

SECTION II: GENERAL INFORMATION

ACADEMIC PLANNERS

Each student is issued a Planner, which they are encouraged to use for recording assignments, time management and as a reference source. **This Planner will be used as his/her hall pass.** Parents are encouraged to use this Planner 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 Attendance Office.

BUS TRANSPORTATION

All students are assigned a route and bus based on their home address. To ride a bus different from the one assigned, the student must contact the Transportation office @ 770-338-4800.

CLINIC CARDS

For the safety and well being of students, it is imperative that a clinic 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 attendance office. 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.

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 groups, and through classroom guidance activities. Parent Nights are held throughout the year to provide both parents and students with information specific to each grade level. 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 7:00 AM - 3:00 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 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)

Governors 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.

Peer Leadership This course introduces the student to a leadership training program encompassing areas of practical living, decision making, problem solving, and stress management. The program is designed to facilitate personal insight, preparing students to be more effective helpers. The program is for Seniors only, and students may apply during the Spring of their junior year. See Ms. Susan Thompson in Counseling for more information.

Peer Mediation Students are expected to resolve problems in a peaceful manner. If a student is having a problem getting along with another student, then he/she should notify the teacher, a counselor, an administrator, or parent. When appropriate, the conflict will be referred to Peer Mediation in the Counseling Office. This program enables both parties to discuss concerns in a safe setting and resolve the disagreement.

Records Transfer Copies of a student's educational record may be transferred to officials of other schools in which the student seeks to enroll. 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 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

Transcript Requests Official transcripts can be sent directly to Georgia Colleges and Universities on 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.

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 the 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 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. The document certifies that for a period of one academic year prior to making application for an instruction permit or driver's license, the student has been enrolled and is currently enrolled in and not under suspension from a public or private school. Also, for a period of one academic year the student has not had more than 10 school days of unexcused absences in any semester or combination of two consecutive quarters, and that the student has not been on suspension from school for threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property, possession or use of a weapon on school property, any sexual offense, 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 drivers 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 ala 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 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.

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 - www.cometsonline.org. Click on academics and media. The Media Center is open from 6:45a.m. - 3:15p.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 for the remainder of the semester. 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 the junior or senior parking area. No vehicle will be allowed in the junior lot, senior lot, or on campus without a parking decal. Unauthorized vehicles will receive an orange warning sticker on their windshield and/or a parking ticket. Vehicles may also be towed 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 CLASSIFICATIONS (see page 23 for Eligibility Units)

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

For All Classes Entering High School in fall, 2005 and before

Promotion 9 th to 10 th	5 Carnegie Units
Promotion 10 th to 11 th	11 Carnegie Units
Promotion 11 th to 12 th	16 Carnegie Units
Graduation	22 Carnegie Units according to diploma type and standardized assessment requirements as determined by state and district policies

For All Classes Entering High School in Fall, 2006 and Beyond

Promotion 9 th to 10 th	5 Carnegie Units including no less than: 0.5 unit of Language Arts 0.5 unit of Mathematics 0.5 unit of Science
Promotion 10 th to 11 th	11 Carnegie Units including no less than: 1.5 units of Language Arts 1.5 units of Mathematics 1.5 units of Science 0.5 units of Social Studies
Promotion 11 th to 12 th	16 Carnegie Units including no less than: 2.5 units of Language Arts 2.5 units of Mathematics 2.5 units of Science 1.5 units of Social Studies
Graduation	22 Carnegie Units according to diploma type and standardized assessment requirements as determined by state and district policies

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

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

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 at teacher 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 office.

SECTION III: ACADEMICS AND INSTRUCTION

ACADEMIC LETTERS

Academic letters are available to students seeking the college prep or technical diploma. Upperclassmen that have an overall 90 grade point average may earn an academic letter. These averages are figured without rounding off scores.

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.

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.

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

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

Georgia High School students must pass all sections of the Georgia High School Graduation Tests in order to receive a diploma. These sections are: Writing, Language Arts, Math, Science, and Social Studies. The tests are first 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. Remediation is available for students who fail any portion of the test. Several opportunities are available to retake the failed portion(s) before graduation. 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 9th and 10th grade science and 10th grade social Studies. The assessment is administered in the spring of the 10th 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 3-hour blocks of time. Students earn 1.5 units for the 3-hour block. Morning and afternoon classes are available.

