

WEST HALL HIGH SCHOOL

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STUDENT HANDBOOK 2008 - 2009

West Hall High School Administration

Dr. Jackie Adams, Principal
Mr. Scott Justus, Assistant Principal
Mrs. Traci McBride, Assistant Principal
Dr. Greg Williams, Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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HALL COUNTY SCHOOLS 2008 – 2009 HIGH SCHOOL CALENDAR

July	14-15	High School Graduation Retest
	16	High School Graduation Retest - Writing
August	30-31	Registration for Lanier Career Academy – Session 1
	1	Registration for Lanier Career Academy – Session 1
	4-6	Registration for New High School Students
	4	Lanier Career Academy, 1 st Session Begins
	7	First Day for Students
	28	Open House - High Schools
	29	Early Release Day
September	1	STUDENT HOLIDAY
	15-19	High School Graduation Retests
	10	Progress Reports
	24	High School Writing Test
October	25	High School Writing Test (Make-up)
	6-7	Registration for Lanier Career Academy – Session 2
	8	Lanier Career Academy, 2 nd Session Begins
	13 & 14	STUDENT HOLIDAYS
	15	PSAT
November	16	Progress Reports – High School
	4	STUDENT HOLIDAY
	10-14	High School Graduation Retests
	14	Progress Reports
	25	Early Release Day
December	26-28	STUDENT HOLIDAYS
	16-18	Registration for Lanier Career Acad. – Session 3
	19-31	STUDENT HOLIDAYS
January	1-5	STUDENT HOLIDAYS
	5	Lanier Career Academy, 3 rd Session Begins
	7	1 st Semester Grade Reports
	16	Early Release Day
February	19	STUDENT HOLIDAY
	2	STUDENT HOLIDAY
	10	Progress Reports
	13	Early Release Day
	16	STUDENT HOLIDAY
March	25	H.S. Graduation Test - Writing
	26	H.S. Graduation Test – Writing (Make-Up)
	10-11	Registration for Lanier Career Acad. – Session 4
	12	Lanier Career Academy, 4 th Session Begins
	16-20	High School Graduation Tests
	18	Progress Reports – High School
April	3	Early Release Day
	6-10	STUDENT HOLIDAYS
May	16	Progress Reports
	22	End of 2nd Semester - Last Day for Students

GRADUATIONS

May 22	North Hall HS, West Hall HS
May 23	Chestatee HS, East Hall HS, Flowery Branch HS, Johnson HS
May 28	Lanier Career Academy

Dear Student:

WELCOME TO WEST HALL HIGH SCHOOL!!!!

The students, parents, faculty and administration of West Hall High School are striving continuously to have an outstanding educational program. The faculty and administration ask that you become involved in your educational program of studies and give your best efforts at all times. The primary goal of West Hall High School is to develop each student's potential for learning and to foster positive interpersonal relationships. If this is to be accomplished, it is absolutely necessary that the school environment be free of disruptions that interfere with teaching and learning activities.

The purpose of this handbook is to assist students, parents, teachers, and school administrators in the maintenance of an environment that will enhance the achievement of this objective.

Have a great year and be proud you're a SPARTAN!

Dr. Jackie Adams
Principal

Hall County School System

VISION

We envision the Hall County School System to have respected components of excellence in place:

- Safe, orderly, and welcoming environments that foster mutual respect
- Challenging curricula designed to meet the diverse needs of the student
- Highly-trained faculties and staffs
- Effective support services, and
- Well-equipped facilities

BELIEFS

- Education is critically important to every student's future.
- The student learns, achieves, and succeeds in diverse ways.
- The student must learn a work ethic and be motivated to become competent, contributing members of society.
- High expectations generate positive results.
- Each student has choices and is responsible for the consequences of his choices.
- The family is the primary influence in a student's life.

MISSION

The mission of the Hall County School System is to create schools that challenge and expect every person to excel intellectually, physically, and socially.

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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 semester, 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. Counselors are available to provide additional information.

