

WEST HALL HIGH SCHOOL

5500 McEver Road
Oakwood, GA 30566
Phone: 770-967-9826
Fax: 770-967-4864
Website: www.hallco.org/whhs

STUDENT HANDBOOK 2015-2016

West Hall High School Administration

Mr. Scott Justus, Principal
Mr. Ethan Banks, Assistant Principal
Mrs. Amy Brock, Assistant Principal
Mrs. Michael Negley, Assistant Principal

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Dear Student:

The faculty and staff of West Hall High School hope to make the next four years the most productive of your lives so far. Our wish is that you will become prepared for the next journey after high school, and we hope that you will make some of the fondest memories and friendships along the way. We do not take this responsibility lightly and look forward to our partnership with you and your family. We ask that you give your best and do your due diligence in preparing for graduation. We have great programs at WHHS, and we want you to become as well rounded and fulfilled as you desire. The more you become a part of the West Hall Family the better chance for success in your future. Our commitment is to provide you with a safe and constructive learning environment. Together we can achieve great things.

We have great history and tradition here, and every year that tradition grows. We are glad you will be a part of our Spartan Family.

Welcome to West Hall High School - Home of the Spartans!

Mr. Scott Justus

Principal

CLASS SCHEDULE

PERIOD	CLASS	TEACHER	ROOM
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			

TABLE OF CONTENTS

SYSTEM LEVEL INFORMATION..... 1

General Information..... 1

- Asbestos Management Notification Plan..... 1
- Assessment Security..... 1
- Attendance Policy-High School..... 1
- College Entrance Exams..... 2
- College Fair (PROBE)..... 4
- Complaint Process..... 4
- Comprehensive Health and Physical Education Program..... 4
- Counseling Services..... 5
- Dress Code..... 5
- Exam Exemption..... 6
- Extracurricular Clubs and Activities..... 6
- Fees and Fines..... 7
- Gang Related Activities..... 7
- Georgia Scholars Program..... 7
- Governor's Honors Program..... 7
- Grade Reporting to Parents..... 7
- Grades and Quality Points..... 8
- Graduation Information..... 9
- Hall County Planning Guide.....11
- Honor Graduates.....12
- HOPE Scholarship.....12
- Hospital/Homebound Services.....13
- Immunization/Communicable Diseases.....13
- Levels of Academic Core Classes.....13
- Lockers.....14
- Lunch/Food Services Program.....14
- Media Center.....15
- Medication Safeguard.....15
- Parent Portal.....16
- Parent-Teacher Conferences.....17
- Parking.....17
- Personal Possessions and Valuables.....17
- Post-Secondary Options.....17
- Promotion Policy.....19
- Release of Directory Information to the Armed Forces.....19
- Schedule Changes.....19
- School Insurance.....20
- School Jurisdiction.....20
- School Pictures.....20
- School Visitors.....20
- Severe Weather.....20
- Student Illnesses/Accidents During School Hours.....20
- Student Support Teams.....20
- Teenage and Adult Driver Responsibility Act.....21
- Telephones.....21
- Test-Out Option for Earning Carnegie Credit.....22
- Transcripts.....22
- Transfer Credit for Work in Other Schools.....22

Transportation.....	22
Additional Learning Opportunities in High School	22
Family Educational Rights and Privacy Act (FERPA).....	24
Protection of Pupil Rights Amendment (PPRA).....	26
No Child Left Behind.....	27
Hall County Code of Conduct and Discipline Procedures	27
School Bus Guide.....	37
WEST HALL HIGH SCHOOL INFORMATION.....	41
Absences	41
Attendance/Tardies.....	41
Checking In/Out and Leaving the Campus during the School Day.....	42
Classroom Behavior.....	42
Computer Policies.....	42
Dances	42
Debts.....	42
Dress Code.....	42
Drinks, Food and Gum.....	43
Employees	43
Extra-Curricular Activities.....	43
Field Trips	43
Flowers	43
Honor Roll.....	43
Identification Badges.....	43
Lockers	43
Lunchroom.....	43
Money or Valuables	43
Out of Class Pass	44
Parties.....	44
Patriotism, References, Signs, Symbols, Sportsmanship, Etc.....	44
Restrooms.....	44
Schedules	44
School Buses.....	44
School Cleanliness	44
West Hall High School Alma Mater.....	44
APPENDIX A - Extra Curricular Activities.....	45
APPENDIX B - Parent/Guardian & Student Signature Pages	58

SYSTEM LEVEL INFORMATION

General Information

Hall County high schools currently operate on a seven period schedule. Each student has the possibility of earning seven credits each year.

Asbestos Management Notification Plan

The Hall County School System AHERA Management Plan is available for public inspection upon request at the School System's Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987.411. Interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

- Location, amounts and types of asbestos-containing materials.
- Response actions to the asbestos-containing materials.
- Plans for re-inspection and periodic surveillance.
- Public notification procedures.

Anyone interested in reviewing this plan should contact the Department of Facilities at 770-534-1291.

Assessment Security

The Hall County School System conducts the assessment program as required by federal and state law. It is in compliance with the Elementary and Secondary Education Act (ESEA) and Georgia law relative to student assessment and data reporting. The Hall County School System interacts with state and federal agencies relative to the assessment program and accountability mandates. The testing department handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. The Hall County School System delivers training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders.

Administrators have provided school personnel with the Code of Ethics for Educators. The Code of Ethics defines the professional behavior of educators in Georgia and serves as the guide to ethical conduct. Within this Code of Ethics is Standard 11 which specifically addresses ethics in testing. Teachers in each building are required to sign off that they have read and understand the Code of Ethics. Copies of the complete testing plan are available in the front office of each school.

Attendance Policy – High School

Regular school attendance is essential to gaining a quality education. Students need to participate in the experiences, discussion, activities, and special projects integral to the learning process. State law requires that students between the ages of six and sixteen attend school except for the specific reasons listed below. Consequently, regular attendance is essential to maximizing academic achievement, and parents and legal guardians have a legal responsibility to assure that students attend school regularly.

A student shall not be absent from school or from any class or other required school hours except for conditions specified below, or upon written permission of the teacher, principal, or other authorized school official. Absences will be excused if validated for the following reasons:

- Personal illness or attendance in school endangering a student's health or the health of others
- Serious illness or death in a student's immediate family necessitating absence from school
- Court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observation of religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Participation as a page of the Georgia General Assembly
- To allow visitation with a parent or legal guardian serving in the U.S. armed forces or National Guard – Students will be granted up to five days of excused absences per school year to visit with the parent prior to the parent's deployment or during the parent's leave.
- Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances.

For an absence to be excused, a student's parent or legal guardian must submit a written excuse within five (5) days of the student's return to school and shall specifically state the date(s) and reason for the absence. Written excuses should also include a parent phone number in the event verification is needed.

Makeup Work: Students shall be permitted to make up all work missed, except for absences caused by out-of-school suspension. However, students who have been suspended shall be allowed to make up tests and major assignments missed while on suspension. **All make-up work must be completed within five (5) days of the student's return to school, unless the principal or designee allows the student additional time for completion.**

If a student is absent on the day of a test or on the day an assignment is due and has been notified of the test in advance or was aware of the assignment, then the student may be expected to make up the test on the date of return or turn in the assignment on the date of return to school.

College Entrance Exams

For optimal performance on college entrance exams, three units of core English, Math, Science and Social Studies courses should be completed before taking the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

It is the students' responsibility to make application to take these tests. Your school counselor can provide application and preparation information in the guidance office.

2015-2016 Anticipated Test Dates and Deadlines

SAT – TEST DATE	REGISTRATION DEADLINES
October 3	September 4
November 7	October 8
December 5	November 6
January 23	December 28
March 5	February 4
May 7	April 8
June 4	May 6

ACT – TEST DATE	REGISTRATION DEADLINES
September 12	August 7
October 24	September 18
December 12	November 6
February 6	January 8
April 9	March 4
June 11	May 6

PSAT – TEST DATE	REGISTRATION DEADLINES
October 14	(See Counselor)

AP – TEST DATES	Morning Session	Afternoon Session
May 2	Chemistry Environmental Science	Psychology
May 3	Computer Science A Spanish Language & Culture	Art History Physics 1: Algebra- Based
May 4	English Literature & Composition	Japanese Language & Culture Physics 2: Algebra- Based
May 5	Calculus AB Calculus BC	Chinese Language & Culture Seminar
May 6	German Language & Culture US History 2-D Design & Drawing portfolios due by 8 PM	European History
May 9	Biology Music Theory	12 Noon Physics C: Mechanics 2 PM Physics C: Elec. & Magnetism
May 10	US Gov't & Politics	French Language & Culture Spanish Literature & Culture
May 11	English Language & Composition	Macroeconomics Italian Lang & Cult
May 12	Comparative Govt & Politics World History	Statistics
May 13	Microeconomics Human Geography	Latin

NOTE: Any AP/IB student for whom testing materials were ordered and who fail to appear for scheduled testing will be charged a \$15 Unused Exam fee.

College Fair (PROBE)

PROBE is a college fair that provides students with an opportunity to visit with college representatives and the Georgia Student Finance Commission. The PROBE tour travels around the state each fall and usually comes to the Georgia Mountain Center during the first semester. Please see your counselor for more information.

Complaint Process

COMPLAINT PROCESS

Most concerns of students and parents can and should be resolved by honest and open communication between the teachers, administrators, students, and parents. Students and their parents may appeal any decision made by the school in regard to a student's education or to any discipline measures taken. Students should first discuss the problem with his/her teacher or counselor. If this person cannot help resolve the problem, then students may talk with either an assistant principal or principal. All matters not settled at the school level may be referred to the superintendent's office, whose decision shall be final.

COMPLAINTS OF DISCRIMINATION/HARASSMENT

The Hall County School District does not discriminate on the basis of race, national origin, sex, religion, or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations. Any student, parent or other person who believes he or she or any student has been discriminated against or harassed based on any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination or retaliation for making the report to their school counselor.

The Section 504 and Title VI Coordinator is Mr. Steve McDaniel, Hall County School District, 711 Green St., Gainesville, GA 30501, 770-534-1080.

The Title IX Coordinator is Mr. Gordon Higgins, Hall County School District, 711 Green St., Gainesville, GA 30501, 770-534-1080.

The Americans with Disabilities Act Coordinator is Ms. Katherine Culver, Hall County School District, 711 Green St., Gainesville, GA 30501, 770-534-1080.

The McKinney-Vento Act system liaison for Homeless or Unaccompanied Minors is Ms. Dania Peguero, School Social Worker, Hall County School District, Student Services, 4851 Union Church Road, Flowery Branch, GA 30501, 770-967-5846.

Comprehensive Health & Physical Education Program

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

Counseling Services

The goal of Hall County High School Counselors is to provide students, parents, teachers, administrators, and the community with easy access to a variety of academic, career, social/emotional, and post-secondary information.

The Hall County High School Counselors seek to support each student in his/her pursuit of excellence in academic knowledge, skills, and behavior, resulting in measured improvement against local, national, and world-class standards. Hall County High School Counselors seek to remove barriers to students' academic achievements and promote a safe and secure environment by providing developmentally appropriate counseling services based on best practices.

The Hall County High School Counseling Program provides a comprehensive developmental counseling program addressing the personal/social, academic, and career development of all students. School Counselors are professional school advocates who provide support to maximize student potential and academic achievement. In partnership with other educators, parents or guardians, and the community, school counselors facilitate the support system to ensure all students have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society.

Frequently Asked Questions About the Counseling Program

How do I schedule an appointment to see my counselor?

Students may schedule appointments with a counselor by coming to the School Counseling Office before or after school, or between classes. The Counseling Secretary records student requests for appointments to be scheduled at a later time. Students may also go to the Counseling Office in urgent situations.

Once I schedule an appointment with my counselor, how will I be able to leave class to come to my appointment?

Students with scheduled appointments will receive passes to come to the School Counseling Office during class.

If I participate in a group offered by the School Counseling Department, will that be counted as an excused absence from class?

Participation in groups offered by the School Counseling Office is an appropriate part of student's public school opportunities. Students participating in groups will not be counted absent from their regularly scheduled classes, but are expected to make up any missed class work. Teachers of students participating in group will receive notification that their students attended.

What if I receive a pass to come to the School Counseling Office when I'm supposed to be taking a test or participating in an important class project?

Any student that receives a pass to see a counselor during a time when they are taking a test or participating in another important class project is asked to reschedule the appointment for a later date. Please come to the School Counseling Office at the end of the period or test/project to reschedule the appointment.

Dress Code

Students are expected to dress in a manner that is not DISRUPTIVE to the school's learning environment. All decisions related to student dress are determined by the school principal or his/her designee. Hats, headbands,

bandannas, sunglasses, or caps are not to be worn in the school building unless approved for a special occasion. Shoes must be worn at all times. Knee-length pants and capri pants and may be worn.

Examples of inappropriate dress are:

- Shirts, blouses, or T-shirts with vulgar, offensive, or suggestive words or pictures, or which advertise alcohol, tobacco, weapons or controlled substances
- Mini-skirts, short shorts, or leggings with short tops
- Midriff tops, tank tops, see-through tops; bedroom slippers
- Chains used to attach items to clothing
- Low-worn/baggy pants or pajama pants
- Clothing or paraphernalia associated with gang affiliation or activity

Exam Exemption

All students are eligible to exempt the final examination in a course if they meet both of the following criteria:

- Hold a final course average of 85 or higher and
- Have no more than 5 absences in a full credit course or 3 absences in a half-credit course.

An absence is defined as any absence from class, excused or unexcused. School-sponsored activities such as field trips and athletic events do not count as absences.

Students are never eligible to exempt any End Of Course Tests, SLO Assessments, Advanced Placement or International Baccalaureate examinations.

Extracurricular Clubs and Activities (including GHSA-sanctioned activities)

All school fund raising activities must be approved in advance by the principal. Each club, group, or organization is limited to a maximum of two fund raising events per year. Students are not allowed to sell any items at school without prior approval.

Each school has a variety of student clubs and organizations. For a complete listing of those offered by Hall County Schools, see Appendix A. (Parents who do not want students to participate in one or more clubs must indicate such on the "Parent and Student Signature Pages" in Appendix B of this handbook.)

To be eligible for participation in activities governed by the Georgia High School Association (GHSA), an individual must be enrolled full time in the school that sponsors the competitive activity. *Eligibility rules are complicated.* A student who fails a class may forfeit eligibility for extra-curricular activities for the following semester. In general, a student must be enrolled in seven (7) classes and be passing at least five (5) of those classes each semester, or the equivalent in a postsecondary school, to maintain eligibility for extra-curricular activities and be on track for graduation. Entering 9th graders are automatically "on track"; 10th graders are "on track" with a minimum of 5 units, 11th graders with 11 units, and 12th graders with 16 units earned toward graduation. For a complete listing of GHSA regulations, go to: www.ghsa.net

Students who participate in GHSA sponsored inter-scholastic athletics must have a physical prior to beginning participation. They must also have proof of insurance. Students may purchase school insurance, which covers all sports,

except football, which requires a separate policy. (Schools will make this available upon request.) Students in GHSA sponsored athletic programs must also agree to participate in a mandatory drug testing program that is administered on a random basis throughout the school year. Terms and conditions may be found at:

http://www.hallco.org/boe/index.php?option=com_content&task=view&id=324&Itemid=122

Students absent from school are not allowed to participate in an extra-curricular activity that occurs on the day of the absence, unless approved in advance by the principal. In addition, students will be disqualified from participating in a given extra-curricular activity if they:

- Violate a disqualifying Georgia High School Association (GHSA) regulation
- Fail to meet the written guidelines or standards established by the State Board of Education, or the parent state, or national organization
- Commit a serious violation of previously communicated written school rules that govern the activity in which they are participating.