GUIDED STUDY

The Guided Study 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.

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 Tina Duncan 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 request the Counselor's 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 STUDENTS

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 their senior year will be recognized as honor graduates. Grades lower than 90 will not be rounded up for this recognition.

Hope Grant

Georgia residents who are attending a Georgia public technical college or public college or diploma program are eligible for the Hope Grant regardless of grade point averages.

HOPE SCHOLARSHIP

The HOPE scholarship provides tuition for qualified students in Georgia public colleges and technical schools. The Free Application for Federal Student Aide (FAFSA) is available online at www.GAcollge411.org. The form must be completed after January 1st of the student's senior year. Requirements include a college preparatory diploma, 3.0 GPA in academic core curriculum or a technical diploma with a 3.2 GPA in academic core curriculum. The student must provide their social security number to the local school for Hope Scholarship registration.

JOINT ENROLLMENT/POST SECONDARY OPTIONS

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 see the Counseling Department for information on student requirements.

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.

PHOENIX HIGH SCHOOL

Phoenix High School exists to serve the needs of high school students who prefer a nontraditional setting or who need to retake 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 fulltime 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 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 made for the limited 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.

TEST DATES 2009-2010

September 14-17 HS Graduation Retest
September 30 HSGT - Writing Main Administration

October 1	HSGT - Writing Make Up
October 14	PSAT
October 20-21	HS Gateway Retest
November 9-12	HS Graduation Retest
December 16-18	High School Final Exams
February 24	HS Graduation Writing Make-up
February 25	HS Graduation Writing Retest
February 27	HS Gateway Retest
March 22-25	HS Graduation Test Main Administration
March 26	HS Graduation - Make-up
April 20	HS Gateway Main Administration
April 21	Gateway Make-up
April 22	Gateway Main Administration
April 23	Gateway Make-up
May 3-14	AP Exams
May 10-21	End of Course Tests
May 24-26	High School Final Exams

South Gwinnett High School Code: 112755

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

<u>SAT Test</u>	<u>ACT Test</u>	<u>TESTING PREP RESOURCES</u>
10/29/2009	9/12/2009	SAT: www.collegeboard.com
11/7/2009	10/24/2009	SAT/ACT: www.GACollege411.org
12/5/2009	12/12/2009	Homework: www.gwinnettpl.org
1/23/2010	2/6/2010	GHSAT: www.usatestprep.com
3/13/2010	4/10/2010	EOCT: www.usatestprep.com
5/1/2010	6/12/2010	SAT Class: SGHS Community School
6/5/2010		

End of Course Tests (as mandated by the State of Georgia) will be given in the following subjects during spring semester unless otherwise specified:

Algebra I
 Concepts of Algebra
 Geometry
 Informal Geometry
 9th Grade Language Arts
 11th Grade Language Arts
 US History (both semesters since this is a one semester course)
 Economics (both semesters since this is a one semester course)
 Biology
 Physical Science
 Integrated Math I
 Integrated Math II

At this time End of Course Test grades will count as 15% of the final course grade (subject to change by State of Georgia).

TEXTBOOKS/FINES

Students will be responsible for reimbursement to the school for lost or damaged books. 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.
- Courses must have a final exam component. If program final exam is to be administered by GCPS personnel, a \$30.00 per hour fee will be paid to teacher, administrator or counselor to compensate after school hours test proctoring for student. (Checks made payable to local school. Employees paid through miscellaneous payroll).
- 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 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 midyear 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.