2008-2009 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	13	August	12
October	25	September	19
December	13	November	7
February	7	January	6
April	4	February	27
June	13	May	8

PSAT – TEST DATE	REGISTRATION DEADLINES	
October 15	(See Counselor)	

AP – TEST DATES	Morning Session	Afternoon Session
May 4	Gov't & Politics: US	French Language Gov't & Politics: Comparative
May 5	Computer Science A Computer Science AB Spanish Language	Statistics
May 6	Calculus AB Calculus BC	Chinese Language & Culture
May 7	English Literature German Language	French Literature Japanese Lang & Culture
May 8	US History	European History Studio Art (portfolios due)
May 11	Biology Music Theory	Physics B Physics C: Mechanics Physics C: Elec. & Magnetism
May 12	Chemistry Environmental Science	Psychology
May 13	English Language Italian Lang & Culture	Art History
May 14	Macroeconomics World History	Microeconomics
May 15	Human Geography Spanish Literature	Latin Literature Latin: Vergil

College Fair (PROBE)

PROBE is a college fair that provides students with an opportunity to visit with many college representatives and the Georgia Student Finance Commission at one time. 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 also report harassment or discrimination to their school 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 Dr. Mary Parks, Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501, (770) 534-1080.

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.

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 related to or 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 their students to participate in one or more clubs must indicate such on the "Parent/Legal Guardian and Student Signature Pages" found 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. In addition, the student must 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 Scholar 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 request more information from a counselor early in high school.

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 usually 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**

At the end of every four and one-half (4½) weeks, a high school student will receive from each teacher a written report of his/her status. A parent(s) may request more frequent progress reports. No unit credit will be awarded until the end of each semester.

- **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 leave a self-addressed stamped envelope at the school 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 and are listed at the end of 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) for that course. 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. **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 enters the ninth grade. A student and his/her parent(s), along with school personnel, have the responsibility for keeping a record of the student's progress toward graduation. School counselors will assist in keeping students and parents informed of the student's 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 enter the ninth grade for the first time in the 2008-2009 school year (i.e., first-time freshmen) must meet the new graduation requirements applying to such students as defined by the Georgia Board of Education, Rule 160-4-2-.48.

All other high school students may 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 Preparatory (D), and the Dual Preparatory with Distinction (D+) as defined by the Georgia Board of Education, Rule 160-4-2-.46 and Rule 160-4-2-.47.

Diploma Options

A student must earn at least one of the following exit documents in order to be eligible to participate in graduation ceremonies. **All diploma options require a minimum of 28 units.**

- **College Preparatory Seal (CP):** A high school diploma program of study signifying that the student has satisfactorily completed a college preparatory program specified by the State Board of Education (BOE). A minimum of 28 units required.
- **College Preparatory Seal with Distinction (CP+):** A high school diploma program of study requiring 28 units and a grade point average in Core Courses of 3.0 or above on a four point scale or 80 numeric average or above as specified by the State BOE.
- **Technology/Career Preparatory Seal (TCP):** A high school diploma program of study requiring 28 units, including three (3) units in a career pathway and one (1) career pathway elective.
- **Technology/Career Preparatory Seal with Distinction Program (TCP+):** A high school diploma program of study requiring 28 units, including one (1) additional unit from a Core Area or Fine Arts, and three (3) units in a career pathway and one (1) career pathway elective, and a grade point average in the Core Courses of 3.0 or above on a four point scale or 80 numeric grade point average as specified by the Georgia Board of Education.
- **Dual Diploma:** A high school diploma awarded when a student meets both Hall County School System College Preparatory and Technology/Career diploma requirements. This diploma requires a minimum of 28 units.
- **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 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 their Individual Education Programs.
- **High School Certificate of Performance:** A document awarded to a student who does not complete all of the criteria for a diploma but who meets all requirements for attendance and academic units (referred to as units).
- **High School Diploma:** A high school diploma program of study for students entering ninth grade for the first time in August 2008 certifying that attendance requirements, unit requirements and state assessment requirements specified by the State Board of Education (BOE) have been satisfied. A minimum of 28 units required.

