

CHESTATEE HIGH SCHOOL

"CHESTATEE...The Place to Be!"

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STUDENT HANDBOOK 2017-2018

Chestatee High School Administration

Mrs. Suzanne Jarrard, Principal
Mrs. Christy Cantrell, Assistant Principal
Mr. Ben Corley, Assistant Principal
Mr. Matt Stowers, Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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

Printed on recyclable paper



Dear Students:

Welcome to Chestatee High School! I am looking forward to an incredible year. Our faculty and staff are committed to providing you with a world class education. We are excited about working with you to develop your skills and talents so that you can reach your maximum potential and become the person you were meant to be. Whether it is on the court, field, track, or classroom, I expect you to give your best. The War Eagle tradition is one of success. I challenge you to hold yourself to this standard, and I pledge to you that I will do the same.

In closing, I would like to encourage you a quote that I have always heard, "with each step you take, you will grow stronger and stronger, more and more skilled, and ultimately more successful." We look forward to walking alongside you as you take that step toward success! I wish you all the best year yet!

Go War Eagles!

Suzanne Jarrard

Principal

Chestatee High School

CLASS SCHEDULE

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

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SYSTEM LEVEL INFORMATION

General Information

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

Asbestos Management Notification Plan

The Hall County School System AHERA Management Plan is available for public inspection upon request at the School System's Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. 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-containing materials.
- Response actions to the asbestos-containing materials.
- Plans for re-inspection and periodic surveillance.
- Public notification procedures.

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

Assessment Security

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

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

Attendance Policy – High School

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

A student shall not be absent from school or from any class or other required school hours except for conditions specified below, or upon written permission of

the teacher, principal, or other authorized school official. Absences will be excused if validated for the following reasons:

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

Students are to be counted present for the following activities:

- Serving as a page in the Georgia General Assembly
- Foster care students attending court proceedings related to the student's foster care
- Serving in the Student Teen Election Participant (STEP) program.
Limited to two school days per year

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

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

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

College Entrance Exams

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

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

2017-2018 Anticipated Test Dates and Deadlines

PSAT TEST DATE	REGISTRATION DEADLINE
October 11	See Counselor

SAT TEST DATES	
TEST DATE	REGISTRATION DEADLINE
October 1	September 1
November 5	October 7
December 3	November 3
January 21	December 21
March 11	February 10
May 6	April 7
June 3	May 9

ACT TEST DATES	
TEST DATE	REGISTRATION DEADLINE
September 10	August 5
October 22	September 16
December 10	November 4
February 11	January 13
April 8	March 3
June 10	May 5

AP TEST DATES		
	Morning Session	Afternoon Session
May 7	Chemistry Spanish Literature & Culture	Psychology
May 8	Seminar Spanish Language & Culture	Art History Physics 1: Algebra-Based
May 9	English Literature & Composition	Japanese Language and Culture Physics 2: Algebra-Based
May 10	US Government & Politics	Chinese Language & Culture Environmental Science
May 11	German Language & Culture US History Studio Art portfolios due	Computer Science Principles
May 14	Biology Music Theory	12 PM Physics C: Mechanics 2 PM Physics C: Electricity & Magnetism
May 15	Calculus AB Calculus BC	French Language & Culture Computer Science A
May 16	English Language & Composition	Italian Language & Culture Macroeconomics
May 17	Comparative Government & Politics World History	Statistics
May 18	Human Geography Microeconomics	European History Latin

NOTE: Any AP/IB student for whom testing materials were ordered and who fail to appear for scheduled testing will be charged a \$15 Unused Exam fee for AP and \$116 for IB.

College Fair (PROBE)

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

Complaint Process

COMPLAINT PROCESS

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

COMPLAINTS OF DISCRIMINATION/HARASSMENT

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

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

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

The Americans with Disabilities Act Coordinator is Dr. Karla Swafford, Hall County School District, 711 Green St., Gainesville, GA 30501, 770-534-1080.

The McKinney-Vento Act system liaison for Homeless or Unaccompanied Minors is Ms. Holly Farmer, School Social Worker, Hall County School District, 770-967-5846.

Comprehensive Health & Physical Education Program

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

Counseling Services

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

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

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

Frequently Asked Questions About the Counseling Program

How do I schedule an appointment to see my counselor?

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

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

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

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

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

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

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

Dress Code

Students are expected to dress in a manner that is not DISRUPTIVE to the school's learning environment. All decisions related to student dress are determined by the school principal or his/her designee. Hats, headbands, bandannas, sunglasses, or caps are not to be worn in the school building unless approved for a special

occasion. Shoes must be worn at all times. Knee-length pants and capri pants and may be worn.

Examples of inappropriate dress are:

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

Extracurricular Clubs and Activities (including GHSA-sanctioned activities)

All school fund raising activities must be approved in advance by the principal. Booster clubs must have approval from the head coach and the Athletic Director for all fundraising events. Students are not allowed to sell any items at school without prior approval by an administrator.

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

To be eligible for participation in activities governed by the Georgia High School Association (GHSA), an individual must be enrolled full time in the school that sponsors the competitive activity. *Eligibility rules are complicated.* A student who fails a class may forfeit eligibility for extra-curricular activities for the following semester. In general, a student must be enrolled in seven (7) classes and be passing at least five (5) of those classes each semester, or the equivalent in a postsecondary school, to maintain eligibility for extra-curricular activities and be on track for graduation. Entering 9th graders are automatically "on track"; 10th graders are "on track" with a minimum of 5 units, 11th graders with 11 units, and 12th graders with 17 units earned toward graduation. For a complete listing of GHSA regulations, go to: www.ghsa.net

Students who participate in GHSA sponsored inter-scholastic athletics must have a physical prior to beginning participation. They must also have proof of insurance. Students may purchase school insurance, which covers all sports, except football, which requires a separate policy. (Schools will make this available upon request.) Students in GHSA sponsored athletic programs must also agree to participate in a mandatory drug testing program that is administered on a random basis throughout the school year. Terms and conditions may be found at:

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

Students absent from school are not allowed to participate in an extra-curricular activity that occurs on the day of the absence, unless approved 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 required 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. All fees and fines must be paid in order to participate in graduation ceremonies.

Gang Related Activities

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

Georgia Scholars Program

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

Governor's Honors Program

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

Grade Reporting to Parents

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

- **Progress Reports**

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

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

- **Report Cards**

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

Grades and Quality Points

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

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

Calculation of Course Average

The course grade is a cumulative average of all graded work completed during the course. Final exams or state-required Milestones End-Of-Course tests (EOCs) count as 20% of a course grade with other graded work accounting for 80% of the grade.

