

NORTH HALL HIGH SCHOOL

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STUDENT HANDBOOK 2009-2010

North Hall High School Administration

Mr. Joe B. Gheesling, Principal
Mr. Dwayne Daniels, Assistant Principal
Mr. Harold Daniels, Assistant Principal
Mrs. Twyla Sherland, Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Dear Parents and Students:

As your principal, and on behalf of our faculty, staff, and administrators, I want to welcome you to the new year at North Hall High School. It is a great honor for me to be part of this outstanding school and I look forward to meeting all of you.

North Hall High School is a truly unique learning community built on the foundation of rigorous standards, collaboration among all stakeholders, respect, and the dedicated pursuit of excellence in all endeavors. We are committed to providing all students with the opportunities to explore their interests in a balanced, challenging, and fulfilling learning environment.

This handbook has been developed to prepare and guide students throughout the school year. It clearly articulates our expectations and is important that all parents and students be thoroughly familiar with, and abide by the expressed policies and expectations of North Hall High School and the Hall County Schools.

I look forward to meeting all of you and sincerely trust that this year will be an enjoyable and rewarding experience for all of you.

Joe B. Gheesling, Principal

Hall County Schools' Vision
Character, Competency, Rigor...For All

Five Year Teaching and Learning Goals

Elementary: 90% of students will read at or above grade level by the end of the third grade. 90% of elementary students will meet or exceed state standards in mathematics.

Middle: 90% of middle school students will meet or exceed state standards in reading and mathematics. 50% of middle school students will enter high school with Carnegie Unit credit.

High: 90% of students will graduate (traditional diploma, special education diploma, or GED with enrollment in a post-secondary institution). 50% of high school students will graduate with post-secondary credit earned.

The Hall County Schools' Balanced Scorecard of Teaching and Learning

Competency Indicators:

- C1:** 90% of Hall County Students will read at or above grade level by the end of the third grade.
- C2:** At least 90% of Hall County Schools will continue to make AYP.
- C3:** Increase Graduation Rate by 2% per year in FY08, 09, 10 and/or by 6% in three years.
- C4:** Fully implement a benchmark assessment program.
- C5:** In collaboration with North Georgia College and State University, develop benchmark assessments in mathematics for grades 1-5 to determine the effectiveness of Singapore Mathematics over the next three years.
- C6:** Use state developed AMAO targets to determine language progress and attainment of proficiency for ELL students as measured by ACCESS scores.
- C7:** Increase percentage of students in grades 2-8 scoring in the basic range on the CRCT by 2% per year in every content area in FY08, 09, 10 and/or by 6% in three years.

Rigor Indicators:

- R1:** Increase percentage of students in grades 2-8 scoring in the exceeding range on the CRCT by 2% per year in every content area in FY08, 09, 10 and/or by 6% in three years.
- R2:** Increase percentage of students scoring Pass Plus on the GHSGT by 2% per year in every content area in FY08, 09, 10 and/or by 6% in three years.
- R3:** Increase percentage of Middle School students taking Carnegie unit high school courses by 5% per year FY08, 09, 10 and/or by 15% in three years.
- R4:** Increase number of AP, Honors, Honors Mentorship, IB, or Dual Enrollment classes offered by 5% per year FY08, 09, 10 and/or by 15% in three years.
- R5:** Increase percentage of 9-12 students taking AP, Honors, Honors Mentorship, IB, or Dual Enrollment by 5% per year FY08, 09, 10 and/or by 15% in three years.
- R6:** Increase scores on standardized tests indicating college readiness.
 - a. Close the gap between SAT average score of Hall County School System students and SAT average score of Georgia students by 2 SAT points per year for FY08, 09, 10 and/or by 6 points in three years.
 - b. Increase the mean score of top 10% of SAT test takers by 5 points per year in mathematics and 5 points per year in verbal.
 - c. Increase percentage of AP exam scores of 3 or higher by 10% per year in FY 09, 10, 11 and/or by 30% in three years
- R7:** Increase percentage of high school students participating in extra-curricular activities by 2% per year in FY08, 09, 10 and/or by 6% in three years.

Internal Process Indicators:

- IP1:** All Hall Co. schools will participate in a GAPSS review by the end of the FY09 school year. An annual process for conducting self-reviews at each school will be implemented.
- IP2:** Annually budget for additional instructional technology in Hall County Classrooms with training, a detailed plan of utilization, and evidence of instructional use.
- IP3:** Decrease the staff turnover rate of Hall Co. School System by 1% per year for 5 years beginning in FY 08 and/or by 5% or more over a five year period.
- IP4:** Construct 1 new school on time and under budget.
- IP5:** Increase community satisfaction with the services of the Hall County School System as measured by developed survey.
- IP6:** Implement Language Acquisition Academies by Fall, 2008. Complete
- IP7:** Continue to expand programs of limited choice by adding one new program per year.
- IP8:** The Superintendent and members of the Hall County School System team will serve as the Hall County School District ambassadors to the community
- IP9:** Demonstrate fiscal responsibility as evidenced by responsible expenditures, competitive purchasing, appropriate utilization of privatization, and other measures of financial effectiveness.
- IP10:** The Superintendent and team members of the Hall County School System will personally act in a manner consistent with our core values: putting children first, honesty, integrity, transparency, and ownership of mistakes with quick restitution whenever possible.
- IP11:** Possess increasingly clean and orderly learning environments

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SYSTEM LEVEL INFORMATION

General Information

Hall County high schools currently operate on a modified block schedule. Each student has the possibility of earning 8 credits each year.

Asbestos Management Notification Plan

The Hall County Board of Education schools AHERA Management Plan is available for public inspection upon request at the Hall County School System Board of Education Office, 711 Green Street, Suite 100, Gainesville, Georgia. 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. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

- Location, amounts and types of asbestos-contained materials in all schools and support buildings.
- Response actions to the asbestos-contained materials, selected by the Hall County Board of Education.
- Plans for re-inspection, periodic surveillance and operation and maintenance programs.
- Public notification procedures.

Anyone interested in reviewing this plan should contact the Hall County Board of Education at 770-534-1080.

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 of an order by a governmental agency, including preinduction 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.

For an absence to be an excused absence, 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.

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 with 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.

Excessive Absences: After a student misses more than eight (8) days in a one unit course or four (4) days in a half unit course, an "Attendance Waiver Form" must be completed. If **ALL** absences are not excused, the student and his/her parent/legal guardian will be invited to attend an attendance waiver meeting at which documentation for absences will be required. Failure to provide documentation to the school for each absence (within 5 days of the absence) may result in a loss of course credit.

College Entrance Exams

For optimal performance on college entrance exams, the following minimum level of preparation should be completed before taking the Scholastic Aptitude Test (SAT) or the American College Test (ACT):

English	3 units
Math	3 units
Science	3 units
Social Studies	3 units

It is the students' responsibility to make application to take these tests. The Georgia Department of Education provides a free SAT Online Preparation course to all Georgia students at: www.gadoe.org/SATPrepClass. Your school counselor can provide the access code for use of the online course.

2009-2010 Test Dates and Deadlines

SAT – TEST DATE	REGISTRATION DEADLINES
October 4	September TBA
November 1	September TBA
December 6	November TBA
January 24	December TBA
March 14	February TBA
May 2	March TBA
June 6	April TBA

ACT – TEST DATE	REGISTRATION DEADLINES
September 12	August 7
October 24	September 18
December 12	November 6
February 6	January 5
April 10	March 5
June 12	May 7

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

AP – TEST DATES	Morning Session	Afternoon Session
May 3	Gov't & Politics: US	French Language Gov't & Politics: Comparative Statistics
May 4	Computer Science A Spanish Language	Chinese Language & Culture
May 5	Calculus AB Calculus BC	French Literature Japanese Lang & Culture
May 6	English Literature German Language	European History Studio Art (portfolios due)
May 7	US History	Physics B Physics C: Mechanics Physics C: Elec. & Magnetism
May 10	Biology Music Theory	Psychology
May 11	Chemistry Environmental Science	Art History Microeconomics
May 12	English Language	Latin: Vergil
May 13	Macroeconomics World History	
May 14	Human Geography Spanish Literature	

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 in September. 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/HARRASSMENT

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

The Title IX and Gender Equity in Sports Coordinator is Mr. Gordon Higgins, Hall County School System, 711 Green St., Suite 100, Gainesville, GA 30501, (770) 534-1080. The Section 504 and Americans with Disabilities Act Coordinator is Mr. Jim Sargent, Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501, (770) 967-5846.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Hall County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) is located in the school district policy manual, available online at www.hallco.org.