Athletic Director: Mr. Scott Woodall

Fall Sports

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

Coach

Matt Huffman
 Robert Ayres
 John Small
 Jamie Travis
 Kelli Mayo
 Teri Peace

Winter Sport

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

Coach

Scott Bracco
 Terrance Choates
 Chris Myers

Spring Sports

Baseball (V/JV/9th)
 Golf (V)
 Girls Tennis
 Boys Tennis
 Boys Track (V/JV)
 Girls Track (V/JV)
 Boys Soccer (V/JV)
 Girls Soccer (V/JV)

Coach

Steve Teschner
 Garry Banning
 Dr. Wanda Loggins
 Doug Day
 Sharard Pritchett
 Robert Ayres
 Chris Hambie
 Allison LeCerf

CLUBS

Academic Team The team participates in several competitions per year including local, state, regional and national competitions throughout Georgia and South Carolina. Contact:

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

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 10th-12th 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: Mrs. Gilbert or Mrs. Aker

Color Guard The Marching Band of Stars Color Guard adds visual color and pageantry to the Marching Band at half-time performances, competitions, and parades for the entire year. In the fall, Color Guard and selected band members may opt to audition for the Winterguard, which performs throughout the winter and spring at festivals and other venues. Membership in the Marching Band of Stars Color Guard and Winterguard is by audition only. Tryouts for Color Guard are held in the Spring for the following season.
Contact: Mr. McKinnley

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. Davis or Ms. Jordan

Dance Team This is a competition team (jazz, prom, hip-hop) and only accepts experienced dancers. Contact Shelly 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. Scott Allen

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: Mrs. Haynes

French Club This club is for students who are currently taking French or plan to pursue a career in French. There are weekly meetings each Tuesday in room H6.122 from 2:30 to 3:00 P.M. Dues are \$5.00. There will be some community service. Contact: Ms. Allison LeCerf

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

Interact Club Interact (International Actions) is sponsored by the Snellville Rotary Club and is open to any student who is willing to be part of a service club. Members work together to promote service to their community and to provide opportunities to increase one's knowledge. General meetings are held on the first Tuesday of each month in the Media Center. Contact:

Kappa Leadership Development This club is for the young men of South who are interested in developing leadership skills such as humility, deference, unity, discipline, and awareness. Students will take part in cultural enrichment activities and learn the importance of civil duty to the community. See the sponsors for an application to join. Contact: Mr. Primus or Mr. Pritchett

Ladies of South Ladies of South is an exclusive club for exemplary junior and senior females striving to engage the young women in educational, social, and community service activities that will establish, maintain, and encourage laudable character, while promoting principles of sisterhood. Membership into Ladies of South is by invitation only and is based on stringent criteria. Contact: Ms. N. White or Ms. Betterson

Literary Magazine This course 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. Giles

Math Team This team is made up of students with interests in both mathematics and competing. The team enters local, regional and nationwide competitions. Contact: Mr. Williamson or Mr. Day

Mock Trial Team This team is open to students in grades 9-12, and is designed to acquaint students with legal procedures in court cases. The team will prepare a trial and compete in regional, state and national levels of

competition. Practices begin with weekly sessions in early September and progress to three times a week in late February. Contact: Ms. Bachman

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 10th, 11th and 12th 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. Rothell

Newspaper The staff is responsible for editing and publishing the school newspaper. Special emphasis is placed on photojournalism. Contact: Mr. Buice

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

Student Leadership Ethics Development The SLED team invites all students to apply for membership. The purpose is to develop leadership skills by attending seminars designed to bring about positive change in our school. Dues are \$5 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

Swim and Dive Team The team welcomes all athletes to become a member. Practices are after school from October to February. Contact: Mr. Myers

TSA The Technology Student Association promotes students as technological literate leaders. Students participate in a number of engineering based activities. The year will end at the State Engineering Competitions in Perry, Georgia. Contact: Mr. Primus

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. Davis or Ms. Jordan

Writers' 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 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. Giles

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.

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 are not 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.

SECTION V: ATTENDANCE

ABSENCES

Policy: State law requires attendance at school from ages 7 to 16. It also authorizes strict penalties for non-attendance. Excused absences are defined by state law and include only the following reasons: personal illness, death or serious illness in the immediate family, recognized religious holidays, student under orders from a government agency, service as a page in the Georgia General Assembly, conditions rendering school attendance impossible or hazardous to students' health or safety, registering to vote or voting, for a period not to exceed one day per year. Please refer to the Gwinnett County Public School Student/Parent Handbook for additional information about the Georgia Attendance Laws. Students may be withdrawn for lack of attendance due to excessive absences that are unexcused.

Procedures: On the day a student returns from an absence, he/she should bring a note from his/her parent or from a doctor explaining why he/she was absent from school. The note should include the date of the absence, reason, parent/doctor signature and a phone number for verification. Give this note to an administrator in the Commons Area before school or give the note to the Attendance Office.