Grading Scale

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

Conversion of Final Numeric Grade to Quality Points

Final Numeric Course Grade	LEVEL 3	LEVEL 2	LEVEL 1
	AP/IB/ MOWR Core	Honors/ Accelerated/ MOWR Non-Core	All other courses
95 – 100	5.0	4.5	4.0
90 – 94	4.5	4.0	4.0
85 – 89	4.0	3.5	3.0
80 – 84	3.5	3.0	3.0
75 – 79	3.0	2.5	2.0
70 – 74	2.5	2.0	2.0
BELOW 70	0	0	0
<70 with earned credit*	2.0	1.5	1.0
<i>*Quality Points will be applied to GPA calculations when the transferring institution awards credit for numerical scores below 70.</i>			
NOTE: AP = Advanced Placement IB = International Baccalaureate MOWR = Move On When Ready			

Calculating Weighted Hall County Grade Point Average (GPA)

Create a chart similar to the one below to list each course taken, along with the total units *attempted*, the weight of each course (Level 1, 2 or 3) and the final grade earned. For each course, use the grade point scale to list the grade points earned for each course, then total the grade points for all courses taken. Divide the total

grade points by the number of units attempted. The result is the Hall County Weighted GPA. Carnegie unit credit for courses taken will be awarded at the completion of each course. **NOTE: HOPE Scholarship GPA may NOT be calculated in the same manner. Please visit <http://gsfc.georgia.gov/> or <https://www.gafutures.org/> to learn more about the HOPE Scholarship and eligibility.**

Sample Hall County GPA calculation:

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

Graduation Information

Georgia Testing Requirements (Milestones EOC Test)

Students entering 9 th Grade for the first time in SY 2011-2012 or after	Students entering 9 th Grade for the first time July 2008 - June 2011
Are required to pass courses associated with EOCT, with EOCT contributing 20% to course grade Are not required to pass EOCT	Must pass one of the two subject-area EOCTs Are required to pass courses associated with EOCT, with EOCT contributing 15% to course grade

Students who have earned a Certificate of Performance or a Special Education Diploma may be eligible to apply for a high school diploma under the provisions of HB 91 signed on March 30, 2015.

Graduation Requirements

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

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

- **English Language Arts** – 4 core units, including one unit of Ninth Grade Literature and Composition and one unit of American Literature and Composition

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

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

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

The chart on page 12 may help students in planning a Six-Year-Plan, from middle school through the first year of college. Such a plan takes into consideration the student's academic ability, career goals, interests, and plans for additional education beyond high school. The purpose of the plan is to familiarize the student with graduation requirements and to stimulate thought for the future. At each registration, teachers will advise the student about course selections and levels of difficulty based on prior performance. Parents are encouraged to monitor their student's progress by updating and reviewing this plan after each grading period. For further information, contact the school counselor or advisor.

Hall County Planning Guide

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

Honor Graduates

Honor Graduates/Rank in Class

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

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

Selection of Valedictorian/Salutatorian

To receive the honor of valedictorian or salutatorian, a student must have been enrolled in the school from which he/she plans to graduate for the two full school years immediately preceding graduation.

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

HOPE Scholarship

Please go to gsfc.georgia.gov or <https://www.gafutures.org/> for the most recent and complete information concerning the HOPE Scholarship and eligibility.

HOPE Scholars must graduate with a minimum of a 3.0 grade point average (GPA) on a 4.0 scale using GSFC's HOPE GPA calculation. Zell Miller Scholars must graduate as the valedictorian or salutatorian with a minimum of a 3.7 GPA on a 4.0 scale and a 1200 SAT (Critical Reading and Math, combined from a single administration) score or a 26 Composite score on the ACT from a single administration.

New academic requirements are included in HOPE legislation which will impact students graduating from high school on or after May 1, 2015. In order to qualify for the HOPE Scholarship, students will be required to earn a minimum of four full credits from the academic rigor course categories listed below prior to graduating from high school:

1. Advanced math taken at high school or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
2. Advanced science taken at high school or an equivalent or higher course taken for degree level credit at an Eligible Postsecondary Institution;
3. Foreign language courses taken at high school or taken for degree level credit at an Eligible Postsecondary Institution; or
4. Advanced Placement, International Baccalaureate or Dual Enrollment courses in core subjects.

A complete list of courses that meet the rigor requirements may be found at <https://www.gafutures.org/media/113414/rigor-course-list-july-2016.pdf>

HALL COUNTY SCHOOL DISTRICT GRADUATION REQUIREMENTS		
	Students Entering High School in August 2008 – 2011	Students Entering High School in August 2012 or Later
English/ Language Arts	4 Units Must include 9 th Grade Literature & American Literature	4 Units Must include 9 th Grade Literature & American Literature
Social Studies	3 Units Must include World History, US History, Government & Economics	3 Units Must include World History, US History, Government & Economics
Mathematics	4 Units Must include Math I, II, & III OR Accelerated Math I & II plus additional GPS/AP/IB math course(s) <i>2008-2010 only</i> Support Math courses may count as core Math units and Math III requirement may be waived	4 Units Must include Coordinate Algebra, Analytic Geometry, Advanced Algebra OR Accelerated Math courses plus additional CCGPS/AP/IB/MOWR Math courses OR GA DOE approved substitutions
Science	4 Units Must include Physical Science or Physics; Biology; Chemistry, Earth Systems, Environmental Science or AP/IB courses	4 Units Must include Physical Science or Physics; Biology; Chemistry, Earth Systems, Environmental Science or AP/IB/MOWR courses
Health & Personal Fitness	1 Unit Must include ½ unit of each	1 Unit Must include ½ unit of each
Modern Languages	3 Units (Any combination) Students planning to attend most post-secondary institutions must take two units of the same modern language	3 Units (Any combination) Students planning to attend most post-secondary institutions must take two units of the same modern language
Career, Technical and Agriculture Education (CTAE)		
Fine Arts, CTAE, and/or Modern Languages		
Electives	4 Units	4 Units
Total Units Required	23 Units	23 Units
SB 2 High School Diploma options are available to students. Contact school counselor for details.		

Hospital / Homebound Services

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

Immunization / Communicable Diseases

Every student entering a Georgia school for the first time, regardless of grade level, must present a Georgia Certificate of Immunization Form 3231 (7/2014) upon registration and/or prior to admittance to school.

All students born on or after January 1, 2002 and entering or transferring into 7th grade need proof of an adolescent pertussis (whooping cough) diphtheria and tetanus booster immunization (called "Tdap") and adolescent meningococcal MCV4 (meningitis). Proof of Tdap and MCV4 immunization must be documented on the Georgia immunization certificate (Form 3231 7/2014).

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 excluded from school.

All students beginning school in Georgia for the first time must also have Georgia Certificate of Vision, Hearing, Dental and Nutritional Screening (DPH Form 3300/REV 2013), which may be completed at the public health department, the primary health care provider and/or dentist. This information shall be turned into school officials at the time of enrollment.

Levels of Academic Core Classes

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

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

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

Level 3 – Advanced Placement/International Baccalaureate/MOWR Core:

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

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

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

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

NOTE: Any IB student for whom testing materials were ordered and who fail to appear for scheduled testing will be charged a \$116 Unused Exam fee.

Lockers

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

Lunch / Food Services Program

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

Pricing:

- Full Price Breakfast: \$1.25
- Full Price Lunch: \$1.85
- Reduced Price Breakfast: \$.30
- Reduced Price Lunch: \$.40

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

- Pay for lunch – no charging.
- Stand in line and wait one's turn.
- Eat in approved areas.
- Keep the tables clean.
- Return trays and trash to designated areas.
- Use good table and eating manners.
- Put chairs back in place.