Note: A student must complete the requirements for at least one of the above exit documents to be eligible to participate in graduation ceremonies.

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 pass all five sections of the Georgia High School Graduation Test. A student who completes all course work (28 units) for a chosen diploma but does not pass all sections of the Georgia High School Graduation Test will receive a High School Certificate of Performance instead of a diploma, but may participate in graduation practice and exercises.

A student with disabilities assigned to a special education program who has not met the state assessment requirements or who has not completed the requirements for a regular diploma may be awarded the Special Education Diploma if all requirements in the Individualized Education Program (IEP) are met. 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.

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.

Graduation Tests

Georgia High School Graduation and Writing Tests (GHS GT and GHS WT)

The GHS GT and GHS WT assess the Quality Core Curriculum (QCC) Objectives or Georgia Performance Standards (GPS) in the following content areas: 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 GHS WT for the first time during the **fall** of the eleventh grade year. He/she should take the GHS GT 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 GHS GT. 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 GHS GT if he has earned at least two credits in each area of the GHS GT 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 (GHS WT) is given in the fall and the four content area tests (GHS GT) 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.

<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

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 GHSGT & GHSWT 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 GHSGT, 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 GHSGT) 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 whose 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.gacollege411.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.
- 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 \$25.00 per semester. Students will need to present a valid driver's license and proof of insurance BEFORE the parking permit will be issued.

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

If students become ill or injured while at school, students should report the problem immediately 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 Career Academy (LCA)

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

Full-time Lanier Career Academy 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 Lanier Career Academy as a full-time student with no tuition costs to the student. A full-time Lanier Career Academy 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 Lanier Career Academy. A student in the day high school program is permitted to enroll as a full-time Lanier Career Academy student at the end of the regular school semester.

Part-time Lanier Career Academy Students: A day student may enroll at Lanier Career Academy 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 Lanier Career Academy. A part-time student is required to pay tuition because the state does not fund any additional courses taken beyond the regular school load.

Except for full-time day students, classes meet Monday through Thursday, 1:55 – 10:00 p.m. Classes are scheduled 1:55 – 3:45 p.m., 3:55 – 5:45 p.m., 6:15 – 8:05, and 8:10 – 10:00 p.m. Lanier Career Academy follows the Hall County curriculum and prepares students for college preparatory and/or technology/career diploma requirements. A minimum of 12 students must enroll in a course in order for courses to be offered. The Lanier Career Academy 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 (GHS GT/GHS WT).

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

International Center

The International Center provides initial assessment services for middle and high school students and also evaluates foreign transcripts and advises on course placement for the international student. The International Center is located near Johnson High School, just off Atlanta Highway (Phone: 770-534-9123).

An international student who has successfully completed two high school units of his/her native language (Spanish, Vietnamese, German, etc.) may use these courses to meet his/her foreign language requirement for the College Preparatory Diploma requirement. Alternately, a student whose native language is not English may be considered to have met the foreign language requirement by requesting credit in lieu of enrollment by demonstrating reading and writing proficiency in his/her native language through formal examination or by providing documentation of formal schooling showing two years of native language instruction at a secondary level.

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 at 770-534-1080.

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 education 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:

- a) School employees who have a need to know;
- b) Other schools to which a student is transferring;
- c) Certain government officials in order to carry out lawful functions;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for the school;
- f) Accrediting organizations;
- g) Individuals who have obtained court orders or subpoenas;
- h) Persons who need to know in cases 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 unit 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, 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, 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 the requirements of the Family Educational Rights and Privacy Act or the regulations promulgated thereunder.

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. Students 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 of 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. Students may, upon request, inspect any instructional material used as part of the educational curriculum for students.
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, students 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 their child's teacher's qualification, 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.

Student activities are further governed by the rules contained in the "Extra-Curricular Activities" section of each middle and high school's Student Handbook. Any behavior that adversely affects the maintenance, good order, and discipline of the school environment may result in discipline procedures being initiated.

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.

