



South Gwinnett 2011-2012 Student Handbook



**SOUTH GWINNETT HIGH SCHOOL  
2288 EAST MAIN STREET  
SNELLVILLE, GA 30078**

**PRINCIPAL:** Clay Hunter Social Studies

**ASSISTANT PRINCIPALS:**

Carrie Booher	Curriculum, Language Arts, Counseling Department, Juniors-Female students
Stanley Burney	Foreign Language, Ninth grade academy - Male students
Alexcia Cooper	Community Schools Director
Tina Duncan	Title I/Data
Patrick Jacobazzi	Assessment, Math, Seniors
Monique Lee	Science, Ninth grade academy - Female students
Scott Woodall	Athletics/Activities Director, Juniors-Male students
Stacy Poteat	Special Education/9-12
Rodney Born	Attendance, Awols, Tardies, Sophomores

**COUNSELORS:** 770-736-4335

Kim Reddick	Head Counselor, 10 <sup>th</sup> -12 <sup>th</sup> Graders with last names Si-Z
Robert Ayres	10 <sup>th</sup> -12 <sup>th</sup> Graders with last names A-D
Leslie Dunlap	10 <sup>th</sup> -12 <sup>th</sup> Graders with last names E-L
Susan Thompson	10 <sup>th</sup> -12 <sup>th</sup> Graders with last names M-Sh
Traci Malloy	9 <sup>th</sup> Graders
Judy Rangel	Parent Information Center Coordinator/ College Counselor

**SCHOOL HOURS:** 7:10AM - 2:10PM

<b>TELEPHONES:</b>	Athletic Office	770-736-4307
	Attendance Office	770-736-4314
	College/Career Room	770-736-4334
	Community School	770-978-6853
	Counseling Department	770-736-4335
	Curriculum Office	770-736-4322
	Main Office	770-972-4840
	Student Management	770-736-4308
	Tardy Room	770-982-6918

**SCHOOL WEBSITE:** [southgwinnetths.com](http://southgwinnetths.com)

**SCHOOL MASCOT:** COMETS      **SCHOOL COLORS:** Blue and Gray

Property of \_\_\_\_\_

## South Gwinnett 2011-2012 Student Handbook

### **South Gwinnett High School Alma Mater**

Hail to thee our Alma Mater  
Ever may she rule.  
Reigning high above all others  
South Gwinnett our school.

Chorus: Alma Mater, Alma Mater  
Greater grows each day.  
South Gwinnett we love and honor  
Hail the blue and gray.

Sands of time are slowly drifting  
Passing from our view.  
Be a beacon to our future  
South we all love you.