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.

Dress Code

Students are expected to dress in a manner that is not DISRUPTIVE to the school's learning environment. 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, culottes, capri pants and split skirts 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 or controlled substances
- Mini-skirts
- Bare midriff tops, halters, biker pants, tank tops, or see-through tops
- Chains used to attach items to clothing
- Low-worn or baggy pants
- Clothing or paraphernalia associated with gang affiliation or activity

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. The student must also pass three courses during the semester preceding the participation. These subjects must carry credit towards graduation or grade promotion. Students must also be "on track" for graduation to be eligible to participate in inter-scholastic athletics. Entering 9th graders are automatically "on track"; 10th graders are "on track" with a minimum of 4 units, 11th graders with 10 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.

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 scholarships 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 six-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. Rising 11th and 12th grade students are eligible to apply. 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. The Parent Portal is a confidential and secure website where parents can access current information about a child's attendance and grades. Printed progress reports will no longer be issued by schools except by parent request. Parents may view progress reports and report cards online. 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 a Parent Portal activation code 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. Once an account is activated, it will remain activated as long as the child is enrolled in Hall County Schools. Problems with a student's account should be directed to school office.

- **Report Cards**

Report cards for the first semester will be given to a student during the first two weeks of the following semester. Report cards for the second semester will be available approximately seven (7) days after the semester ends. A student is encouraged to provide a self-addressed stamped envelope so the second semester report card can be mailed to the parent/student.

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. Work not completed will be assigned a grade of zero and averaged with grades to determine the semester average. It is the student's responsibility to complete this requirement.

Grades and Quality Points

Quality points are used by each high school to compute grade point average and class rank. Hall County Schools' quality point system recognizes and rewards students who take rigorous, challenging and demanding high school courses. When determining the Hall County GPA and class rank, quality points are awarded for Advanced Placement, International Baccalaureate, AND Honors

courses. A student must meet certain criteria to be enrolled in these courses. For each course, up to one full quality point is added to the student's grade point average and will be reflected in the weighted GPA on the student's transcript. Grades for courses receiving "Local Elective Credits" do not earn grade points and are not included in GPA calculations or class rank. These courses are clearly identified in the Course Descriptions for Hall County Schools.

Calculation of Final Grades

15% of each course's final grade is made up of the final exam or End-of-Course-Test (EOCT). All other graded work accounts for 85% of the final grade.

Grading Scale

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

Grade Point Average Scale – Applicable to ALL students; scale is based on grade points for a 1.0 unit course. Courses earning .5 units earn half the grade points of a 1.0 unit course (e.g., A grade of 98 for a Level 1, 0.5 unit course earns 2 grade points).

	<u>LEVEL 2</u>	<u>LEVEL 1</u>
95 - 100	5.0	4.0
90 - 94	4.5	4.0
85 - 89	4.0	3.0
80 - 84	3.5	3.0
75 - 79	3.0	2.0
70 - 74	2.5	2.0
BELOW 70	0	0

Calculating 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 or Level 2) 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 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 go to www.qsfc.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 OR 2)	FINAL GRADE	GRADE POINTS	
Algebra I	1.0	1	87	3.0	
Biology	1.0	2	94	4.5	
Total	2.0			7.5	GPA = 3.75

Graduation Information

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 28 units to graduate. For this group of students **only**, there is one common set of graduation requirements for all students. (i.e., There is no longer a "College Prep" seal, a "Technical/Career" seal, or a "Dual" seal for students who first enter ninth grade during the 2008-2009 school year or later.) 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 Mathematics 1, Mathematics 2, and Mathematics 3 or their equivalents. Remaining units must come from GPS/AP/IB courses; *does not include Algebra I, Geometry or Algebra II.*
- **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** – 4 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** – 8 units from any area; *may include Algebra I, Geometry or Algebra II*

Students who entered *ninth grade for the first time before the 2008-2009 school year* pursue a High School Diploma with a choice of six (6) types 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 28 units. To view specific course requirements for each seal, see chart of Graduation Requirements later in this document.

- **College Preparatory Seal (CP):** A high school program of study signifying that a student has satisfactorily completed a college preparatory curriculum as by the Hall County Board of Education.
- **College Preparatory Seal with Distinction (CP+):** A high school program of study signifying that a student has satisfactorily completed a college preparatory curriculum as specified by the Hall County Board of Education **and** has attained a grade point average in Core Courses of 3.0 or above on a four point scale or 80 numeric average.
- **Technology/Career Preparatory Seal (TCP):** A high school program of study signifying that a student has satisfactorily completed a

technology/career preparatory curriculum as specified by the Hall County Board of Education.

- **Technology/Career Preparatory Seal with Distinction (TCP):** A high school program of study signifying that a student has satisfactorily completed a technology/career preparatory curriculum as specified by the Hall County Board of Education, as well as one (1) additional unit from Core Areas or Fine Arts, and has attained a grade point average in Core Courses of 3.0 or above on a four point scale or 80 numeric average.
- **Dual Seal (D):** A high school program of study signifying that a student has satisfactorily completed both a college preparatory curriculum and a technology/career preparatory curriculum as specified by the Hall County Board of Education.
- **Dual Seal with Distinction (D+):** A high school program of study signifying that a student has satisfactorily completed both a college preparatory curriculum and a technology/career preparatory curriculum as specified by the Hall County Board of Education, and has attained a grade point average in Core Courses of 3.0 or above on a four point scale or 80 numeric average.
- **Special Education Diploma:** A document awarded to a student with disabilities who is assigned to a special education program and has not met the state assessment requirements referenced in State Board Rule 160-3-1-07 Testing Programs--Student Assessment or has not completed all of the requirements for a high school diploma but has nevertheless completed an Individual Education Program. A student earning a Special Education Diploma can receive a GPA but will not be included in class ranking nor eligible for Honor Graduate status.
- **High School Certificate of Performance:** A document awarded to a student who has not met the state assessment requirements but has met attendance and curriculum requirements for a diploma.

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. ALL students receiving a diploma must also pass all five sections of the Georgia High School Graduation Test. A student who completes all course work (28 units) for his/her chosen diploma but does not pass all required tests receives a High School Certificate of Performance, instead of a diploma, but may participate in graduation practice and exercise.

The chart on the following page is designed to assist the student in planning the Four-Year-Plan. The Four-Year-Plan takes into consideration academic ability, career goals, interests, and plans for additional education beyond high school. At each registration, teachers will advise the student about courses selections and levels of difficulty based on prior performance. Therefore, this plan might change after subsequent registrations. Please keep in mind that while school personnel will make every effort to correctly advise students, ultimately students are responsible for taking the correct courses for graduation. Parents are encouraged to monitor their student's progress by updating and reviewing this plan after each grading period. Should students need further information, they should not hesitate to call a counselor or advisor.