Fees and Fines

No fees are needed to participate in any course, but students may be asked to provide materials or equivalent fees for classes in which items are made for personal use. Fines for lost or damaged textbooks will be based on the condition of the book when issued.

Gang Related Activities

Students who use, employ, or rely upon gang membership or affiliation to threaten, intimidate, or to verbally or physically harass or harm other students, employees or persons attending a school-related function, are subject to increased disciplinary penalties.

Georgia Scholars Program

The Georgia Scholars Program provides special recognition for exceptional achievement in academics and leadership, and is a recognition-only program. No scholarship funds are associated with the Georgia Scholar Program. In order to qualify for this recognition, students must maintain a 3.75 non-weighted, cumulative Grade Point Average. Additionally, students must achieve a minimum combined score of 1360 on the critical reading and mathematical reasoning skills sections of the Scholastic Assessment Test (SAT) Reasoning Test at one test administration or a composite score of 31 at one test administration on the American College Test (ACT). Plans must be made beginning in the 9th grade to meet all curriculum, leadership, attendance and fine arts requirements. Please see a counselor as early as possible if interested.

Governor's Honors Program

The Governor's Honors Program is a four-week summer instructional program designed to provide intellectually gifted and artistically talented high school students challenging and enriching educational opportunities not available during the regular school year. Students in 10th and 11th grade are eligible to apply each October. A student should contact his/her counselor for details about this program.

Grade Reporting to Parents

A progress and grade reporting schedule is published annually and is available from the school counseling office.

- **Progress Reports**

Parents may check student progress by utilizing the online Parent Portal of Infinite Campus. (See the "Parent Portal" section of this handbook for additional information.) Printed progress reports will no longer be issued by schools except by parent request.

An INCOMPLETE (I) grade on the grade report indicates work that has not been completed. A student has 10 days from the end of the grading period to complete all assignments. Class work not completed will be assigned a grade of zero and averaged with grades to determine the semester average. If a student has not completed a Milestones End of Course (EOC), the incomplete will remain until three attempts have been made to administer the EOCT. After three attempts to administer the EOC, the score will count in the student's grade as a zero.

- **Report Cards**

Report cards will be available approximately seven (7) days after the school year ends. A student is encouraged to provide a self-addressed stamped envelope so the report card can be mailed to the parent/student.

Grades and Quality Points

The quality point system is used to determine the weighted and unweighted GPA (traditional 4.0 scale). The weighted quality point system is used to recognize and reward the student who takes more rigorous, challenging, and demanding courses. Additional quality points are awarded to the weighted GPA for International Baccalaureate, Advanced Placement, ACCEL, Honors and Accelerated courses. For each course, up to one full quality point is added to the student's grade point average calculation and will be reflected in the weighted GPA on the student's transcript. The weighted GPA is used to determine class rank.

The unweighted GPA (traditional 4.0 scale) reflects a calculation for which no additional quality points are included for Level 2 and/or Level 3 classes. All courses taken count equally in the unweighted GPA calculation in which Level 1 weights are applied.

Calculation of Course Average

The course grade is a cumulative average of all graded work completed during the course. Final exams or state-required Milestones End-Of-Course tests (EOCs) count as 15% of a course grade with other graded work accounting for 85% of the grade. Milestones EOCs will count 20% of the course grade for students entering 9th Grade for the first time in 2011. Units will be awarded based upon course grades at the end of the course.

Conversion of Final Numeric Grade to Quality Points

Final Numeric Course Grade	LEVEL 3	LEVEL 2	LEVEL 1
	AP/IB/DE Core	Honors/ Accelerated/ DE Non-Core	All other courses
95 – 100	5.0	4.5	4.0
90 – 94	4.5	4.0	4.0
85 – 89	4.0	3.5	3.0
80 – 84	3.5	3.0	3.0
75 – 79	3.0	2.5	2.0
70 – 74	2.5	2.0	2.0

BELOW 70	0	0	0
NOTE: AP = Advanced Placement, IB = International Baccalaureate, DE = Dual Enrollment			

Grading Scale

A	90 - 100 +	Excellent
B	80 - 89	Good
C	70 - 79	Average
F	Below 70	Failing

Calculating Weighted Hall County Grade Point Average (GPA)

Create a chart similar to the one below to list each course taken, along with the total units *attempted*, the weight of each course (Level 1, 2 or 3) and the final grade earned. For each course, use the grade point scale to list the grade points earned for each course, then total the grade points for all courses taken. Divide the total grade points by the number of units attempted. The result is the Hall County Weighted GPA. Unit credit for courses taken will be awarded at the completion of each course. **NOTE: HOPE Scholarship GPA may NOT be calculated in the same manner. Please visit www.gsfc.org or www.gacollege411.org to learn more about the HOPE Scholarship and eligibility.**

Sample Hall County GPA calculation:

COURSE TAKEN	UNITS ATTEMPTED	LEVEL 1/2/3	FINAL GRADE	GRADE POINTS	
Spanish	1.0	1	87	3.0	
Biology	1.0	2	94	4.0	
Total	2.0			7.0	GPA = 3.5

Graduation Information

Georgia Testing Requirements (Milestones EOC Test)

Students entering 9 th Grade for the first time in SY 2011-2012 or after	Students entering 9 th Grade for the first time July 2008 - June 2011
<ul style="list-style-type: none"> Are required to pass courses associated with EOCT, with EOCT contributing 20% to course grade Are not required to pass EOCT 	<ul style="list-style-type: none"> Must pass one of the two subject-area EOCTs Are required to pass courses associated with EOCT, with EOCT contributing 15% to course grade

A Special Education student can be awarded the Special Education Diploma if he/she has not completed the requirements for the high school diploma but has completed his/her Individualized Education Plan (IEP).

A student who has left school with a Certificate of Performance or a Special Education Diploma may be eligible to apply for a high school diploma under the provisions of HB 91 signed on March 30, 2015.

Graduation Requirements

Graduation requirements are specific to the year a student first enters the ninth grade. Completion of these requirements does not necessarily qualify students for the HOPE Scholarship Program or for college admission. Please be certain to reference the correct set of requirements prior to planning course requests for the coming year. Students and parents, along with school personnel, have the responsibility for keeping a record of students' progress toward graduation. School counselors will assist in keeping students and parents informed of students' progress toward graduation. Parents of seniors will receive a letter in the fall of the year that indicates any student credits still needed for graduation. They will also receive notification of unsatisfactory progress.

Students who entered *ninth grade for the first time during the 2008-2009 school year or later* (i.e., first-time freshmen) must have 23 units to graduate. For this group of students only, there is one common set of graduation requirements for all students. Course requirements include:

- **English Language Arts** – 4 core units, including one unit of Ninth Grade Literature and Composition and one unit of American Literature and Composition
- **Mathematics** – 4 core units, including Coordinate Algebra, Analytic Geometry, Advanced Algebra plus one additional CCGPS/AP/IB Math Course
- **Science** – 4 core units, including one unit of Biology, one unit of Physical Science or Physics, and one unit of Chemistry, Earth Systems, or Environmental Science
- **Social Studies** – 3 core units, including one unit of World History, one unit of United States History, one-half unit of Economics, and one-half unit of American Government/Civics
- **Health and Physical Education** – 1 unit, including one-half unit of Health and one-half unit of Personal Fitness (3 units of JROTC may be used to meet this requirement)
- **Career Tech and/or Modern Language and/or Fine Arts** – 3 units (*students planning to enter the University System of Georgia or most other post-secondary institutions must take 2 units of the same modern language*)
- **Additional Electives** – 4 units from any area

Students who entered *ninth grade for the first time before the 2008-2009 school year* pursued a High School Diploma with a choice of seals: the College Preparatory (CP), the College Preparatory with Distinction (CP+), the Technology/Career Preparatory (TCP), the Technology/Career Preparatory with Distinction (TCP+), the Dual Seal (D), and the Dual Seal with Distinction (D+). All Diploma seals require a minimum of 23 units. For information about specific course requirements or seals of distinction, contact the school counseling office.

To be eligible to participate in graduation practice and ceremonies, a high school student must complete all course work for the diploma type being pursued.

The chart on page 11 may help students in planning a Six-Year-Plan, from middle school through the first year of college. Such a plan takes into consideration the student's academic ability, career goals, interests, and plans for additional education beyond high school. The purpose of the plan is to familiarize the student with graduation requirements and to stimulate thought for the future. At each registration, teachers will advise the student about course selections and levels of difficulty based on prior performance. Parents are

encouraged to monitor their student's progress by updating and reviewing this plan after each grading period. For further information, contact the school counselor or advisor.

Hall County Planning Guide

Each spring, Hall County Schools' students in grades 8-11 receive a High School Planning Guide. This guide provides guidance on planning a high school program of study, descriptions of career clusters and pathways, and descriptions for all high school courses. Information is also provided on various ways Hall County Schools' students can earn college credits as they simultaneously meet high school graduation requirements. To view this guide online, go to the "Online Resources for Parents and Students" at the Hall County Schools website at www.hallco.org.

<u>Graduation Requirements</u>	Students Entering High School in August 2008 – 2011	Students Entering High School in August 2012 or Later
English/ Language Arts	4 Units Must include 9 th Grade Literature & American Literature	4 Units Must include 9 th Grade Literature & American Literature
Social Studies	3 Units Must include World History, US History, Government & Economics	3 Units Must include World History, US History, Government & Economics
Mathematics	4 Units Must include Math I, II, & III OR Accelerated Math I & II plus additional GPS/AP/IB math course(s) <i>2008-2010 only</i> Support Math courses may count as core Math units and Math III requirement may be waived	4 Units Must include Coordinate Algebra, Analytic Geometry, Advanced Algebra OR Accelerated Math courses plus additional CCGPS/AP/IB Math courses
Science	4 Units Must include Physical Science or Physics; Biology; Chemistry, Earth Systems, Environmental Science or AP/IB courses	4 Units Must include Physical Science or Physics; Biology; Chemistry, Earth Systems, Environmental Science or AP/IB courses
Health & Personal Fitness	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each
Modern Languages	3 Units (Any combination)	3 Units (Any combination)

Career, Technical and Agriculture Education (CTAE)	*Students planning to attend most post-secondary institutions must take two units of the same modern language	*Students planning to attend most post-secondary institutions must take two units of the same modern language
Fine Arts, CTAE, and/or Modern Languages		
Electives	4 Units	4 Units
Total Units Required	23 Units	23 Units

Honor Graduates

Honor Graduates/Rank in Class

A student whose weighted GPA is **4.0 or higher** will be classified as an honor graduate. All secondary school grades will be included in calculating the weighted average. All averages will be computed to the fourth decimal place.

Rank in class is determined by numerically placing a student in rank order according to his/her weighted cumulative grade point average (GPA). To be included in class rank, a student must meet all unit requirements and state assessment requirements for graduation. Senior rank will be calculated after the second semester of the senior year. A course in which a student has earned a "P" grade on a Pass/Fail grading system shall not be included when determining the student's rank in class. Similarly, when modern language credit in lieu of enrollment is earned, the numeric grade assigned will not be included in the student's Hall County GPA.

Selection of Valedictorian/Salutatorian

To receive the honor of valedictorian or salutatorian, a student must have been enrolled in the school from which he/she plans to graduate for the two full school years immediately preceding graduation. In addition, such student must have taken at least one course per semester of the final two years on the high school campus.

Selection of the valedictorian and salutatorian will be based upon the senior rank. In addition, a student must have been enrolled in a school that is accredited by the AdvancEd or its equivalent for his/her entire secondary school career (Grades 9-12). If two students achieve the same highest senior rank, they will be named co-valedictorians and no salutatorian will be selected. If two students achieve the same second highest senior rank, they will be named co-salutatorians. The responsibility for accepting or rejecting transfer credit is decided by the school principal. (For information about the impact of postsecondary courses on senior honors, see a school counselor.)

HOPE Scholarship

Please go to www.gsfc.org or www.gacollege411.org for the most recent and complete information concerning the HOPE Scholarship and eligibility. HOPE Scholars must graduate with a minimum of a 3.0 grade point average (GPA) on a 4.0 scale using the HOPE GPA calculation. Zell Miller Scholars must graduate as the valedictorian or salutatorian with a minimum of a 3.7 GPA on a 4.0 scale and a 1200 SAT (Critical Reading and Math, combined from a single administration) score or a 26 Composite score on the ACT from a single administration.

New academic requirements are included in HOPE legislation which will impact students graduating from high school on or after May 1, 2015. In order to qualify for the HOPE Scholarship, students will be required to meet the following academic requirements:

1. Advanced math, such as Advanced Algebra and Trigonometry, Math III, or an equivalent or higher course taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution;
2. Advanced science, such as Chemistry, Physics, Biology II, or an equivalent or higher course taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution;
3. Advanced placement courses in core subjects;
4. International Baccalaureate courses in core subjects;
5. Courses taken at a unit of the University System of Georgia in core subjects where such courses are not remedial and developmental courses; or
6. Advanced foreign language course taken at an eligible high school or taken for degree credit at an eligible postsecondary institution.

HIGH SCHOOL GRADUATING CLASS	# COURSES REQUIRED PRIOR TO GRADUATION
2015	2
2016	3
2017	4

Hospital / Homebound Services

If a student suffers an injury or illness (non-communicable) that is projected to require an extended absence from school (at least ten consecutive days), he/she may be eligible for services from the hospital/homebound program. Parents/legal guardians should notify the counselor's office as soon as they think the student will qualify for the program. Parents/legal guardians will be given the Student Information Referral and Medical Referral/Certification forms to be completed and returned. Once parents have been notified of approval for Hospital/Homebound Services, a student will receive instruction at home or at the hospital for the time specified and will be marked as "present" in school if the student receives a minimum of three (3) hours of instruction from a certified teacher per week.

Immunization / Communicable Diseases

Every student entering a Georgia school for the first time, regardless of grade level, must present a Georgia Certificate of Immunization Form 3231 (7/2014) upon registration and/or prior to admittance to school. If the student transfers from another Georgia school and the parent/legal guardian is unable to present a copy, this certificate should be forwarded from the last Georgia school attended to the new school.

If the Georgia Certificate of Immunization has an expiration date, the student will be given thirty calendar days after the expiration date to present a new certificate or be withdrawn from school.

All students beginning school in Georgia for the first time must also have Georgia Certificate of Vision, Hearing, Dental and Nutritional Screening (DPH Form

3300/REV 2013), which may be completed at the public health department, the primary health care provider and/or dentist. This information shall be turned into school officials at the time of enrollment.

Levels of Academic Core Classes

Level 1 - Average Classes: These courses are designed for students who are able to perform at grade level. Classes are designed for students who are college-bound or who will be entering the workforce directly out of high school. Students interested in attending “selective” colleges/universities should strongly consider enrolling in the higher-weighted Level 2 or 3 courses to demonstrate the ability to achieve in courses with increased rigor.

Level 2 - Honors/Accelerated Classes/Dual Enrollment Non-Core: These classes differ from average level courses in at least three important ways:

- The objectives to be achieved tend to be more complex and are to be accomplished at a more rapid pace.
- In-class activities and assignments require a greater complexity of thought, a greater degree of independent inquiry, and a greater degree of sophistication in writing, research, and problem solving skills.
- Course materials tend to be more demanding.

Level 3 – Advanced Placement/International Baccalaureate/Dual Enrollment Core:

The Advanced Placement (AP) curriculum is defined by The College Board and is designed to prepare students for The College Board AP exams.