Chorus: Alma Mater, Alma Mater  
Greater grows each day.  
South Gwinnett we love and honor  
Hail the blue and gray.

~~~~

### **South Gwinnett High School Established 1957**

South Gwinnett High School, which combined Snellville and Grayson High Schools, first opened its doors in the fall of 1957 with 300 students in grades 9 through 12. There were 45 juniors, 86 sophomores, and 114 freshmen. The faculty consisted of 13 members, including the principal. The first graduation ceremony was held in the gym of the Old Snellville High School with 55 students receiving diplomas. During the summer before the school opened, a teacher/students committee chose "Comets" as the school symbol and "blue and gray" as the school colors. Mr. Jimmie Powell selected "Cometa" as the name of the school annual because it is the Latin word for "stars," and Alan Herndon wrote the words for the Alma Mater. Instead of taking a senior class trip, the first seniors used the money to purchase letters for the school name. The name is still in place today.

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## 2011-2012 Bell Schedule

### BEGINNING OF SCHOOL

|                 |                                                                              |                             |
|-----------------|------------------------------------------------------------------------------|-----------------------------|
|                 | 7:04                                                                         | 7:10 TARDY BELL             |
| 1 <sup>ST</sup> | 7:10 – 8:06                                                                  | 8:13 TARDY BELL             |
| 2 <sup>ND</sup> | 8:13 – 9:07                                                                  | 9:14 TARDY BELL             |
| 3 <sup>RD</sup> | 9:14 – 10:08                                                                 | 10:15 TARDY BELL            |
| 4 <sup>TH</sup> | 10:15 – 12:08*                                                               |                             |
|                 | A LUNCH                                                                      | 10:08 – 10:38 (TARDY 10:43) |
|                 | B LUNCH                                                                      | 10:38 – 11:08 (TARDY 11:13) |
|                 | C LUNCH                                                                      | 11:08 – 11:38 (TARDY 11:43) |
|                 | D LUNCH                                                                      | 11:38 – 12:08               |
|                 |                                                                              | 12:15 TARDY BELL            |
|                 | *4th Period will include academic class, lunch, and guided study/advisement. |                             |
| 5 <sup>TH</sup> | 12:15 – 1:09                                                                 | 1:16 TARDY BELL             |
| 6 <sup>TH</sup> | 1:16 – 2:10                                                                  |                             |

## INFORMATION GUIDE FOR STUDENTS

Accident Insurance Claim Forms  
Academic Advisement  
Announcements  
Approval for Activities  
Athletic Information  
Audio-visual Information

Main Office Desk  
Counseling Office  
Main Office Desk  
Athletic Office  
Athletic Office  
Media Center

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|                                         |                         |
|-----------------------------------------|-------------------------|
| Bus Approval (Riding a different bus)   | Dr. Burney              |
| Bus Route Information                   | Dr. Burney              |
| Check-In/Check-Out                      | Attendance Office       |
| College Application/Information         | College & Career Center |
| College Testing - ACT/SAT               | College & Career Center |
| Community School Information            | Ms. Cooper              |
| Clubs                                   | Athletic Office         |
| Discipline Information                  | Administrative Offices  |
| Driver's Law Certificates of Attendance | Attendance Office       |
| Extracurricular Eligibility             | Athletic Office         |
| Free/Reduced Meal Benefits              | Counseling Office       |
| Graduation Requirements                 | Counseling Office       |
| Illness/Health issues                   | Clinic                  |
| Instruction/Curriculum                  | Curriculum Office       |
| Lockers-Information and Repair          | Dr. Burney              |
| Lost and Found                          | Attendance Office       |
| Pre-Arranged Absence                    | Attendance Office       |
| Parent Volunteering                     | Title I Office          |
| Parking Information                     | Attendance Office       |
| Personal Guidance                       | Counseling Office       |
| Schedule Change Forms                   | Curriculum Office       |
| Scholarship Information                 | College & Career Center |
| Student Government                      | Ms. Schmidt             |
| Student Leadership                      | Ms. Lee                 |
| Transcript Information                  | Counseling Office       |
| Withdrawal Information                  | Counseling Office       |
| Work Permits                            | Counseling Office       |
| Yearbook                                | Ms. Martin              |

### **Gwinnett County Public Schools**

#### **VISION**

Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the post-secondary level and/or enter the workforce.

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### **MISSION**

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards.

### **STRATEGIC GOALS**

**Goal 1:** Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.

**Goal 2:** Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.

**Goal 3:** Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.

**Goal 4:** Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.

**Goal 5:** Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.

**Goal 6:** Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.

**Goal 7:** Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

### **South Gwinnett High School Mission Statement:**

The mission of South Gwinnett High School is to equip students with the knowledge and skills necessary to achieve excellence and to become confident, self-directed, life-long learners.

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## SOUTH GWINNETT HIGH SCHOOL

### School-Parent-Student Compact

2011 – 2012

#### School Responsibilities

In an effort to become a world class school, our administrators, teachers and support staff will work to demonstrate these 5 R's in the following manner:

- **Relationships:**  
Win – Win; Don't give up on students; Go the extra mile; Love what you do and have passion; Communicate how much you care; Inform; Promote great things going on.
- **Respect staff, others and school:**  
Through words, tone and body language; See students as individuals; Be a peaceful problem solver; Be a positive example; Collaborate with parents and students with each other; Believe the best – notice the good and improvement.
- **Relevance:**  
Go the extra mile; Integrate technology into the curriculum; Show concerns for what kids are interested in; Communicate information needed to benefit students and parents; Recognize and utilize student leaders; Help students to connect with lesson or be engaged in lesson; Encourage students to get involved in clubs, organizations and extracurricular activities.
- **Rigor:**  
Integrate technology; Be prepared; Provide and use resources; Be a facilitator – students owning learning; Collaborate with parents and students and each other; Promote student success/excellence.
- **Results:**  
Failure is not an option; Communicate progress through the parent portal, conferences and emails; Maintain accurate records for attendance and grades; Share the good; Provide reassessment opportunities; Tell our story; Celebrate.

#### Parent Responsibilities

As a South Gwinnett High School parent, I will:

- **Relationships:**  
Listen to my child, Become an active user of parent/teacher communication, Be Proactive not Reactive, Network with other parents, actively communicate with teachers and school personnel, Be a role model, Be an integral part of my child's life, Attend meetings and activities, and volunteer at school.
- **Respect staff, others and school:**  
Support school behavioral expectations, Support the school.
- **Relevance:**  
Get involved in my child's college and career goals, academic progress, and extracurricular school activities and clubs, Attend school events, Be informed.
- **Rigor:**  
Provide a home environment, Utilize teacher websites/calendars in order to ensure completion of homework, Encourage reading.
- **Results:**  
Be accountable for my child's attendance, Encourage educational goals; utilize parent portal to keep up with student progress.

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### Student Responsibilities:

As a South Gwinnett High School student, I will:

- **Relationships:**  
Follow classroom rules. Look for opportunities to help and support other students. Ask for help, if needed. Develop a positive relationship with parents and teachers. Communicate with parents and teachers. Collaborate with teachers and others. Be a positive example for others to follow
- **Respect staff, others and school:**  
Look for opportunities to help and support other students. Take pride in my school by becoming involved in school opportunities and community service. Have respect for myself and others. Be a peaceful problem solver.
- **Relevance:**  
Utilize technology in order to increase learning. Think past high school by making good decisions
- **Rigor:**  
Come to school on a regular basis and be prepared to learn. Respect other students right to learn. Strive to excel by taking AP classes. Complete class work and homework in a timely manner. Increase my drive to learn. Show teachers how smart I am. Engage in research and inquiry in order to excel and complete projects and assignments. Be more than a student in the classroom
- **Results:**  
Maintain the best grades possible; Achieve to the best of my ability on exams

### BELIEF STATEMENTS - College, not if but where.....

- We believe that the school environment should encourage an inquisitive mind, foster critical thinking and creativity, help develop a disciplined approach to all subject areas, and encourage responsible decision-making.
- We believe teachers, staff, administrators, parents, students, and community members share the responsibility for providing a safe, supportive learning environment.
- We believe clear goals and high expectations for student achievement should guide the development of the curriculum instructional strategies and learning activities.
- We believe that because every student has the right to a superior education, teachers should be enthusiastic and expect excellence from their students.
- We believe in preparing students to participate in a society with democratic ideals so that students realize they have a place in that society and can contribute to our intellectual, ethical, multi-cultural, and aesthetic heritage.
- We believe that each individual student is of value and that all students possess unique intellectual, physical, social, and emotional needs.
- We believe the commitment to continuous improvement is imperative if our school is going to enable students to become dynamic members of the global community.
- We believe that all members of the South Gwinnett Community should be treated with respect and dignity.
- We believe in the 5-R's: Relationships, Respect, Relevance, and Rigor = Results

### Comet Academy "Comet Creed"

- ❖ We believe that **character** affects who we become.
- ❖ We believe that **opportunity** is available to be whatever we desire.