<u>Graduation Requirement</u>	College Prep	College Prep with Distinction	Tech/ Career Prep	Tech/ Career Prep with Distinction	Dual Diploma (College and Tech/ Career Prep)	Dual Diploma College and Tech/ Career Prep with Distinction	All High School Students Entering August 2008
English/ Language Arts	4 Units Must include American Literature	4 Units Must include American Literature	4 Units Must include American Literature	4 Units Must include American Literature	4 Units Must include American Literature	4 Units Must include American Literature	4 units Must include 9 th Literature & American Literature
Social Studies	4 Units Must include U.S. History, Gov't, World History, and Economics	4 Units Must include U.S. History, Gov't, World History, and Economics	4 Units Must include U.S. History, Gov't, World History or World Geography, and Economics	4 Units Must include U.S. History, Gov't, World History or World Geography, and Economics	4 Units Must include U.S. History, Gov't, World History, & Economics	4 Units Must include U.S. History, Gov't, World History, and Economics	3 Units Must include World History, US History, & ½ unit of Gov't & ½ unit of Economics
Mathematics	4 Units Must include Algebra. I, Geometry, Algebra. II, and at least one course higher than Algebra II	4 Units Must include Algebra. I, Geometry, Algebra. II, and at least one course higher than Algebra II	3 Units Must include 1 unit of Algebra I or its equivalent	3 Units Must include 1 unit of Algebra I or its equivalent	4 Units Must include Algebra I, Geometry, Algebra. II, and at least one course higher than Algebra II	4 Units Must include Algebra. I, Geometry, Algebra. II, and at least one course higher than Algebra II	4 Units Must include Math I, II, & III or Accelerated Math I & II plus additional GPS/AP/IB math course(s)
Science	4 Units Must take 3 lab courses, including a Physical Science and a Life Science course	4 Units Must take 3 lab courses, including a Physical Science and a Life Science course	3 Units Must take 3 lab courses, including a Physical Science and a Life Science course	3 Units Must take 3 lab courses, including a Physical Science and a Life Science course	4 Units Must take 3 lab courses, including a Physical Science and a Life Science course	4 Units Must take 3 lab courses, including a Physical Science and a Life Science course	4 Units Must include Physical Science or Physics; Biology; Chemistry, Earth Systems, Envir. Science or AP/IB courses
Health & P.E.	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each
Modern Languages	2 Units Must include two units in one language	2 Units Must include two units in one language	0 Units	0 Units	2 Units Must include two units in one language	2 Units Must include two units in one language	4 Units Any combin. *Students planning to attend most post-secondary institutions must take two units of the same modern language.
Career, Technical and Agriculture Education (CTAE)	0 Units None required	0 Units None required	4 Units Must include 3 units in a career pathway + 1 career pathway elective	4 Units Must include 3 units in a career pathway + 1 career pathway elective	4 Units Must include 3 units in a career pathway + 1 career pathway elective	4 Units Must include 3 units in a career pathway + 1 career pathway elective	
Fine Arts/ CTAE/ Modern Lang.	1 Unit Any combin.	1 Unit Any combin.	1 Unit Any combin.	1 Unit Any combin.	1 Unit Any combin.	1 Unit Any combin.	
Electives	8 Units	8 Units	8 Units	8 Units	4 Units	4 Units	8 Units
Total Units Required	28 Units	28 Units	28 Units	28 Units	28 Units	28 Units	28 Units

Graduation Tests

Georgia High School Graduation and Writing Tests (GHSGT and GHSWT)

The GHSGT and GHSWT assess the Quality Core Curriculum (QCC) Objectives or Georgia Performance Standards (GPS) in English, Writing, Mathematics, Social Studies, and Science. This test is administered to all eligible students. A student must pass all required sections to receive a high school diploma.

A student who completes high school requirements for attendance and academic units, but who does not pass all sections of the Georgia High School Graduation Test, will receive the high school Certificate of Performance. 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 should take the GHSWT for the first time during the **fall** of the eleventh grade year. He/she should take the GHSGT for the first time in the **spring** of their eleventh grade year. A student could have five opportunities to take the tests during the eleventh and twelfth grade years. Retests are administered during all regular test administrations (spring, winter, summer, and fall).

A student who is yet in the eleventh grade, but is in the third year of high school and has accumulated at least 12 credits, may present himself for testing for the GHSGT. However, such a student is not required to test until reaching the eleventh grade and should be counseled as to one's readiness to take the graduation tests prior to that time. A student should be prepared for the GHSGT if he has earned at least two credits in each area of the GHSGT prior to testing.

An individual who has left high school with a Certificate of Performance or a Special Education diploma is eligible for testing (or retesting) at any scheduled administration of the graduation tests.

Frequently Asked Questions about the Graduation Tests

When are the tests given? A student takes the graduation tests for the first time in his/her junior year. The writing test (GHSWT) is given in the fall and the four content area tests (GHSGT) in the spring. A testing calendar is published annually and is available in the School Counseling Office.

How many opportunities does a student have to take the tests? As the following chart indicates, a student has five opportunities to take each of the tests before the end of the 12th grade.

GHSGT Assessment Opportunities	Writing	Content Areas
Grade 11 Fall (September/October)	First	
Grade 11 Spring (March/April)	Retest	First
Grade 11/12 Summer	Retest	Retest
Grade 12 Fall (September/October)	Retest	Retest
Grade 12 Winter (November/December)		Retest
Grade 12 Spring (March/April)	Retest	Retest

What happens if a student does not pass all the required tests? A student who has passed at least three of the five required GHS GT & GHS WT tests, participated in all structured remediation activities provided by the school, re-tested at least three times and has still not passed a given area of the GHS GT, may be eligible to apply for a "variance" from the State Board of Education in order to receive a regular diploma. Such students must have passed each of the state's End-of-Course Tests (EOCT's) for the area(s) in which a variance is being sought. For more information, contact the school's graduation coach, counselor or principal. A student who is not eligible to apply for a variance but has met all other graduation requirements (except the GHS GT) may be eligible for a Certificate of Performance or a Special Education Diploma. A student who has left school with a Certificate of Performance or a Special Education Diploma may return to attempt the graduation test(s) as often as necessary in order to qualify for a high school diploma.

Guidance and Counseling Services

Counseling and guidance services are available to all students. Counselors are mindful that the success of students depends greatly upon counselors' service to parents, legal guardians and students. This guide provides essential information spanning a student's entire high school career.

Counselors are available to assist students with academic and personal success. Several of the specific services that counselor's provide are as follows:

- Academic development
- Advisement training
- Advocacy
- Assessment/testing and use of data
- Career/postsecondary counseling
- Classroom and individual counseling
- Consultation through conferencing
- Coordination/collaboration with students, parents, school staff and community
- Personal/social development through individual and group counseling

Frequently Asked Questions **About the Counseling and Guidance 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 schedules appointments on a first-come, first-served basis. 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 the School Counseling Office during class. The Counseling Secretary records the time in the student's agenda book.

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 following each group session 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.

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.

Honor Graduates

Honor Graduates/Rank in Class

A student with a weighted average is **4.0 or above** will be classified as an honor graduate. All secondary school grades except for student assistant course 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 cumulative grade point average (GPA). 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. Only students who meet requirements for a college preparatory diploma, a technology/career preparatory diploma, or a high school diploma (new students entering August, 2008) will be included in class rank.

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 entire junior and senior years. To receive the honor of valedictorian or salutatorian, a student must have taken at least one course per semester 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 Southern Association of Colleges and Schools 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.

HOPE Scholarship

Please go to www.gsfc.org or www.qacollege411.org for the most recent and complete information concerning the HOPE Scholarship and eligibility. HOPE Scholars in the college preparatory curriculum track must graduate with a

minimum of a 3.0 grade point average (GPA) on a 4.0 scale. HOPE Scholars in the career/technology curriculum track must graduate with a minimum of a 3.2 cumulative GPA on a 4.0 scale. Numeric averages will no longer be accepted for either diploma type.