NOTE: Any AP student for whom testing materials were ordered and who fail to appear for scheduled testing will be charged a \$15 Unused Exam fee.

There are three IB World Schools in Hall County Schools: Johnson High School, North Hall High School, and West Hall High School. All three IB high schools are schools of choice with a competitive application process. IB World Schools share a common philosophy – a commitment to a high quality, challenging international education.

Many colleges and universities will award college credit to a student who earns a particular score on an AP/IB exam.

Lockers

Lockers are provided for a fee of \$5.00 per school year. School personnel have access to all lockers.

Lunch / Food Services Program

Breakfast and lunch are available at all schools. Special meal pricing is available for students who qualify for free or reduced-price meals. Students must apply for free or reduced meals every year. Applications for free/reduced price meals can be completed at any time during the school year and must be approved before a student can participate in the free or reduced meal program.

Pricing:

- Full Price Breakfast: \$1.25
- Full Price Lunch: \$1.80
- Reduced Price Breakfast: \$.30
- Reduced Price Lunch: \$.40

Borrowing or lending a lunch card/code will be considered theft and will be treated as such. While eating meals, students are expected to:

- Pay for lunch – no charging. (This does not apply to students who qualify for free meals.)
- Stand in line and wait one's turn.
- Eat in approved areas.
- Keep the tables clean.
- Return trays and trash to designated areas.
- Use good table and eating manners.
- Put chairs back in place.

Media Center

The Media Center is an active part of the school's educational program and is open each school day from 8:00 to 4:00. Contact your local Media Center to explore extended hours. Media Center staff members assist students by:

- Providing an enriched media center containing a wide array of materials including both print and digital resources (books, magazines, newspapers, online databases, eBooks, audiobooks, and more)
- Providing activities, experiences, and feedback needed for students to develop questioning, critical thinking, and problem solving skills
- Promoting and supporting multiple literacies (including digital, media, information, and print), including sponsoring events, school organizations, and programs that develop a lifelong love of reading and literacy.
- Creating an inviting learning commons atmosphere in the library media center that welcomes all students and provides equitable access to resources and services
- Assisting students to select recreational reading materials and appropriate research sources
- Assisting students with technology (some examples include using school software presentation tools, successful internet research skills, cyber safety and social media guidelines)

Fines for overdue books are:

- \$0.10 per school day for all books in general circulation.
- \$0.25 per school day for overnight or reserved books.
- No fine will exceed the replacement cost of the book.

Report cards may be withheld from students who owe fines/fees for lost books. Students will need to bring a pass from the classroom teacher for whom they have an assignment, or they may visit the library before or after school.

Medication Safeguard

Whenever possible, medications should be given at home. However, the school system realizes that for student to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being our priority, the system has revised policies and procedures for medications administered at school.

NO medications will be given without prior written permission. For students to receive medication at school, parents will need to complete:

- "The Parent/Guardian Medication Permission Form" – This provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school.
- "The Health Care Provider Medication/Permission Form" – This provides for information from a student's health care provider about medications that is to be given for more than 10 days or regularly during the school year.
- On the rare occasion acetaminophen (Tylenol) may enable your child to return to class after assessment by the licensed nurse, you may indicate permission for your child to receive school stocked acetaminophen from the nurse at school by initialing on the *Student Health History Form* for your child. If your child requires acetaminophen more than 2-3 times in the school year, the parent will be asked to furnish this medication with a Parent Medication Permission Form.

Please take the time to read the **guidelines below** carefully. These policies will require greater cooperation and communication between parents and school personnel.

1. Medications received at school in un-labeled bottles, pills in zip-lock bags and aluminum foil **WILL NOT** be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school in the **original** container along with a written parental request that includes parent contact phone number, and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the **original** prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Schools will dispense medications only as directed on the **original** labeled container. **It is the responsibility of the parent/guardian** to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having the student's health care provider complete a "Health Care Provider Medication Information Record".
6. **It is the responsibility of the parent/guardian** to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. **It is the responsibility of the parent/guardian** to deliver **ALL** medication to the principal's office or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, route, and correct dose.
9. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication.

Questions regarding medication administration at school should be directed to the school principal or the Director of Student Services at 770-967-5846.

Parent Portal

The Infinite Campus Parent Portal is a confidential and secure website where parents can access current information about a child's attendance and grades. Parents may access the Parent Portal by going to the following website: <https://campus.hallco.org/campus/portal/hall.jsp> or click on the link for "Parent Portal" at www.hallco.org.

Each school will provide parents with Parent Portal activation codes and instructions for setting up an online account. Parents only need to activate one account for all children in the household. It is not necessary to set up a new account at the beginning of each year or when a child changes schools within Hall County Schools. Problems with a student's account should be directed to school office.

Parent –Teacher Conferences

A parent wishing a conference with a teacher should contact the school counselor by phone. Conferences should be scheduled in advance and, if possible, before or after school, though no later than 3:35 p.m.

Parking

Parking at school is a privilege afforded to students who have the need to provide their own transportation and who meet the necessary requirements. The abuse of this privilege may result in revocation of the parking permit. A limited number of parking spaces are available at each high school on a priority basis. A parking permit is required and must be displayed. The cost for a parking permit is \$30.00 per semester at traditional high schools and \$5.00 per semester at LCCA. Students are required to present an application signed by a parent or legal guardian, a valid Georgia driver's license, and proof of insurance BEFORE the parking permit will be issued. Students purchasing a parking permit must sign a waiver subjecting them to the terms and conditions of the HCSS Drug Screening Procedures for Interscholastic Athletics and Permitted Car Drivers. Terms and conditions may be found at:

http://www.hallco.org/boe/index.php?option=com_docman&task=cat_view&gid=46&Itemid=44

Personal Possessions & Valuables

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

Post-Secondary Options (Dual Enrollment/Dual Credit)

In addition to the possibilities for earning college credit through the Advanced Placement and International Baccalaureate programs, a variety of other opportunities exist for students to receive both high school credit and college credit. Dual Enrollment/Dual Credit courses provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree.

Dual Enrollment/Dual Credit courses are primarily available for any eligible high school students. They may enroll full-time or part-time in approved credit-bearing college-level courses by the State Board of Education. Courses may be taken

before, during or after regular school hours, on the college campus, on-line or at the high school during the regular school calendar year.

Students taking dual enrollment courses may be provided with one period off per college course to allow sufficient time for travel to or from the college. Students may be required to pay fees and purchase textbooks depending on the PSO program of enrollment. When high school credit is earned for post-secondary courses, a high school unit of credit is determined at the following rate:

Semester Hours	Units of Credit	Quarter Hours	Units of Credit
3-5 hrs.	1.0	4-8 hrs.	1.0
1-2 hrs.	0.5	1-3 hrs.	0.5

Dual Enrollment/Dual Credit courses provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree. Information may be found at: www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx

Accel is a non-need based program offered for students that wish to take college-level (academic-only, degree-level) coursework for credit toward both high school and college graduation requirements. The Accel Program became state funded instead of lottery funded beginning fall 2011 with funding returning for the local systems for their dual enrolled students. Students may attend part-time or full-time. www.gsfc.org/gsfnew/SandG_regs_2011.cfm

Dual HOPE Grant is a non-need based grant program for students seeking technical certificates or diplomas from the Technical College System of Georgia's institutions. Students may attend part-time or full-time. Beginning fall 2011, funding was returned to local systems for Dual HOPE Grant students. www.gsfc.org/Main/publishing/pdf/2011/2012-HOPE-Grant.pdf

Move On When Ready requires an eligible 11th or 12th grade student to be full-time and take ALL of his or her courses through an eligible postsecondary institution. Students receive secondary and college credit for completing graduation and high school diploma requirements. www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx

Articulated Credit refers to credit that students are awarded by both the high school and the post-secondary institution when they have successfully completed identified academic and career related courses leading to a diploma, certificate or degree. There are some selected statewide articulated course assessments and more will be added in the future. Through an articulation agreement, institutions agree to aid in a seamless transition without repetition of course work already mastered in high school. There are no costs for participation since the work is high school courses taught at the local high school, during their normal school day with their regular high school teachers.

Early College is a partnership between a designated local school system and University System of Georgia institution. There are currently several Early Colleges in Georgia. Students can earn a high school diploma and coursework toward an Associate's or Bachelor's degree. www.gaeearlycollege.org/

Gateway To College is located exclusively on a college campus and is site specific through local agreements between local school systems and colleges. www.gatewaytocollege.org/partner_programs.asp

Residential Programs are offered for gifted, talented, and motivated students through the University System of Georgia at two institutions:

- The Advanced Academy of Georgia on the campus of the University of West Georgia www.advancedacademy.org/
- The Georgia Academy of Mathematics, Engineering and Science at Middle Georgia College www.mgc.edu/Academics/Natural-Science-Math/GAMES

Promotion Policy

Class placement is made at the beginning of each academic year based on the number of units posted on the student's academic record at that time. (In most Hall County high schools, juniors who are repeating the eleventh grade may be placed in a senior grade/class at mid-year of the fourth year in high school provided they will be able to accumulate enough units to graduate at the end of the school year.)

Grade/Class	Units Required for Grade Placement	Units Required for Competitive Extra-Curricular Activities
8 th to 9 th Grade (Freshman)	Student must pass five (5) of seven (7) or four (4) of six (6) subjects, including both language arts and math.	All students entering 9 th grade for their first semester of high school are academically eligible to participate.
9 th to 10 th Grade (Sophomore)	6 units	5 units *
10 th to 11 th Grade (Junior)	12 units, including 2 core English, 2 core Math, 1 core Social Studies, and 2 core Science units	11 units *
11 th to 12 th Grade (Senior)	18 units, including 2 core English, 3 core Math, 2 core Social Studies, and 2 core Science units, and have a planned program providing for sufficient credits to graduate in the following June or August.	16 units *

* **Note: Eligibility rules are complicated.** A student taking seven classes would need to pass a minimum of five in a semester to maintain eligibility and earn required units to stay on-track for graduation. GHSA requirements may be found at www.ghsa.net

Release of Directory Information to the Armed Forces

Names and addresses of junior/senior students will be made available to the armed services. If students wish their names removed from this list, they must make a written request to the counselor's office.

Schedule Changes

Schedule changes may be requested during the first 5 days of classes. Requests will be approved only when based on **valid academic reasons**.

A student may not withdraw from a course after 5 school days. The principal may allow a student to transfer to another course after the 5th day if extenuating circumstances warrant such action. Legitimate reasons for dropping/adding a course within the limited number of days may include the following:

- The student has already received maximum credit for the course.
- The student is taking a course out of sequence.
- The student is a senior and needs another class to graduate.

With the exception of those in their fifth year of high school, all students will be required to enroll for seven (7) periods per day, or the equivalent, each semester. Enrollment may include any course in the High School Planning Guide, as well as dual enrollment, credit recovery, or Georgia Virtual School courses.

Requests for schedule changes will be contingent on available space in the class a student wishes to add. Changes in a student's schedule will not be made to move a student from one teacher to another or from one period to another unless the school must do so to balance class sizes.

School Insurance

School insurance is available to all students. Applications for school insurance are given to students at the beginning of each school year. Additional applications are available in the school office. Students who plan to participate in any athletic competition must either provide proof of insurance or purchase school-provided insurance which covers all athletics except football (requires a separate policy).

School Jurisdiction

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

School Pictures

Students may elect to have school pictures taken during the school year. All school pictures are prepaid with retakes or refunds available upon request. The date and time for pictures are announced.

School Visitors

Visitors must report to the main office prior to visiting any area of the school.

Severe Weather

Should severe weather necessitate closing or early dismissal of school, this information will be posted on the Hall County Schools website at www.hallco.org. This information will also be broadcast over WDUN Radio (550 AM) and other area radio stations. School closing announcements will be released to the media by approximately 6:00 a.m. Notification is also sent to all parent-approved telephone numbers and email addresses using Infinite Campus Messenger.

School buses will not leave school during a tornado or severe weather WARNING. Buses will run regular routes when the warning is canceled.

Student Illnesses / Accidents During School Hours

Students who become ill or injured at school should report the problem to a teacher. Parents or legal guardians will be notified if the condition warrants.

Student Support Teams

If a student experiences difficulty in schoolwork, his/her teachers may form a Student Support Team that will help clarify problems and will consider making adjustments to the student's instructional program. Parent/legal guardians are invited to attend all SST meetings and will be informed of any recommendations. For more information, contact the Student Support Team Coordinator at the student's high school, or contact the Hall County Department of Student Services at 770-967-5846.

Teenage and Adult Driver Responsibility Act

Schools will continue to report to Student Services students age 15 to 17 who are in violation of the Teenage and Adult Driver Responsibility Act by submitting a Certificate of Non-Compliance form. These forms will be submitted as soon as possible after the student becomes non-compliant, resulting in a recommendation to revoke the driver's license. Schools are also responsible for providing Certificates of Attendance for students who are in compliance. Some highlights of this Act follow:

Non-compliance – Schools must report students age 15 to 17 who:

- drop out of school
- have a total of 10 unexcused absences (do not have to be consecutive) in any current school year or previous school year
- are suspended for threatening, striking, or causing bodily harm to school personnel
- are suspended for possession or sale of drugs or alcohol on school property
- are suspended for possession or use of a weapon on school property
- commit any sexual offense prohibited under Chapter 6 of Title 16
- cause substantial physical or visible bodily harm to or seriously disfigure another person/student

Certificate of Attendance

- Schools may make copies of blank Certificate of Attendance forms as needed.
- Examining stations will recognize Certificates of Attendance for 30 days after the date is notarized with the exception of the summer months. Students who need a certificate during the summer should request a form in May. These certificates will be honored during the summer.
- Students must have a Certificate of Attendance when applying for a learning permit or driver's license.

Certificates of Re-enrollment/Reinstatement are available when:

- Students have had a license revoked, but have resumed regular studies. (Regular studies do include ALC, Lanier Career Academy, etc.).
- Students seeking reinstatement shall do so through one of the reinstatement centers across the state. Reinstatement will not go into effect until 90 days after the Department of Public Safety actually suspended the permit.
- Schools may use Certificate of Re-enrollment forms for correction if students are submitted by error.

Parent Affidavits

Attendance forms for students who quit school at age 16 or older are available only through the Department of Public Safety and not through the school.

Telephones

Office telephones are for official school business only. Personal messages will be relayed to students during the school day in case of family emergencies.

Test-Out Option for Earning Carnegie Credit

Beginning in school year 2013-2014, Georgia State Board Rule 160-5-1-.15 allows students to earn course credit in high school courses for which there is an associated EOCT. Students may demonstrate subject area competency and earn course credit by scoring "Exceeds" on the End of Course Test. This process for earning course credit is identified as "testing-out."

Students must meet predetermined eligibility criteria to qualify for "testing-out." See the high school counselor for the list of criteria, related procedures and application. Each test-out attempt incurs a \$50 test fee required before testing. This fee is refundable only when the score earned on the EOCT is "Exceeds" and the student accepts the course credit using the test-out option. NCAA does not accept high school credits earned by "test-out."

Transcripts

Transcript requests for students who graduated in the past two years may be made by completing a transcript request form and submitting it to the secretary in the School Counseling Office. While there is a \$5.00 fee for all final transcripts (i.e. graduating seniors, graduates, withdrawn students), there are no fees imposed for electronic transcripts.

Students who graduated prior to 2013 may print a transcript at www.hallco.org. Go to "Get A Copy of" tab where you will be redirected to Need My Transcript website. A \$5.00 fee will be charged for transcripts.