Media Center

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

- Providing an enriched media center that contains a wide array of materials, including both print and digital resources (books, magazines, newspapers, online databases, eBooks, audiobooks, and more);

- Providing activities, lessons, experiences, and feedback needed for students to develop questioning, critical thinking, problem solving skills, and an understanding of digital responsibilities that are essential to creating 21st Century learners;
- Promoting and supporting multiple literacies (visual, digital, textual, and technological), by sponsoring events, school organizations, and programs that develop a lifelong love of reading and literacy.
- Creating an inviting learning commons atmosphere in the library media center that welcomes all students and provides equitable access to resources and services;
- Assisting students in their search for recreational reading materials and offer appropriate research support for each student's needs;
- Assisting students with technology (some examples include using school software, presentation tools, school devices, successful web-based research skills, cyber safety, and digital responsibility) to acquire lifelong knowledge and skills in the 21st century.

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 or media materials. Students will need to bring a pass from the classroom teacher for whom they have an assignment and they may visit the library before or after school.

Medication Safeguard

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

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

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

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

1. Medications received at school in un-labeled bottles, pills in zip-lock bags and aluminum foil **WILL NOT** be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school in the **original** container along with a written parental request that includes parent contact phone number, and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the **original** prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Schools will dispense medications only as directed on the **original** labeled container. **It is the responsibility of the parent/guardian** to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having the student's health care provider complete a "Health Care Provider Medication Information Record".
6. **It is the responsibility of the parent/guardian** to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. **It is the responsibility of the parent/guardian** to deliver **ALL** medication to the principal's office or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, route, and correct dose.
9. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent/guardian** to keep the school supplied with adequate amounts of medication.
10. If your child takes a daily controlled medication, for safety and security reasons, please bring only a new prescription bottle dated for the current month containing **a FULL supply for an entire month of school**. Partially filled bottles will not be accepted. Your pharmacist will fill the prescription in this manner upon request. Once pills are received and counted at school they will not be redistributed back to the parent/guardian. If the prescription calls for a dosage of one and one half pills, please break the pills in half before bringing the bottle to school.
11. Upon receipt at school, all controlled medications must be counted by the parent/guardian and the school nurse (or designee) with the amount received properly documented.

Questions regarding medication administration at school should be directed to the school principal, Mamie Coker at 770-534-1080 or the Director of Student Services at 770-967-5846.

Move On When Ready (MOWR)

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. Courses available through Move On When Ready (MOWR) provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree.

MOWR courses are primarily available for any eligible high school student. Students may enroll full-time or part-time in credit-bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours, on the college campus, on-line or at the high school. A student who drops MOWR course(s) must inform his/her school counselor since the loss of course credit may impact the student's ability to graduate on time.

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

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

Final MOWR course grades will be translated to numerical scores on the high school transcript as follows:

FINAL MOWR COURSE GRADE	NUMERICAL CONVERSION
A	95
B	85
C	76
D	72
F	69
WF	69

More information may be found at:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx>

Parent Portal

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

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

Parent –Teacher Conferences

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

Parking

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

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

Personal Possessions & Valuables

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

Promotion Policy

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

Grade/Class	Units Required for Grade Placement	Units Required for Competitive Extra-Curricular Activities
8 th to 9 th Grade (Freshman)	Student must pass five (5) of seven (7) or four (4) of six (6) subjects, including both language arts and math.	All students entering 9 th grade for the first semester of high school are academically eligible to participate.
9 th to 10 th Grade (Sophomore)	6 units	5 units *
10 th to 11 th Grade (Junior)	12 units, including 2 core English, 2 core Math, 1 core Social Studies, and 2 core Science units	11 units *
11 th to 12 th Grade (Senior)	18 units, including 2 core English, 3 core Math, 2 core Social Studies, and 2 core Science units, and have a planned program providing for sufficient credits to graduate in the following June or August.	17 units *

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

Release of Directory Information to the Armed Forces

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

Schedule Changes

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

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

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

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

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

School Insurance

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

School Jurisdiction

School social functions are for the school's students and their dates only. Students are under school jurisdiction and authority at all school-sponsored events and activities. Students will be expected to follow all policies governing student behavior during all activities involving the school, including extra-curricular activities. Student's dates must be approved by the school administration. Adults that are 21 years of age or older shall not attend a school function as a student's date.

School Pictures

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

School Visitors

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

Severe Weather

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

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

Student Illnesses / Accidents During School Hours

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

Student Support Teams

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

Teacher and Paraprofessional Qualifications – Right to Know

By law, the Hall County School System is required to notify parents of their "Right to Know" the professional qualifications of the student's classroom teachers. The Hall County School District should notify parents within 30 calendar days from the start of school that they may request information and the district will provide the parents on request, information regarding the professional qualifications of their student's classroom teachers or paraprofessionals, including at a minimum, the following:

1. Whether the student's teacher has met Georgia qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which Georgia qualifications or licensing criteria have been waived;
3. Whether the student's teacher is teaching in the field of discipline of the certification of 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. The principal's name and contact numbers are located on the first page of this student agenda.

Teenage and Adult Driver Responsibility Act

Georgia's Teenage and Adult Driver Responsibility Act (TAADRA) requires local school systems to certify that a student is eligible to obtain a Georgia driver's license or learner's permit. Effective July 1, 2015, schools must only certify that a student is enrolled in and not under expulsion from the school district to be eligible for a driver's license or learner's permit.

Certificate of Enrollment

- Each student who applies for a driver's license or learner's permit must submit a Certificate of School Enrollment to a Georgia Department of Driver Services Customer Service Center.
- This form must be completed by a school official and be notarized. This form serves as certification that the student is enrolled in and not under expulsion from a public or private school.
- The Department of Driver Services will recognize the Certificate of Enrollment 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.

Telephones

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

Test-Out Option for Earning Carnegie Credit

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

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

Transcripts

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

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

Transportation

Students may ride the school bus if students live in the proper school's attendance zone. Riding the bus is a privilege, and students must cooperate with the bus

driver at all times in order to insure the safety of students and others on the bus. Parents are asked to avoid bus loading zones at the schools when buses are loading or unloading students.

Additional Learning Opportunities in High School

English Language Learner Program (ELL)

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

Extended Instructional Programs

High School summer classes are available for initial credit or credit recovery at all high school campuses. All courses are tuition-based and offered through Edgenuity, a program utilizes self-paced, online courses that can be completed at school or at-home.

Lanier College and Career Academy

LCCA is an accredited College and Career Academy and offers all courses required for a high school diploma. Classes are held Monday thru Friday from 8:55-2:30 and transportation from the other Hall County high schools is provided. Students with proper licensure and insurance may purchase a parking pass for a small fee.

High school students are typically referred to LCCA through student's home school. Prospective students should talk to their school counselor and they will in turn contact LCCA.

Career classes are also offered in several areas and all students in grades 9-11 are required to be enrolled in one of the many pathways offered. These areas include:

- Culinary Arts
- Cosmetology
- Hotel/ Restaurant Management
- Agricultural Mechanics
- Construction/ HVAC
- Welding
- Industrial Maintenance
- Healthcare Front Office

Many certifications are available through the programs listed above.