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 five 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 a HOSPITAL/HOMEBOUND REFERRAL FORM for the attending physician to complete. Once parents have been notified by the school that the student has been approved for Hospital/Homebound Services, a student will receive instruction at home or at the hospital and the days he/she missed will be marked as "present" in school if the student receives a minimum of three (3) hours of instruction 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 (3/2007) 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 a vision, hearing, and dental exam (Form 3300), 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 in their subject areas. 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 should strongly consider enrolling in the higher-weighted Level 2 courses (i.e., Honors and Advanced Placement) to demonstrate the ability to achieve in courses with increased rigor.

Level 2 - Honors Classes: Honors level classes differ from average level courses in at least three important ways:

1. The objectives to be achieved by students tend to be more complex and the rate at which they are to be accomplished tends to be more rapid.
2. In-class activities and assignments require greater complexity of thought, a greater degree of independent inquiry, and a greater degree of sophistication in writing, research, and problem solving skills.
3. Course materials tend to be more demanding. Students who maintain high performance are encouraged to take as many honors courses as possible.

Advanced Placement (AP): Students taking an AP course are required to take the AP exam. The course content of Advanced Placement (AP) courses is defined by The College Board and is designed to prepare students for The College Board AP exams. Many colleges and universities will award college credit to a student who receives a high score on a College Board AP test and successfully completes the associated course. Because of this connection between college credit and AP courses, AP courses receive the same weight as Honors courses. Furthermore, a student taking an AP course will receive an additional 5 points (to a maximum of 100) added to the end-of-course grade for that course, without regard for the number of AP courses taken. At the end of an AP course, the addition of these 5 points will be included in the grade shown for the course.

International Baccalaureate (IB): Three Hall County high schools now offer International Baccalaureate Diploma Programmes. These programmes share a common philosophy – a commitment to a high quality, challenging, international education that Hall County Schools believe is important for students. Only schools authorized by the International Baccalaureate Organization (IBO) as IB World Schools can offer any of its three academic programmes: the Primary Years Programme, the Middle Years Programme, or the Diploma Programme. IB courses receive the same weight as Honors courses. Students completing an IB course will also receive the additional 5 points (to a maximum of 100) on the end-of-course grade for the course.

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 programs are available in all schools. The price is \$0.30 for Reduced Priced Breakfast and \$1.00 for Full Priced Breakfast.

Nutritional lunches are served to students each day for \$1.50. Students may participate in the free or reduced lunch program at a cost of \$0.40 per day by making application at any time during the school year. Applications must be approved before students can participate in the free or reduced lunch program. Borrowing or lending a lunch card/code will be considered theft and will be treated as such. While eating lunch, students are expected to:

- Pay for lunch (no credit) unless approved for the free lunch program.
- Stand in line and wait one's turn.
- Eat in approved areas.
- Keep the tables clean.
- Return trays and refuse 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 7:30 to 4:00. Media Center staff may assist students by:

- Providing reference services including lists of online databases and their passwords.

- Providing instruction in the use of reference materials and audio-visual equipment.
- Reserving books for special assignments.

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

If students must take either prescription or over-the-counter medication during the school day, parents must authorize the school to administer this medicine. All medicine must be stored in the office for safekeeping. All prescription drugs must be in the original pharmaceutical container with the prescribed dosage clearly marked. Over-the-counter medication must also be in its original container. Students have responsibility for requesting medication at the appropriate time.

Parent – Teacher Conferences

A parent wishing a conference with his student's 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 3:30 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. 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. The school is not responsible for any items lost or stolen. Large sums of money should not be brought to school.

Post-Secondary Options (e.g., ACCEL, Dual Enrollment, Early Admissions)

Advanced Placement: 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. Under the umbrella of post-secondary options, students may spend part of the day on the high school campus, while spending the remainder of the day at the post-secondary campus itself or students may remain on the high school campus while taking technical advanced courses (i.e. articulated courses). When high school credit is earned for post-secondary courses, a unit of credit is determined at the following rate:

The ratio of **semester** hours to units of credit is 5 to 1. The ratio of **quarter** hours to units of credit is 7.5 to 1.

Semester Hours	Units of Credit	Quarter Hours	Units of Credit
5	1.0	5	.66
4	0.8	4	.53
3	0.6	3	.40
2	0.4	2	.26
1	0.2	1	.13

Articulated Credit: When the content of a high school advanced career-tech course is very similar to that taught at a technical college, technical colleges and high schools put "articulation agreements" in place so that technical college students don't have to repeat courses they've already taken in high school. For high school students to qualify for articulated credit, they must:

- Take an articulated course in high school.
- Maintain at least an 85 average in the course.
- Enroll at any Georgia Technical College participating in the articulation system within 18 months after graduation from high school.
- Pass an exemption exam (if required by the college).

For a list of high school courses that offer the possibility of articulated credit, please refer to your High School Planning Guide or see the school guidance counselor.

ACCEL: Students may apply through your local college for participation in the Accel Program, which allows students to pursue postsecondary study in approved public and private colleges while receiving dual high school and college credit for courses successfully completed. Students interested in this program must complete an application through the school counseling office. ACCEL courses must come from the state approved course directory (found on the Georgia Student Finance Commission website at www.gsfc.org) and are only available in the areas of the core graduation requirements for college preparatory students: English, Mathematics, Social Studies, Science, and Foreign Language. Please refer to your High School Planning Guide for a list of courses that have been pre-approved for your school.

Early Admissions: A student who attends a postsecondary institution full time is responsible for getting grades sent to the high school prior to the scheduled graduation date. Such "early admissions" require a minimum of 3.0 average and 970 on the SAT I, higher at some institutions. Both joint enrollment and early admissions can take place in a public or private postsecondary setting. If a student attends a Georgia public institution, postsecondary options rules apply.

A student must meet certain requirements to maintain extracurricular eligibility and eligibility for valedictorian, salutatorian, honor graduate, etc. Consult the high school guidance and counseling office for details.

Dual Enrollment: Dual enrollment classes can be taken during the junior or senior year for postsecondary and high school credit **Dual Enrollment** courses offer students an opportunities to take career-technical courses at a Technical College (e.g., Lanier Technical College) and earn both high school and college credit. Please note that not all post-secondary courses are eligible for high school credit. Consult the high school guidance and counseling office for details.

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 four (4) of six (6) or five (5) of seven (7) subjects, including both Language Arts and Math	5 middle school courses *
9 th to 10 th Grade (Sophomore)	6 units	4 units *
10 th to 11 th Grade (Junior)	12 units, including 2 English, 2 Math, 2 Social Studies, and 2 Science units	10 units *
11 th to 12 th Grade (Senior)	20 units, including 2 English, 2 Math, 2 Social Studies, and 2 Science units, and have a planned program providing for sufficient credits to enable him/her to graduate in the following June or August	16 units *

* **Note: 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 four (4) classes and pass at least three (3) 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. For more information, contact the school's Athletic Director.

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's diploma type has changed.
- The student is a senior and needs another class to graduate.

Since a student is required to take four classes, any class dropped during this time must be replaced with another class. Such additions will be contingent on available space in the class the 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 at the principal's 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 a 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.

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. Parents/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 770-534-1080.

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)
- 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

Out of school suspensions for more than ten days WILL RESULT IN NON-COMPLIANCE and may be reported.

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 who have been issued a Certificate of Attendance for a learning permit at age 15 will not need another certificate a year later when applying for a license as long as the student has remained in good standing.

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 telephone messages will be relayed to students during the school day in case of family emergencies.

Transcripts

Transcript requests may be made by completing a transcript request form and submitting it to the secretary in the School Counseling Office. A fee of \$3.00 is required for all final transcript requests (i.e. graduating seniors, graduates, withdrawn students).

Transfer Credit for Work in Other Schools

Hall County School System will validate competency before awarding credit for work completed at a home school or private school that is not fully accredited by one of the accrediting agencies listed in SBOE Rule 160-5-1-.15.

A student entering a Hall County School System high school from private or home schools not fully accredited by one of the above associations is required to validate competency 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. A **School Bus Handbook** is given to all students at the beginning of the year. 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. Students are offered the option to apply at ALC through the disciplinary tribunal process.