Transfer Credit for Work in Other Schools

Hall County School District will validate competency before awarding credit for work completed at a school that is not fully accredited by one of the accrediting agencies listed in SBOE Rule 160-5-1-.15. Validation of course competency will occur through testing. Please contact the local school counseling office for details.

Transportation

Students may ride the school bus if students live in the proper school's attendance zone. Riding the bus is a privilege, and students must cooperate with the bus driver at all times in order to insure the safety of students and others on the bus. Parents are asked to avoid bus loading zones at the schools when buses are loading or unloading students.

Additional Learning Opportunities in High School

Alternative Learning Center (ALC)

The purpose of the Alternative Learning Center (ALC) is to provide educational opportunities to students whose unacceptable behavior has excluded them from the regular school program for more than 10 days. Parents must provide transportation to ALC, whose classes meet Monday-Thursday, from 3:00-6:00 p.m. Students are required to wear standardized dress of khaki pants, belt, plain white shirt with a collar, and closed-toe shoes. Prior to registering at ALC, parents should call 770-531-2330 to schedule an intake conference with an administrator.

English Language Learner Program (ELL)

The goal of the ELL program is to provide an opportunity for a student whose primary language is other than English (PHLOTE) to acquire social and academic language proficiency while continuing to learn academic content. Schools identify PHLOTE students and administer an English language screener to determine the student's level of English proficiency and need for language assistance. Students whose test scores indicate limited English proficiency are served through the specialized ESOL or alternative language support programs.

Upstart

Upstart is an extension of the ELL program. Students in this program are of high school age, new to the country and have not received formal schooling within the past two years. This program provides academic remediation and fosters literacy in both English and the home language, whenever possible.

Lanier Choice

Lanier Choice is a non-traditional high school program that provides students (aged 16 and older) with an opportunity to complete courses needed to earn a high school diploma. This flexible program provides teacher-taught classes Monday-Friday, from 9:00 a.m. until 2:30 p.m., while providing additional credit options through self-paced, online courses that can be completed during the school day or at-home. Computer labs for online courses are available to Lanier Choice students from 8:00 a.m. until 6:00 p.m. While school system transportation is available, parking permits are also available for \$5.00. On-site child care is available through the Child Development Center for teen parents who are in good standing. Students interested in attending the Lanier Choice program should call 770-531-2330 to schedule an intake conference.

Project FORWARD

Project FORWARD is a program for students 17-20 years old, who have less than 10 high school credits, and are unlikely to earn a high school diploma by age 21. Through remediation of core academic skills, particularly in areas that prepare students for a GED, this program provides a great option for those who need a completer credential to enter the technical college system. This program is customized to address each student's needs. After taking a predictor test, a

prescriptive plan is developed that provides review and instruction in areas needed for success on the GED or technical college entrance exams. When a student's prescriptive plan is completed, a referral may be made to Lanier Technical College for participation in their Adult Education GED Program. Classes are held Monday-Friday, from 9:00-2:30 p.m. While school system transportation is available, parking permits are also available for \$5.00. Students interested in attending Project FORWARD should call 770-531-2330 to schedule an intake conference.

Extended Instructional Programs

High School summer classes are available for initial credit through Lanier Charter Career Academy's summer school program. This tuition-based program utilizes self-paced, online courses that can be completed at school or at-home.

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 is a comprehensive civil rights law that addresses the rights of the disabled and applies to all agencies receiving federal financial assistance. The law states: "No qualified individual with disabilities, shall, solely by reason of his/her disability be excluded from participation in, or denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Section 504 is not an aspect of "special education," but rather, is the responsibility of the general education system. Frequently the needs of a student experiencing difficulties at school can be met through the Student Support Team (SST)/Response to Intervention (RTI) process. If the intervention team has documentation that a disability condition may exist, referral to the Section 504 Committee for consideration may be in order to determine eligibility for accommodations and to ascertain whether or not equal access to school is a concern. If access is not being denied and educational progress is being made, an accommodations plan may not be needed. For more information, contact the Section 504 Coordinator at the student's high school, or the Hall County Schools 504 Coordinator, Mr. Jim Sargent, at 770-967-5846.

Section 504 Hearing Requests

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator, Mr. Jim Sargent; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system's website or may be picked up at the central office or at any of the school offices.

Special Education

Special education programs are available to the students who meet eligibility criteria for specific learning disabilities, intellectual disabilities, emotional and behavioral disorders, speech/language impairments, blind/visually impaired and/or deaf/hard of hearing, orthopedically impaired, autism, traumatic brain

injury and other health impaired. All due process procedures are strictly adhered to as mandated by state and federal laws.

A full continuum of Special Education services are available based upon the decision of a student's IEP team. An individual Transition Plan is written for each student to support his/her movement from school to adult life. For further information, contact the Hall County Special Education Department, 711 Green Street, Gainesville, Georgia 30501 (Phone: 770-534-1080).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hall County School District receives a request for access. Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Hall County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, commenting on the contested information in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know;
 - Other schools to which a student is transferring;
 - Certain government officials in order to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;

- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School District as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to object to the release of "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, weight and height of student if he/she is a member of an athletic team, photograph, grade level, and dates of attendance. Parents or eligible students may request, in writing, that the Hall County School District not disclose directory information about them. They should make this request annually by September 30th or within 10 school days of an enrollment after the start of the student school year.

5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School District to comply with requirements of the Family Educational Rights and Privacy Act or the regulations promulgated there under.

The Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Protection of Pupil Rights Amendment (PPRA)

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. Parents have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt out their student from participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- (i.) Political affiliations or beliefs of the student or the student's parent;
- (ii.) Mental or psychological problems of the student or the student's family;
- (iii.) Sex behavior or attitudes;
- (iv.) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v.) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi.) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii.) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii.) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

(2) Parents may, upon request, inspect any instructional material used as part of the educational curriculum for their student.

(3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs 1(B) and (C). If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all rights as described herein.

(4) Parents/ eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

SECTION 504 HEARING REQUESTS

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator, Mr. Jim Sargent; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system's website or may be picked up at the central office or at any of the school offices.

No Child Left Behind (NCLB)

In compliance with the requirements of The No Child Left Behind Act of 2001, the Hall County School District informs parents that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- 1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) the college major and any graduate certification or degree held by the teacher;
- 4) whether the student is provided services by paraprofessionals, and, if so, their qualifications.

If a parent wishes to request information concerning their child's teacher's qualification, please contact the school principal.

Hall County Code of Conduct and Discipline Procedures

It is the purpose of the Hall County Board of Education to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend our schools. In accordance with that purpose, the Hall County Board of Education has adopted a policy that requires schools to follow codes of conduct that focus on maintaining a good learning environment for all students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct and Discipline Procedures. Such governing rules shall be published and provided annually to all school personnel and students. Parents are encouraged to become familiar with the policies, regulations and rules of the school system, and to be supportive of these in their daily communication with their children and others in the community.

Major discipline offenses, including, but not limited to, drug and weapon offenses, can lead to a school being named as an Unsafe School according to the provisions of the State Board of Education Rule – Unsafe School Choice Option.

AUTHORITY OF THE PRINCIPAL

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

CODE OF CONDUCT

The students of the Hall County School District are expected to maintain good order and discipline in the school environment. Good order and discipline may be described as the absence of distractions, frictions and disturbances which interfere with the optimum functioning of the student, the class and the school. It is also the presence of a friendly yet business-like rapport in which students and

school personnel work cooperatively toward mutually recognized and mutually accepted goals.

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

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

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at the school a potential danger to persons or property at the school or which disrupts the educational process.

COMPULSORY SCHOOL ATTENDANCE LAW

Consequences and Penalties for Non-Compliance with Compulsory School Attendance Law:

Assuring that children attend school regularly is an important part of a parent's responsibility. Parents are responsible for providing school officials with verification of reasons (written absence notes) for each absence. When your child must be absent, it is important that you state the reason(s) for your child's absence(s) in writing and share these with the school as soon as possible. Any absence not certified by a parent/guardian, physician or court/other agency (meeting the definition of an unexcused absence) is considered unexcused.

Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1. Any parent, guardian, or other person residing in this state who has control or charge of a child or children shall enroll and send such child or children to a public school, a private school, or a home study program that meets state requirements. Any parent, guardian, or other person who has control of a child or children who is in violation of this Code section shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of ten (10) unexcused days of absence for a child shall constitute a separate offense.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit

the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

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

GEORGIA CODE NOTICE

Georgia Code Section 20-2-735 requires us to advise parents that they should inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. A major consideration in the application of the code is that the disciplinary action taken by school officials be **the least extreme measure** that can resolve the discipline problem. Circumstances to be considered include, but are not limited to, the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude, cooperation of the parents, willingness to make restitution, and the seriousness of the offense. Such factors may be taken into account in determining the punishment to be imposed, including any decision to impose a punishment that is more or less severe than suggested in this Code of Conduct.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them replace inappropriate behaviors with those that are consistent with character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a school administrator or counselor

- Loss of privileges
- Isolation or time-out
- Temporary removal from a class or activity
- Notification of parents
- Parent conference
- Corporal punishment
- Detention/Saturday school
- Temporary placement in an alternative education program
- Short-term suspension
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such a referral to be necessary or appropriate.

Students may be suspended due to repeated violations of any rule. The **MAXIMUM** punishment for any offense is expulsion, but suspension for more than 10 days or expulsion will be determined only by a disciplinary tribunal as outlined in the Hall County Board of Education Policy JCEB.

When guilt is established and accepted by the student and parent, a negotiated waiver settlement may be considered based on the consequences the school administration would recommend to a tribunal. If the student, parent/guardian, and a hearing officer appointed by the superintendent accept this agreement, a tribunal will not be held. A waiver agreement does not grant a student permission to enroll in the Alternative Learning Center (ALC) program. However, a student can be suspended with the option to apply for admission to ALC. The minimum stay at ALC is one semester.

A conference with the student must precede any immediate suspension from school. If immediate suspension is the action to be taken by school administrators, it must not exceed 10 school days. **Parents must be notified.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

STUDENT SUPPORT PROCESSES

The Hall County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include, but are not limited to, Student Support Teams, school counselors, and chronic disciplinary problem student plans.

TEACHER AUTHORITY ACT

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

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

- (A) Place the student into another appropriate classroom, in-school suspension, or an alternative education program;
- (B) Impose out-of-school suspension for not more than ten school days, including any time during which the student was subjected to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section;
- (C) Make another placement or disciplinary decision or recommendation consistent with local board policy; or
- (D) Implement or recommend any appropriate combination of the above and return student to the class from which he or she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

- **Possession, sale, use in any amount, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, unauthorized prescription drug or drug paraphernalia:** Immediate suspension pending a disciplinary tribunal, and immediate referral to law enforcement officials. Distribution, attempted sale or sale of these substances requires suspension for the remainder of the semester in which the incident occurred, plus expulsion for one full semester. Participation in the system's early intervention program for student and parent (SUPER 1) is required for first-time category one offenders to re-enroll in the regular school program; attendance does not reduce the number of days of suspension.
- **Possession, sale, attempted sale, use in any amount, distribution, or under the influence of an alcoholic beverage or other intoxicant:** First offense: Immediate suspension, system's early intervention program for student and parent (SUPER 1), possible referral to disciplinary tribunal and/or referral to law enforcement officials. The student and parent or guardian will be offered the opportunity to attend SUPER 1 in lieu of up to half the original suspension, not to exceed five (5) days. Second or subsequent offense: Mandatory referral to tribunal and/or referral to law enforcement officials.
- **Possession, sale, attempted sale, use, or distribution of over-the-counter drugs or of substances represented as drugs or alcohol:** Immediate suspension, system's early intervention program for student and parent (SUPER 1), possible referral to disciplinary tribunal and/or referral to law enforcement officials. First time offenders may be offered the opportunity to

attend SUPER 1 in lieu of up to half the original suspension, not to exceed five (5) days.

- **Possession or use of a weapon or dangerous instrument:** Immediate suspension pending a disciplinary tribunal and immediate referral to law enforcement officials. Firearm infractions require a minimum one calendar year expulsion. (O.C.G.A. 16-11-127.1 - A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both.)
- **Assault (physical or verbal), including threatened violence upon another student, a teacher, or another school official:** Immediate suspension, automatic referral to the disciplinary tribunal if a student is alleged to have committed an assault upon a teacher, other school official or employee; possible referral to law enforcement officials, and possible referral to the disciplinary tribunal if a student is alleged to have committed an assault upon another student.
- **Battery, including sexual battery, upon another student, a teacher, another school official or persons attending school-related functions:** Immediate suspension, automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher, other school official or employee, possible referral to law enforcement officials, and possible referral to the disciplinary tribunal if a student is alleged to have committed a battery upon another student.
- **Fighting:** Possible out of school suspension, possible referral to a disciplinary tribunal hearing, possible referral to law enforcement officials.
- **Disrespectful conduct, including the use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Any behavior based on a student's race, national origin, religion, sex, or disability including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, or sexual harassment as defined pursuant to Title IX of the Educational Amendments of 1972:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Inciting, advising or counseling of others to engage in prohibited acts:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Classroom and school disturbances:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Possession or use of tobacco in any form and tobacco use-related paraphernalia such as lighters, matches, and electronic cigarettes:** Detention, in-school suspension, Saturday School, out-of-school suspension, and/or parent conference.

- **Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school during school or off school hours:** Possible suspension, referral to disciplinary tribunal, possible referral to law enforcement officials, and/or possible restitution. (O.C.G.A. 20-2-753)
- **Marking, defacing, or destroying school property during school or off-school hours:** Possible suspension, possible referral to the disciplinary tribunal, and/or possible restitution.
- **Theft:** In-school or out-of-school suspension, restitution, and possible referral to law enforcement officials.
- **Extortion or attempted extortion:** Immediate suspension, possible referral to the disciplinary tribunal, and/or possible restitution.
- **Possession and/or use of fireworks:** Parent conference, possible suspension, and possible referral to the disciplinary tribunal and to law enforcement officials.
- **Activating a fire alarm under false pretenses or making a bomb threat:** Immediate suspension, possible referral to disciplinary tribunal and referral to law enforcement officials.
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives, disobeying directives given by teachers, administrators, or other school staff:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, Saturday School, suspension, and/or referral to disciplinary tribunal.
- **Violation of school dress code:** Possible removal from class, activity, or situation, parent conference, detention, Saturday School, and/or in-school suspension.
- **Use of profane, vulgar, or obscene words, gestures, images, or indecent exposure, including possession or transmission of such words or images (such as 'sexting'):** Parent conference, confiscation, detention, in-school suspension, or suspension, possible referral to disciplinary tribunal, and/or possible referral to law enforcement officials.
- **Use of cell phones and other electronic devices in violation of the Hall County Schools Acceptable Use of Electronic Media for Students Agreement.:** Parent conference, detention, in-school suspension, confiscation, possible referral to law enforcement officials, and/or suspension.
- **Inappropriate public displays of affection:** Parent conference, detention, in-school suspension, and/or suspension.
- **Gambling or possession of gambling devices:** Parent conference, detention, in-school suspension, and/or suspension.
- **Moving and non-moving driving violations:** Short-term or long-term revocation of driving privileges, in-school suspension, and/or detention.
- **Giving false information to school officials:** Parent conference, detention, in-school suspension, and/or suspension.
- **Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student:** Parent conference, detention, in-school suspension, and/or possible referral to a

disciplinary tribunal. Any student (or parent or friend of the student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

- **Cheating on school assignments:** Zero grade for assignment, substitute assignment, detention, parent conference and/or in-school suspension.
- **Bullying:** Discipline for any act of bullying, including cyber bullying, as defined under the bullying definition in this document, shall be within the discretion of the principal which may range from a reprimand to out-of-school suspension. However, upon a tribunal finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall at a minimum be assigned to the Alternative Learning Center.
- **Criminal law violations:** Any on or off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at the school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.
- **Willful and persistent violation of the Student Code of Conduct:** Student who chronically and/or habitually violate school rules or this Code of Conduct may be referred to the disciplinary tribunal, even if the offenses the student has committed do not include such a referral as a possible consequence.
- **Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1:** Any student who is in violation of this Code section shall be subject to a referral to the court having jurisdiction. Each day's absence from school in violation of this part after the school system notifies the parent, guardian, or other person who has control or charge of a child of ten (10) unexcused days of absence for a child shall constitute a separate offense.
- **Violation of the Acceptable Use of Electronic Media for Students Agreement for personal electronic devices, computer hardware, software, network and internet access, to include any unauthorized entry into a computer network secured site.** Revocation of privilege, parent/ guardian notification, detention, in-school suspension, and/or suspension, possible referral to the disciplinary tribunal and/ or law enforcement. Warning statement: The act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that may include permanent expulsion from the school system.