- ❖ We believe that **motivation** is an essential part of a quality education.
- ❖ We believe that **excellence** can be achieved in all areas.
- ❖ We believe in a strong **tradition** of pride as a **COMET!**

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## SECTION II: GENERAL INFORMATION

### AGENDA BOOKS

Each student is issued an agenda book, which they are encouraged to use for recording assignments, time management and as a reference source. **The Agenda may also be used his/her hall pass.** Parents are encouraged to use the Agenda book to help their student with his/her homework and as a communication tool with their child's teacher. No student should permit another student to use his/her Planner or to deface or damage his/her Planner. Students may purchase replacement planners for \$5.00 in the School Store.

### BUS TRANSPORTATION

All students are assigned a route and bus based on their home address. To ride a bus different from the one assigned on a permanent basis, the student must contact the Transportation office @ 770-338-4800. Temporary passes are approved for emergencies ONLY when submitted in writing and verified with a parent/guardian by Dr. Burney's office.

### CLINIC CARDS

For the safety and well being of students, it is imperative that a card be completed for every student. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the clinic. This card must be on file before students are allowed to check out. Otherwise, a parent will have to come to school to check the student out.

### CLINIC POLICY

The clinic worker is present in your child's school to act as a liaison between home and school regarding health concerns. Although we provide this service, we are clinic workers **NOT** registered nurse or MA's, therefore, we cannot diagnose or treat illness. Prompt arrival of the parent/legal guardian upon notification of your child's illness is extremely important. By working together and keeping contagious illnesses contained at home, we can strive to ensure the health and well being of every student so that he/she can benefit from the educational program. Please remember to make sure the school knows how to reach you during the day.

### MEDICATIONS ON SCHOOL CAMPUS PROCEDURES:

Gwinnett county regulations indicate that we must have permission in writing to administer medication to your child. This is a requirement for all medication that will be administered by the clinic worker. Please complete one form for each medication. A "Parent/Guardian Authorization to Administer Medication at School" form is available for your convenience on the school web site or in the clinic.

- ❖ The clinic does not store any kind of medication except for medications brought into the clinic by the parent for their child. The medication is then stored in a student file and only given to the student in whom it belongs.
- ❖ Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parent should check with their physician regarding the need for medications to be administered during school hours. Medications prescribe for three times daily often can be given before school, after school and at bedtime. If you have any questions about this procedure, please call the school clinic.
- ❖ All medications, both prescription and over the counter, must be accompanied by the medicine release form and brought to the school clinic by an adult.
- ❖ All medications must be in the unopened ORIGINAL CHILD PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. Medication stored in envelopes, baggies, etc, will not be administered, and will be discarded.

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- ❖ Medications must be picked up at the end of the year, or the school will dispose of them.

"Nurses know that healthy students make better learners. Optimal education and optimal health can be achieved simultaneously. Your school clinic worker is an important team member who links health with learning so that your child can be successful at school."

### ILLNESS REASONS TO KEEP YOUR CHILD HOME FROM SCHOOL

It can be hard to decide whether or not your child is too sick to go to school. You often may not be able to tell if he/she is going to get better or worse during the school day. Also, if your child has had many complaints of pain in the past that have caused him/her to miss school, you should think about if your child is avoiding school. It will be important for you to talk to your child and find out the reason.

You should keep your child at home if he might spread a contagious disease to other children or if he is too sick to get through the school day. Children who are sick have a difficult time learning and may get other children sick.

- ❖ FEVER: Children with fever over 100.4°F should stay home until there is no fever for 24 hours. If you treat a fever with medicine before school, the fever can return and your child may still be contagious. Call your doctor if your child has a fever with pain, rash, weakness, vomiting or diarrhea.
- ❖ DIARRHEA AND VOMITING: One event of watery diarrhea or more than one event of vomiting are reasons to keep you child home. If vomiting or diarrhea continues or your child also has fever, rash or weakness, call your doctor.
- ❖ PERSISTENT COUGHING: If your child's cough is worse than you would expect with a cold, keep him/her at home. If he has a hard time breathing or has a fever, call your doctor.
- ❖ SORE THROAT: If your child has a sore throat and fever, or a severe sore throat without fever, he should stay home from school. Call your doctor if there is a quick onset of fever and sore throat without cold symptoms.
- ❖ STOMACH ACHE: If your child complains of a stomach ache, especially if he says it hurts to move and he/she does not want to eat, he/she should stay home. Call your doctor.
- ❖ PINKEYE/CONJUNCTIVITIS: If your child's eye is red with cloudy or yellow drainage, he should stay home until symptoms are gone. Call your doctor for treatment.
- ❖ PERSISTENT EAR PAIN: Your child should stay at home if he has a lot of ear pain. Call your doctor for treatment.
- ❖ CHICKENPOX: Your child should stay at home until all bumps are scabbed and no new bumps have shown up in two days. Call your doctor for treatment and symptoms.
- ❖ IMPETIGO: If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the body or face) he/she should stay at home as long as your doctor says.
- ❖ SCABIES: If your child has scabies (a contagious disease caused by a mite which involves itching and a rash), he/she should stay home for 24 hours after treatment.
- ❖ LICE: If your child has lice, he/she needs to be treated by nits (eggs) removed. He needs to stay at home until he has been cleared by the school to return.

### CONFIDENTIAL HOT LINE

Help keep your school safe. If you think you know that someone is carrying a weapon, drugs, or alcohol, call 770-822-6513, 24 hours a day. You do not have to give your name.

### COUNSELING OFFICE

The school counseling department provides an important system of support for students, parents, teachers, and administrators. Counselors work with students individually, in small

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groups, and through classroom guidance activities. Parent meetings are held throughout the year to provide both parents and students with information specific to each grade level to facilitate an on-time graduation. Students are assigned counselors according to their last name.

**Appointments** Students and parents may schedule individual counseling appointments through the counseling office. A counseling appointment is considered instructional time and is not a class absence. The counseling office is open 6:50 AM - 2:50 PM.

**ASVAB** The Armed Services Vocational Aptitude Battery, a free career interest inventory, will be offered in the fall and spring semesters for juniors and seniors.

**College and Career Center** The school houses a wealth of information concerning occupations and post-secondary choices. A counseling staff member or volunteer is available to assist students and parents in their search for information. Information concerning colleges, technical schools, careers, college admission testing, and financial aid is available.

### **Crisis Help Numbers**

|                                                   |                                                    |
|---------------------------------------------------|----------------------------------------------------|
| Abused Women's Services & Shelter                 | 770-963-9799 (24 hours)                            |
| AID Gwinnett, Inc.                                | 770-962-8396                                       |
| Alanon, Alateen                                   | 404-685-9040                                       |
| Child & Elder Abuse Reporting                     | 770-995-2122                                       |
| Gwinnett Sexual Assault Center                    | 770-476-7407 (24 hours)                            |
| SAFE House                                        | 770-995-7620                                       |
| (24 hours; help also available at any Quick Trip) |                                                    |
| Suicide Prevention Hotline                        | 770-963-8141 (bus. hours), 770-985-2495 (24 hours) |

### **DUAL ENROLLMENT**

Juniors and seniors who wish to participate must be enrolled in a college or university to receive both high school graduation credit and college credit. Please access [www.GACollege411.org](http://www.GACollege411.org) for specific guidelines. Contact Kim Reddick in the counseling office for more details.

**Records Transfer** Copies of a student's educational record may be transferred to officials of other schools in which the student seeks to enroll. Please note that we are unable to fax student records. Effective July 1, 1977, Georgia law requires:

*Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian execute a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.*

**Student Records** Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County policies on

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their compliance with the law, or to request the opportunity to inspect and review your child's records, contact your child's school. Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records. The rights include: the right to receive this information in a format understandable to the student and parent; the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained; the right to copies of student records; the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes; the right to request that material be removed from student records and the procedures for doing so; the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances; the rights of separated or divorced parents and legal guardians pertaining to student records; the schedule of destruction of particular student records; the content, location and particulars concerning permanent records, official records and supplemental records

### Testing Dates

South Gwinnett High School Code: 112755

This number is used for college applications, PSAT, SAT, and ACT registration forms.

| <u>SAT Test</u>  | <u>TEST</u> | <u>TESTING PREP RESOURCES</u>                                       |
|------------------|-------------|---------------------------------------------------------------------|
| October 1, 2011  | SAT         | SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> |
| October 12, 2011 | PSAT        | SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> |
| November 5, 2011 | SAT         | SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> |
| January 28, 2012 | SAT         | SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> |
| May 5, 2012      | SAT         | SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> |
| June 2, 2012     | SAT         | SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> |