English Language Learner Program (ELL)

The goal of the ELL program is to provide an opportunity for a student whose primary or home language is not English to acquire proficiency while continuing to learn content. Schools identify the student whose primary or home language

is not English. Local school or district staff administers an English language proficiency test to determine if the student is limited English proficient and needs ELL instruction.

Lanier Charter Career Academy (LCCA)

General Information: Classes are offered for high school students in Hall County at Lanier Charter Career Academy. LCCA follows a modified school calendar as adopted by the Hall County Board of Education and includes four sessions each year.

LCCA houses several new programs including Culinary Arts, Hospitality, Travel and Tourism, Multimedia Communications, Health Informatics and Therapeutic Nursing Services. Students accepted into these programs will attend half-day sessions taking two courses at a time for either one or two semesters. Students earning credit in the LCCA programs will remain officially enrolled in their home schools.

Full-time LCCA Students: A resident of Hall County who is at least 16 years old and who is not enrolled in any other high school program may attend the LCCA as a full-time student with no tuition costs to the student. A full-time LCCA student must take three courses during each session to maintain full-time student status. There is no minimum limit of course credits that should be earned before a student qualifies for admission to the LCCA. A student in the day high school program is permitted to enroll as a full-time LCCA student at the end of the regular school semester.

Part-time LCCA Students: A day student may enroll at LCCA to make up courses previously failed or to take additional courses after the school day. A part-time student's regular counselor must pre-approve all course selections from the LCCA. A part-time student is required to pay tuition because the state does not fund any additional courses taken beyond the regular school load.

LCCA offers a daytime GED prep program requiring recommendation of the student's home principal. This program meets Monday through Thursday from 8:45 a.m. until 2:30 p.m. Evening school classes are scheduled from noon until 4 p.m. Monday through Thursday, with computer labs open for students from 4 p.m. until 8 p.m. and from 8 a.m. until noon on Fridays. LCCA follows the state curriculum requirements, allowing students to graduate with 22 credits (23 for students who began the ninth grade in the 2008-2009 school year and after). The LCCA is located off the Atlanta Highway at 2723 Tumbling Creek Road, Gainesville, GA 30504. (Phone: 770-531-2330)

Extended Instructional Programs

Summer School/Review for Graduation Tests: Depending on state funding, a summer school program at the secondary level, grades 9 through 12, offers opportunities for extended educational experiences allowing a student to take advantage of remedial instruction supplementing regular school term learning and shall include a summer remedial program for the eligible student who has failed any section(s) of the Georgia High School Graduation Test (GHSGT/GHSWT).

Summer school academic courses for credit will be provided based on minimum student enrollment. No course credit shall be awarded for participation in the GHSGT/GHSWT summer remedial program. Transportation and food services may be the responsibility of the student and his/her parent(s).

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) process. If the SST 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 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.

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 as mandated by state and federal laws are strictly adhered to.

Special classes are available for the student who requires more structured learning in a small group setting. A student meeting Individual Education Plan (IEP) objectives only is given elective credit toward a diploma or credit toward a Special Education Diploma. 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).

Education and Career Partnership (ECP)

The Education and Career Partnership (ECP) is a nationwide career development system, which provides a student with a planned program of study that can lead to a diploma, associate degree, or bachelor's degree. ECP education is a four-year planned sequence of study for a technical field, beginning in the junior year of high school. The sequence continues through two years of postsecondary occupational education or an apprenticeship program of at least two years following secondary instruction, and culminates in a certificate or associate degree.

Through agreements with technical colleges, a student can receive exemption credit for academic and technology/career classes taken in high school, as long as the student receives a grade of 85 or better in the high school course and passes a competency examination upon admission to the technical college. With exemption credits, a student can "bypass" or "skip" selected postsecondary courses at technical colleges in Georgia. This reduces the amount of time required for program completion and eliminates the duplication of coursework.

For more information about the ECP programs available at a school, contact the school counselor.

Planning Calendar – College Preparation Checklist

Step by step, parents can help their students make informed decisions about educational programs, achieve academically, learn about colleges and universities, and find the best possible opportunities for further education. Please refer to the Hall County High School Planning Guide for a monthly calendar of college preparation activities.

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 System 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 System 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 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 System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement until 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 System not disclose directory information about them. They should make this request annually by September 30th.

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 System 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 nonemergency, 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.

No Child Left Behind (NCLB)

In compliance with the requirements of *The No Child Left Behind Act of 2001*, the Hall County School System 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 the qualifications of his/her child's teacher, please contact the school principal.

Hall County Code of Conduct and Discipline Procedures

INTRODUCTION

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 System 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 school 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 a student must be absent, it is important to state the reason(s) for the student'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 of compulsory attendance age 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 five (5) 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.

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 against school rules. Student vehicles brought on campus, personal property items, 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 or any vehicle brought on campus. 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, the SUPER 1 program, school counselors, and chronic disciplinary problem student plans.

TEACHER AUTHORITY OVER CLASSROOM

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.

GEORGIA CODE NOTICE

Georgia Code Section 20-2-735 now 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.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

1. 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.
2. 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.
3. 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.
4. 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.)
5. 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.

6. 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.
7. Fighting: Possible out-of-school suspension, possible referral to a disciplinary tribunal hearing, possible referral to law enforcement officials.
8. 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.
9. 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, physical contact of a sexual nature, up to and including sexual harassment as defined pursuant to Title IX of the Education 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.
10. 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.
11. 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.
12. Possession or use of tobacco in any form and tobacco use-related paraphernalia such as lighters and matches: Detention, in-school suspension, Saturday School, out-of-school suspension, and/or parent conference.
13. 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 the disciplinary tribunal, possible referral to law enforcement officials, and/or possible restitution.
14. Marking, defacing, or destroying school property during school or off-school hours. Possible suspension, possible referral to the disciplinary tribunal, and/or possible restitution.
15. Theft: In-school or out-of-school suspension, restitution, and possible referral to law enforcement officials.
16. Extortion or attempted extortion: Immediate suspension, possible referral to the disciplinary tribunal, and/or possible restitution.

17. Possession and/or use of fireworks: Parent conference, possible suspension, and possible referral to the disciplinary tribunal and to law enforcement officials.

18. 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.

19. 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.

20. Violation of school dress code: Possible removal from class, activity, or situation, parent conference, detention, Saturday School, and/or in-school suspension.

21. Use of profane, vulgar, or obscene words or gestures or indecent exposure: Parent conference, detention, in-school suspension, or suspension, possible referral to disciplinary tribunal, and/or possible referral to law enforcement officials.

22. Use of cell phones and other electronic devices (except for health or other unusual reasons approved by the superintendent or designee) during school hours: Parent conference, detention, in-school suspension, confiscation, and/or suspension.

23. Inappropriate public displays of affection: Parent conference, detention, in-school suspension, and/or suspension.

24. Gambling or possession of gambling devices: Parent conference, detention, in-school suspension, and/or suspension.

25. Moving and non-moving driving violations: Short-term or long-term revocation of driving privileges, in-school suspension, and/or detention.

26. Giving false information to school officials: Parent conference, detention, in-school suspension, and/or suspension.

27. 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, suspension, and/or possible referral to 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.

28. Cheating on school assignments: Zero grade for assignment, substitute assignment, detention, parent conference and/or in-school suspension.

29. 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 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.

30. 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.

31. Willful and persistent violation of the Student Code of Conduct: A student who chronically and/or habitually violates 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.

32. 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 five (5) unexcused days of absence for a child shall constitute a separate offense.

33. Violation of the Acceptable Use of Electronic Media for Students policy for 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. In accordance with Georgia law, bullying is defined as (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. Bullying through the use of electronic communication devices, sometimes referred to as cyber bullying, is also prohibited especially if Hall County Schools electronic media, resources, or infrastructure are involved.

