** is available for protection of the child in the event of an accident at school. Information about the insurance program is sent the first day of school. Contact the school office if you have not received an application. Claim forms can also be obtained from the school office.

### **Student Medication Administration**

The Gainesville City School's Medication Policy is available on the website e-Board under Policies and will be followed for all medications given at school.

- The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school. For prescription medications, a duly-licensed, Georgia physician must also complete and sign the School Medication Authorization available from your school nurse.
- A parent/legal guardian or other designated adult must bring all medications, accompanied by the School Medication Authorization to the school clinic unless special permission is given by the principal or school nurse.
- All over-the-counter and/or prescription medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic.

If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, etc) on his or her person from the student's physician and parent/guardian on the School Medication Authorization.

## STUDENT RECORDS

It is the policy of Gainesville City Schools that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

### Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) – Notice to Parents/Guardians and Eligible Students

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

(2) The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); members of the Board of Education acting as a collective group; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district’s control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the district may disclose appropriate designated “directory information” without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student’s education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student’s name
- (b) Student’s participation in official school activities and sports;
- (c) Weight and height of members of an athletic team;
- (d) Dates of attendance at schools within the district;
- (e) Honors and awards received during the time enrolled in district schools
- (f) Photograph; and
- (g) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students’ names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student’s information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, video -taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, video- taped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media’s access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.



(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

**Option 1:** The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

**OR**

**Option 2:** Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

**STUDENT REMOVAL FROM CLASS**

A teacher may remove or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher’s ability to teach students in his or her class or the ability of other students to learn in the class. (O.C.G.A. 20-2-738 (a- h)). The superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. 20-2-738. Where a teacher has previously filed a report of a student’s repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student’s classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. 20-2-738.

**STUDENT SUPPORT PROCESS**

Gainesville City Schools provides support for students to maintain appropriate codes of conduct by the use of a Positive Behavior Support System, which includes student participation in establishing a respectful and positive learning environment. Each school has components of Character Education that supports positive behavior. Further resources are offered by counseling, social work services, school psychologists, and partnerships with community agencies.

## **STUDENT TOBACCO USE - POLICY JCDA**

### **Tobacco Free Environment**

The Gainesville City School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smokefree Air Act of 2005 , the federal Pro-Children's Act , and the Georgia Youth Access Law.

### **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product, at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Gainesville City Schools;
- On any school grounds and property - including athletic fields and parking lots - owned leased, rented or chartered by the Gainesville City Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### **Tobacco Products and Tobacco Use**

Tobacco products are defined to include cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products, or nicotine delivery devices, such as e-cigarettes.

The term "electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor

### **Enforcement for Students**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's behavior management plan. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. School may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

1st Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification

2nd Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification

3rd Offense: Three-day suspension; parent notification

4th Offense: Administrator's discretion

### **School Grounds and Property**

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

### **Signage**

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

## **TEACHER QUALIFICATIONS**

Within the provision of Elementary Secondary Education Act (ESEA) statute, parents/guardians may request information about the professional qualifications of their child's teacher(s). The following information may be requested; certification information, college major/graduate certification or degree held, teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, and qualifications of paraprofessionals. Parents/guardians wishing to request this information must notify the principal of the school at which the student is enrolled or the Chief Professional Services Officer, Priscilla Collins at (770) 536-5275.

## TESTING

GHS High School Code Number is: 111385

Most colleges will accept either the ACT or SAT. If you have a question about whether a specific university will accept both tests, you can contact the admission office of that school. Once you have completed English III and your junior level math course, you will be ready to take a college admissions test. Below, you will find a breakdown of the various tests for high school completion and college entrance. See your counselor for more details.

**Scholastic Aptitude Test (SAT)** -This test is given seven times a year; at least three of these times it is offered at Gainesville High School. This test is for college admission purposes and students are encouraged to take this test by the end of their junior year to determine strengths and weaknesses and then again during the senior year as needed (student should seek a counselor's advice).

**American College Test (ACT)** -This test is given six times during the school year; at least three of these times it is offered at Gainesville High School. It serves the same purposes as the SAT and should be taken as needed (student should seek a counselor's advice).