DEFINITION OF TERMS

ASSAULT: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening or abusive language)

BATTERY: Actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

BULLYING: The bullying of a student by another student is prohibited. Any act of bullying should be reported to the school principal or his or her designee. In accordance with Georgia law, "bullying" means an act which occurs on school property, on school vehicles, at designated bus stops, or at school related functions or activities, by use of data or software that is accessed through a

computer, a computer system, computer network, or other electronic technology of a local school system that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that;
 - a) Causes another person substantial physical harm within the meaning of Georgia Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b) Has the effect of substantially interfering with a student's education;
 - c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Has the effect of substantially disrupting the orderly operation of the school.

CORPORAL PUNISHMENT: Physical punishment of a student by a school official in the presence of another school official.

DETENTION: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that parents or guardians can make arrangements for transportation.

DISCIPLINARY TRIBUNAL: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

DISORDERLY CONDUCT: Any act that substantially disrupts the orderly conduct of a school function, the learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others.

DRESS CODE: The current dress code is maintained in the principal's office and appears in student handbooks.

EXPULSION: Removal of a student from school beyond the end of the semester.

EXTORTION: Obtaining money or goods from another student by violence, threats, or misuse of authority.

FIGHTING: Mutual participation in a fight involving physical violence where there is no one main offender and no major injury – does not include verbal confrontations, tussles, or other minor confrontations.

FIREWORKS: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible (large or small) effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance. (Also includes stink bombs/smoke bombs.)

GAMBLING: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

HARASSMENT: Behavior based on a student's race, national origin, sex, religion or disability that is unwelcomed, unwanted, and/or uninvited by the recipient. It can be verbal, non-verbal, and/or physical and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

IN-SCHOOL SUSPENSION: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

PHYSICAL VIOLENCE: Intentionally making physical contact of an insulting or provoking nature with the person of a school official; or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in GA Code Section 16-3-21.

SATURDAY SCHOOL: Principals may assign students in grades 7-12 to Saturday School for violations of the rules governing attire, tardiness, class cuts, leaving school without permission, cutting detention hall, tobacco and unexcused absences.

SUSPENSION: Removal of a student from the regular school program for a period not to exceed the end of the semester. During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

SYSTEM'S EARLY INTERVENTION PROGRAM FOR STUDENT AND PARENT: This early intervention program is for youth ages 12-18 and their parents/guardians. For a category one offense the Substance Use Prevention Education Resource (SUPER I) Program is a prerequisite for re-entry to the regular school program. For other indicated offenses, the SUPER I Program is voluntary, and the student and parent(s) or legal guardian(s) will be offered the opportunity to attend in lieu of up to half of the original suspension, not to exceed five (5) days. See your school counselor for more information about this program.

THEFT: The offense of taking or, if in lawful possession thereof, appropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

WAIVER: A waiver is a signed admission of guilt and acceptance of consequences in lieu of a formal disciplinary tribunal.

WEAPONS: The term weapon is defined in Georgia Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

SCHOOL BUS GUIDE

A public school transportation program has but one purpose - to safely transport the students. Therefore, it is extremely important that each student be aware of his/her role and responsibility in seeing that the entire operation works smoothly and efficiently. Several areas in which students are asked to cooperate are:

SAFE RIDING - 10 SAFETY RULES

1. Arrive at bus stop 5 minutes before scheduled pick-up time.
2. Dress for the weather - umbrella and raincoat for rain; coat and gloves when cold.
3. Never stand or play in the road. Wait for the bus a safe distance from the road.
4. Always use the handrail when boarding or leaving the bus. Do not wear clothing or carry bags that have strings or straps that could get caught in the handrail.
5. Remain seated when the bus is moving. Students' seats are designed to protect students in the event of an accident.
6. Never try to reach anything under or beside the bus. If students drop something while crossing in front of the bus, do not return to pick it up. The bus driver cannot see students. After crossing safely, ask the driver for help.
7. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.
8. Look carefully before crossing the road. Do not assume that a car will stop for students - wait to be sure it is stopped before crossing. Watch for driver's signal before crossing the road.
9. Always cross in front of the bus - never behind it!
10. Talk quietly. Do not "horseplay". The driver must give full attention to driving to ensure students' safety.

BUS STOP CONDUCT

- Students and parents are responsible for students' conduct at the bus stop, from home to the bus stop, and from the bus stop to students' home.
- If students must cross a street or road to get to the bus stop on the opposite side, wait until the bus arrives and cross in front of the bus only after the stop sign on the bus is activated and only when signaled by the bus driver.
- Be at the bus stop on time, but not too early. The bus driver is responsible for the maintenance of his schedule and cannot wait for tardy pupils. Each student should have books in hand and be ready to board the bus by the time the driver opens the door.
- Any student who leaves the school grounds while waiting for a bus to arrive will not be allowed to ride a bus home after returning to the school grounds. Individuals who leave the school grounds will be reported to the principal.

ENTERING AND LEAVING THE BUS

- A. Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- B. Load starting at the rear of the bus, sitting three to a seat, unless otherwise directed by the driver.
- C. Enter and leave the bus in an orderly and quiet manner.
- D. Enter and leave the bus only at the front door, except in case of an emergency.
- E. After leaving the bus, if students must cross the highway, walk at least ten feet in front of the bus, then:
 - Make certain the bus is stationary, the door is still open and the stop signal is extended.

- Upon signal from the driver, proceed across the roadway in the following manner: Walk (don't run) in front of the bus within sight and hearing of the driver, look both ways and stay out of the line of traffic until the path across the roadway is free of any danger.
 - The danger signal is a blast of the horn. Stop immediately and look at the bus driver.
- F. A student will not be put off a bus for misconduct at any place other than his home or school.

CONDUCT ON THE BUS

- A. Obey the bus driver.
- B. Do not disturb the bus driver while he/she is driving.
- C. Boys and girls will be seated separately.
- D. Stay in seat and do not change seats unless so directed by the driver - and then only if the bus is stopped.
- E. Sit down while the bus is in motion.
- F. Keep voices low. Avoid shouting or whistling.
- G. No bullying, "rough housing", pushing, fighting, throwing things, or profane or abusive language.
- H. Do not open or close windows of the bus without the driver's permission.
- I. Keep all body parts inside the bus.
- J. Keep the bus clean, sanitary, and orderly. Never tamper with the bus or any of its equipment. Willful damage or destruction of any part of the bus is prohibited and any such damage must be paid for by the student or parent.
- K. A student shall not operate the door nor stand in the driver's compartment.

PHYSICAL VIOLENCE PROHIBITED

Students shall be prohibited from acts of physical violence, bullying, physical assault or battery, verbal assault, and disrespectful conduct toward the driver or other persons on the school bus. Georgia law defines physical violence as (1) intentionally making physical contact with another that is of an insulting or provoking nature, (2) intentionally making physical contact which causes physical harm to another. Georgia law also mandates that students found by a tribunal to have committed an act of physical violence against a teacher, bus driver, school official, or school employee involving intentional physical contact of an insulting or provoking nature shall be disciplined by expulsion, long-term suspension, or short-term suspension. If intentional physical violence against one of the above employees causes physical harm (unless in self-defense), the student shall be expelled from the public school system for the remainder of the student's eligibility to attend public school and referred to juvenile court. Students in kindergarten through grade eight who commit the above acts may, on the recommendation of the tribunal and at the discretion of the school system, be permitted to re-enroll in the regular public school program for grades nine through twelve.

THE FOLLOWING ARE RESTRICTED ON THE BUS:

- A. Eating is not permitted on the bus during the school day.
- B. **No glass container of any kind will be transported.**
- C. Beverages will not be permitted regardless of the type of container used. Exceptions may be made during particularly hot weather.
- D. The use of tobacco is forbidden.
- E. Gum is also forbidden.
- F. Students will be permitted to carry only books and other items related to school work which can be held in the student's lap. Large musical instruments, sports equipment, snakes, and live animals will not be

transported. Band instruments may be transported if they can be held in the student's lap and if they do not take up seat space.

- G. Use of electronic devices, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device that might interfere with the school bus communications equipment or the school bus driver's safe operation of the bus are prohibited.
- H. Students are prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's safe operation of the school bus.

School bus transportation is a privilege afforded pupils by the Board of Education; it is not a right. The purpose of the policies herein is to help create a safe and wholesome atmosphere for the students who ride the bus.

SCHOOL BUS ELIGIBILITY POLICY

Students are eligible for transportation by school bus provided they live within the attendance area of the school they attend. Bus routes are established under the direction of the Superintendent and in accord with recommendations of the Division of Pupil Transportation, Georgia Department of Education.

Additions to existing routes are based upon the following guidelines:

1. The student must live at least 3/10 miles from the present bus route and,
2. The student must live on a state or county maintained road with adequate space for the bus to turn around and,
3. The road must be wide enough for the bus and another vehicle to pass.

Students are assigned to a particular bus route and can only change buses with the approval of the Principal and the Transportation Department. Students must get on and get off from their assigned bus at selected bus stops unless written permission is granted to let off at a stop other than the designated stop. This request from the parent must be made in writing to the principal. Parents will assume the responsibility of the child when such a request is granted.

BOARD BUS DISCIPLINE POLICY

The transportation of students is an important function in our school system. Every precaution must be taken to see that students are transported safely. The same behavior is expected on the school bus as is expected in the classroom. The Code of Conduct and Discipline Procedures that apply for the school, also apply while students are being transported by any vehicle provided for the transportation of students. In addition, it is important that students abide by the bus discipline policies as outlined herein.

Fighting on the bus and abusive language or profanity toward the bus driver will result in a minimum of five days suspension from the bus. A student whose behavior warrants that the bus return to the school will be suspended from riding the bus for a minimum of twenty (20) days.

Bus Drivers will report specific disciplinary problems to the principal or assistant principal in writing on the Bus Conduct Report Form. If the driver is uncertain about who was unruly or who caused the disturbance, the driver will report the incident to the principal for investigation. After the principal administers the proper disciplinary action, a copy of the Bus Conduct Report Form will be forwarded to the parent, the bus driver, and the Transportation Supervisor that day or the following school day. This form will indicate the action taken by the principal. The principal will maintain a file of the Bus Conduct Report Form.

As required by Georgia law, a student found to have engaged in physical acts of violence* shall be subject to the penalties determined by a tribunal. If a student

is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting involving the parent/guardian and appropriate school district officials shall be held to develop a school bus behavior contract. This contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus.

It shall be the responsibility of all principals to abide by the following procedure for enforcing the bus conduct policy:

- First Offense: The principal shall take proper disciplinary action, which may include suspension from riding the bus, based on the nature or severity of the offense.
- Second Offense: The principal shall suspend the student from riding the bus for at least five (5) school days.
- Third Offense: The principal shall suspend the student from riding the bus for at least ten (10) school days.
- Fourth Offense: The principal shall suspend the student from riding the bus for at least twenty (20) school days.
- Fifth Offense: The principal shall suspend the student from riding the bus for sixty (60) school days.
- Sixth Offense: The principal shall suspend the student from riding the bus for one hundred eighty (180) school days.

Note: Students who are suspended from the bus are suspended from all buses. Unserved suspension will carry over to the next school year.

WEST HALL HIGH SCHOOL PROCEDURES

Absences

Each teacher will sign a student's excuse explaining the cause for an excused absence(s). Notes for absences should be turned in to the attendance window upon return to school. Students are encouraged to make up any missed assignments upon returning to school. Students are NOT to miss more than 16 days per year for yearlong courses (or 8 days for ½ year courses). After 16 absences, only extenuating circumstances will be considered for makeup work. Pre-arranged absences may be excused, depending on the circumstances and only with prior approval from the principal.

Students should establish a "buddy system" for obtaining assignments in classes missed. Students absent for illness, family emergency or suspension, should contact a buddy by phone. It is recommended that students exchange telephone numbers or email addresses with at least two students in each class and keep these numbers or email addresses at home for referral when an absence occurs.

Attendance/Tardies

School hours are 8:20 a.m. – 3:35 p.m.

Students who are tardy to school or are not in first period when the bell rings must report to the attendance office and sign in before going to class. Failure to sign in will be treated as a class cut.

***TARDY TO CLASS PROCEDURE:**

Students who are in the hall after the tardy bell has rung are tardy to class.

- 1st TARDY.....WARNING*
- 2nd TARDY.....WARNING*
- 3rd TARDY.....WARNING*
- 4th TARDY.....Administrative detention
- 5th TARDY.....Administrative detention
- 6th TARDY.....Discipline write-up sent to administrator, including documentation of action taken thus far; in-school suspension.

*Any student out of class without permission for more than ten (10) minutes will be considered cutting class and appropriate discipline will apply.

***Habitual violators of the Attendance Policy (tardies and absences) will be subject to revocation of parking/driving privileges.**

FOR ATTENDANCE PURPOSES:

- Students coming to class *no more than* 25 minutes late will be counted "present".
- Students coming to class *more than* 25 minutes late will be counted "absent".

ACCEPTABLE EXCUSES FOR LATE CHECK-IN:

- Personal illness/injury
- Family emergency
- Doctor/Dental appointment
- Authorized school activity
- Subpoena to appear in court
- Conditions rendering school attendance impossible or unsafe
- Pre-arranged tardy with approval of the principal

Checking In/Out and Leaving the Campus during the School Day

Students will be given a permit by the office to check out of school early only if students have written parental permission that has been confirmed by telephone. A parent's request for a student to check out of school does not automatically excuse the absence. A written note should be provided on the day of return. Students checking into school after 8:50 a.m. must sign in through the office. Students are not allowed to leave the campus unless accompanied by a parent except for providential or emergency reasons, confirmed doctor's or dentist's appointment, or with special permission from the principal's office. When students leave campus early, class absences will be handled as school day absences. Leaving school early without permission and/or without signing out is a major offense. Cutting class is the same as leaving school without permission.

***Students who repeatedly report late for early morning classes will be subject to suspension for failing to follow the assigned schedule.

Students scheduled to leave school before the end of the school day must leave at the scheduled time or report back to the office. Students on a work schedule must have special permission from the Principal or the Work-Based Learning Coordinator to leave school early or come in late due to work.

Classroom Behavior

Students are expected to exemplify the qualities of a good citizen in the classroom: honesty, courtesy, politeness, effort, preparation and participation. If students leave class without permission, it will be considered cutting class.

Computer Policies

Any student who knowingly damages or misuses a computer will be banned from all computers and will face in-school suspension, out-of-school suspension, or possible expulsion from school.

Students using the Internet must follow instructions and not stray from specific goals. Students will not be allowed to "surf" with no stated goals or assignments.