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 or after school, or occasionally on a Saturday (i.e., Saturday 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, sex, religion or disability that is unwelcome, 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 the 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 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 of the important areas in which students are asked to cooperate are as follows:

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 for disciplinary action.

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. Help 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.

NORTH HALL HIGH SCHOOL PROCEDURES

Academic Recognition

North Hall High recognizes student achievement through its Renaissance Academic Achievement Program. A Renaissance Rally is held each semester to recognize students who earn academic credit cards. Cards entitle students to either free or discounted entry to NHHS events and discounts at various businesses in the area.

All cards are based on information from the prior semester.

Platinum Card

- 4.5 GPA
- No more than 5 absences in a class
- No ISS or OSS
- No more than 5 check in/outs

Gold Card

- All A's
- No more than 5 absences in a class
- No ISS or OSS
- No more than 5 check in/outs

Silver Card

- All A's and B's
- No more than 5 absences in a class
- No ISS or OSS
- No more than 5 check in/outs

Bronze Card

- 70 or better in each class
- No more than 5 absences in a class
- No ISS or OSS
- No more than 5 check in/outs

Announcements

All announcements submitted to the front office require a teacher signature. Students are responsible for knowing any changes that are made by way of announcements, etc., concerning any rules and regulations in this handbook. Students are also responsible for knowing about any additional news regarding such things as club meetings or sport practices through announcements.

Attendance/Arrival at School

To be successful in school, students need to attend school regularly. Parents bringing students to school must drop them off at the front entrance. **Students are expected to remain on campus after arrival at school.** Students should report immediately to the building. If arrival is before 8:00 a.m., students may be asked to report directly to the lunchroom unless reporting to a specific teacher by prearranged appointment. Those students on a work schedule will be issued an early release card and are required to leave campus unless they have special permission from the principal or coordinator to remain in the building. They must leave at the scheduled work time or report to the appropriate coordinator.

Cell Phone/Telephone Usage

Cell phones must be turned off and out of view from 8:00 a.m. (earlier if you enter the building before 8:00 a.m.) to 3:30 p.m. Cell phones will be taken up if in view during the above times, including the assigned lunch period. They will be given to the front office. The following discipline will be issued for cell phone usage:

- 1st time confiscated: Form sent home to parents for signature before cell phone will be returned.
- 2nd time confiscated: Warning that starting with 3rd time ISS will be given. Cell phone will be returned at the end of the day.
- 3rd + times confiscated: Student will receive ISS—3rd time--one day, 4th time--two days etc. Cell phone will be returned after serving ISS.

Office telephones are for official school business only. Students are allowed to make calls from a phone in the main office with permission from the classroom teacher or an administrator. Personal telephone messages will be relayed to students during the school day in case of family emergencies.

All iPods, MP3 players or other such devices must be turned off and out of view from 8:00 a.m. (earlier if you enter the building before 8:00 a.m.) to 3:30. These devices will be taken up if they are in view during the times indicated above. Discipline for unauthorized use of these devices is the same as cell phones. Students will be allowed to listen to these devices while at lunch.

Certificates of Attendance

To obtain a learner's permit or driver's license in Georgia, you must present a Certificate of Attendance. Certificate applications are available in front of the Data Entry Clerk's office. Completed applications must be placed in the box outside the Data Entry Clerk's office. If the application is turned in before 11:00 a.m., the certificate will be available for pick up after 1:00 p.m. If turned in after 11:00 a.m., the certificate will be ready the next day after 1:00 p.m. The cost for a certificate is \$2.00, payable when you pick up the certificate. You must also be in attendance at school on the day you apply for and pick up the certificate.

In accordance with licensing rules, you must have an appointment to take the road test for your driver's license. To schedule an appointment, call (678) 413-8500 and choose Option #3. Log on to www.dmv.ga.gov/ for more information.

Check-Ins/Outs (see Tardies for the tardy to class policy)

Students who arrive after the 8:30 bell will be required to go through the Attendance Office in the front lobby to check-in. Students also are **REQUIRED** to check out through the same office, if they leave before the end of 4th period. For a check-in to be excused, a written note from a doctor or parent/guardian stating a legitimate reason for check-in must be delivered to the attendance office on the day of or within two days following the check-in. Notes delivered after two days will not be accepted as excused. Students will be allowed three unexcused check-ins. Once it has been determined that a student has exceeded the unexcused limit, discipline will be issued as follows:

- 4th – One before/after school detention
- 5th – One before/after school detention
- 6th – One day of Saturday School (8:00 – Noon)
- 7th – One day of in-school suspension
- 8th or more – One day out of school suspension **OR** loss of parking permit: 1st time – 10 days; 2nd time – 30 days; 3rd time - 60 days

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 are required to have a specific assignment from a teacher. Students are not allowed to “surf” the Internet without clear objectives, use chat rooms, or check e-mail at other sites. An Internet permission form can be found in this handbook (Appendix C). Parents should sign the form and return it to the advisement teacher.

Dances/Social Events

All school social functions are for the school's students and dates only. Dances or parties held by classes or clubs must be scheduled after school and must have the approval of the principal. All social events sponsored by any club or class at North Hall High School will be construed to be under school jurisdiction.

Detention

Administrative detention hall is held two days a week at either 7:30 to 8:20 or 3:40 to 4:30. Failure to serve detention will result in one day of Saturday School (8:00 a.m. to noon). Failure to serve Saturday School will result in one day of out of school suspension.

Driving and Student Parking Information

Parking permits may be obtained from the Career/Technology Supervisor's office. To obtain a parking permit, students must meet the following guidelines:

- Students must pass 3 of 4 classes the prior semester to acquire a permit.
- Permits will be issued at the beginning of the school year based on grades from 2nd semester of the previous school year. Grades will be checked again at the beginning of the 2nd semester of the current year. Students, including work program students, must continue to pass 3 of 4 classes to maintain parking privileges.
- Students must have a valid Georgia driver's license to apply.
- Students must present current tag receipt to verify vehicle ownership.
- Students will be assigned a parking space and will only be allowed to park in that space during school hours.

- Parking permits must be clearly displayed in the **lower left corner of the front windshield** of the vehicle.
- Speeding or reckless driving on school grounds will be considered a violation of the parking guidelines.
- Parking in any area other than those specified for student parking is a violation of the parking guidelines.
- Students must leave their vehicles immediately upon arrival at school and **cannot return to the vehicle during the day unless authorized by an administrator**.
- Vehicles are subject to search if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules.
- Students may not ride outside of vehicles, including the back of pickups.
- Permits are non-transferable and cannot be given or sold to another student. Reproduction of permits is illegal.
- Using a vehicle to leave campus without permission is considered cutting class and will be dealt with accordingly.
- Excessive tardies to school will result in the loss of permit for a length of time determined by the administration.
- A fee is charged for the parking permit and for a replacement of the permit.

Violation of these guidelines can result in any of the following:

- Loss of permit for a specified amount of time.
- Saturday School
- In-School Suspension
- Towing of vehicle at owner's expense
- Suspension from school

Extracurricular Activities

If students wish to participate in extracurricular activities, including clubs, they must meet the requirements set forth by the State Board of Education and the Georgia High School Association. If students have questions about these activities or participation in these activities, they should see the sponsor, their advisor, or counselor. If students are absent from school, they will not be allowed to participate in an extracurricular activity that occurs on the day of the absence.

Flowers, Balloons & Food Delivery

The school will not receive or distribute flowers, balloons or food to students. Any such personal items or gifts should be sent to the home.

Gang Related Activities

Students may not engage in gang related activities, display symbols, or possess paraphernalia related to gang activities. Such symbols may not be found (examples: bandanas, graffiti on clothes/or personal possessions, tattoos, pants leg pulled up, handshakes/gestures, etc.). Possible consequences include: ISS; OSS; referral to law enforcement; disciplinary tribunal.