LCCA also offers college credits through MOWR and the list of available courses continues to expand.

LCCA is also the site of the Alternative Learning Center for students under long-term suspension in the Hall County school system. The hours of this program are 8:55-2:30 similar to the College and Career Academy, but students are housed in a separate area of the building.

Newcomers Academy

English Language Learners new to the Hall County School District may be eligible for enrollment at the Newcomers Academy housed at the Early College at Jones campus. Students may be eligible for the program with a CPL score \leq 2.0 and adequate time to earn credits required for the high school diploma. Intensive English language instruction will support language acquisition through academic knowledge and skills found in Georgia Standards of Excellence.

Section 504 of the Rehabilitation Act

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

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

Section 504 Hearing Requests

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

Special Education

Special education programs are available to the students who meet eligibility criteria for specific learning disabilities, intellectual disabilities, emotional and behavioral disorders, speech/language impairments, blind/visually impaired and/or deaf/hard of hearing, orthopedically impaired, autism, traumatic brain injury and other health impaired. All due process procedures are strictly adhered to as mandated by state and federal laws.

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

Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal [or appropriate official] a written request that identifies the records they wish to inspect. The principal or designee 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31.

One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; 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. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to

include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.

The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school activities and sports;
- (e) Weight and height of members of an athletic team;
- (f) Dates of attendance at schools within the district;
- (g) Honors and awards received during the time enrolled in district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled annually in writing by September 30th or within 10 school days of an enrollment after the start of the student school year.

(5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event.

The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district or in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

(7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with: Hall County School District,

711 Green Street
Gainesville, Ga. 30501
Attn: Anthony Swaim

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

SECTION 504 HEARING REQUESTS

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator, Mr. Thomas Stegarp; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted at 770-967-5846. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system's website or may be picked up at the central office or at any of the school offices.

No Child Left Behind (NCLB)

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

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

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

Hall County Code of Conduct and Discipline Procedures

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

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

encouraged to become familiar with the policies, regulations and rules of the school system, and to be supportive of these in their daily communication with their children and others in the community.

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

AUTHORITY OF THE PRINCIPAL

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

CODE OF CONDUCT

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

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

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

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

COMPULSORY SCHOOL ATTENDANCE LAW

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

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

Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1. Any parent, guardian, or other person residing in this state who has control or charge of a child or children shall enroll and send such child or children to a public school, a private school, or a home study program that meets state requirements. Any parent, guardian, or other person who has control of a child or children who is in violation of this Code section shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to

exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of ten (10) unexcused days of absence for a child shall constitute a separate offense.

PARENTAL INVOLVEMENT

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

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

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

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

GEORGIA CODE NOTICE

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

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. A major consideration in the application of the code is that the disciplinary action taken by school officials be **the least extreme measure** that can resolve the discipline problem. Circumstances to be

considered include, but are not limited to, the following factors: age, health, maturity, academic placement of the student, prior conduct, attitude, cooperation of the parents, willingness to make restitution, and the seriousness of the offense. Such factors may be taken into account in determining the punishment to be imposed, including any decision to impose a punishment that is more or less severe than suggested in this Code of Conduct.

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

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

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

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

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

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

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or violates school rules. Personal property items (including personal electronic devices), school lockers, desks and other

school property are subject to inspection and search by school authorities at any time without further notice to students or parents. At the discretion of administrators, students are required to cooperate if asked to open book bags, lockers, etc. Metal detectors and drug or weapon-sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus.

STUDENT SUPPORT PROCESSES

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

TEACHER AUTHORITY ACT

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

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

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

USE OF TECHNOLOGY

HCSD students have access to and utilize a wide variety of technological devices. All users of HCSD hardware, software, networks, services, and applications must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. All login information, usernames, and passwords are confidential. The student is responsible for keeping login information secure. At no time should anyone log in with another individual's username or password.

All Hall County Schools are Bring Your Own Technology (BYOT) environments. Students are encouraged to bring personal devices to use for instructional purposes. Parents who allow their children to bring privately owned devices are personally responsible for the equipment. HCSD does not provide

maintenance or repair to personally owned devices and does not assume any responsibility for damage or theft of privately owned devices.

All HCSD facilities have campus wide wireless connectivity (Wi-Fi). The Wi-Fi network is filtered and monitored in accordance with all local, state, and federal policies and laws including the Children's Internet Protection Act.

In some instances students will be provided the opportunity to check out and take home a mobile device such as a laptop or Chromebook. Checkout of mobile devices is outlined in the Mobile Computing Device Checkout Agreement.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

- **Possession, sale, attempted sale, use, distribution or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, over the counter drug, unauthorized prescription drug or drug paraphernalia, alcoholic beverage or other intoxicant, or of any substance represented as drugs or alcohol.**

DRUGS - Immediate suspension pending a disciplinary tribunal, and immediate referral to law enforcement officials. Distribution, attempted sale or sale of these substances requires suspension for the remainder of the semester in which the incident occurred, plus expulsion for one full semester. Participation in the system's early intervention program for student and parent (SUPER 1) is required for first-time category one offenders to re-enroll in the regular school program; attendance does not reduce the number of days of suspension.

ALCOHOL - First offense: Immediate suspension, system's early intervention program for student and parent (SUPER 1), possible referral to disciplinary tribunal and/or referral to law enforcement officials. The student and parent or guardian will be offered the opportunity to attend SUPER 1 in lieu of up to half the original suspension, not to exceed five (5) days. Second or subsequent offense: Mandatory referral to tribunal and/or referral to law enforcement officials.

OVER THE COUNTER DRUGS - Immediate suspension, system's early intervention program for student and parent (SUPER 1), possible referral to disciplinary tribunal and/or referral to law enforcement officials. First time offenders may be offered the opportunity to attend SUPER 1 in lieu of up to half the original suspension, not to exceed five (5) days.

- **Possession or use of a weapon or dangerous instrument:** Immediate suspension pending a disciplinary tribunal and immediate referral to law enforcement officials. Firearm infractions require a minimum one calendar year expulsion. (O.C.G.A. 16-11-127.1 - A fine of not more than \$10,000; imprisonment for not less than two or more than ten years, or both.)

- **Assault (physical or verbal), including threatened violence upon another student, a teacher, or another school official:** Immediate suspension, automatic referral to the disciplinary tribunal if a student is alleged to have committed an assault upon a teacher, other school official or employee; possible referral to law enforcement officials, and possible referral to the disciplinary tribunal if a student is alleged to have committed an assault upon another student.

- **Battery, including sexual battery, upon another student, a teacher, another school official or persons attending school-related functions:** Immediate suspension, automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher, other school official or employee, possible referral to law enforcement officials, and possible referral to

the disciplinary tribunal if a student is alleged to have committed a battery upon another student.