Dances (7:00 - 10:30 P.M.)

Dances (unless otherwise stated) are limited to West Hall students, their dates, parents, and faculty. Smoking will not be permitted at school-sponsored dances.

Debts

Students will not be issued a new textbook until all lost or damaged book fines are paid. Students are responsible for the care of all books assigned to them and must replace any lost textbook within a reasonable period of time.

Dress Code

In addition to violations of the Hall County Dress Code, the following are dress code violations at West Hall High School:

- Spaghetti straps
- Sleeveless shirts and tank tops (boys)
- Shoulder width of tops that are less than 2 inches (girls)
- Absence of wearing an ID badge during school hours
- Leggings without a long top
- Athletic shorts unless in PE
- Yoga pants
- Pajama Pants or Jeans with holes above the knees
- Any clothing deemed inappropriate by administrators or faculty

Drinks, Food and Gum

Each teacher will set up rules regarding drinks, food, and gum in the classroom.

Employees

All adults at WHHS are considered faculty and staff of the school, and students are expected to obey them.

Extra-Curricular Activities

In accordance with state laws, all club funds must be deposited with the principal's office and records kept which will be subject to audit each year. All clubs must plan for dues that will underwrite expenditures.

STUDENTS MUST BE IN A SCHEDULED SUPERVISED ACTIVITY TO REMAIN ON CAMPUS AFTER 3:35 P.M.

Field Trips

Eligibility for field trips is determined by attendance and grades. Students failing any courses or who have numerous absences will not be allowed to go on field trips.

Flowers

The office will not receive or distribute flowers to students at school. Any personal flowers, balloons or gifts should be sent to students' homes. Any exception to this rule will be announced by the office.

Honor Roll

An Honor Roll will be published at the end of each grading period. Students eligible for "All A" Honor Roll must have grades of 90% or higher in ALL courses taken (all A's). Students eligible for "Merit Roll" must have no more than one grade between 80%-89%, with all other grades of 90% or above (one B, with all other A's). These students will be recognized at an Academic Pep Rally.

Identification Badges

To better ensure school safety, students will be issued a WHHS identification badge (at no cost) and will be required to wear it during the school day. If a student misplaces his/her badge, a new one will be made at a cost of \$7.00. If one cannot be purchased, the student will stay in ISS until one is produced.

Lockers

Students may rent a hallway locker to store student supplies. are to use a locker in the homeroom area with a school lock only. Gym lockers are for gym use only; no locks are permitted. Lockers may be decorated under these conditions: INSIDE – Decorations inside lockers are discouraged. OUTSIDE - Athletic locker decor should be removed at the end of each season. Students must insure that locker decorations are neatly maintained. Untidy and out-of-season locker decorations will be removed by the administration.

Lunchroom

Students must report to the lunchroom during lunch and must go in a quiet and orderly manner. Students must not leave the lunchroom without a teacher's or administrator's permission. Students cannot take food or drink out of the cafeteria. Students may not leave campus for lunch.

Money or Valuables

Students should keep money or other valuable property with them at all times. Students should bring only what is necessary for school. The school will not be responsible for money left in dressing rooms and, unless there is a witness to money or valuables being taken, no investigation will be made for money or valuables lost. Money and valuables should be checked with the P.E. teacher before class. NEVER LEAVE MONEY OR VALUABLES IN UNSUPERVISED

AREAS. *Cell Phones, iPods, and other personal devices may be brought to school at owner's risk.*

Out of Class Pass

A pass is required in order to be excused from a classroom for any reason during class time or study hall. Teachers may not excuse a student from another teacher's class. Students coming to the office should have a pass from a teacher. Students will not be given passes to class from the office.

Parties

Parties will not be permitted in the classroom.

Patriotism, References, Signs, Symbols, Sportsmanship, Etc.

Students are expected to stand quietly for the Pledge of Allegiance and the National Anthem. No signs, symbols or language offensive to any race, group, or school will be permitted. Acts of questionable moral nature or unsportsmanlike conduct will not be permitted at any school activity or athletic contest.

Restrooms

Students are not to stand or congregate in restrooms or outside restroom doors.

Schedules

Only the guidance counselors and administrators, with the principal's permission, may change a student's schedule. The schedule given to student at registration must be followed. Students are to know and follow both the county and school schedules.

School Buses

School policies apply to students on school buses and while on elementary, middle and high school campuses. Failure to conform to the system's transportation and school policies or to the specific instructions of bus drivers or school officials may result in immediate suspension from riding the bus. Students running to the buses will receive disciplinary action.

School Cleanliness

Your school will be as clean as you keep it. Keep the parking lot, campus, halls, restrooms, lunchroom, and instructional areas free of litter and trash. School machines, equipment and materials are not to be abused and are to be neatly stored. Students are expected to share in school housekeeping responsibilities.

West Hall High School Alma Mater

(Written by Katy Peace)

Hail the home of West Hall Spartans
Plainly will you see
That our spirit lives forever
True we'll always be.
On and on we strive together
Towards that glorious day.
This is home of West Hall Spartans
Here our hearts will stay.

APPENDIX A – Extra Curricular Activities

Students wanting to participate in extra-curricular activities must meet the minimum requirements set forth by the State Board of Education and the Georgia High School Association. Students who have questions about participation in specific activities should contact the school sponsor, advisor, or counselor. *Parents who do not want their students to participate in one or more of the following clubs must indicate such on the "Parent/Legal Guardian and Student Signature Pages" found in Appendix C of the handbook.* (Note: Not all activities are available in all high schools; where present, school name and sponsor name are listed. Counselors can provide information about activities available in each high school.)

CLUB / ORGANIZATION

ACADEMIC TEAM – provides opportunities for students to interact with students outside of school in challenging academic settings. Activities include: team practices, local and state-wide competitions.

Sponsors:

- CHS – Sandra Rudd
- EHHS – TBA
- FBHS – Joan Grindle
- NHHS – Rebecca Hartfield
- WHHS – Mark Kelly

AEROSPACE CLUB – provides students with opportunities to investigate careers in the aerospace industry and to foster interest in aerospace operations. Activities include: seminars, field trips, simulations, and competitions.

Sponsors:

- WHHS – Joel Aquino, Brandon Miller

AMERICAN DESIGN DRAFTING STUDENT ASSOC. (ADDSA) – provides technical information for improving the science of graphic communications and design. Activities include: design competitions, guest speakers, environmental projects, leadership seminars, state conventions, "Youth in Education Day" at Atlanta Dragway, industry field trips, and fundraisers.

Sponsor:

- FBHS – Ean Sonnier

AMERICAN RED CROSS – provides the premier environment for youth and young adults to learn, practice and exemplify humanitarian values. Activities include: community outreach.

Sponsor:

- FBHS – Kathy Peake & Rose Monacella

ANGLER CLUB – provides opportunities for students to share their interest in the environment and conservation. Activities include: participation in clean-up and conservation efforts at Lake Lanier and other surrounding bodies of water; charitable fund raising events; and classroom projects such as: aqua culture, fish farming, water/wetlands management.

Sponsor:

- CHS – TBA
- EHHS – Kevin Merck
- NHHS – Ely Self
- WHHS – Greg Kinsey

ANIME CLUB – provides support for students to understand and share their love of Japanese animation and games. Activities include: viewing of various Anime

videos and series, sharing of Manga (books of anime), and skill development in Yu gi oh and Majic.

Sponsor:

- CHS – Emily Lott
- JHS – Jessica Coulter
- NHHS – Bruce King

AROUND THE WORLD - inspires students to challenge themselves through rigorous course work, mentoring and parent involvement while helping the community cross ethnic boundaries by teaching culture from different ethnicities. Activities include: community service events, exploration of college opportunities to improve the college resume.

Sponsor:

- CHS – Gracie Martin

ART CLUB – creates a visually pleasing environment by using the artwork of students. Activities include: displaying student artwork, painting murals and assisting other clubs with visual displays.

Sponsors:

- CHS – Veronica Martin
- EHHS – Michael Valley
- FBHS – Regina Goodman
- WHHS – Erica Lackey

BETA CLUB – promotes the ideals of character, achievement, service and leadership by providing opportunities and experiences that demonstrate these traits. Activities include: school and community service projects.

Sponsors:

- CHS – Jennifer Gibson
- EHHS – Nan Anderson and Brenda Kirt
- FBHS – Amy Hansen
- JHS – Mary Pinchen
- LCA – Alicia Fortner
- NHHS – Rebecca Hartfield
- WHHS – Beth Pittman and Jennifer Chittaro

BOOK CLUB – encourages students to read outside of, and in addition to, routine assignments. Participating students select novels from an approved list provided by the school sponsor. Selections range from classic to contemporary. While reading a selected book, participants will meet at scheduled intervals to discuss their insights and opinions. Activities include: class presentations, reading to elementary school students, collecting used books to be donated to schools and nursing/assisted living homes, fund-raising to buy books for needy students/families, and competing in reading bowls.

Sponsors:

- CHS – Lana Nix
- FBHS – Laurie Stowe
- JHS – Julie Townley
- NHHS – Carol Hammond
- WHHS – Helen Dunn

CAREER AND TECHNICAL INSTRUCTION (CTI) – provides students opportunities to develop leadership skills by using their career-tech skills to help other people in the community. Activities include: school-wide literacy projects and CTI State Leadership Conference competitions.

Sponsors:

- CHS – Angela Shepheard
- EHHS – Adam Banks
- FBHS – Lindsay Justice
- JHS – Regina Sailors
- NHHS – Traci Owens
- WHHS – Breana Cagle

CHESS CLUB – Gives students an opportunity to play friendly games of chess against their peers in a low-stress environment. Students of all levels are welcome to join. The Chess Club Maybe also holds or participates in intramural and interscholastic tournaments.

Sponsors:

- EHHS – Robin Kirkham
- WHHS - Sam Harben

DEBATE TEAM – Learn the art of persuasion, increase academic performance and hone research skills through competition; hear the topic, take a position and provide rebuttals for opposing viewpoints; benefit from the opportunity for public speaking, building confidence for college presentations and career presentations.

Sponsor:

- FBHS – Jeremy Purdy
- JHS – Charity Wang
- NHHS – Steven Wang

DECA...An Association of Marketing Students – enhances the co-curricular education of students with interest in marketing, management and entrepreneurship. Activities include: seminars, meetings, conferences, fundraising projects, fieldtrips, competitions, and community service projects.

Sponsors:

- CHS – Diana Jones
- FBHS – Carol Summer & Brett Dillin
- LCCA – Joni Cochran
- NHHS – Kristi Sims
- WHHS – Deborah Norman

DRAMA CLUB – supports theatre education and performance in our community. Activities include: special community performances, improve troupe performances, trips to see professional plays and performances, and set/prop construction.

Sponsors:

- CHS – Jeff Kelly
- EHHS – Ann Brevard
- FBHS – Mallory Nonnemaker
- JHS – Jennifer Fuller
- NHHS – Jan Ewing
- WHHS – Sarah Lindahl

ENVIRONMENTAL CLUB – instills in young people’s mind the value of taking care of the environment. Activities include: furnishing recycle boxes for school wide paper and bottle recycling, monthly collection of recyclables, and area clean-up days within the community.

Sponsors:

- CHS – Nick Scheman and Lisa Taylor
- EHHS – Adam Banks and Jill Calvert
- FBHS – Kim Grennan
- NHHS – Cynthia Greer

EQUESTRIAN CLUB – provides opportunities for students to develop an understanding and appreciation of equestrian sports through organized competitions and equine educational opportunities. Students will learn Equitation, horsemanship, athleticism, safety and will participate in Hunter/Jumper training. Activities include: club meetings, weekly riding instructions in the disciplines of Hunters and Equitation, IEA competitions, and will participate in barn responsibilities.

Sponsor:

- FBHS – Kim Grennan

4 for 4 CLUB – provides recognition for all students who pass all four content areas of the Georgia High School Graduation Test as first-time test takers. Activities: members are tutors in the PASS (Peer Assisted Student Success) program that helps prepare other students for the GHSGT.

Sponsor:

- NHHS – Jennifer Rudeseal

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA) – promotes personal growth, leadership through Family and Consumer Science classes and community volunteerism. Activities include: visiting homeless shelters, handicapped children's programs, raising awareness of domestic violence, sharing teen pregnancy education, and serving Gainesville's community oriented organizations.

Sponsors:

- EHHS – Stacey Crain
- FBHS – Vickie Rundbaken
- JHS – Mary McGovern
- LCCA – Chris Mitas & Terry Haymond
- NHHS – Laura Morrison

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) – Christian organization dedicated to character development, fellowship and service. Activities include: meetings, conferences and community service projects.

Sponsors:

- CHS – Blake Anderson
- EHHS – Kami Wyse
- FBHS – TBA
- JHS – Deb Eidson & Brittany Lundrigen
- LCCA – Daniel Goss
- NHHS – Susanne & Chris Haynes
- WHHS – Adam Johnson

FELLOWSHIP OF CHRISTIAN STUDENTS – Christian organization dedicated to character development, fellowship and service. Activities include: meetings, conferences and community service projects.

Sponsors:

- LCA/LCCA – Daniel Goss

FENCING CLUB – provides opportunities for students to learn the sport of fencing, to promote good sportsmanship and athleticism, and to promote health and fitness. Activities include: club meetings, club practices, and fencing tournaments.

Sponsor:

- FBHS – Phyllis Pizzino

FOREIGN LANGUAGE CLUB – provides multi-cultural experiences to those who are studying a foreign language. Activities include: multicultural suppers,

museum visits, guest speakers, and participation in Foreign Language Day at NGCSU and participation in International Day.

Sponsors:

- CHS – Ana Maria Tipton
- FBHS – Gabrielle Durden-Coffee

FUTURE BUSINESS LEADERS OF AMERICA (FBLA) – brings business and education together in a positive working relationship through innovative leadership and career development programs. Activities include: leadership training, business-related competitive events, workshops, and service projects.

Sponsors:

- CHS – Sue Matthews & Blake Anderson
- EHHS – Matt Turner
- FBHS – Wanda O’Kelley
- JHS – Stacey Hulsey
- LCCA – Heather Loveless
- NHHS – Karen Filchak & Susanne Haynes
- WHHS – Dr. Lora Lindsay

FUTURE EDUCATORS OF AMERICA (FEA) – provides students with opportunities to explore teaching as a career. Activities include: career seminars, meetings, community service projects and conferences.

Sponsors:

- CHS – Danielle Cleveland
- FBHS – Wanda O’Kelley
- NHHS – Suzanne Haynes

FUTURE FOR AGRICULTURE (FFA) – makes a difference in students by developing potential for leadership, personal growth and career success. Activities include: career development seminars, community service projects, meetings, leadership conferences, and proficiency awards programs.

Sponsors:

- EHHS – Cate Hardman
- LCCA – Shay Grant
- NHHS – Mitch Davis

GITAR CLUB – brings an appreciation for and a cultivation of musical skills and technique through the playing of the guitar. Activities include: fieldtrips to see different types and genres of guitar music, student performances, recitals, monthly meetings, and practice sessions.

Sponsors:

- CHS – TBA
- EHHS – Craig Cantrell
- WHHS – Tim Gale

HAPPY HEALTHY HEARTS (H³) – promotes education of young ladies regarding positive mental and physical health in order to lead healthy lives beyond high school. Activities include: fitness activities, mentorship of younger students, and sponsorship of 5K run/walk events.

Sponsors:

- FBHS – Katie Scali

HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA) – promotes career opportunities in the health care industry and enhances the delivery of quality health care to all people. Activities include: conferences, competitions, meetings, health fairs, and community service projects.