Guidance and Counseling Services

If students or parents have any questions regarding academic programs and services provided by NHHS Guidance, they may contact the appropriate counselor:

Jan Black	9 th and 10 th grades
Kathy Oxford	11 th and 12 th grades

Hall Passes

In order to leave a class during class time, students must have a hall pass showing time, destination, and date. The teacher must sign this pass. Hall passes will be written on the calendar located in this agenda book. Students may not leave any class until released by the teacher, even when the bell rings.

Media Center Procedures

Hours of operation: 7:30 a.m. – 4:00 p.m.

Book circulation: Fiction and nonfiction books may be checked out for two weeks and renewed as long as there is not a reserve on the book. Reference materials may be checked out during and after fourth period and must be returned the following day before first period begins.

Fines for overdue books are as follows (up to replacement cost of book):

- \$0.10 for each school day for all books in general circulation.
- \$0.25 for each school day for reference books checked out overnight.

Library cards are good through graduation. Cost of replacement cards is \$1.00 for the first replacement and \$5.00 for each replacement thereafter.

- Students are not allowed to use their cards to check out materials for other students. Any students checking out material for other students will be subject to ISS for the first two violations and out-of-school suspension for subsequent offenses.
- Book bags, food, drink, gum, or candy and not permitted in the media center.

Copier: Copies may be made at a cost of 10¢ per page.

Computer printing costs: Students will be charged 5¢ for each printed page of text and \$1.00 for each picture, map, or illustration printed from a computer program. Color printing is available for \$1.50 per page with pictures, maps or illustrations.

Computer Data Storage: Floppy disks are available for \$1.00 and CD-RW disks are available for \$2.00.

Parking – See Driving and Student Parking Information

Relationships

Relationships between students must be kept on an appropriate level. Violation of this standard will be considered inappropriate behavior.

School Visitors

All visitors must report to the main office prior to visiting any other area of the school. VISITOR PASSES MUST BE WORN AT ALL TIMES WHILE ON NHHS PROPERTY.

Sports - See Extracurricular Activities

Tardies

Students who are tardy to class **1st period** will report to the Attendance Office to check in. Students tardy to any class **other than 1st period** will be disciplined by the classroom teacher. Beginning with the 4th tardy to class, the student will be disciplined by the administration according to the steps used for excessive check-ins (see policy under Check-Ins/Outs).

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 – Margaret Ensley
- FBHS – Joan Grindle
- JHS – Charity Wang
- NHHS – Rebecca Hartfield
- WHHS – Lela Whelchel

AMERICAN DESIGN DRAFTING STUDENT ASSOC. (ADDSA) – provides technical information for improving the science of graphic communications and design by encouraging a continued program of education that provides opportunities for self-improvement through increased knowledge and fellowship among its members. 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 – David Roberson

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:

- JHS – Jean Prezel

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 – Mike Hughes
- EHHS – Michael Valley

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 Parker
- FBHS – Keith Crandall & Renee Crandall
- JHS – Mary Pinchen
- NHHS – Ann Kennedy
- WHHS – Billie Gallant, Carolyn Jarrard, Denise Margavich, and Melba Payan

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 – Jennifer Parker
- NHHS – Carol Hammond

BOWLING CLUB – helps students learn about good sportsmanship while developing camaraderie between its members through weekly practices. Activities include: weekly bowling sessions and end-of-the-term awards celebration.

Sponsor:

- FBHS – Karen Treleven

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 RVI State Leadership Conference competitions.

Sponsors:

- CHS – Jason Hobbs
- EHHS – Adam Banks
- FBHS – Lisa Rothschild
- JHS – Regina Sailors
- NHHS – Pat Zaudtke
- WHHS – Kelly Woodham

CENTURION CLUB – provides opportunities for qualified members to participate in a wide range of community service initiatives. Activities include: school facility improvements, community-wide cleanup projects, support projects for nursing/assisted living homes, and assistance to elderly shut-ins. The Centurion Club is responsible for completing not less than 100 hours of community service per year.

Sponsors:

- NHHS – Beverly Buffington & Anita Cox

CHESS CLUB – provide activities that will motivate students to learn basic thinking competencies that will prepare them to become skilled, employable workers in all related careers. Activities include: fieldtrips, visits to local schools, tournaments, end of the year celebration, and weekly and monthly activities.

Sponsor:

- FBHS – Richard Darracott

DEBATE AND PUBLIC SPEAKING LEAGUE – learning public speaking skills by speaking to groups and working with others in a supportive environment. Members of this organization will learn about and develop skills in various types of public speaking and various types of debate. Activities: student competitions and tournaments.

Sponsor:

- FBHS – Joan Grindle

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:

- EHHS – Leanne Edwards

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 – Meghan Hatcher
- EHHS – Seth Hutchinson
- FBHS – Richard Darracott and Carol York
- LCCA – Rachael McClain
- NHHS – Beth Pitts and Holly Howard
- WHHS – Jackie Buchan

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 – Kelli Duncan
- EHHS – Dino Taronis
- FBHS – James Wagoner and Carol York
- JHS – Melva Jackson
- 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
- NHHS – Cynthia Greer

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 GHS GT.

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 like Gainesville Care Center, United Way of Hall County and March of Dimes.

Sponsors:

- CHS – Peggy Ward
- EHHS – Stacey Crain
- FBHS – Monica Thompson
- JHS – Mary Noble
- LCCA – Cathy Kimbro
- NHHS – Laura Morrison
- WHHS – Tracy Passmore

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 – Chad Buffington
- FBHS – Lauren Howell & Chris Griffin
- JHS – Elaine Dunahoo
- NHHS – Dave Bishop
- WHHS – Sam Borg and Tracy Passmore

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 – Charlotte Little

FIBER ARTS CLUB – supports student’s who knit, crochet, cross stitch, or enjoy other fiber arts. Activities include: club meetings, demonstrations, and field trips.

Sponsor:

- FBHS – Nicole Almaraz

FILM CLUB – Our mission is to provide an environment in which amateur film makers or those wishing to learn the aspects of making films can develop and discover skills required in the production of cinema, specialize individuals for a better and more efficient film production, and form a dedicated community of individuals who can rely on each other in situations of cinematic production to use their skills to the best of their abilities to create the best piece of work possible in the time available. Through this newly established club, we hope to teach everyone involved how to create important and relevant films. Activities include: films promoting the school, annual sponsorship of international film night.

Sponsor:

- WHHS – Laurie Ecke

FOCUS – 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.

Sponsor:

- WHHS – Marsha McFall

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 – Ruth Matthews, Janet Robertson and Wes Vonier
- FBHS – Sandi Lich and Gabrielle Durden-Coffee
- WHHS – Karen Patureau

FRENCH CLUB – promotes an appreciation of the French speaking cultures of the world. Activities include assisting in local community service projects.

Sponsors:

- JHS – Patricia MacMillan
- WHHS – Carolyn Jarrard

FRENCH NATIONAL HONOR SOCIETY – recognizes students who have maintained excellent grades in the French language. Activities include an induction ceremony and community service projects.

Sponsor:

- JHS – Patricia MacMillan

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 – Kyle Counts
- EHHS – Courtney Ankrum
- FBHS – Felecia Doyle
- JHS – Cree Wilson
- NHHS – Karen Filchak
- WHHS – Lindsay Rock

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 – Daniel Merck
- EHHS – Stacey Crain
- FBHS – Teresa Channell
- JHS – Cindy Tumblin
- NHHS – Suzanne Williams
- WHHS – Karon Fickey

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:

- CHS – Tabitha Lovell
- EHHS – Barbara Saunders
- NHHS – Johnny Sutton

GUITAR 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 – Beth Bowen
- FBHS – James Wagoner

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 – Pam Knepp
- FBHS – Kathy Peake
- LCCA – TBA
- NHHS – Claire Coates
- WHHS – Debbie King

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

Sponsors:

- CHS – Phyllis Ableman
- FBHS – Felecia Doyle
- JHS – Valerie Noble
- NHHS – Beverly Buffington

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
- JHS – Jennifer Worley
- NHHS – Linda McKown

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.