- **Fighting:** Possible out of school suspension, possible referral to a disciplinary tribunal hearing, possible referral to law enforcement officials.
- **Disrespectful conduct, including the use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Any behavior based on a student's race, national origin, religion, sex, or disability including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, or sexual harassment as defined pursuant to Title IX of the Educational Amendments of 1972:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Inciting, advising or counseling of others to engage in prohibited acts:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Classroom and school disturbances:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- **Possession or use of tobacco in any form and tobacco use-related paraphernalia such as lighters, matches, and electronic cigarettes:** Detention, in-school suspension, Saturday School, out-of-school suspension, and/or parent conference.
- **Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school during school or off school hours:** Possible suspension, referral to disciplinary tribunal, possible referral to law enforcement officials, and/or possible restitution. (O.C.G.A. 20-2-753)
- **Marking, defacing, or destroying school property during school or off-school hours:** Possible suspension, possible referral to the disciplinary tribunal, and/or possible restitution.
- **Theft:** In-school or out-of-school suspension, restitution, and possible referral to law enforcement officials.
- **Extortion or attempted extortion:** Immediate suspension, possible referral to the disciplinary tribunal, and/or possible restitution.
- **Possession and/or use of fireworks:** Parent conference, possible suspension, and possible referral to the disciplinary tribunal and to law enforcement officials.
- **Activating a fire alarm under false pretenses or making a bomb threat:** Immediate suspension, possible referral to disciplinary tribunal and referral to law enforcement officials.
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives, disobeying directives given by teachers,**

administrators, or other school staff: Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, Saturday School, suspension, and/or referral to disciplinary tribunal.

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

- **Use of profane, vulgar, or obscene words, gestures, images, or indecent exposure, including possession or transmission of such words or images (such as 'sexting'):** Parent conference, confiscation, detention, in-school suspension, or suspension, possible referral to disciplinary tribunal, and/or possible referral to law enforcement officials.

- **Use of cell phones and other electronic devices in violation of the Hall County Schools for Student Code of Conduct:** Parent conference, detention, in-school suspension, confiscation, possible referral to law enforcement officials, and/or suspension.

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

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

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

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

- **Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student:** Parent conference, detention, in-school suspension, and/or possible referral to a disciplinary tribunal. Any student (or parent or friend of the student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

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

- **Bullying:** Discipline for any act of bullying, including cyber bullying, as defined under the bullying definition in this document, shall be within the discretion of the principal which may range from a reprimand to out-of-school suspension. However, upon a tribunal finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall at a minimum be assigned to the Alternative Learning Center.

- **Criminal law violations:** Any on or off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at the school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

- **Willful and persistent violation of the Student Code of Conduct:** Student who chronically and/or habitually violate school rules or this Code of Conduct may

be referred to the disciplinary tribunal, even if the offenses the student has committed do not include such a referral as a possible consequence.

- **Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1:** Any student who is in violation of this Code section shall be subject to a referral to the court having jurisdiction. Each day's absence from school in violation of this part after the school system notifies the parent, guardian, or other person who has control or charge of a child of ten (10) unexcused days of absence for a child shall constitute a separate offense.

- **Violation of the Hall County Schools Student Code of Conduct for personal electronic devices, computer hardware, software, network and internet access, to include any unauthorized entry into a computer network secured site.** Revocation of privilege, parent/ guardian notification, detention, in-school suspension, and/or suspension, possible referral to the disciplinary tribunal and/ or law enforcement. Warning statement: The act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that may include permanent expulsion from the school system.

DEFINITION OF TERMS

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

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

BULLYING: The bullying of a student by another student is prohibited. Any act of bullying should be reported to the school principal or his or her designee. In accordance with Georgia law, "bullying" means an act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication

includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

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

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

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

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

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

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

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

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

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

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

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

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

SATURDAY SCHOOL: Principals may assign students in grades 7-12 to Saturday School for violations of the rules governing attire, tardiness, class cuts, leaving

school without permission, cutting detention hall, tobacco and unexcused absences.

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

SYSTEM'S EARLY INTERVENTION PROGRAM FOR STUDENT AND PARENT:

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

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

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

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

SCHOOL BUS GUIDE

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

SAFE RIDING - 10 SAFETY RULES

1. Arrive at bus stop 5 minutes before scheduled pick-up time.
2. Dress for the weather - umbrella and raincoat for rain; coat and gloves when cold.
3. Never stand or play in the road. Wait for the bus a safe distance from the road.
4. Always use the handrail when boarding or leaving the bus. Do not wear clothing or carry bags that have strings or straps that could get caught in the handrail.
5. Remain seated when the bus is moving. Students' seats are designed to protect students in the event of an accident.
6. Never try to reach anything under or beside the bus. If students drop something while crossing in front of the bus, do not return to pick it up. The bus driver cannot see students. After crossing safely, ask the driver for help.
7. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.

8. Look carefully before crossing the road. Do not assume that a car will stop for students - wait to be sure it is stopped before crossing. Watch for driver's signal before crossing the road.
9. Always cross in front of the bus - never behind it!
10. Talk quietly. Do not "horseplay". The driver must give full attention to driving to ensure students' safety.

BUS STOP CONDUCT

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

ENTERING AND LEAVING THE BUS

- A. Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- B. Load starting at the rear of the bus, sitting three to a seat, unless otherwise directed by the driver.
- C. Enter and leave the bus in an orderly and quiet manner.
- D. Enter and leave the bus only at the front door, except in case of an emergency.
- E. After leaving the bus, if students must cross the highway, walk at least twelve 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.
 - If you drop something after exiting the bus, do not return to retrieve it. The bus driver might not see you.
- F. A student will not be put off a bus for misconduct at any place other than his home or school.

CONDUCT ON THE BUS

- A. Obey the bus driver.
- B. Do not disturb the bus driver while he/she is driving.
- C. Boys and girls will be seated separately.
- D. Stay in seat and do not change seats unless so directed by the driver - and then only if the bus is stopped.
- E. Sit down while the bus is in motion.
- F. Keep voices low. Avoid shouting or whistling.
- G. No bullying, "rough housing", pushing, fighting, throwing things, or profane or abusive language.
- H. Do not open or close windows of the bus without the driver's permission.

- I. Keep all body parts inside the bus.
- J. Keep the bus clean, sanitary, and orderly. Never tamper with the bus or any of its equipment. Willful damage or destruction of any part of the bus is prohibited and any such damage must be paid for by the student or parent.
- K. A student shall not operate the door nor stand in the driver's compartment.

PHYSICAL VIOLENCE PROHIBITED

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

THE FOLLOWING ARE RESTRICTED ON THE BUS:

- A. Eating is not permitted on the bus during the school day.
- B. **No glass container of any kind will be transported.**
- C. Beverages will not be permitted regardless of the type of container used. Exceptions may be made during particularly hot weather.
- D. The use of tobacco is forbidden.
- E. Gum is also forbidden.
- F. Students will be permitted to carry only books and other items related to school work which can be held in the student's lap. Large musical instruments, sports equipment, snakes, and live animals will not be transported. Band instruments may be transported if they can be held in the student's lap and if they do not take up seat space.
- G. Use of electronic devices, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device that might interfere with the school bus communications equipment or the school bus driver's safe operation of the bus are prohibited.
- H. Students are prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's safe operation of the school bus.

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

SCHOOL BUS ELIGIBILITY POLICY

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

Additions to existing routes are based upon the following guidelines:

1. The student must live at least 3/10 miles from the present bus route and,

2. The student must live on a state or county maintained road with adequate space for the bus to turn around and,
3. The road must be wide enough for the bus and another vehicle to pass.