Sponsors:

- CHS – Allison Wilson
- EHHS – Gail Stowers
- FBHS – Kathy Peake & Rose Monacella
- JHS – Becky Maddox & Teresa Edwards
- NHHS – Claire Coates & Megan Montgomery
- WHHS – Debbie King

HOPE – provides support for students from various nationalities who want to develop friendships and learn about each other's cultures. Activities include service projects and meetings.

Sponsors:

- CHS – Chantelle Quintana
- WHHS – Dr. Belinda Sauret

INTERACT CLUB – develops local and international service projects for students, ages 14-18; includes service projects to benefit school and community.

Sponsors:

- CHS – Carey Whitlow
- FBHS – Rachel Trim & Katie Shockley
- JHS – Jessica Coulter
- NHHS – Tiffany Howell & Eliana Peck

JUDO CLUB - provides opportunities for students to learn the sport of judo, to promote good character, to encourage sportsmanship and fitness, and to acquire self-confidence.

Sponsors:

- EHHS – Brian West

KEY CLUB – dedicated to helping others, serving the school and making communities a better place; includes: visiting nursing homes, sponsoring families in need at Thanksgiving and Christmas, participating in local service projects such as Georgia Sheriff's Youth Homes, March of Dimes, and Humane Society.

Sponsors:

- CHS – Adrienne West
- EHHS – Beth Ann Hamilton
- FBHS – Beth Murphy
- JHS – Jennifer Worley
- NHHS – Bob Woodworth

LITERARY SOCIETY - discusses and/or creates various forms of literature. Literature forms will include print (poems, stories, novels, and drama) and non-print (music and film) literature. The purpose of this organization is to provide opportunities for students to experience and appreciate literature in a collegial setting outside the traditional classroom.

Sponsors:

- FBHS – Joan Grindle
- WHHS – Mark Kelly

MATH TEAM – challenges and encourages mathematically talented students to apply mathematical concepts to everyday ideas. Activities include: participation in tournaments sponsored by high schools, colleges, and national organizations.

Sponsors:

- CHS – Darrell Skogman
- FBHS – Charlotte Little
- JHS – Caitlin Hamner & Chris Skogsberg
- WHHS – Ed McAdams

MOCK TRIAL – provides students interested in law or social studies an opportunity to take the role of a lawyer or witness in the performance of a court trial. The students' work will culminate with the Georgia regional competition.

Sponsor:

- CHS – Britton Grier

MOTORCYCLE CLUB – promotes motorcycle rider safety. Activities: practice safe riding habits, group rides, discuss and practice accident avoidance, perform community service projects, hear about safe riding habits from organizations that promote the same.

Sponsor:

- FBHS – TBA
- JHS – Rodney Presley

MU ALPHA THETA – Math Honor Society – promotes academic excellence and high standards in the field of mathematics.

Sponsors:

- FBHS – Charlotte Little

NATIONAL ART HONOR SOCIETY – recognizes and inspires students who have shown an outstanding ability in art. Activities include: school, community and state art opportunities.

Sponsors:

- CHS – Veronica Martin
- FBHS – Regina Goodman
- JHS – Laura Tucker
- NHHS – Marjory Hinkley
- WHHS – Erica Lackey

NATIONAL ASSOCIATION OF HOME BUILDERS – helps to enrich the educational experience of students enrolled in construction-related fields such as construction management, engineering, architecture, real estate, and the trades. Activities include: seminars, job shadowing, field trips, and community service.

Sponsors:

- CHS – Shane McClellon
- JHS – Rodney Presley
- LCCA – Rodney Presley
- NHHS – TBA
- WHHS – Scott Holtzclaw

NATIONAL ENGLISH HONOR SOCIETY – a national organization exclusively for high school students who, in the field of English, merit special note for past and current accomplishments. Immediate benefits of affiliation will be national recognition, scholarship eligibility, and opportunities for national networking with others who share enthusiasm for, and accomplishment in, the language arts. Activities include: writing lab, Shakespeare Festival, and literary magazine.

Sponsors:

- CHS – Sandra Rudd

NATIONAL FORENSIC LEAGUE – empowers students to become effective communicators, ethical individuals, critical thinkers, and leaders in a democratic society. Activities include: public speaking, individual and team practices, and interscholastic competitions.

Sponsors:

- WHHS – Sam Harben & Andrew McCain

NATIONAL HONOR SOCIETY – helps students create enthusiasm for scholarships, stimulate a desire to render service, promote leadership, and develop character. Activities include: school and community service projects.

Sponsors:

- CHS – Dana Richardson
- EHHS – Jenny Bonilla
- FBHS – Joan Grindle & Jeremy Purdy
- JHS – Ann Brunk and Charity Wang
- NHHS – Cynthia Greer & Evelyn Harper
- WHHS – Tevi Henson and Andrew McCain

NATIONAL TECHNICAL HONOR SOCIETY – recognizes student achievement and leadership, promotes educational excellence, and enhances career opportunities. Activities include: career seminars and community service.

Sponsors:

- CHS – Holli Howard
- JHS – Scott Porter
- NHHS – Claire Coates

NAVY JUNIOR RESERVE OFFICER TRAINING CORPS - develops leadership skills and encourages students to become active and productive citizens. Activities include: leadership training, competitions and field trips.

Sponsors:

- EHHS – Chief Donald Miller

NEWSPAPER STAFF – fosters an appreciation free press and an informed citizenry, and teaches students to develop skills in research, critical analysis, writing, layout and design, editing and working as a team. Activities include: producing a school newspaper, researching issues, and writing articles.

Sponsors:

- CHS – TBA
- NHHS – Lori Barrett
- WHHS – Rita Crocker

PARACHUTE PACKERS – promotes service for the success of others. Activities include: packaging supplies for US military personnel, adopting deployed soldiers from Hall County, and volunteering for school functions and community events.

Sponsors:

- FBHS – Bridget Rodriguez

PARTNERS FOR SUCCESS – encourages the development of leadership and relationships among peers with and without disabilities in order to create an atmosphere of school and community inclusion, awareness, and acceptance. Activities may include social gatherings, community service projects, fundraising events and unified Special Olympics at the local and state level.

Sponsors:

- CHS – Angela Shepheard
- EHHS – Jennifer Crow & Jill Calvert
- FBHS – Lindsay Justice
- JHS – Caroline Curran
- LCCA – Teresa Shubert
- NHHS – Lisa Shows
- WHHS – Breana Cagle

PEP CLUB – To foster school spirit and pride; encourages students to support their teams in a positive manner, and to display good sportsmanship and improve

morale in the school and community. Activities include: assisting cheerleaders and coaches at pep rallies, participation in sporting events, and organizing displays of school spirit throughout the school building as well as the community.

Sponsors:

- CHS – Jennifer Gibson and Danielle Cleveland
- NHHS – Bob Woodworth

PHYSICS CLUB – encourages student understanding of physics through real world application. Activities include: bowling, scuba diving, and the Electric Vehicle Rally.

Sponsor:

- FBHS – Keith Crandall

QUILL AND SCROLL JOURNALISM HONOR SOCIETY – Membership includes any junior or seniors ranked in the upper third of their class in general academic studies, and must be nominated by their journalism adviser for their superior work in some phase of journalism such as school media work, whether writing, editing, business management, photography, in production of a newspaper, literary magazine, or yearbook. Activities include high school yearbook production, entrance into Quill and Scroll Yearbook Excellent Contest, International Writing and Photography Contest, and scholarship opportunities for individual students, staff, and advisers.

Sponsor:

- CHS – Natalie White

RED CARD FOUNDATION - Committed to providing support (food, clothing, school supplies) to less fortunate students enrolled at Chestatee High School; support will be provided through donations, student-led fundraising efforts, and community partners.

Sponsor:

- CHS – Emily Hulsey

RELAY FOR LIFE CLUB – promotes student awareness of cancer research, supports school activities, and encourages student participation in Relay 4 Life. Activities include: monthly meetings, fundraisers, annual Relay 4 Life event.

Sponsor:

- CHS – Emily Hulsey & Cate Satterfield
- EHHS – Kendra Childers
- JHS – Jennifer A Worley
- NHHS – Cynthia Greer
- WHHS – Jennifer Chittaro & Beth Pittman

RENAISSANCE CLUB – provides incentives and rewards to all levels of academic achievement, attendance, and behavior. There are four levels of recognition: Platinum, Gold, Silver, and Bronze. Activities include Toys-for-Tots; Super Heroes Rescue, which is the collection and distribution of school supplies for needy elementary school students; state and national conventions; *Meet the Trojans* community pep rallies; and 9th grade Orientation.

Sponsors:

- CHS – Darrell Skogman
- NHHS – Beverly Buffington

ROBOTICS CLUB – promotes the experimentation with robotics, provides a forum for discussion and sharing information, and gives its members a community to participate in and learn about the field of robotics. Activities include: club meetings, competitions, and service projects.

Sponsors:

- CHS – Nick Scheman
- FBHS – Carol Morris
- NHHS – Brett Farkas

SADD (Students Against Destructive Decisions) – provides opportunities to assist students in making good decisions regarding peer pressure.

Sponsors:

- FBHS – Kelly Smith
- JHS – Sharitta Cantrell, Renee Filson, & Lloyd Herford

SCIENCE CLUB – provides opportunities for students to develop greater and deeper connections regarding socio-scientific concepts and applications. Students can specialize in areas of rocketry, robotics, and/or environmental competitions. Activities include community clean-ups, stream water monitoring, school-wide recycling, rocketry competitions, robot design, robot programming, and robotic competitions.

Sponsors:

- CHS – Nick Scheman, Lisa Taylor, and Mike Herrin

SCIENCE OLYMPIAD – provides an ever changing line up of events in all STEM disciplines and exposes students to practicing scientists and career choices. Activities include science related competitions including bridge building, crime solving, rocket building, and green activity.

Sponsors:

- NHHS – Rebecca Hartfield

SCIENCE, TECHNOLOGY, ENGINEERING & MATH Club (STEM) – provides opportunities for students to collectively and individually compete in regional and national STEM related competitions. It will also give participants opportunities, and to work with various partners and businesses in the community on STEM projects.

Sponsors:

- NHHS – Kenny Childs

SIGN LANGUAGE CLUB - dedicated to raising awareness, teaching, and conversing in ASL (American Sign Language). The club would be designed so that students can learn and practice sign language, gather a stronger understanding of the Deaf community, and meet deaf individuals. The club would both teach and converse with each other through activities, games, and social time. There would be fundraisers, activities outside of school, and community projects that would allow the students to incorporate sign language into real-life situations.

Sponsors:

- FBHS – Quay Reeves

SKILLS USA...CHAMPIONS AT WORK – serves high school students who are preparing for careers in trade, technical and skilled service occupations. Activities include: monthly meetings, community service activities, region, state and national competitions and conferences in skill and leadership categories.

Sponsors:

- CHS – Mark Gable & Shane McClellon
- EHHS – Ted Deppe and Dennis Shirley
- FBHS – Shane Millwood
- JHS – Reid Houston, Rodney Presley and Scott Porter
- LCCA – Terry Haymand, Janice Lester, Chris Mitas, Kim Nix & Rodney Presley

- NHHS – Ronny Turpin
- WHHS – Scott Holtzclaw, Brandon Miller & Angela Pirkle

SOCIETY OF SCRIBES – Members will produce poetry and creative non-fiction. They will produce elegant, informal written communication. They will produce and artful and useful products. All products will require various percentages of script, so students will be practicing elegant handwriting, legible handwriting, and a bit of Calligraphy. Eventually, officers will plan and prepare meeting activities. Club members will add to their portfolios throughout the year.

Sponsors:

- NHHS – Jill Ross

SPANISH CLUB – promotes the study of Spanish Language and culture. Activities include: cultural events, supporting charitable organization and trying authentic Spanish/Hispanic foods.

Sponsors:

- EHHS – Jenny Bonilla & Carmen Chapman
- NHHS – Tiffany Howell, Eliana Peck and Laura Drury
- WHHS – Dr. Belinda Sauret, Cristina Vera-Silva & Melissa Fraser

SPANISH NATIONAL HONOR SOCIETY (Sociedad Honoraria Hispana) – is designed to recognize high achievements of high school students in the Spanish and Portuguese languages and to promote continuing interest in Hispanic and Portuguese studies. Activities include: chapter meetings, tutoring lower-level Spanish students, Spanish immersion day, community service, and opportunities for National Spanish examinations, travel, and scholarships.

Sponsors:

- FBHS – Vanessa Cohn
- WHHS – Belinda Sauret

STUDENT COUNCIL – represents the student body of each school and instills in students a sense of citizenship and community service. Activities include: student of the month recognition, student birthday recognition, teacher appreciation, principal appreciation, sponsoring an assembly, and student council meetings.

Sponsors:

- CHS – Darrell Skogman & Marlena Spence
- EHHS – Joyce Tharpe & Craig Cantrell
- FBHS – Jessi Grier & Melissa Crawford
- JHS – Kathy Strickland
- NHHS – Traci Owens
- WHHS – Jessica Lee

TABLETOP GAMERS CLUB - involves students in tabletop games to utilize and improve skills in strategy, math and logic. Learning new games will encourage the students to promote family game nights at home. Activities will include meetings, learning seminars, and game nights. Annual service project promoting family game nights will be done each year.

Sponsors:

- FBHS – Teresa Cox

TECHNOLOGY STUDENT ASSOCIATION (TSA) CLUB - prepares its members to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program including communication, leadership, and competitive skill development in the classroom/laboratory environment. Activities include: technological literacy and

leadership skills, work on complex activities from start to finish, competition on local, state and national levels.

Sponsors:

- FBHS – Ean Sonnier

THESPIAN SOCIETY – promotes theatre education to make theatre part of lifelong learning. Activities include workshops, performances and service projects.

Sponsors:

- CHS – Jeff Kelly
- EHHS – Ann Brevard
- FBHS – Mallory Nonnemaker
- JHS – Jennifer Fuller
- NHHS – Jan Ewing
- WHHS – Sarah Lindahl

TOME SOCIETY - focuses on multiple literacies that allow students to read, write, and interact across a range of platforms, tools, and media. Students will explore information, digital, technology, media, and foundational literacy to identify type of information, and the correct method, format, and medium for sharing and accessing information based on an identified audience. Activities include conferences, rallies, competitions and philanthropic efforts.

Sponsors:

- EHHS – Rebecca Hamby
- JHS - Julie Townley & Diana Mangini

TRAVEL CLUB - Fosters a continued interest in traveling, and learning about other cultures. Students interested in travel abroad, movies filmed abroad, cultures of the world, researching worthy places to visit, international day involvement.

Sponsors:

- FBHS – Patrice Pennington

TRI-M MUSIC HONOR SOCIETY – fosters a greater continued interest in music and a desire for individual and ensemble excellence in music performance. Activities include: chapter meetings, middle school student mentorship, Chamber Group Leadership, presentations, rehearse music, and provide music lessons for younger peers/musicians.

Sponsor:

- EHHS – Craig Cantrell
- FBHS – Stacie Mavis
- WHHS – Ernie Phillips

VIDEO BROADCAST CLUB – promotes video/production skills which will prepare students for TV broadcasting and film production. Activities include: film production at school, community projects, and internship experiences.

Sponsor:

- CHS – Caleb Smith
- FBHS – TBA
- JHS – Reid Houston
- NHHS – David Bishop

WOODWORKING CLUB- Woodworking club would teach students to identify the different types of wood, how to read grain patterns, and best uses of the woods for projects. Students would team work on wood inspired projects to share with members of the club. Sample activities- Making butcher's blocks, cutting boards, bird houses, etc.