Sponsor:

- FBHS – Joan Grindle

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:

- EHHS – Margaret Ensley
- FBHS – Melissa Stewart & Kelly Gurske
- JHS – Carol Blackburn
- NHHS – Jeff Chandler
- WHHS – Denise Margavich

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

Sponsor:

- FBHS – Steve Brock

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

Sponsors:

- EHHS – Margaret Ensley
- FBHS – Melissa Stewart

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:

- FBHS – Lauren Howell
- JHS – Stephanie Turk
- NHHS – Marjory Hinkley
- WHHS – Nina Ford

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 – Baker Pulliam
- EHHS – Jeff Little
- FBHS – Chris Griffin
- JHS – TBD
- LCCA – Rodney Pressley
- NHHS - Daniel Bohmer
- WHHS – Mike Madsen

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.

Sponsor:

- CHS – Robin Parr

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 – Jennifer Whitley
- EHHS – Leanne Edwards and Gabe Loggins
- FBHS – Steve Brock
- JHS – Ann Brunk
- NHHS – Jeff Chandler
- 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, meetings, induction ceremony, and community service projects.

Sponsors:

- CHS – Mark Tomcho
- EHHS - TBA
- JHS – Scott Porter
- NHHS – Beth Pitts

NAVY JUNIOR RESERVE OFFICER TRAINING CORPS - develops leadership skills and encourages students to become active and productive citizens. Activities include: leadership training, competitions with other JROTC units, field trips to military bases across the country, annual military ball, annual pass-in-review ceremony, community service projects, and opportunities for advanced summer training.

Sponsors:

- EHHS – Major Brad McCanna and Chief Les Thornton

NEWSPAPER STAFF – fosters an appreciation of the importance of free press, an informed citizenry, and teaches students to develop skills in research, critical analysis, writing, layout and design, editing and working as a team to produce a student newspaper. Activities include: producing a school community newspaper, conducting interviews, surveys, researching issues and writing a variety of articles.

Sponsors:

- CHS – Sandra Rudd
- FBHS – Jess Dover
- JHS – Neal Anthony
- NHHS – Nancy Story
- WHHS – Rita Crocker

OPTIMIST CLUB – teaches students about service within their community. Activities include a variety of service projects throughout the school year.

Sponsor:

- WHHS – Tevi Henson

PARTNERS' CLUB – encourages the development of relationships between disabled and non-disabled peers in order to create an atmosphere of community inclusion, awareness, and acceptance. Activities include: socials, dances, group

outings, group dinners, fundraising events, and participation with Special Olympics local and state events.

Sponsors:

- CHS – Melessa Hall
- EHHS – Rosa Evans
- FBHS – Lori Oliver
- JHS – Julie Johnson
- NHHS – Colleen Pirkle
- WHHS – Kelly Woodham

PEER MEDIATION – provides trained student mediators for conflict resolution. Activities include providing peer mediation as needed for students in conflict.

Sponsor:

- JHS – Stan Williams

PEP CLUB – To foster the development of school spirit and pride; encourages students to support their teams in a positive manner that allows students 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 positive displays of school spirit throughout the school building as well as the community.

Sponsors:

- CHS – Jennifer Gibson
- JHS – Heather Wicker
- 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 – Lori Lee

POETRY CLUB – supports students who enjoy original poetry and the sharing of poetry. Activities include producing a literary magazine.

Sponsor:

- WHHS – Cynthia DeLuz

QUILL AND SCROLL JOURNALISM HONOR SOCIETY – is a scholastic journalism honor society that exists to reward the individual student and staff for meritorious work in the field of high school journalism. Membership includes any students, junior or seniors, that must appear 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

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 – Beth Tallant

RENAISSANCE CLUB – provides incentives and rewards to all levels of student academic achievement, attendance, and behavior each semester. There are four levels of recognition: Platinum, Gold, Silver, and Bronze. Activities include, but are not limited to, 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.

Sponsor:

- NHHS – Beverly Buffington

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

Sponsors:

- EHHS – Heather Barrett and Cheryl Early
- FBHS – Renee Crandall
- WHHS – Debbie King

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 – Baker Pulliam and Mark Gable
- EHHS – Jeff Little, Ted Deppe and Dennis Shirley
- FBHS – David Roberson
- JHS – Cindy Tumblin and Reid Houston
- LCCA – TBA
- NHHS – Ronny Turpin
- WHHS – Mike Madsen

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 – Ami Vonesh and Chris Lupoli
- NHHS – Tiffany Howell
- WHHS – Melba Payan

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:

- WHHS – Melba Payan and 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
- EHHS – Joyce Tharpe and Judy Allison
- FBHS – Jennifer Wisdom-Smyth
- JHS – Kathy Strickland
- NHHS – Candi Clark
- WHHS – Tammy Lovelady

SWAT (Students Working Against Tobacco) – markets anti-tobacco and anti-alcohol messages to discourage young people from risk taking behaviors and promote healthy life choices. Activities include: fieldtrips, visits to local schools, regional, state and international competitions, presenting to local civic organizations, monthly meetings, end of the year celebration, Fall Leadership Conference, Southern Region Conference and The New York Experience.

Sponsor:

- FBHS – Sharon Gaston

THESPIAN SOCIETY – promotes theatre education and makes theatre a part of lifelong learning. Activities include: workshops, performances and service projects.

Sponsors:

- CHS – Kelli Duncan
- JHS – Melva Jackson
- NHHS – Jan Ewing
- WHHS – Sarah Lindahl

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

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:

- FBHS – TBA
- JHS – Reid Houston

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 – Karen Weathers, Mike Walton

- FBHS – Renee Crandall
- JHS – Tracey Yotz
- 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:

- JHS – Julie Townley

YOUNG LIFE – is a non-denominational organization committed to impacting student's lives and preparing them for the future. Activities include: community service projects, weekend trips to Sharptop Cove in Jasper, Georgia, a summer trip to Frontier Ranch in the Rockies, and weekly meetings.

Sponsor:

- WHHS – Laura Sue Reagan

YOUTH LEADERSHIP – 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:

- WHHS – Laura Sue Reagan

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:

- JHS – Erin Davis

APPENDIX B –Parent/Guardian & Student Signature Pages

Dear Parent/Legal Guardian,

After reading this handbook, please respond by signing all appropriate spaces in each section.

Student's Name (PRINT) _____

Parent/Legal Guardian's Name (PRINT) _____

Advisement/Homeroom Teacher (PRINT) _____

(PLEASE SIGN IN EACH SPACE PROVIDED.)

Health Care Release:

In order to provide the best possible care for my student, I understand that special health care needs or chronic conditions will be shared with appropriate school personnel. In the event of a life-threatening situation or critical injury, I understand that the school has my permission to take appropriate emergency medical action, including calling 911 for transportation to a hospital. I also give permission to the hospital emergency room staff to treat my student unless I am present and request otherwise. I understand that the school will make every effort to notify me immediately. Also, I understand that I am financially responsible for medical care and transportation fees which may be incurred.

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 and/or on television. 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 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 _____

Student's Name (PRINT) _____

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, or equipment.

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 are filtered in compliance with the Children's Internet Protection Act.

Student's Name (PRINT) _____

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.
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, sexually explicit material, or any material or sites not approved by your teacher.

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. Students are not permitted to use their own computer or computing devices to connect to the HCS network nor are they permitted to access the internet via personal Wi-Fi accounts, anonymous proxy sites, or by any other manner while on HCBOE property or functions.

Student's Name (PRINT) _____

Failure to follow these guidelines may violate the Official Code of Georgia, O.C.G.A., Codes 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.

All HCS technology use is subject to auditing, as well as live and archived monitoring where appropriate.

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 2009-2010 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.)