If you miss more than 30 minutes of a class you are considered absent. If you forget your excuse for an absence, you have one day to present it to an administrator in the Commons or the Attendance Office for consideration as excused. Unexcused work may not be made up. It is the student's responsibility to begin makeup work within 5 days after returning to school from an excused absence or according to a plan devised by the teacher. This will be done at the teacher's convenience, outside of the regular school day.

AWOL (TRUANCY)

From the time a student arrives on campus in the morning until P.M. dismissal, he/she is required to remain on campus. Any student arriving after 7:39 must report to the Attendance Office to check-in. A student will be considered Absent Without Leave (AWOL) if they: choose to not check-in after 7:39 before reporting to class, to leave campus without checking out properly, are absent from school without a reason outlined by law, skip a class or classes, or fail to stay in an assigned area, 5 minutes or more late to class, i.e. commons area during lunch.

CHECK-IN

Students arriving at school after 7:39 a.m.:

1. Report directly to the Attendance Office.
2. Present a parent's note stating the reason for the late arrival. Include a phone number for verification with the parent or guardian.
3. Attendance personnel will classify the tardy, and give you the appropriate permit to class.

CHECK-OUT

Policy: Any student needing to leave campus for any reason during the day must check out through the Attendance Office. Contact with a parent or guardian will be required before the student is allowed to leave. A student ID is required for all checkouts.

Procedure for early dismissal:

1. The student needs to take his/her checkout note to the Attendance Office. The note must have date, reason, parent signature, and parent's telephone number. After five (5) excused check outs per year, formal documentation will be required for a check out to be excused.
2. A hall pass will be issued to the student as permission to leave class at a designated time to report to the Attendance Office for check out.
3. After arriving in the Attendance Office at the designated time, you will receive a check out form. If the parent has not been contacted prior to checking out, the parent must come into the Attendance Office for verification before checking out. If the parent was contacted by attendance personnel for verification, the student will be instructed where to meet the parent or to drive himself/herself.
4. If the check out is NOT approved, the student will be instructed to return to class.

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 personnel will call your parent/guardian to ask permission for you to check out.
3. If the check out is approved by a parent/guardian, you will be issued a check out form. The student will be instructed where to meet the parent or to drive yourself.

EXCESSIVE ABSENCES

Policy: Chronic absenteeism seriously jeopardizes a student's ability to learn and succeed in school. Parent documentation will be accepted for up to five (5) excused absences per year, therefore the only excuses that will be

accepted/excused are the following formal documentation: Doctor/hospital, court/government mandated, funeral brochures/programs. School approved field trips/activities and suspensions will NOT count in the five-day limit.

MAKE-UP POLICY

When a student has an excused absence, he must makeup any work missed within five (5) school days or according to a plan devised by the teacher for an extension of this five-day period. It is the student's responsibility to see that this is done at the teacher's convenience, outside the regular school day. Students who are suspended out of school will be given their assignments upon their return to school. It will be the student's responsibility to ask the teacher for assignments which were missed. The five-day rule does not apply to long-standing due dates on assignments, such as term papers, projects, and on-going reading and in some cases tests/exams. It is generally expected that the student would turn in the assignment on his first day back to school.

PRE-ARRANGED ABSENCE

Policy: If parents find it necessary for students to miss school due to an out-of-town trip (limit 5 days per year), absences must be approved by the administration. If approved, the student may make up work missed. College visits may be approved on an individual basis. College visits are limited to 3 per year and must be supported by college documentation.

Procedures for prearranged absences

1. Obtain a prearranged absence form from the Attendance Office.
2. Fill out the form and obtain a parent/guardian's signature.
3. Have an administrator approve/disapprove the form.
4. If approved, all teachers must sign the form.
5. The form should be returned to the Attendance Office at least 3 days prior to the absence.