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

BOARD BUS DISCIPLINE POLICY

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

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

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

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

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

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

- Sixth Offense: The principal shall suspend the student from riding the bus for one hundred eighty (180) school days.

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

CHESTATEE HIGH SCHOOL PROCEDURES

If parents have any questions regarding the academic program, they may contact the appropriate counselor: Judy Lambeth (serving 11th & 12 grade students)
Michele White (serving 9th & 10th grade students)

Accidents

In case of an accident, report the incident immediately to the teacher or coach if the injury occurs in the classroom or athletic program. If medical attention is required, parents will be notified. Staff members are to fill out an accident report the day an accident occurs. The school cannot assume any liabilities for injuries.

Activities

Activities and sports events for CHS students are for the benefit of students enrolled at CHS. Students who are OSS from CHS cannot attend CHS sponsored activities for the duration of the suspension period.

After School

No one will be allowed in the school building before or after school without staff supervision in a designated area and leave campus once dismissed. Students who are waiting for buses should report to the bus area. Detention hall students have time before D-hall starts to go to lockers and restrooms; they are to leave the building as soon as D-hall is dismissed.

Agenda

Agendas are issued at no cost for students to use as their academic planner and hall pass. Each replacement will cost \$5.

Announcements

You are responsible for knowing any changes that are made by way of announcement, etc., concerning any rules and regulations in this handbook. All students are expected to participate in the morning activities which include a moment of silence and the Pledge of Allegiance. School announcements will be run during TALON time. Important information is conveyed on a daily basis; therefore, there should be no talking during this time. Announcements must be signed by a faculty member and placed in the announcement folder.

Assemblies and Pep Rallies

Students are expected to attend assemblies and pep rallies and to behave appropriately.

Attendance/Tardy Procedures

Please make sure you read the rules governing attendance in Hall County Schools presented previously in this handbook.

Admittance to class following an absence:

A student returning to school after an absence should bring a written excuse signed by a parent/guardian explaining why the student was absent and listing a phone number for verification. Excuses should be placed in the small collection box that hangs on the wall outside the front office. This should be done immediately following an absence. Students must report to first period on time. If a student does not bring a note from home, he/she should bring the parent note the following day to change the status from unexcused to excused.

Tardy to class procedure:

A student is considered tardy to all classes and advisement if he/she is not present when the tardy bell rings. *Students arriving at school after 8:25 AM must sign in at the attendance office.* The Tardy Policy is as follows for unexcused tardies per semester:

- 1st – 3rd Tardy = Warning**
- 4th Tardy = D-Hall**
- 5th Tardy = D-Hall + Parent contact**
- 6th Tardy = 1 day of Sat. School +
Suspension of parking permit for 1 week**
- 7th Tardy = 1 day of ISS + Suspension of parking permit for 1 week**
- 8th Tardy = 2 days of ISS +
Suspension of parking permit for the remainder of the
semester**
- 9th or more tardies = Out of School Suspension**

Tardies will not be allowed to any classes. Classroom teachers will assign D-Hall for tardies to class.

Automobiles

The campus speed limit is 10 mph. Students must have valid parking stickers on any vehicle parked on campus and must park in assigned spaces. If a car is parked in your space, write down the tag number and description and turn this information in to the office. Leave and lock vehicles upon arriving at school. Students are to bring all required materials for the day into the building upon arrival to school. **Students will not be allowed to return to their cars during the school day unless approved by an administrator. The privilege of parking on school property may be revoked at the discretion of school authorities.** Certain discipline infractions such as truancy or leaving campus without permission may result in loss of parking privileges. All cars on campus are subject to routine, unannounced inspections as a condition of permitting the car to be on campus. Once students arrive on campus, they are under the jurisdiction of CHS code of conduct and may not leave campus for any reason without following proper check out procedures (See Rule 9).

Parking Violation Policy:

- 1st ticket – Warning**
- 2nd ticket – Permit revoked for 2 days**
- 3rd ticket – Permit revoked for 3 days**
- 4th ticket – Permit revoked for 5 days**
- 5th ticket – Permit revoked for remainder of semester**

Students who drive on campus and do not hold a valid driver's license will be referred to the School Resource Officer.

Before School

Students are not to be in the halls before 8:15 AM. If you arrive at school prior to 8:15, report to the cafeteria. A student will need a pass to be in the hall prior to 8:15 AM. The breakfast lines close at 8:25 AM. No food is allowed to leave the cafeteria.

Bell Schedules

REGULAR BELL SCHEDULE:				
1ST	8:25	→	9:15	
2nd	9:20	→	10:10	
3rd	10:15	→	11:05	
4th	11:10	→	12:50	
LUNCH	1A	11:10	→	11:35
	2A	11:35	→	12:00
	1B	12:00	→	12:25
	2B	12:25	→	12:50
5th	12:55	→	1:45	
6th	1:50	→	2:40	
7th	2:45	→	3:35	
<u>Wednesday (Advisement/Club) Schedule</u>				
1ST	8:25	→	9:14	
2nd	9:19	→	10:08	
ADV/CLUB	10:13	→	10:33	
3rd	10:38	→	11:27	
4th	11:32	→	12:55	
LUNCH	A	11:27	→	11:49
	B	11:49	→	12:11
	C	12:11	→	12:33
	D	12:33	→	12:55
5th	1:00	→	1:48	
6th	1:53	→	2:41	
7th	2:46	→	3:35	
1st, 3rd, 5th Wednesdays are for advisement				
2nd Wednesdays are Club A day				
4th Wednesdays are Club B day				

Cell Phone & Electronic Devices

Students may use cell phones during common times (Class change/Lunch). Earbuds/Headphones are not allowed during these common times due to safety concerns. Classroom usage of cell phones will be at the teacher's discretion. Electronic devices that are taken up can be picked up by a parent/guardian between the hours of 7:30am and 4:30pm.

Checking In or Out of School

Students are to check-in at the attendance office when arriving at school any time after first period begins. Students who need to check out are to give their parent's written request to the attendance secretary in the front office before first period begins. Notes must state the reason for checking out and a phone number for contacting parents for verification. The attendance office must verify all notes prior to a student leaving campus; if a student leaves campus without this verification, truancy rules apply. ***Students checking out during the school day will be allowed to return only with a parent's note or court excuse.*** Students checking in or out are responsible for making up missed work. To ensure student safety, check outs WILL NOT be done over the telephone. If you are sick and need to check out, have the attendance clerk call your parents. IDENTIFICATION WILL BE REQUIRED by parents/guardians picking up students.

College Visitation Days

Students may visit a college as part of the individual's transition to post-secondary educational plan if a written, parent request is approved at least three days in advance of the visit by the principal or his/her designee. College visits are limited to two days per school year. All work missed must be made up and will be recorded as full credit. Proof of the official visit must be submitted to the school counselor upon the student's return to school in order for the day to be coded as an instructional activity. Students who fail to submit proof of the college visit will have their attendance record adjusted to reflect an absence from school. Students are encouraged to visit colleges on teacher in-service days and student holidays.