**\*\*Please visit the Counseling office for additional dates for ACT, ASVAB, and Compass testing.**

Transcript Requests Official transcripts can be sent directly to Georgia Colleges and Universities on [www.GAcollege411.org](http://www.GAcollege411.org). Transcripts can also be requested in the counseling office for a fee of \$2.00. Students are responsible for mailing applications, officially sealed transcripts, and all supporting materials. Transcripts require a 48 hour turnaround.

Withdrawal Requests SGHS reserves the right to allow a minimum of twenty-four hours to process withdrawal requests.

Work Permits Procedures for obtaining work permits are available in the Counseling Office. Work permits are issued for a fee of \$2.00. Work permits are prepared after normal school hours and require a 24-hour turnaround.

DELIVERIES TO SCHOOL Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction. We do not deliver flowers, gifts, or fast food lunches to students. Federal lunch program prohibits delivery of fast foods during the school day.

### DRIVER'S LAW

All students 15 through 17 years old are required to bring a notarized Certificate of Attendance when applying for a driver's license or permit. SGHS students must have this certificate completed by the staff at South. Certificates of Attendance are available in the Attendance Office and in the Main Office. There is a minimum 24-hour turn around time to

## South Gwinnett 2011-2012 Student Handbook

process the form. The cost of having this form processed is \$3 and must be paid at the time the form is presented to be processed. This document certifies that the student is enrolled in and not under expulsion from a public or private school and has not had ten or more school days of UNEXCUSED absences in the **Current** academic year of ten or more in the **Previous** academic year. It also certifies that , for a period of one academic year prior to the application, the student had NOT dropped out of school without graduating and remained out of school for ten consecutive school days or has not been found in violation by a hearing officer, panel, or tribunal of one of the following offences, has not received a change in placement for committing one of the following offenses, or had not waived his or her right to a hearing and pleaded guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property or at a school sponsored event; possession or use of a weapon on school property or a school sponsored event; any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. **When a student misses ten (10) unexcused days their driver's license is suspended.**

### **ELEVATOR ACCESS**

An elevator is available for those who are unable to use the stairs. The elevator is operated by key only. An elevator key may be checked out by Ms. Bennett in Dr. Burney's Office.

### **EMERGENCY PREPAREDNESS PLAN**

A comprehensive safety plan has been established for the welfare of all students. A copy of this plan is located in all administrative offices.

### **FOOD SERVICES**

Students may put money on an account using their student ID number. It is a debit account and may be used to purchase meals and a la cart items. Any amount of money can be put on an account at any time through the cashier stations. There is **NO CHARGING** allowed in high school. Money must be on the account to use it.

### **HARASSMENT**

Harassment and/or bullying are not tolerated. If a student feels that he/she is being harassed or bullied by another student, it should be reported immediately to a teacher, counselor, or an administrator.

### **HOMELESS CHILDREN AND YOUTH**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title One Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

### **INDIVIDUALS WITH DISABILITIES**

It is the practice of South Gwinnett High School to provide instructional and related services appropriate in order to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact any office for information regarding mobility impaired issues or handicapped access.

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### **LOCKERS**

All students who pay a locker fee of \$2.00 are assigned a school locker to use. Students should not give locker combinations to anyone, share lockers with other students without administrative approval, or leave money and valuables in a locker. The school assumes no responsibility for lost or stolen articles, including textbooks. If a locker does not lock properly, the student should notify Dr. Burney and should not use that locker. The non-working locker will be repaired, or a new locker issued as soon as possible. If the student fails to report the broken locker, he/she takes full responsibility for the items placed in it (including textbooks). Lockers are the property of South Gwinnett High School and may be inspected and searched by school officials. No decals, stickers, or padlocks may be put on lockers. Gym lockers may be rented for Physical Education.

### **MEDIA CENTER**

The Media Center is the hub of information services at South Gwinnett High School. We welcome you to come to read, research, study or browse. Access to county databases is provided at home using passwords that are available from the media staff. Other homework and test help can be found on the media website - [southgwinnetths.com](http://southgwinnetths.com). Click on academics and media. The Media Center is open from 6:50a.m. - 2:50p.m. Students must have a pass and agenda book when coming during class periods and must SIGN IN and out.

### **PARKING**

Parking on campus is a privilege. Certain rules and regulations are expected of the student to maintain this privilege. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. The parking sticker decal must be permanently attached to the lower left side of the windshield. Failure to attach the parking decal to the windshield will result in the revocation of parking privileges or a fine for the remainder. In the event a student has to drive a car that is not registered, a temporary parking permit must be obtained from the Parking Lot Supervisor or Attendance Office Administrator. Students will be assigned a parking permit in a designated parking area. No vehicle will be allowed in the student parking area without a parking decal. Unauthorized vehicles will receive a warning sticker on their windshield and/or a parking ticket. Vehicles may also be towed or booted at the owner's expense. Parking permits may not be sold, traded, or transferred from one student to another. Replacement parking stickers are subject to a \$5.00 fee. Original parking stickers must be returned at the time of the replacement request. Failure to return the original parking sticker will result in the student having to register the vehicle again for \$60.00. Vehicles brought on campus are subject to search by school officials. Students are not allowed in any parking areas at any time without written permission of an administrator except when arriving on campus or leaving campus. Upon arrival at school, students should go directly to the building. Efforts are made to ensure parking lot security; however, South Gwinnett High School and Gwinnett County School System assumes no responsibility for damage, loss or theft. If car accidents occur on campus, it is up to the individuals involved to report the accident to school officials and the police and to settle damages.

### **PROOF OF RESIDENCY AND IMMUNIZATION**

The parent or guardian must provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. All students must be properly immunized and have the official Georgia immunization form on file in the counseling office. Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to withdrawal from South Gwinnett High School.

### **STUDENT PROMOTION CRITERIA**

Students are assigned to grade level based on the number of units attained by fall semester. Students are assigned as follows:

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### For All Classes Entering High School in Fall, 2008 and Beyond

|                                                |                                                                                                                                                            |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Promotion 9 <sup>th</sup> to 10 <sup>th</sup>  | 5 Carnegie Units including no less than:<br>0.5 unit of Language Arts<br>0.5 unit of Mathematics<br>0.5 unit of Science                                    |
| Promotion 10 <sup>th</sup> to 11 <sup>th</sup> | 11 Carnegie Units including no less than:<br>1.5 units of Language Arts<br>1.5 units of Mathematics<br>1.5 units of Science<br>1.5 units of Social Studies |
| Promotion 11 <sup>th</sup> to 12 <sup>th</sup> | 17 Carnegie Units including no less than:<br>2.5 units of Language Arts<br>2.5 units of Mathematics<br>2.5 units of Science<br>1.5 units of Social Studies |
| Graduation                                     | 23 Carnegie Units and<br>standardized assessment requirements as<br>determined by state and district policies                                              |

Students who enrolled in high school prior to 2008 should schedule an appointment with their counselor.

### TITLE IX INFORMATION

If you believe you are being mistreated by school employees on the basis of your race, color, religion, gender, age, national origin or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's TITLE IX COORDINATOR for assistance by writing or calling: Office of the Chief of Staff, Gwinnett County Public Schools, Instructional Support Center (ISC), 437 Old Peachtree Road, Suwanee, GA 30024, 678-301-6000.

### 20/20 POLICY

Students will not be permitted to leave the classroom the first and last 20 minutes of class. Permission to leave in the middle of class is at teacher's discretion.

### VISITORS

Students are not allowed to have visitors during the school day. Parents or others with business at South Gwinnett must sign the visitor's log and obtain appropriate identification in the main lobby.

## SECTION III: ACADEMICS AND INSTRUCTION

### ACADEMIC LETTERS

Academic letters are available to students seeking a general academic diploma. Upperclassmen that have an overall 90 grade point average may earn an academic letter. These averages are figured without rounding off scores. These will be given out annually during the Fall Awards Ceremony.

### CLASS RANK

Class rank is based on cumulative grade average. The student's class rank is listed on the bottom of his/her transcript.

### COURSE AUDIT

Permission to audit a course is granted on a very limited basis. Permission to audit a course is approved by the Curriculum Office.

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**END OF COURSE TESTS** (as mandated by the State of Georgia) will be given in the following subjects during spring semester unless otherwise specified:

Integrated Algebra

Integrated Geometry

9<sup>th</sup> Grade Language Arts

11<sup>th</sup> Grade Language Arts

US History

Economics (both semesters since this is a one semester course)

Biology

Physical Science(8<sup>th</sup> grade)

**\*\*At this time End-of-Course Test grades will count as 20% of the final course grade (subject to change by the State of Georgia).**

### **FINAL EXAMS**

Cumulative exams are given the last three days of each semester. We ask that students avoid scheduling appointments the final days of the semester due to review for and administration of final exams. Exams will not be given early. Students are not permitted to check out during an exam period. If a student misses an exam due to an excused reason, the exam can be taken on the announced make-up day. Students are not granted pre-arranged absences on exam days.