SENIOR EXAM EXEMPTION POLICY

Seniors only may exempt in the spring semester of their graduating year provided the following criteria have been met:

- A student has been named as an honor graduate and has missed 3 or fewer school days
- Student must have an average of 90 or above going into the final.
- Student must have three or fewer excused absences from any class the semester the exam are to be exempt. An excused absence must meet the state criteria. A student with an excused absence will have no longer than 2 days after the absence to bring his or her excuse.
- College visits must be documented in order to count as an excused visit. It will count as one of the three days absent.
- Absences approved by the principal as school-related and so marked on the teacher's gradebook will not count against the student for exam exemption purposes.
- Any unexcused absence in a class will cause the student to forfeit exam exemption. Any student missing 30 minutes or more of any class is considered absent from that class.
- When a student has a **third unexcused tardy** to class, he/she automatically forfeits exam exemption in that class. A tardy to school is a tardy to class in session when the student checks in.
- With any instance of **in-school** or **out-of-school** suspension, student will forfeit all possible exam exemptions.
- Marking and keeping track of class absences will be the individual teacher's responsibility.
- No arbitration board will exist for "special cases."
- Advanced Placement Classes are **not** automatically exempt from finals due to their AP Exam participation
- Any teacher can request any student to take the final exam

All seniors must take the performance portion of the final exam. If, at the end of the semester, the student is able to exempt, then this part of the final will not count.

TARDY TO CLASS

Policy: Students have 6 minutes between each class. Students should be in class when the bell rings (first chime sounds). The student is tardy if his/her whole body is not in the class when the bell (first chime) rings. Referrals to administrators for tardies will have consequences assigned based on the cumulative tardy total of the student.

TARDY TO SCHOOL

Policy: All students are expected to report to school on time. Students are considered tardy to school after 7:27 a.m. **Any student reporting to school after 7:27 a.m. must report to the Attendance Office and check in.** Excused reasons for tardy to school are the same as for excused absences. When students and parents elect to provide their own transportation to school rather than riding the county-provided buses, they assume the responsibility for arriving on time. After 5 excused tardies to school per year, formal documentation will be required to be excused. Tardy consequences will range from warning to OSS.

Truancy

Students who leave campus without checking out or who are absent from school without their parent's permission will be considered truant (AWOL). Students who skip a portion of a class, a full class, or several classes are considered truant. "Senior Skip Days" are a violation of the Attendance Policy. Once a student arrives on campus, the student is

considered to be at school and must obtain permission in order to leave campus by checking out in the Attendance Office, even if classes have not yet begun. Students are not allowed to check themselves in or out when they reach the age of 18 unless the student has an approved emancipated student document on file. Students out of class without a pass from their teacher may be considered AWOL. Students are expected to be in the commons area during their lunch period. Students who fail to go to the commons area, leave the area to go outside, or are 5 minutes or more late to class are considered AWOL.

Unexcused Absence

Unexcused absences include but are not limited to: missing the bus, oversleeping, power outage, vacations, trips, family visits, college visits, car trouble, baby-sitting, running errands, and/or skipping school. Class work and/or tests may not be made up.

Unexcused Tardy to Class/School

All students are expected to be in school and/or class on time. Students are considered tardy after the first period tardy bell sounds. Tardies to school are considered excused or unexcused according to the state guidelines for 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

Bystander Battery

A student who does not start a fight but encourages the fight will be charged with Bystander Battery under Rule 5 of the Student Conduct Behavior Code. Bystander Battery may have the same consequences as fighting.

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.

2nd 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.

1. Head coverings - Headgear are prohibited and must be kept out of sight at school. 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 (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops 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. 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. Undergarments should not be visible.
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)
9. Excessively tight clothing is prohibited.
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 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 permitted to bring radios, laser pointers, tape players, walkie-talkies, CD players, MP3 players, PSP's, IPODS or camcorders to school. Ear pieces and headphones can not be visible during the school day. Cell phones/pagers must be turned off during the school day (7:00 a.m. until p.m. dismissal). This applies to instructional and non-instructional times such as lunch, class change, etc. (Please note that simply turning a phone or pager to silent does not comply with this guideline.) Cell phones/pagers are not to be used on the bus ride to or from school. Any student using a cell phone/pager in any way during the school day will be subject to disciplinary consequences. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

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.

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. 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.

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 YOUR ARE ACCEPTING RESPONSIBILITY of what Internet sites are viewed and any other inappropriate activities that may occur.

Tobacco

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.
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.
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.