Conduct in the Halls

Walk on the right side of the halls; no running, loud talking, pushing, etc.; no loitering between classes; go into the classrooms and be seated. Teachers and staff members will assign detention for misconduct in the halls. No public display of affection (PDA) is allowed at school; students should demonstrate respect and courtesy to others and themselves.

Dance Rules

- (1) Dances are intended for CHS students. Non-CHS students will be asked to present valid, photo identification.
- (2) Inappropriate, suggestive, etc., dancing—students will be required to leave the dance.
- (3) Upon leaving dances, you must leave the premises.
- (4) All dates who are not CHS students must be approved by the sponsoring advisor and administration two weeks prior to the date of the dance.
- (5) Any student suspended out of school cannot attend until their assigned discipline is complete.
- (6) High school dances are for high school students who are in good standing at their high school; students not enrolled in high school will not be admitted.
- (7) Violation of rules by a student or date will result in both the student and date having to leave the event.

Deliveries

CHS prohibits deliveries of flowers/balloons/gifts for students. Only individuals listed on students information page will be allowed to drop off forgotten lunches. (ID will be required)

Fees or Fines

CHS retains the right to charge students reasonable fees for lost, damaged, or abused school system property. This does not affect legal property rights of students; meetings to discuss fines and payment arrangements are welcomed. Students who fail to pay fees or fines may not participate in graduation ceremonies or senior week activities.

Fire And Tornado Drills

Fire and/or tornado drills are held monthly. Instructions are posted in each classroom indicating procedures. Walk quietly and quickly to designated areas.

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 "Honor 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).

ID Badges

Per Hall County Policy, high school students must wear their ID badge at all times during the school day. ID badges are provided to each student at the beginning of the school year. Replacement cost is \$5 for the badge, \$1 for the lanyard, and \$1 for the plastic sleeve. Students without an ID badge must remain in ISS until they are in compliance with the policy.

Lockers

Lockers with locks are available and may be rented for \$5 for the school year. Lockers may be rented from the front office after the first week of school. **Students are not permitted to share lockers** because they are not designed to accommodate more than one student's belongings. Students will be held responsible for the repair cost of lockers they damage. The school reserves the right to open and inspect any of the school lockers at any time. Make sure the lock and door of your locker are operating properly. If they are not, notify the office as soon as possible. Do not share your locker combination with other students. CHS will not assume responsibility for items stolen from lockers. We cannot assure students that stolen items will be found or replaced. We caution students not to place items of special value in lockers. These items, such as money and expensive jewelry, should be left at home. Malfunctioning lockers—see an assistant principal to open the locker and get a note from him/her to present to your teacher.

Participation In Activities (Attendance Requirement)

Any student participating in any school activity must be in attendance one-half of the school day on the day of the activity—verified medical appointments excluded. One-half day is the equivalent to three and a half periods.

Schedule Changes

When a schedule change is necessary, the student should file a schedule change request through the counseling office. *The student must remain in his scheduled classes until he is notified in writing that the requested change has been approved and processed.* Schedule changes will not be granted after the 5th day of the semester.

Student Disagreements

Students in disagreement are to confer with a teacher, counselor, administrator or school resource officer to resolve differences before they escalate.

Student Welfare/Child Abuse/Neglect

Georgia law requires that school personnel report all cases of suspected child abuse to the Department of Family and Children Services (DFACS). The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides penalty for violation of the law. Suspected cases are referred to the counselor who will contact DFACS.

Visitors

All visitors must check in with the security guard upon entering the campus. If there is a legitimate reason to be on campus, the office staff will issue a visitor's pass which must be worn and visible at all times. Photo ID is required to attain a visitor's pass. **Students are not allowed to have visitors at school at any time.**

Students from other schools are not allowed to visit unless their parents have had a conference with an administrator with the intention of enrolling their children at CHS. Parents are always welcome at CHS and are encouraged to make appointments with a counselor to see a teacher. Conferences are scheduled during teachers' planning periods, before or after school and should be arranged at least a day in advance.

Work-Based Learning Program

Chestatee High School has an excellent working relationship with community employers. Students enrolled in Work-Based Learning (WBL) must follow guidelines of the Georgia Board of Education and Chestatee High School. Students must take a CTAE class during the year in order to participate in the program. School coordinators must be kept informed of the job status of all students. Students may be removed from the WBL programs for the following reasons: Failure to provide required assignments/paperwork and/or dismissal from a job.

Students who are not working a minimum of 7.5 hours per week in an approved job are violating school policy and may be dropped from the WBL program. Students are to leave the campus within five minutes after their last class. Students are not to wait in cars. WBL students will be dismissed from school only after signing out with the work-based learning supervisor.

WBL students who are assigned D-hall must be in D-hall from 3:40 PM until 4:10 PM instead of leaving school early—no exceptions. If WBL students are assigned to ISS, they will stay in ISS every day until 3:35 PM. Students must also make arrangements with employers to be in school during regularly scheduled exams 1st and 2nd semesters.

Chestatee High School Code of Discipline

For those students who disrupt the orderly operation of the school, procedures have been established to prevent and correct abuses. An attempt will be made by teachers, counselors, and administrators to work cooperatively with parents in helping troubled students modify inappropriate behaviors. When chronic, disruptive patterns develop, parents are encouraged to meet with school administration to develop a discipline plan and/or attend classes with their children. However, all students must be governed by the policies, rules, and regulations of Chestatee High School and of the Hall County Board of Education. Rules listed in this handbook are applicable on all Chestatee High School grounds, on school buses, en route to and from school on school-related activities, and at school activities away from school. If a student has to be asked to leave an extracurricular

activity, he/she may not be permitted to attend any activities the remainder of the year. ***Penalties for violations of rules are not limited to disciplinary actions listed in this handbook.***

Detention Hall

Detention hall is assigned as a method of discipline; no other punishment will be substituted for detention hall. Having a job or being involved in athletics, band, or any other extracurricular activity is no excuse for missing D-hall. D-hall is from 7:30 – 8:00 and 3:40 – 4:10 on Tuesdays and Thursdays. No one is admitted to D-hall after the start time. Students who do not arrive on time will be regarded as skipping. Since the D-hall time period is academic in nature, students are required to bring school work to D-Hall. During this time period, students may work on homework, receive extra help with assignments, or work on enrichment activities. Failure to do so will be regarded as skipping D-Hall. No bus transportation is provided after detention hall—all students are given a day's notice before D-hall has to be served.

No one can miss D-hall for any reason other than a doctor's appointment or court-ordered appearance during the D-hall time. A doctor's note or a court subpoena must be given to the D-hall teacher the first day back to school so that doctors' appointments/time of court appearances/time can be verified. Reporting to a probation officer is not an excused absence from D-hall—this must be done *after* D-hall. All athletes, cheerleaders, band members, etc., must report to D-hall on the assigned day regardless of game or practice. Teams dismissed early from school will NOT be excluded from this rule. After the first D-hall skip, the D-hall teacher has a conference with the student and requires a signed statement that acknowledges that because a day was skipped, an additional day has been added. If the student misses a second day or is dismissed from D-hall, he or she will receive two days of ISS. Students dismissed from D-hall for any reason will be assigned one extra day of D-hall. A student can serve no more than 8 days of D-hall per semester. For each subsequent D-hall referral, students will be assigned two days ISS.