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

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the

ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principals or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

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. 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 may 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. Students who commit firearm infractions are subject to 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. This includes physical violence against staff members as referenced in the *Physical Violence Guidelines* in this student agenda.
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.
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 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 violate school rules or this Code of Conduct may be referred to the disciplinary tribunal, even if the offenses the student has committed do not include such a referral as a possible consequence.

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.

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. (Example: fighting)

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.

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.

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. Therefore, it is important that students abide by the bus policies as outlined in the student handbook, "Student Rules and Regulations for Riding Bus."

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 in writing to the principal or assistant principal 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 parents, the bus driver and the Director of Transportation that

day or the following school day. This form will indicate the action taken by the principal. The principal will maintain a file of Bus Conduct Report forms.

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

WEST HALL HIGH SCHOOL INFORMATION
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Absences

Each teacher will sign a student's written excuse explaining the cause for an excused absence(s). Students are encouraged to make up any missed assignments upon returning to school. Students are NOT to miss more than eight days per semester. After eight absences, only extenuating circumstances will be considered for makeup work. Pre-arranged absences may be excused, depending on the circumstances, but such absences must have prior approval from the principal.

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

Attendance/Tardies

School hours are 8:30 a.m. – 3:30 p.m.

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

***TARDY TO CLASS PROCEDURE:**

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

- 1st TARDY WARNING*
- 2nd TARDY WARNING*
- 3rd TARDY WARNING*
- 4th TARDY Administrative detention
- 5th TARDY Administrative detention

6th TARDY Discipline write-up sent to administrator, including documentation of action taken thus far. In-School Suspension.

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

FOR ATTENDANCE PURPOSES:

- If a student arrives to class late within 45 minutes or less, he/she will be counted present.
- If a student arrives to class late by more than 45 minutes, he/she will be counted absent.

ACCEPTABLE EXCUSES FOR LATE CHECK-IN:

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

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

Students will be given a permit by the office to check out of school early only if students have written parental permission that has been confirmed by telephone. A parent's request for a student to check out of school does not automatically excuse the absence. A written note should be provided on the day of return. Students checking into school after 9:25 a.m. must sign in through the office. Students are not allowed to leave the campus unless accompanied by a parent except for providential or emergency reasons, confirmed doctor's or dentist's appointment, or with special permission from the principal's office. When students leave campus early, class absences will be handled as school day absences. Leaving school early without permission and/or without signing out is a major offense. Cutting class is the same as leaving school without permission.

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

Students scheduled to leave school before the end of the school day must leave at the scheduled time or report back to the office. Students on a work schedule and leave campus after third period must leave campus unless special permission has been granted from the Principal or the Coordinator.

Classroom Behavior

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

Computer Policies

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

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

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

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

Debts

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

Dress Code

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

- Spaghetti straps
- Sleeveless shirts and tank tops (boys)
- Shoulder width of tops that are less than 2 inches (girls)
- Any clothing deemed inappropriate by administrators or faculty

Drinks, Food, and Gum

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

Employees

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

Extra-Curricular Activities

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

STUDENTS MUST BE IN A SCHEDULED SUPERVISED ACTIVITY TO REMAIN ON CAMPUS AFTER 3:30 P.M.

Flowers

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

Honor Roll

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

Lockers

Students are to use a locker in the homeroom area with a school lock only. Lockers in the gym are for gym use only. No locks are permitted. Lockers may be decorated under these conditions: INSIDE – Decorations inside lockers are discouraged. OUTSIDE - Athletic locker decorations should be removed at the end of each season. Students are responsible for insuring that locker decorations are neatly maintained. Untidy and out-of-season locker decorations will be removed by the administration.

Lunchroom

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

Money or Valuables

Students should keep money or other valuable property with them at all times. Students should bring only what is necessary for school. The school will not be responsible for money left in dressing rooms and, unless there is a witness to money or valuables being taken, no investigation will be made for money or

valuables lost. Money and valuables should be checked with the P.E. teacher before class. NEVER LEAVE MONEY OR VALUABLES IN P.E.

Radios, CD players and tape players are not to be brought to school. Cameras are not allowed unless specific to a task related to a class.