### **GIFTED PROGRAM**

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for students intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee. The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school. SGHS offers gifted level courses in all core subject areas at all grade levels. Some foreign language courses are also offered at the gifted level. Students who are in the gifted education program may take Gifted Directed Studies or Gifted Internship as electives during their Junior or Senior year. These programs allow students to pursue their own interests in an academic setting. Any questions about the gifted education program should be directed to the Gifted Education Teacher.

**Governor's Honors Program** Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer on a college campus.

### **GRADING SCALE**

|                           |   |          |     |
|---------------------------|---|----------|-----|
| Excellent Performance     | A | 90-100   | 4.0 |
| Above Average Performance | B | 80-89    | 3.0 |
| Average Performance       | C | 74-79    | 2.0 |
| Minimum Performance       | D | 70-73    | 1.0 |
| Failure to Achieve        | F | below 70 | 0   |

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### GRADUATION

The graduation ceremony is by invitation to students in good standing who have met all credit requirements, as indicated in the senior letter mailed in the fall. Students must also have returned all textbooks, library books, school issued items, and cleared all fines. Students who have met all requirements except for passing all parts of the Georgia High School Graduation Tests and/or the Gateway Test may walk but they will receive a certificate of attendance rather than a diploma. Appropriate behavior before and during ceremonies is expected.

### GRADUATION TESTS

Students entering high school before August 2011 are required to pass one End of Course Test (EOCT) in each of the four areas (Language, Math, Science and Social Studies) or pass the corresponding subject test of the Georgia High School Graduation Tests (GHSGT). All students are required to pass the Georgia High School Writing test (GHSWT). EOCTs are given at the end of a full year for the following courses: Freshman Language Arts, American Literature (Jr. Level Language Arts), Integrated Algebra I (Math I), Integrated Geometry (Math II), Biology, Physical Science, US History, and Economics. The GHSGT are administered during the student's junior year with the Writing test being given during the fall semester and the remaining sections given during the spring semester.

Students entering high school for the first time in August 2011 or later will be required to pass EOCT courses with an increased weight of 20% for the EOCT (*These rules are subject to change pending Ga.DOE final adjustments*).

In addition to the State mandated Graduation Exams, Gwinnett County Public Schools requires students in the class of 2002 and beyond to pass all sections of the Gateway Assessment. The Gateway Assessment measures students' ability to write effectively about 9<sup>th</sup> and 10<sup>th</sup> grade science and 10<sup>th</sup> grade social Studies. The assessment is first administered in the spring of the 10<sup>th</sup> grade year. Students are provided several opportunities to retake the assessment should they not be successful the first time.

### GRAYSON HS TECHNICAL EDUCATION PROGRAM

Grayson offers technical classes in 2 or 3 hour blocks of time for qualified juniors or seniors. Students earn 1.5 units for the 3-hour block. Morning and afternoon classes are available.

### HOMEBOUND

Homebound/Hospital/Teleclass: A student who has a medically diagnosed physical condition restricting him/her to his/her home or hospital for a minimum of ten consecutive school days may be eligible for Hospital/Homebound/Teleclass instruction. Please contact the Assistant Principal for Special Education for more information.

### HOMEWORK

The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension and remediation of instructional objectives, and practice of skills. A student who will be out of school for **three or more consecutive days** may contact the Counseling Office (770-736-4335) to collect homework assignments for the period of time he/she will be absent. **The teachers must have forty-eight hours notice.** The student is expected to turn in all requested work within three (3) school days upon returning to school.

### HONOR GRADUATES

Students in all grades whose grade point average for the previous semester of high school course credit is 90.0% qualify for the Student Honor Roll (GPA is not rounded up). Students who have earned an average of 90.0% or higher at the end of the 1<sup>st</sup> Semester their senior year will be recognized as honor graduates. Grades lower than 90 will not be rounded up for this recognition.

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### **HOPE GRANT**

Available for Georgia residents seeking a certificate or diploma who are attending a branch of the Technical College System of Georgia or a unit of the University System of Georgia are eligible for the Hope Grant regardless of grade point averages.

### **HOPE SCHOLARSHIP**

The HOPE scholarship provides tuition assistance for qualified students in Georgia public colleges and technical schools. Specific eligibility requirements as outlined by the Georgia Student Finance Commission can be accessed on [www.GACollege411.org](http://www.GACollege411.org). Additionally, the Free Application for Federal Student Aide (FAFSA) is available online at [www.GACollege411.org](http://www.GACollege411.org). The form must be completed after January 1st of the student's senior year. The students must provide their social security number to the local school for Hope Scholarship registration.

### **MAXWELL SCHOOL OF TECHNOLOGY**

Maxwell offers technical classes in 3-hour blocks of time. Students earn 1.5 units for the 3-hour block. Morning and afternoon classes are available.

### **MEDIA/ELECTRONIC PRESENTATIONS**

This is a notice to parents that South Gwinnett may develop, participate in, or be the subject of media and/or electronic based presentations and events that highlight various educational activities that take place during the course of the school year. If you do not want your child to participate in these presentations, contact the Main Office for a form requesting that participation be denied.

### **ONLINE CAMPUS**

Online courses are offered as School PLUS classes, outside a student's regular class schedule. Students may take courses to get ahead or to make-up a class previously failed. Students have teacher-directed deadlines, due dates, and examinations. Students must have counselor's approval and meet the prerequisites to take each course. Students must contact the Online campus in order to find out about the cost of the classes.

### **PARENT PORTAL**

The Go2 parent portal is a program to allow parents and guardians the ability to check their child's grades, attendance, and discipline during the current school year. To participate, parents must register by completing a registration form and showing proof of identification at the school's Main desk.

### **PHOENIX HIGH SCHOOL**

Phoenix High School exists to serve the needs of high school students who prefer a non-traditional setting or who need to re-take failed classes. The academic year is divided into four nine-week mini-semesters. Students may contact Phoenix High School to find out about the cost of the classes. Phoenix is accredited by the Southern Association of Schools and Colleges. Prior to registration students must consult a counselor to obtain a signed course registration form. Students who have withdrawn from their home school in order to attend Phoenix on a full-time basis may not participate in the graduation ceremony of their home school. Phoenix students participate in the Phoenix graduation ceremony upon completion of course requirements. In order for a full-time Phoenix student to graduate from his/her home school, the student must withdraw from Phoenix and enroll in his/her home school for the student's entire final semester of high school.

### **PROGRESS REPORTS**

Three times during each semester the student will receive a progress report. This progress report will indicate the student's status in passing or failing a course. The progress report will reflect the student's cumulative grade at the time of issue. If you desire additional

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information about your student's progress, please contact the teachers individually. You may contact the teacher via e-mail or by calling the school and leaving a message.

### REPORT CARDS

Report cards for first semester will be mailed home at the conclusion of the semester. Report cards for second semester will be mailed approximately two weeks after the semester ends.

### SCHEDULE CHANGES

Schedule changes will be made the first 5 days of the semester. Schedule changes will be limited to the following reasons: (1) the student failed the prerequisite and is unable to continue the course sequence; (2) the student previously passed the course he/she is scheduled to take while at Summer School, School PLUS, or at Phoenix; (3) the student must have a course to meet graduation requirements for Spring or Summer graduation; (4) the school made an error in scheduling.

### TEACHER-STUDENT ADVISEMENT

This program has been developed and implemented to support student's academic achievement and social skills. Activities will be conducted weekly during scheduled lunch periods to provide important support to our students. These activities will be facilitated by members of our faculty and staff and student leaders.

### TEXTBOOKS/FINES

Students will be responsible for reimbursement to the school for lost or damaged textbooks. **Students with outstanding textbook fines will not receive report cards or transcripts. Seniors will not participate in South Gwinnett's Graduation ceremony if they have outstanding textbook fines.** Checks for textbooks should be made payable to South Gwinnett High School and submitted to the appropriate office for a receipt. The receipt allows the student to take final exams on the regularly scheduled day.

### TRANSFER CREDITS

Gwinnett County students desiring to take course work outside GCPS must provide the following documentation **prior** to receiving credit. (Coursework taken through an accredited public school system outside Gwinnett County, i.e. DeKalb, Cobb, etc., need not be approved/validated to award course credit.)

- An official transcript of course title, grade and credit awarded must be sent to the local high school records department.
- Student or parent must provide official accreditation documentation of non-Gwinnett program to the receiving high school.
- Grading scale for outside course work must reflect the GCPS grading scale of 70% as the lowest passing grade for credit.
- Policy P.JBCB states that the grade for a non-GCPS course for a graduating senior must be received by the school by May 1 preceding graduation.
- School accrediting Programs directly accepted by Gwinnett County are as follows:
  - SACS (Southern Association of Colleges and Secondary Schools)
  - MSACS (Middle States Association of Colleges and Schools)
  - NCACS (North Central Association of Colleges and Schools)
  - NASC (Northwest Association of Schools and Colleges)
  - WASC (Western Association of Schools and Colleges)
  - GAC (Georgia Accrediting Commission)
  - GAPSAC (Georgia Private School Accreditation Council)

Students who take courses **NOT** accredited by one of the organizations listed above must pass a GCPS final exam, or End-of-Course Test in order to receive credit for the course. Students

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must call the Gwinnett Home School Office (678-301-6000) to make arrangements to take exams.

### VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian are the two students whose cumulative grade point averages after first semester of their senior year rank first and second in the graduating class. This rank is determined mid-year only. Both students must be enrolled at SGHS first and second semester of the Junior and senior year. Transfer students must bring credits from a SACS accredited school or its exact equivalent like the Midwest Association of Colleges and Schools or a school accredited by the Georgia Accrediting Commission (GAC) to be eligible for the above honors. The Valedictorian and Salutatorian must not have been found in violation of cheating. The Valedictorian and Salutatorian must have no disciplinary referrals that resulted in In-School Suspension or Out-of-School Suspension. In the case of an appeal, the decision of the appeals committee will be final.

## SECTION IV: STUDENT ACTIVITIES

### ATHLETICS

South Gwinnett offers students the opportunity to participate on various athletic teams. Team membership is subject to tryouts and Georgia High School Association regulations. Each participant must have a physical examination once a school year and show evidence of insurance coverage.

### ELIGIBILITY REGULATIONS

South Gwinnett offers the opportunity for students to participate on various athletic teams and in academic activities. Team membership is subject to tryouts and Georgia High School Association regulations. In order to be eligible to compete in athletic and/or academic competition, students must have passed at least five subjects the preceding semester and be on track for graduation; sophomores must have four units, juniors ten units, and seniors sixteen units. A student must meet the residency requirements for athletics, i.e. live in the South Gwinnett district. State regulations regarding eligibility to participate in GHSA extracurricular activities are presented under Eligibility Regulations. Contact: Mr. Woodall

**Athletic Director:** Mr. Scott Woodall

#### Fall Sports

Boys Cross Country (V/JV)  
Girls Cross Country (V/JV)  
Football (V/JV/9<sup>th</sup>)  
Cheerleading (V/JV/9<sup>th</sup>)  
Girls Softball (V/JV/9<sup>th</sup>)  
Girls Volleyball (V/JV)

#### Coach

Matt Huffman  
Jennifer Almand  
John Small  
Lori Roberts  
Audra Thomas  
Teri Peace

#### Winter Sport

Boys Basketball (V/JV/9<sup>th</sup>)  
Girls Basketball (V/JV/9<sup>th</sup>)  
Wrestling (V/JV)  
Swimming & Diving

#### Coach

Scott Bracco  
Jaime Kruppa  
  
Chris Myers

#### Spring Sports

Baseball (V/JV/9<sup>th</sup>)  
Golf (V)  
Girls Tennis

#### Coach

Steve Teschner  
Terri Amt  
Dr. Wanda Loggins

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Boys Tennis  
Boys Track (V/JV)  
Girls Track (V/JV)  
Boys Soccer (V/JV)  
Girls Soccer (V/JV)

Doug Day  
Sharard Pritchett  
Robert Ayres  
Chris Calvin  
Brian Emsley

### **EXTRACURRICULAR ACTIVITIES**

South offers many extracurricular activities in which a student may participate. Students must attend school at least three full class periods to be eligible to participate in extracurricular activities for that day. Students who are serving In-School Suspension or Out-of-School Suspension may not be allowed to participate in a practice or games on the date of suspension.

### **FIELD TRIPS**

A student must obtain each of his/her teachers' signatures verifying a passing grade before being permitted to go on a field trip. Failure to follow this procedure could result in disciplinary action. Students and parents should be aware that there is no guarantee of refunds for deposits or prepaid trips. If a student is not passing all classes at the time of the trip, he or she may not be permitted to attend. Lack of attendance and/or discipline history may also affect participation.

### **CLUBS and ACTIVITIES**

**Anime Club** This club is for students with an interest in Japanese culture, music and the animated series such as Naruto, Fullmetal Alchemist, Pokemon and others. Contact: Ms. Aker or Ms. L. Ortiz

**Art Club** This club is open to all students with an interest in the Visual Arts. Students participate in activities to enhance their cultural awareness and promote Visual Arts in the school and community. Members who meet eligibility requirements can be inducted into the National Art Honor Society. Contact: Ms. Ferris

**Band Auxiliary** The Marching Band Dance and Flag Auxiliary adds visual color and essence to the Marching Band at half-time performances, competitions, and parades for the entire year. Membership in the Marching Band of Stars Auxiliary is by audition only. Tryouts begin and are held second semester of the following season. Contact: Mr. McKinley

**B.E.S.T Club** This club is open to all students with an interest in bringing extraordinary students together. Contact: Ms. Sievers, Ms. Long or Ms. Case

**BETA Club** This club is a local chapter of the national organization that promotes scholarship, leadership, and good citizenship. To be eligible, a student must be in the 10<sup>th</sup>-12<sup>th</sup> grade and maintain a 92.0 cumulative GPA. Membership requirements include community service involvement and a yearly fundraiser. A scholarship is awarded to a senior member each year. Invitations to new members go out the first week of September and membership dues collection takes place the last two weeks of September. New member induction occurs in October. Contact: Ms. Gilbert or Ms. Aker

**Chess Club** This club is available for all students with an interest in learning and playing the game of Chess. Contact: Mr. Buis

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**Club Logic** This club is available to all students with an interest in computers and technology. The organization is responsible for designing and producing the school's website and eventlink information. Contact: Ms. D. Bonaby

**Cometa Staff** To be on the Cometa Staff, students must take the Yearbook Journalism class during the school year. The Cometa Staff begins working during the summer by attending a workshop to learn about Adobe PageMaker 6.5, as well as several other programs involved in desktop publishing during the school year. The main goal of the yearbook is to chronicle the year at South Gwinnett through pictures and stories. The class focuses on producing the best yearbook possible while learning journalistic layout and style rules. Contact: Ms. Martin

**Comets in Action** This is a community service club. It meets on the last Wednesday of each month. The club is open to any student who is interested in participating in community service activities. We plan at least one club activity per month, plus provide information and opportunities for involvement in other service activities. Contact: Ms. Jordan

**Comets United-Latinos-Unidos** Is a group for students to enjoy Latino culture and to share the culture with the school community. Contact: Ms. Aker

**Dance Alliance** This is a competition team (jazz, prom, hip-hop) and only accepts experienced dancers. Contact: Ms. Collins

**DECA** This is a national youth organization that operates through the Marketing program to develop future leaders for marketing. Through active participation in local, state, and national activities, DECA members develop a better understanding of the business world, become conscious of their civic obligation, and develop social poise and leadership ability. Contact: Mr. S. Allen

**Delta Diamonds of South** The purpose of this organization is to provide young women with the necessary skills to become more responsible, well- rounded, young adults through academics, social skills, sisterhood, leadership, and community service. Contact: Ms. Collins

**Environmental Club** This Club is for students that are interested in learning about and exploring the environment by participating in activities that do so. Contact: Ms. Giguere

**FBLA** Future Business Leaders of America is open to all students' grades 9-12, enrolled in a Business or Computer Science class. FBLA is a national youth organization and is an integral part of the instructional program. Students compete in regional, state and national competitive events by subject areas. The club's program of work includes community service projects, leadership training, and recreational activities. Contact: Ms. Haynes

**Finance Club** The finance club is a student run organization dedicated to understanding and promoting careers available in the financial marketplace. It provides students interested in the field of finance the opportunity to learn more about finance and its related areas. Contact: Ms. Amt

**German Club** This club is open to all German language students. Members plan and participate in activities that enhance an understanding of German culture. Meetings are held monthly. Contact: Ms. Eberhard

**Literary Magazine** This club is a student-centered class designed for learning how to create a literary magazine. Fundamentals of literary magazine writing and productions are taught. Students submit poetry, prose, and art for publication in the magazine. This course is open to all sophomores, juniors, seniors and second semester freshmen. Contact: Ms. Brown

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**National Honor Society** This club requires high standards of character scholarship, and leadership. Membership in NHS is one of the highest honors that can be awarded to a high school student. Membership is open to the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students during either fall or spring inductions. A faculty committee makes the final NHS member selection. An overall average of 93.0 is an academic requirement. Meetings are held the first Thursday of each month at 2:30. Contact: Ms. R. White, Dr. Eades, or Ms. Hall

**Relay For Life** The purpose of this group is to develop and sponsor activities throughout the school year to promote awareness and raise money for this cause. Contact:

**Science Olympiad** This is an organization dedicated to understanding and promoting science related projects and activities. Students compete with other schools on their science projects/experiments. It provides students interested in the field of science the opportunity to learn more about science and its related areas. Contact: Ms. Housen

**Senior Cabinet** The cabinet is comprised of approximately 25-30 seniors who want to help create a memorable senior year. To become a member, current juniors must attend an orientation meeting which is held in early May. They must complete an application form and have a recommendation form completed by a teacher. A panel composed of teachers and sponsors select the cabinet. Contact: Mr. Williamson

**South Peer Mentoring** Is a program in which Senior and Junior Leaders mentor students in the 9<sup>th</sup> Grade Academy to better help support 9<sup>th</sup> grade students through their first year of high school. Meetings are mandatory and bi-monthly. Contact: Ms. Lee

**Student Leadership Ethics Development** The SLED team is a committee of student organization leaders and others who will develop leadership skills by attending seminars designed to bring about positive change in our school. Dues are required, quarterly seminars and monthly meetings are mandatory. Contact: Ms. Lee

**Spanish Club** This club is open to all interested students whether enrolled in Spanish or not. The purpose is to engage in activities that promote either the language and/or culture. Most activities are school based with a few outreach projects during holidays. Club fees are \$5 to join. Contact: Ms. Poole

**Step Team/Club** This club is open to any student at SGHS interested in stepping. Practices are after school from August thru February. Contact: Ms. Martin

**Student Council** The Student Council is based on the principle of student involvement. The council is responsible for Homecoming Week activities. Other projects have included tutoring, mentoring, working with the elderly and homeless, and participating in the Relay for Life. Junior class members are responsible for prom, and senior class officers have a leading role in the graduation exercises. In addition, members choose community service projects. Contact: Ms. Schmidt

**Volunteer Center** This center is the place to find out about community service projects that are sponsored by Comets in Action and other clubs at South Gwinnett. All clubs can advertise their projects through the Volunteer Center. All students can get information about community service projects, and sign up to participate in any project that may interest them. The Volunteer Center is located in the Media Center and is open from 7 a.m. until 3 p.m. daily. Contact: Ms. Jordan

**Writer's Society** This is a club for anyone interested in writing and who want to share with other writers. Activities include an "open mike" coffee house for sharing writings and

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sipping coffee, tea, and hot chocolate; hosting “Write Ins” for extended writing opportunities; inviting published authors to speak, and providing times to showcase artists talent at South. Membership is open to all with paid dues of \$3.00. Contact: Ms. Brown