**Preliminary Scholastic Aptitude Test (PSAT/NMSQT)** -The PSAT is offered to all 10th graders through State funding. Ninth and 11th graders may choose to take it through a fee and registration process. Juniors (11th graders only) who take the PSAT may qualify for National Merit Scholarships. The National Merit Scholarship Program is open to all students who meet entry requirements. Each year, some 1.5 million high school students enter the competition, 50,000 are recognized for their academic potential and 9,600 win Merit Scholarship awards or Special Scholarships for college undergraduate study. Students who qualify for recognition in the National Merit Program are notified through their schools in September. Detailed information about entry requirements, program recognition and scholarships may be found in the Official Student Guide to the PSAT/NMSQT (sent to PSAT/NMSQT Coordinators), in NMSC program publications (sent to high school principals in September) and at [nationalmerit.org](http://nationalmerit.org).

**Armed Services vocational Aptitude Battery (ASVAB)** -The ASVAB measures developed abilities and helps predict future academics and occupational success in the military. It is administered by Armed Services personnel to 11th, and 12th graders to determine Technical & Career interest and aptitude.

**End of Course Tests (EOCT)**

**Student Learning Objective Tests (SLO's)**

**Advanced Placement (AP)**

## TITLE ONE PARENT INVOLVEMENT POLICY

The Gainesville City School System (GCSS) Title I Program promotes the belief that all children can learn and acknowledges that parents share the system's commitment for the educational success of all students. We recognize that a student's education is a responsibility shared by system, school, family, and community.

The Title I District staff and the Title I Schools work jointly to provide opportunities for the regular involvement of parents. To ensure both, maintenance and effectiveness of the Parent Involvement Program mandate, the system provides opportunities for parents to become involved in the child's education. For more information, see the entire policy on the district's website or at the school.

## TRANSFERS/WITHDRAWALS

1. An **administrative placement** to a setting that will best accelerate course acquisition may be made for a student when it is determined that the student is in danger of not graduating with his/her cohort. Placement decisions will be made by a Consultation Team composed of the administration, parent(s), counselor, and teachers. A final decision based on the Consultation Team's recommendation is determined by the Superintendent or his/her designee.

•Please note that eligibility for to participate as a student-athlete is subject to further rules set forth by the Georgia High School Association (GHSA). Please consult the Department of Athletics for more information.

## UNAUTHORIZED LOCATIONS

Students should always be in an area that is directly supervised or monitored by school staff. Students should not be in another class or area without a valid reason and permission from their teacher or administration. (See "School Safety")

## VISITORS

All visitors to a school or school campus must report immediately to the main office of the school. Visitors may not go beyond the office without permission. Students are not allowed to bring nor have other children as visitors at school.

## WORK PERMITS

Work Permits must be obtained by applying with the Main Office. Turnaround time is 24 hours, and applicants must bring the completed form and copies of their social security card, birth certificate and a picture ID. Current proof of residency must be on file before request is processed.

**GAINESVILLE HIGH SCHOOL PARENT/GUARDIAN SIGNATURE PAGE 2018– 2019**

**Please review the following statements before signing:**

1. The signature of a parent/guardian on this page signifies receipt and review of this document, as well as knowledge and understanding of the Gainesville City School System policies and guidelines contained within.
2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2018-2019 School Health Services Information.
3. The signature of a parent/guardian on this page indicates your permission for your child to access school based, internet-capable technology and electronic device use at school and also your awareness of the school’s and district’s initiatives to maintain a safe learning environment, including your child’s responsibilities. (Please see Electronic Devices Use Policy and Internet Acceptable Use Policy). If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.
4. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia’s laws regarding Compulsory Education, Student Attendance Protocol Committee and Attendance/Discipline and Driver’s License (for more information see the Student Code of Conduct).
5. Within the provisions of O.C.G.A. § 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school’s web site. If any parent/guardian does NOT wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the comment section below.
6. The signature of a parent/guardian on this page also identifies your child as having your permission to participate in the Georgia Student Health Survey II for 3<sup>rd</sup> through 12<sup>th</sup> grade students about substance abuse and violence. The surveys are anonymous and no personal identification is required. If any parent/guardian does NOT wish for his or her child to participate in this survey, please signify those wishes in the comment section provided below.
7. The signature of a parent/guardian on this page grants permission for Gainesville City Schools to interview, photograph, and publish in print or online their child in conjunction with the activities of the Gainesville City School System.

This handbook is meant to serve as a guide to students, parents, and teachers. It is filled with information such as school rules and policies, student code of conduct, and the school calendar. **Please sign and return to GHS during the first week of school.** I have received and read the 2018-2019 Student Handbook and have reviewed it with my child.

**Student Name (Please Print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Comment:</b>
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