Sponsor:

- FBHS – Shane Millwood

X-PLORE – to learn new skills, experience nature, and challenge members to try new things. The X-PLORE Club will practice conservation while in the outdoors and always leave a place better than it was found. Club members will develop a lifelong appreciation and respect the great outdoors. Activities include: hiking, backpacking, Adopt-A-Stream, lake/river cleanup, & Habitat construction through **Xpeditions Promoting Leadership Outdoor Responsibility & Education**.

Sponsor:

- FBHS - Richard Godfrey

Y CLUB – to create, maintain, and extend, throughout the home, school, and community, high standards of Christian character. Activities include: monthly meetings, community service projects.

Sponsor:

- CHS – Kimberly Holland
- NHHS – Marlena Nix

YEARBOOK – is designed to have students produce, using responsible and ethical journalistic standards, a publication that serves as a history book for the high school. Activities include producing a comprehensive yearbook in a timely manner under budget.

Sponsors:

- CHS – Natalie White
- EHHS – Jill Damron
- FBHS – Roberta Allen
- JHS – Christy Britt
- NHHS – Tessa Shirley
- WHHS – Rita Crocker

YOUNG DEMOCRATS – excite and engage students in the political community and promote progressive ideals. Activities include service projects that seek to help others in the community.

Sponsor:

- CHS – Britton Grier

YOUNG REPUBLICANS – provide young people the opportunity for political expression, to train them as political workers, promote conservative ideas to everyday teenagers, and to provide a practical means by which they may contribute in the development and betterment of the Republican Party as a service to the school, community, state, and nation. Activities include: volunteering for local candidates and fundraising for needy children.

Sponsor:

- CHS – JJ Wiley
- FBHS – Jeremy Purdy

YOUTH LEADERSHIP HALL – assists in preparing extraordinary young people for their careers by bringing various professions to life and empowering young people to make well-informed career choices. Activities include: career seminars, conferences, meetings and service projects.

Sponsor:

- CHS – TBA
- EHHS – Leigh Cumiskey
- FBHS – TBA
- JHS – Rachel Jarvis
- NHHS – Deana Harper

- WHHS – Beth Pittman

APPENDIX B – PARENT/GUARDIAN & STUDENT SIGNATURE PAGES
2015 – 2016

Dear Parent/Legal Guardian,
After reading this handbook, please respond by signing all appropriate spaces in each section.

Student's Name (PRINT) _____ STUDENT ID _____
Parent/Legal Guardian's Name (PRINT) _____
Advisement/Homeroom Teacher (PRINT) _____

(PLEASE SIGN IN EACH SPACE PROVIDED.)

HEALTH CARE RELEASE:

In the event a previously *undiagnosed* life threatening allergic reaction occurs, the school has partnered with District 02 Health Services to administer the life-saving medication, Epinephrine. Designated school staff are trained to assess, call 911 and administer Epinephrine. When Epinephrine is administered, the student will be transported to the ER for evaluation and further treatment, if needed.

In the event of any emergency or accident involving this student and the parent/guardian cannot be reached, I give permission to school authorities to take appropriate emergency action, including calling 911, for transportation to a hospital. I also give permission to the hospital's emergency room staff to treat the student unless I am present and request otherwise. Fees for transportation and medical services will be the responsibility of the parent/guardian.

Parent/Legal Guardian Signature X _____ Date _____

PHOTO/VIDEOTAPE RELEASE:

It is the practice of the Hall County School System to recognize student achievement and accomplishments. I give permission for my student to be photographed, interviewed, have the name published and/or videotaped for stories/articles promoting out school or the school system. These stories may appear in newspapers, television and/or social media. I consent for the release of the photographs/videotapes to the media in school-related coverage.

Parent/Legal Guardian Signature X _____ Date _____

WEB PAGE:

It is the practice of the Hall County School System to recognize student achievement and accomplishments. I give permission for photographs and exemplary classroom projects to be posted on the school system's web page, including local school sites, which can be accessed on the Internet at <http://www.hallco.org>. In posting a photograph or exemplary classroom projects of a student, the school system is careful not to associate a student's full name in such a way that it can be identified with the photograph of the student.

Parent/Legal Guardian Signature X _____ Date _____

SURVEYS:

In order for state and local agencies and the school system to evaluate programs and activities, surveys/needs assessments are conducted. The Georgia Department of Education has developed a statewide "Needs Assessment" that will be administered to students in Grades 5, 8, and 10. The Center for Disease Control (CDC), a federal agency, has developed a "Students Risk Behavior Survey" that is administered to randomly selected high school students. Students may examine the survey/needs assessments at the Central Office. The survey/needs assessments are totally anonymous. I consent for my student to participate in any of these surveys/needs assessments.

Parent/Legal Guardian Signature X _____ Date _____

ACCEPTABLE USE OF ELECTRONIC MEDIA FOR STUDENTS:

The Hall County Board of Education (HCBOE) recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the HCBOE and for the purpose of instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Hall County Schools (HCS) technology users share the HCS technology resources in an effective, efficient, ethical and lawful manner. HCS technology should be used for legitimate educational reasons only, and not for personal use. All users of HCS technology resources and facilities must agree to and sign the terms of this acceptable use agreement.

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 including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from or stored in these systems are property of the Hall County Schools. Users of such systems should have no expectation of privacy when using HCS computers, network, equipment, or privately owned equipment connected to a HCS network.

It is important to note that with a global network, it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. HCS personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the HCS nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. HCS does not condone the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology. All HCS computers and networks are filtered in compliance with the Children's Internet Protection Act.

Login information, usernames and passwords are confidential. The student is responsible for keeping logins secure. At no time should anyone log in with your user name or password, nor should you use someone else's information. Students should never log into a teacher or staff member's computer; this must be done by the teacher or staff member.

Access to technology resources is a privilege, not a right. Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of HCS. Individual schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system-wide procedure. Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures.

The definition of HCS information and data resources includes, but is not limited to, any computer (including handheld devices), server or network, or access provided or supported by HCS, including the Internet. Use of the computer facilities includes the use of data/programs stored on HCS computing systems, data/programs stored on magnetic tape, floppy disk, jump drives, USB devices, CD-ROMs, DVD-ROMs, computer peripherals or other storage media, that is owned and maintained by HCS. The user of the system is the student using HCS technology. HCS technology and electronic resources must not be used to:

- Harm other people (including cyber bullying and harassment).
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources by using another individual's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Download copyrighted software, music, or images, or violate any copyright laws.
- Video record instruction or instructional activities without explicit permission of the teacher or the principal.
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, sexually explicit material, or any material or sites not approved by your teacher or principal.

Under no circumstances are students to upload/install any materials, program, files, or applications onto HCS computers, network equipment, or any computer systems without obtaining prior written consent of a HCS technology coordinator.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, and/or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. When approved by the site principal or designee, students may be permitted to use their own computer or computing devices, including handheld devices, to connect wirelessly to the HCS network. No privately owned computers, printers or other devices may be attached to the district's network, or plugged into any data network port. Students are not permitted to access the internet via personal Wi-Fi accounts, 3G/4G cards, anonymous proxy sites, or by any other manner while on HCBOE property or functions. HCS retains the right to determine where and when privately owned equipment may be connected wirelessly to its networks.

Parents that allow their child to bring privately owned computers/other technology devices to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student/parent.

Any damage or theft to the equipment is the responsibility of the student/parent. Personal computers/devices should be used for legitimate educational purposes. Software residing on privately owned computers must be privately owned and properly licensed. All devices must include up-to-date and anti-virus software.

District technicians and/or school-based personnel will not service or repair hardware or software owned by the student/staff member. No internal components belonging to the district shall be placed in any personal equipment, whether as enhancements, upgrades or replacement.

Failure to follow these guidelines may violate Georgia Laws related to computer crimes as set forth in the Official Code of Georgia, O.C.G.A. 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1, as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act and 20 USC 1232g, known as the Family Educational Rights and Privacy Act. Such actions can also lead to disciplinary actions, up to and including loss of access to HCS technology resources and further disciplinary actions as defined by existing HCS policies or student code of conduct.

HCS does not guarantee the privacy or security of any items stored on or transmitted by any privately owned computers. All technology use, whether HCS owned or privately owned, is subject to auditing, as well as live and archived monitoring where appropriate. The district may revoke the user's access and suspend the right to use the privately owned computer at district facilities if at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Student Signature X _____ Date _____

Parent/Legal Guardian Signature X _____ Date _____

MOBILE COMPUTING DEVICE CHECKOUT AGREEMENT:

Each year, Hall County School District [HCSD] offers more learning resources to our students for access from home. The intent for loaning students a dedicated mobile device is to ensure they have every opportunity to access educational resources and appropriate digital content anytime and anywhere. The device is intended to be the student's personal learning device: a 21st century tool supporting the curricular activities enabling students to learn anytime/anywhere and shall not be used for any other purpose.

The use of the mobile computing device is a privilege. The user is responsible for what he/she does with his/her school assigned mobile computing device. The student must comply with HCSD's policy JCDA.

ISSUANCE OF DEVICES

Designated students enrolled in HCSD will be issued a mobile computing device at no cost and allowed to transport the device from school to home upon after the following conditions:

1. Parent/guardian and student may attend an orientation/meeting or complete online information course.
2. Parent/guardian and student must sign Student/Parent Mobile Computing Device Agreement
3. Parent/guardian and student must sign Acceptable Use Agreement (included in the Student agenda and provided annually to all students.)

PROCEDURE AND EXPECTATIONS

1. The mobile computing device, an educational tool, is the property of

Nash, Alison 4/2/2015 2:51 PM

Deleted: 

HCSD. It may be inspected at any time. The student should have no expectation of privacy of any materials found on the mobile computing device. The device is not for commercial use.

2. By signing the Student/Parent Mobile Computing Device Agreement, the student and Parent consent to the District reviewing the device, files, music, videos, emails or other related items with the device.
3. HCSD will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through district owned devices.
4. The device will be assigned in the same manner as a textbook. The device information and assigned student information will be recorded in the district's asset management system.
5. The device remains with the student for the remainder of the school year, or period of time defined by the school, unless the student withdraws from school or the student loses the privilege of using the device.
6. Students will be reassigned the same device each year while enrolled.
7. At all times students are responsible for the devices, whether at home or school. The student assigned the device is responsible for all use and content on or accessed with the device.
8. Students are responsible for bringing their device to school, taking them home each day and charging the battery each night. The devices must not be left unsupervised or unsecured.
9. HCSD reserves the right at any time to demand return of the device. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of HCSD policies and guidelines as outlined in the Mobile Computing Device Checkout Agreement.
10. If students do not adhere to HCSD's Acceptable Use Policy, all Hall County Board of Education policies and the guidelines in the Mobile Computing Device Checkout Agreement, the privilege to use the device at home may be restricted or eliminated.
11. If the student withdraws or transfer he/she must return the mobile computing device at the school where it was originally assigned. If the student enrolls in another school within the district, the device will remain at the original school. The principal or designee must be notified that the mobile computing device has been turned in for assessment of the condition of the device.
12. All applicable peripherals, including, but not limited to, cases, cords, headphones, etc. must be returned before withdrawing from the school.

Parent/Student Financial Responsibility for Repairs

Students/Parents are responsible for any cost involved in the repairing of damaged mobile computing devices. If a device is damaged and is not covered under warranty, fees must be paid before the device can be sent for repair or replacement or a new/temporary device is issued. If there are repeated incidents of damage in a single school year due to negligence, the repair fee increases according to the schedule below.

Incident description	Fee
Device usage/loan fee	\$0
First damage incident not covered under warranty or due to	\$50
Second damage incident not covered under warranty or due to negligence	\$100
Third damage incident not covered under warranty or due to negligence	Actual cost of repair or replacement cost of the mobile computing device
Intentional damage	Actual cost of repair or replacement cost of the mobile computing device and possible loss of use privilege
Loss or damage to protective shell if one is provided by HCSD	\$25
Intentional damage to identifying information label on the mobile computing device	\$10
Mobile computing device re-image fee due to intentional alteration/addition of applications or detrimental files	\$20
Loss or theft of mobile computing device	Police report MUST be immediately filed and a copy of the police report must be provided to the school within 2 school days of alleged theft. Otherwise restitution to the district for the full replacement cost of the device.
Replacement cost of power cord and/or power brick	\$40

Damage not covered under warranty repairs include, but is not limited to cracked screens, impact/pressure damage, water damage and damage as a result of negligence as determined by the school. Damage and negligence includes, but is not limited to:

1. Intentional damage
2. Leaving a device unattended
3. Leaving a device unsecured
4. Exposing a device to unacceptable conditions such as exposure to any liquid or moisture of any kind
5. Exposing a device to unacceptable conditions such as rain, extreme heat or cold

HCSD may establish payment plans to clear late fees if financial hardship can be proven. All fees must be paid prior to the beginning of the subsequent school year. The fee schedule is based on the type of device provided and is subject to change in subsequent years.

TECHNICAL SUPPORT AND REPAIRS

1. In the event the device needs repair, it must be reported to the local school designee. The student will make the designee aware of the issue, and the designee will enter the request into the technology work order system.
2. All repairs will be performed or coordinated by HCSD's Technology Department.
3. Parents, guardians, students or designees are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned computer equipment.

LOSS OR THEFT

Upon notice of loss or theft, the assigned student and/or their parent/guardian must immediately file an official police report with either Hall County Sheriff's Office or the police department within the jurisdiction of where the theft took place. Incidents of loss or theft occurring off campus must be reported to the police the day of the loss or theft occurs or when the loss or theft is first discovered. Copies of the police report must be given to the principal or designee the next day that school is in session. Students who fail to report the loss or theft are responsible for the full replacement cost of the device. Any loss or theft occurring on school grounds must be immediately reported to an administrator.

If there is no clear evidence of theft or if the device has been lost due to a student's negligence, the student will be responsible for the device's full replacement cost.

INTERNET ACCESS AND FILTERING

Although the device is provided for use within the district, HCSD assumes no additional liability for any material accessed on the device. The Hall County School District complies with all State and Federal laws regarding internet usage and filters. For purposes of those laws, a student is only considered at school when the student is physically present and properly logged into the HCSD intranet. When students are at school, they access the Internet through a content filter that applies child Internet safety policies to student mobile computing devices. This means that students are restricted from accessing websites that may have inappropriate content when they are at school. Parents are responsible for internet filtering and monitoring while off school campus. Parents should note that free public Wi-Fi networks like those found at Starbucks or similar stores offering free Wi-Fi may not have a content filter. The HCSD is not responsible for content students may access on any networks outside of school.

The device should be used at home in locations that can be easily monitored and supervised by a parent or guardian. Unsupervised use is strongly discouraged; use in child's bedroom is highly discouraged.

Student Signature X _____ Date _____

Parent/Legal Guardian Signature X _____ Date _____

PARTICIPATION IN CLUBS AND ORGANIZATIONS:

Please indicate below if you do NOT want your student to participate in a club or organization found in Appendix A of this handbook.

I do not give permission for my student to participate in the following club(s) or organization(s) during the 2015-2016 school year:

Parent/Legal Guardian Signature X _____ Date _____

STUDENT HANDBOOK:

I have reviewed this student handbook and the Hall County Code of Conduct and Discipline Procedures. I am aware of school rules and regulations. I agree to assume responsibility for the care and return of the all classroom textbooks, library books and other instructional materials issued to me. I will not write in, tear, cut, deface, or permit the books to become wet. I understand that if I damage the book(s) beyond normal wear, I will be assessed a fee for the damages. If I should lose a book, I agree to pay for it.

Student Signature X _____ Date _____

Parent/Legal Guardian Signature X _____ Date _____

This signed form will be retained annually in each student's file.