### SECTION V: ATTENDANCE

#### ATTENDANCE

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. In addition, it helps students develop good work habits which will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility for school attendance is that of both parents and students.

The Superintendent has designated the minimum levels of attendance in procedure consistent with State standards. To this end, South Gwinnett High School will encourage and promote consistent daily attendance.

**ABSENCE POLICY: Compulsory Attendance-Official Code of Georgia (20-2-690.2):**  
Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and seventeenth birthdays shall enroll and send such child or children to a public school. Private school, a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

**ABSENCE FROM SCHOOL Procedure:** On the day of returning, but no more than 2 days when a student returns to school from an absence, he/she should bring a note from his/her parent/guardian or from a professional explaining why he/she was absent from school. If a Parent note is received between 3 and 5 days upon returning to school the note will be given to Attendance Assistant Principal for consideration. Any note received after 5 days **MUST** be a professional note (Doctor/Hospital, court/government mandated, funeral programs). The note should include the date(s) of the absence, reason, parent/professional signature and a phone number for verification. **The note should be taken to The Attendance Office.**

**Students are allowed five (5) excused absences per semester with parent notes. This includes parent Call Ins, check-ins, check-outs and messages left on the messenger; after five (5) parent notes formal documentation is required. Examples of formal documentation include: Doctor/hospital, court/government mandated, funeral brochures/programs.**

**Excused Absences:** State Board of Education Rule 160-5-1.10 defines the following as **Excused Absences:**

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1. Personal illness or attendance in school endangers a student's health or the health of others.
2. A serious illness or death in a student's family necessitating absences from school.
3. 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.
4. Observing religious holiday, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student, whose parent or legal guardian is in military service and has been called to active duty or is on leave from overseas, shall be granted excused absences, up to a maximum of five school days per year.
7. A period no to exceed one day is allowed, at the **discretion of the local administration**, for registering to vote or voting in a public election.
8. Local Boards of Education shall count students present when they are serving as Pages for the Georgia General Assembly.

**NOTE: The term Family Emergency is not one of the eight recognized excusable reason mandated by the State of Georgia Rule.**

**Students who are enrolled for the current school year who do not attend school for ten(10) consecutive days and the school is not notified of the absence by the parent/guardian are considered withdrawn. If a student has excessive unexcused absences that are not consecutive and contact with parents/guardians is not successful the student may be withdrawn for lack of attendance.**

**In all cases a student who misses twenty-five (25) or more minutes of a class with out and Excused Pass is counted absent from that class. A student who is not present for at least half of the school day (three periods) without proper documentation will be counted absent all day.**

### **TARDY POLICY**

A student who is tardy to class and/or school is in violation for the Gwinnett County Student Behavior Code (Rule 10).

### **TARDINESS TO CLASS/SCHOOL AND UNEXCUSED CHECK INS**

**Rule:** Students should be in their classes when the first bell/chime rings at the beginning of the day and at the beginning of each class. A student is considered tardy if his/her whole body is not in the class when the final bell/chime rings.

Students arriving late to school (after 7:10) **MUST** report to the Attendance Office and check in. For a check in to be considered excused the student **MUST** present a note with the same criteria as stated above in Absences from School section or a parent must come in, tell the reason the student is late and sign the Check in form. If the student does not have a note or a parent does not accompany the student upon arriving late, after the student checks in he/she will be sent to the Tardy Room for that period.

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Students have 7 minutes between each class. Students should be in class when the bell rings. A student is tardy if they are not in the classroom when the last bell rings. When the tardy bell rings, teachers will close and lock their class room doors. Students who are tardy to class are expected to report to the tardy room for that class period. Students will not be allowed in class after the tardy bell without a pass. This includes returning from lunch to class. Students who fail to report to the tardy room will be considered AWOL. Students who do not make it to lunch in the designated 7 minutes will also be locked out of the commons and will be swept and provided with bag lunches and held for the remainder of 4th period. Students who check into school without a parent or note will be sent to the tardy room for the remainder of the class period.

### **CONSEQUENCES FOR BEING TARDY:**

- 1<sup>st</sup> – 4<sup>th</sup> Tardy Warning
- 5<sup>th</sup> Tardy                      Written Warning
- 8<sup>th</sup>                                      Administrative Detention
- 11<sup>th</sup>                                  ½ Day ISS ( 3 class periods )
- 14<sup>th</sup>                                  1 Days ISS
- 17<sup>th</sup>                                  2 Days ISS
- 20<sup>th</sup>                                  1 Day OSS
- 23<sup>rd</sup>                                  2 Days OSS
- 25<sup>th</sup> and every 2 tardies after will be 2 Days OSS

**Check-Outs:** Any student needing to leave campus for any reason during the day must check out through the Attendance Office. It is recommended the student bring a note to the Attendance Office before school from his/her parent with the reason for checking out, parent signature and a phone number where the parent can be reached for verification. The student needs to bring the note to the Attendance Office before school to obtain a hall pass to leave class to meet parent in the Attendance Office at the designated time. Parents can also call the Attendance Office and request their child be ready for check out at a certain time. Students that drive **MUST** follow the same procedure for bringing a note. The Attendance Office will call the students parents to verify the note and then allow student to leave with proper pass.  
**\*\*\*\*PLEASE, NO CHECK OUTS AFTER 1:45 PM. \*\*\*\***

### **Emergency check out due to illness or accident:**

1. Obtain a pass from your teacher and report directly to the Attendance Office
2. The Attendance Office will call parent/guardian to ask permission for you to check out.
3. If the check out is approved you will be given a check out form.

**ANYONE CHECKING OUT A STUDENT MUST SHOW PICTURE ID!**

### **PREARRANGED ABSENCES**

**Policy:** If parents find it necessary for students to miss school **due to vacations, travel purposes, weddings, and other reasons not considered excused by State Rules** (limit 5 days per year), absences must be approved by the Administration. This is done by filling out the Pre-Arranged Absence Form. If the absence is approved, it will be classified as unexcused, but students will be allowed to make up missed work.

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**NOTE: Prearranged absences count under the more than a ten (10) unexcused absence limit.**

### **COLLEGE VISITS**

Students are allowed to have five College visits each semester. For the absence to be marked as College Visit, students must provide formal documentation from the College visited to the Attendance Office the day they return. If documentation is not provided, attendance for that day will be considered an unexcused absence. College Visits DO NOT count as absences.

## **SECTION VI: STUDENT CONDUCT**

### **DISCIPLINARY ACTIONS**

Students have the right to pursue an education in an orderly environment free of distractions or disruptions by other students. You also have the responsibility to conduct yourself in such a way that other students can also learn in an orderly atmosphere. You have the right to know exactly what is expected of you, and you have the responsibility to live up to those expectations. Discipline codes insure that you will know what is expected of you and what disciplinary actions will be taken if rules are violated. The code will be administered fairly, firmly, and consistently. It then becomes your responsibility as a young adult to control your actions and to be mature in making decisions about your behavior.

### **STUDENT BEHAVIOR**

#### **Cheating**

Cheating has been defined as giving or receiving any form of information relating to a gradable experience either inside or outside of class. Cheating by students is considered inexcusable conduct and will be dealt with strictly. The teacher will contact the parents and send written documentation to the appropriate administrator in each case. Action to be taken:

**1st Offense:** The teacher has the option of giving the student a “0” for the assignment, or requiring the student to make up the assignment and writing a discipline referral for the behavior with the administrator determining the consequence.

**2<sup>nd</sup> Offense:** If a student chooses to cheat a second time the teacher will give the student a “0” for the assignment and refer the student to the grade level administrator with a discipline referral.

If a student chooses to cheat on a final exam, the teacher will give a “0” for the exam and the parents will be asked to come for a conference with the teacher and an administrator.

#### **DRESS CODE**

South Gwinnett acknowledges that good grooming and personal attire positively affects student achievement and conduct. South’s dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. Instruction is interrupted when a student has to be seen by an administrator because of inappropriate dress. If in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing. Often, the student has to miss instruction time while waiting for a change of clothing to be brought to the school. **Time out of class will be regarded as unexcused.** South’s administration and staff would like the cooperation of the students and parents in reviewing the student’s dress before the student comes to school to ensure it meets the following dress code guidelines.