Out of Class Pass

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

Parties

Parties will not be permitted in the classroom.

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

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

Restrooms

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

Schedules

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

School Buses

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

School Cleanliness

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

Alma Mater

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

Written by Kay Peace

West Hall Absence Form

_____ was absent on _____ and was unable to
(Name of Student) (Date)

attend school because of: (check one):

Illness (self) Illness (family) Death in family
 College Day (Seniors only)

Other (explain): _____

Signature of Parent/Guardian _____

Date: _____ Phone Contact _____

Please note: In order to receive academic credit, all absences over eight (8) days require excused documentation for all days missed per class. The student is responsible for submitting this note immediately upon return to classes.

FOR ADMINISTRATIVE ACTION: This absence is excused unexcused

Administrator: _____ Date: _____

===== **CUT** =====

West Hall Absence Form

_____ was absent on _____ and was unable to
(Name of Student) (Date)

attend school because of: (check one):

Illness (self) Illness (family) Death in family
 College Day (Seniors only)

Other (explain): _____

Signature of Parent/Guardian _____

Date: _____ Phone Contact _____

Please note: In order to receive academic credit, all absences over eight (8) days require excused documentation for all days missed per class. The student is responsible for submitting this note immediately upon return to classes.

FOR ADMINISTRATIVE ACTION: This absence is excused unexcused

Administrator: _____ Date: _____

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 – Mike 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 – Jill Calvert

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

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

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

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
- LCA - TBA
- NHHS – Beth Pitts and Rachael McClain
- 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 – Amy Miller
- 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
- EHHS – Anne Baggett
- NHHS – Cynthia Greer

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 – Stacy Crain
- FBHS – Monica Thompson
- JHS – Judy DeVenny
- LCA – Cathy Kimbro
- NHHS – Laura Morrison
- WHHS – Terry Haymond

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

Sponsors:

- CHS – Carey Whitlow
- EHHS – Barbara Saunders
- FBHS – Lauren Howell & Chris Griffin
- JHS – Elaine Dunahoo
- NHHS – Dave Bishop
- WHHS – Sam Borg

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.

Sponsors:

- 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

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:

- FBHS – Sandi Lich and Gabrielle Durden-Coffee
- WHHS – Carolyn Jarrard

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

Sponsors:

- EHHS – Terry Miller
- 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.

Sponsors:

- 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 – Amanda Griffin
- 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 – Stacie Crain
- FBHS – Teresa Channell
- JHS – Cindy Tumblin
- NHHS – Suzanne Williams
- WHHS – Karon Fickey

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

Sponsors:

- CHS – TBA
- EHHS – Barbara Saunders
- NHHS – Johnny Sutton

GEORGIA CAREER STUDENT ASSOCIATION (GACSA) – encourages students to learn about the world of work and the employment skills necessary to succeed. Activities include: career skills projects, meetings, career seminars and conferences.

Sponsors:

- CHS – Mark Tomcho
- EHHS –Mike Sanders
- FBHS – Kevin Compton
- JHS – Kathy Strickland
- WHHS – Dalva Jones

GITAR CLUB – brings about 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.

Sponsor:

- 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 – Stacie Carlton
- FBHS – Kathy Peake
- NHHS – Claire Coates
- WHHS – Debbie King

INTERACT CLUB – develops local and international service projects for young people, ages 14-18. Activities include local service projects that benefit the school and community.

Sponsors:

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

KEY CLUB – supports students who are dedicated to helping others, serving their school and making their communities a better place. Activities include: visiting nursing homes, sponsoring families in need at Thanksgiving and Christmas, participating in local service projects including Georgia Sheriff's Youth Homes, March of Dimes, and the Humane Society.