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1. Head coverings - **Headgear are prohibited and must be kept out of sight at school. Headgear will be collected and returned to the student at the discretion of the Administration. This includes, but is not limited to caps, hats, hoods, bandanas, wave caps, sweatbands, headbands, sunglasses, headsets, or any other head covering.** \*Exceptions for religious or medical reasons to be granted by the principal.
2. Shirts/Blouses/Tops/T-shirts - Blouses/shirts should be constructed so that the tops of the shoulders are covered. Halter tops, strapless tops, spaghetti straps, bare shoulder tops, and/or tanks/jerseys of any type will not be allowed. Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless, or tube tops. Jackets are not a substitute for appropriate clothing. (Boys must wear shirts in P.E.) **ALL CLOTHING MUST BE SIZE APPROPRIATE.**
3. Shorts/Skirts/Pants - All shorts and skirts must be no shorter than 8 inches from the bottom of the knee, **even when wearing leggings**. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. **CLOTHING MUST BE SIZE APPROPRIATE.**
4. Students may not wear trench coats or other long coats that resemble the style of a trench coat to school. Students may not wear blankets, capes or cloaks to school.
5. Shoes - Health regulations and safety factors require that shoes be worn at all times at school (**bedroom shoes are not allowed**).
6. Pants must be pulled up and should not sag allowing undergarments to be visible. Students will be given a zip-tie and must keep their pants up.
7. **No pajamas or sleepwear** of any kind are allowed to be worn to school.
8. Stretch lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited (except in dance class). Excessively tight clothing is prohibited. Leggings/jeggings must be covered by a top or dress that is **no shorter than 8 inches from the bottom of the knee**.
9. Clothing such as but not limited to **jeans/pants with holes or rips in them that show the bare skin are not permitted** to be worn at school.
10. No student clothing shall display words or symbols that advocate or depict violence, hatred, prejudice, tobacco products, drugs, alcohol, sex, Playboy symbols, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.
11. Jewelry or accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, animal/dog/cat collars, two or three finger rings that are joined, large belt buckles and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags.
12. Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation. **“GRILLS” are not allowed.**
  - Gang related attire includes but is not limited to the following: students rolling up one pant leg, long bulky chains and necklaces, gang-styled belt buckles (belt

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buckles which have Old English script letters and symbols), large oversized pendants on necklace and chains, bandanas, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands and/or headbands, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area.

- This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive. You should consult the South web site frequently to be informed about additions or changes to this rule.

13. All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.

14. All students should be dressed in a symmetrical fashion. Students may not wear clothing or accessories in a manner that would distinguish a particular side of their body.

15. Any student dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. A student wearing clothing or accessories not described in these rules but which become distracting to the learning environment or identified as gang-attire will receive a written warning in advance of any disciplinary action.

16. Exceptions to the South Gwinnett High School dress code may be made by the Principal or his/her designee for specific reasons.

17. Consequences: Please refer to the Gwinnett County Student/Parent Discipline Handbook.

### Electronic Equipment

Students are not encouraged to bring cell phones, radios, laser pointers, walkie-talkies, CD players, MP3 players, video games, IPODS or camcorders to school. **THE SCHOOL WILL NOT INVESTIGATE OR BE RESPONSIBLE FOR LOST OR STOLEN ITEMS. Cell phones and all other electronics must be turned off and put away during class time.** Any student in violation of the electronic policy will be subject to teacher/administrator disciplinary consequences.

### Fighting

All parties involved in fights are subject to the following consequences regardless of who started the fight. Additional consequences may result depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc). **The consequence for a fist fight may result in up to ten (10) days Out-of-School Suspension pending a Disciplinary Panel.** A student who does not start a fight but encourages the fight will be charged with a rule violation.

### Food & Drink

Food and beverage items that students bring for lunch should be kept in their lockers. All students must eat lunch in the commons area and remain there during their lunch period. Students may not eat lunch outside or leave campus to obtain fast food. Parents/students may not bring fast food to students at lunch (prohibited by Federal guidelines). Parents must make arrangements in order to eat lunch with their students.

### Public Display of Affection

Please refer to the Gwinnett County Student/Parent Discipline Handbook.

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### Technology

Failure to follow the guidelines established in school policy and the Gwinnett County Public Schools Student Conduct Behavior Code will result in disciplinary action that may include restricted or denied access to school computers and other instructional technology tools. All computers accessed by students at South Gwinnett are to be used for instructional purposes only. The Internet is intended for educational purposes only. It is against school policy to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Students may not access chat sessions or computer hacking web sites of any kind. E-mail access shall be limited to school related content. Users may not upload or download any software (including games), etc., or make changes to any part of a computer including but not limited to the hard drive without approval. To ensure you are not held liable for another user's activities, log off the network. Violations of the policy will be your responsibility. In a networked environment (or on stand alone computers) it is unlawful and/or unethical to:

1. Use the computer to harm other people.
2. Interfere with other people's computer work.
3. Use a computer to steal.
4. Gain unauthorized access to other people's files or programs.
5. Copy software for which you have not paid.
6. Damage or down the network, including (but not limited to) the introduction of a virus which results in lost work or a damaged system.
7. Damage or destroy the operating system or applications.
8. Steal or damage computers and network equipment (cables, connectors, keyboards, etc)
9. Gain unauthorized access to on-line resources by using someone else's password. In Georgia it is unlawful to share passwords with another person.

All violations of the SGHS ACCEPTABLE USE POLICY will be viewed as a violation of board policy. Disciplinary action will be taken in all cases of abuse. By logging into the SGHS computer network YOU ARE ACCEPTING RESPONSIBILITY of what Internet sites are viewed and any other inappropriate activities that may occur.

### Tobacco/Drugs/Alcohol

Refer to the Gwinnett County Student/Parent Discipline Handbook.

Use of Electronic Media: The Gwinnett County Board of Education recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services. Users must respect intellectual property rights and understand that school system data accessible over the network constitutes property.

## SECTION VII: GCPS STUDENT BEHAVIOR CODE

### Purpose

The purpose of the Gwinnett County Public School Student Conduct Behavior Code is:

1. To ensure an environment for teaching and learning which is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school system and possible penalties for violations of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures in the local schools.

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4. To provide for the enforcement of school disciplinary rules and when the student is on school property, in attendance at school or at any school sponsored activity or engages at any time or place in conduct that has a direct effect on maintaining the schools.

### Statement of Student Misconduct

These rules are designed to notify students as to the types and range of behaviors that are unacceptable; nevertheless every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate, particularly in light of societal expectations and the scope of these rules that a specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

### Consequences of Student Misconduct

Local school administrators have broad discretions to determine consequences for school misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, In-School Suspension, Saturday School, Out-of-School Suspension up to ten days, referral to a Student Disciplinary Panel Hearing which may result in long-term suspension or expulsion and, depending upon severity of the offense, Safety and Security may be contacted for referral to law enforcement officials. Application of the Gwinnett County Board of Education Student Conduct Behavior Policy apply when a student(s) is:

1. On the school grounds;
2. Off the school grounds at a school activity, function, or event;
3. In route to and from school; or
4. Off the school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities.

### Code of Ethics/Guidelines for Student Behavior

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.
9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

### Local School Rules--GCPS Student Conduct Behavior Code 11A

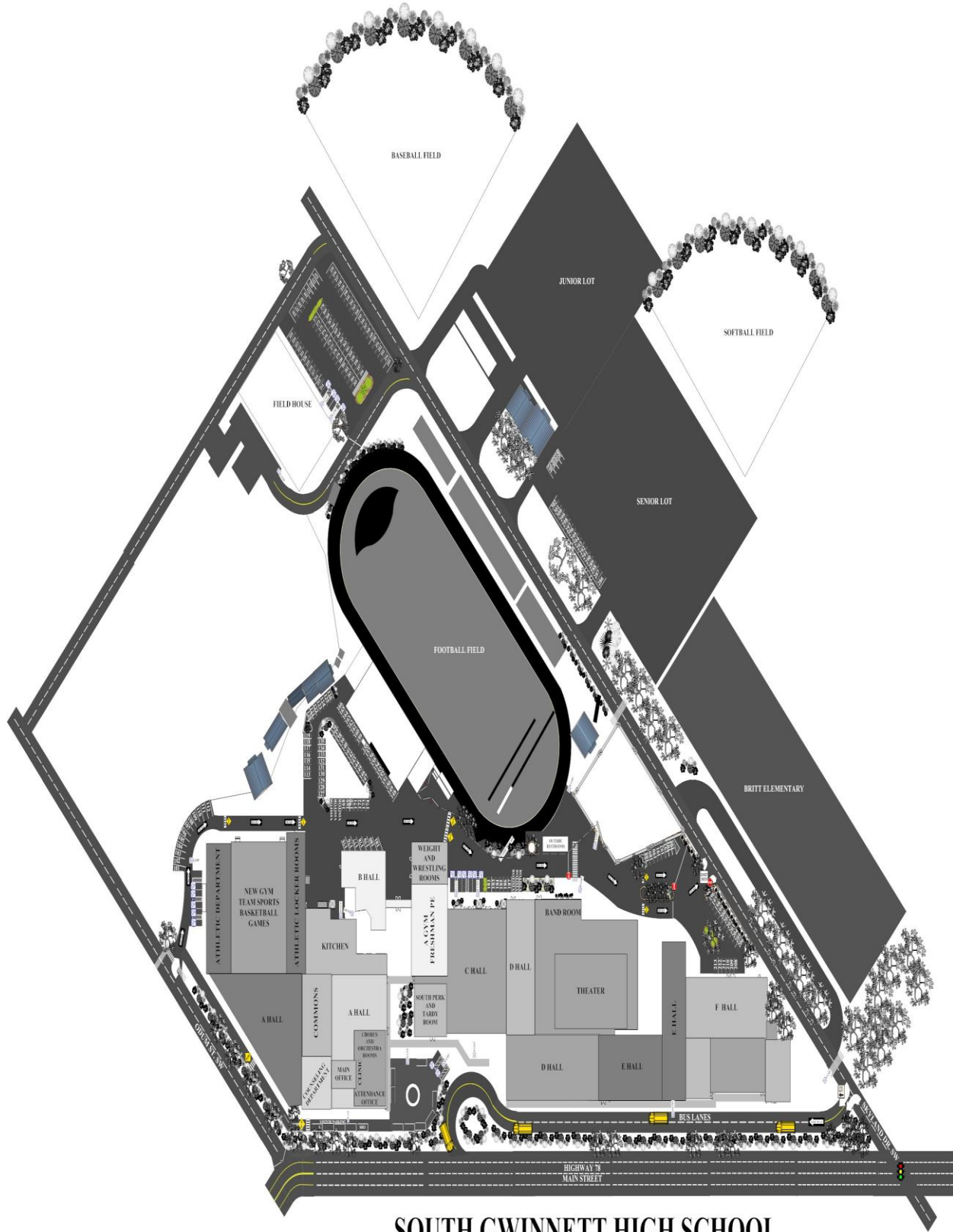
1. Students are expected to conduct themselves as mature young adults while on the South Campus.
2. Students are expected to comply with reasonable requests of staff, including identifying themselves by name when asked.
3. Running in the building is absolutely prohibited.
4. Loud and boisterous behavior is not allowed.
5. Do not block hallways. Do not congregate in groups in the hallways. Move in an orderly manner to class. Walk on the right side of the hallway. **WALK AND TALK.** Be courteous in the hallways.
6. Students must exit the building by 2:30 in the afternoons unless at a school sponsored activity supervised by a teacher or coach. Any student who is not with a teacher, sponsor or coach must go to parent pickup at 2:30 P.M.
7. Students are not to loiter in the restrooms.
8. No food or drinks are allowed in the hallways or classrooms.

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9. Students are not allowed in the hallways without a pass during lunch. Students have 7 minutes to get to the commons area for lunch. Students at lunch are to leave the commons area when the 1st bell rings to return to class. Students are not allowed to leave commons during the lunch period. Students are considered AWOL if they are 5 minutes or more late to class. To go to the media center instead of the commons during lunch a student must have a pass from their teacher. Students are to leave the commons area in the morning when the bell rings for 1st period. Students must remain seated in the commons area at lunch.

### **Students and Employees Grievance Procedure**

If you believe that you are being mistreated by school employees on the basis of your race, color, religion, gender (sex), national origin, or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence, most particularly the principal, a guidance counselor, or trusted teacher that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's Title IX coordinator for assistance by calling 678-301-6000 or writing Gwinnett County Public Schools, Title IX Coordinator, Instructional Support Center (ISC), 437 Old Peachtree Road, Suwanee, GA 30024.



**SOUTH GWINNETT HIGH SCHOOL**