Sponsor:

- CHS – Adrienne West
- JHS – TBA
- NHHS – Linda McKown

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

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

Sponsors:

- 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 – TBA
- NHHS – Marjory Hinkley
- WHHS – Nina Steigele

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 – Mark White
- NHHS - Daniel Bohmer
- WHHS – Mike Madsen

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

Sponsors:

- CHS – 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 – Peggy Leland
- EHHS – Jennifer Jarvis
- FBHS – Steve Brock
- JHS – Ann Brunk
- NHHS – Jeff Chandler
- WHHS – Helen Dunn, Laurie Ecke

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 - TBA
- EHHS - TBA
- JHS – Scott Porter
- NHHS – Beth Pitts
- WHHS – Traci McBride

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
- EHHS – Jeff Ayers
- FBHS – Jess Dover
- JHS – Robin Taylor
- 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 – Susan Griffin
- EHHS – Rosa Evans
- FBHS – Lori Oliver
- JHS – Cheline Rowland
- NHHS – Colleen Pirkle

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.

Sponsor:

- CHS – Jennifer Gibson

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 – Carolyn Jarrard

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

Sponsor:

- FBHS – Renee Crandall

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 / Mark Gable
- EHHS – Jeff Little
- FBHS – David Roberson
- JHS – Cindy Tumblin
- NHHS – Ronny Turpin
- WHHS – Angela Pirkle

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 Mary Santander
- 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 – J.J. Wiley
- EHHS – Janet Kelly
- 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

TECHNOLOGY STUDENT ASSOCIATION (TSA) – prepares members for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunity. Activities include: bimonthly meetings, conferences at the local, state, and national levels, field trips, fundraisers, and competitive events.

Sponsors:

- FBHS – Chad Bennett
- JHS – Reid Houston
- WHHS – Ted Brown

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

Sponsors:

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

TRI 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 – Lori Koser

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 – Elisha Boggs
- 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 – Laurie Ecke

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 – Sam Borg and Karon Fickey

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 – Mark Kelly

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 _____

INTERNET ACCESS AND USE – IMPORTANT NOTICE TO PARENTS/LEGAL GUARDIAN

Due to the nature of the Internet, it is neither practical nor possible for the Hall County School System staff to enforce compliance with user rules at all times. Accordingly, parents/legal guardian and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet.

Therefore, parents/legal guardian must participate in the decision whether to allow their student access to the Internet and must communicate their own expectations to their student regarding its use.

- I understand that internet access is designed for educational purposes and that the school will attempt to discourage access to objectionable material and communications that are intended to exploit, harass, or abuse students. However, I recognize it is impossible for the school system to restrict access to all objectionable material, and I will not hold the school or school system responsible for materials acquired or contacts made on the Internet.
- I understand that a variety of inappropriate and offensive materials are available over the internet and that it may be possible for my student to access these materials if he/she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my student over the Internet, that there is no practical means for the school to prevent this from happening, and that my student must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my student on the Internet, I recognize that it is not possible for the staff to monitor all such communications. I have determined that the benefits of my student having access to the Internet outweigh the potential risks.
- I understand that any conduct by my student that is in conflict with these responsibilities is inappropriate, and such behavior may result in termination of access to the Internet, computer use in general, a possible disciplinary action.
- I have reviewed these responsibilities with my student, and I hereby grant permission to the school to provide Internet access.
- I agree to compensate the school system for any expenses or costs it incurs as a result of my student's violation of this agreement.

Parent/Legal Guardian Signature X _____ Date _____

Student's Name (PRINT) _____

INTERNET NETWORK ACCESS – AGREEMENT: I accept responsibility to abide by the Hall County Board of Education Internet policy and procedures as stated in this agreement. I understand that use of the Internet and access to it are privileges, not rights, and I agree. . .

- To use the Internet network for appropriate educational purposes and research;
- To use the Internet Network only with the permission of designated school staff;
- To be considerate of other users on the network and use appropriate language for school situations;
- Not to intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- To immediately report any security problems or breeches of these responsibilities to appropriate School System/School staff;
- To comply with all of the rules and expectations included in "Guidelines for Use of the Internet" and other guidelines that may be developed by the school;
- Not to divulge personal information such as addresses and telephone numbers over the Internet.

I understand that I have no right to privacy when I use the school Internet network, and I consent to staff monitoring of my communications. I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of network access and possible disciplinary action.

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 2007-2008 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.)