In-School Suspension Program (ISS)

The purposes of ISS are teaching self-discipline, concentrating on academic work, and replacing out-of-school suspension in less severe discipline cases. Only an administrator may assign ISS. *Refusal to report immediately to ISS will result in three days OSS with the student being required to return to school with a parent/guardian for a conference and then serving the original ISS assignment.*

Students in ISS are confined to one area—they do not attend school assemblies, field trips, pep rallies, classes, etc., nor do they change classes or eat lunch with the student body. Students report to ISS instead of first period each day.

All students in ISS remain at school for the entire day. Teachers send students' work to the ISS coordinator. ISS work is monitored, and assistance is available if requested. Students are to make up the work that is taking place in the regular classes; students must work the entire time they are in ISS; and they must have supplies and books each day in ISS.

Students must have permission to speak or leave their seats. Students are to attend to cosmetics and personal appearance prior to school—personal care items must be kept in the pockets or purse at all times. ISS students are not allowed to use the telephone. Days in attendance in ISS are not recorded as absences from school. Work is sent to the classroom teacher for evaluation. *Note: Students are limited to 6 days of ISS per semester. Each discipline code violation thereafter, which would normally result in ISS, will result in OSS.*

Out-Of-School Suspension Program (OSS)

Students suspended out of school are not allowed to participate in or attend any school function during or after school—on or off campus. Parents will be notified when a student is suspended and may be required to come for a conference with the assistant principal before the student is allowed to return to school.

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 – Katie Buffington
- FBHS – Joan Grindle
- NHHS – Amy Chosewood
- WHHS – Mark Kelly

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

Sponsor:

- FBHS – Ean Sonnier

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

Sponsor:

- FBHS – Kathy Peake & Rose Monacella

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

Sponsors:

- CHS – Scott DeGraff & Angela Shepheard
- EHHS – Jill Calvert
- FBHS – Lindsay Justice
- JHS – Caroline Curran
- LCCA – Teresa Shubert
- NHHS – Sherri Kinney
- WHHS – Breana Cagle, Lauren Koen, Alex Cheney

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

Sponsors:

- CHS – Mark Gable & Russ Chapman
- EHHS – TBA
- NHHS – Ely Self
- WHHS – TBA

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.

Sponsors:

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

AP CLUB - focuses on academic support for students who seek help in AP courses, improvement of test scores and study habits. Activities include study groups, homework support, socials to celebrate high achievement.

Sponsor:

- FBHS – Laura Novotny-Beaver

AROUND THE WORLD - 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:

- CHS – Gracie Martin

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

Sponsors:

- CHS – Veronica Martin
- EHHS – Michael Valley
- FBHS – Hillary Lamb

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:

- EHHS – Nan Anderson and Brenda Kirt
- FBHS – Amy Hansen
- JHS – Mary Pinchen
- LCA – Alicia Fortner
- NHHS – Rebecca Hartfield
- WHHS – Karey Loggins, Leslie Hutson & Mark Kelly

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

Sponsors:

- FBHS – Laurie Stowe

- JHS – Julie Townley
- NHHS – Carol Hammond
- WHHS – Rachel Lawley

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

Sponsors:

- CHS – Angela Shephard
- EHHS – Kami Wyse
- FBHS – Lindsay Justice
- JHS – Regina Sailors
- NHHS – Traci Owens
- WHHS – Breana Cagle

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

Sponsors:

- EHHS – Robin Kirkham & Daniel Prest
- JHS – Chad Cole & Andrew McCain
- WHHS – Sam Harben

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

Sponsors:

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

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

Sponsors:

- CHS – Holly Alewine
- FBHS – Brett Dillin & Beau Austin
- LCCA – Joni Cochran
- NHHS – Kristi Sims
- WHHS – Deborah Hutchison

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

Sponsors:

- CHS – Jeff Kelly
- EHHS – TBA
- FBHS – Rane Tipton
- JHS – Brooke Evans
- NHHS – Jan Ewing
- WHHS – Sarah Lindahl

ENVIRONMENTAL CLUB – encourages students to become active in environmental issues. Activities include: schoolwide recycling programs, field trips, guest speakers, regional and state “envirothon” competitions and community service projects.

Sponsors:

- CHS – Michelle Wiley & Shane McClellon
- EHHS – Wesley Crow & Jill Calvert
- FBHS – Kim Grennan
- NHHS – Cynthia Greer

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

Sponsor:

- FBHS – Kim Grennan

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

Sponsor:

- NHHS – Jennifer Rudeseal

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

Sponsors:

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

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

Sponsors:

- CHS – Blake Anderson
- EHHS – Michelle Fair
- FBHS – Courtney Gonzalez
- JHS – Deb Eidson & Brittany Lundrigen
- LCCA – Sheri Goss
- NHHS – Evelyn Harper
- WHHS – Adam Johnson

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

Sponsor:

- LCA/LCCA – Daniel Goss

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

Sponsor:

- FBHS – Phyllis Pizzino

FILM CLUB – allows students exposure to the film industry, building filmographies while making connections to other students interested in the movie industry. Activities include: creating films, screening student work, watching films, and learning the filmmaking process.

Sponsor:

- FBHS – Ean Sonnier

FOREIGN LANGUAGE CLUB – provides multi-cultural experiences to those who are studying a foreign language. Activities include: multicultural suppers, museum visits, guest speakers, and participation in Foreign Language Day at NGCSU and participation in International Day.

Sponsors:

- CHS – Ana Diaz & Dot Kemptner
- FBHS – Gabrielle Durden-Coffee

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

Sponsors:

- CHS – Blake Anderson
- EHHS – Matt Turner
- FBHS – Dawn Madden
- JHS – Stacey Hulsey
- LCCA – Heather Loveless
- NHHS – Karen Filchak & Susanne Haynes
- WHHS – Jason White

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

Sponsors:

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

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

Sponsors:

- EHHS – Cate Buchanan
- FBHS - TBA
- LCCA – Shay Grant
- NHHS – Mitch Davis

GAVEL CLUB (Toast Masters International) – To make effective oral communication a worldwide reality by helping students learn the art of speaking,

listening, and thinking. Activities include speaking contests, speech & debate, poetry nights, and open forum/podium events.

Sponsor:

- CHS – Nick Scheman

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

Sponsors:

- CHS – Dan Parsons
- EHHS – Craig Cantrell
- JHS – Richard Howell & Scott McConnell

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

Sponsor:

- FBHS – Katie Scali

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

Sponsors:

- CHS – Allison Wilson & Lisa Taylor
- EHHS – Gail Stowers
- FBHS – Kathy Peake & Rose Monacella
- JHS – Becky Maddox & TBA
- NHHS – Jill Ross
- WHHS – Debbie King

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

Sponsors:

- CHS – Chantelle Grace
- WHHS – Jorge Blanco

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

Sponsors:

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

JOBS FOR GEORGIA GRADUATES CAREER ASSOCIATION - is a student-led organization designed to motivate participants using pride of membership, involvement and recognition to encourage participation and high performance outcomes. All students selected for the JGG program will automatically be members of the Career Association Chapter. The activities planned through this organization will develop personal, social, and leadership skills.

Sponsor:

- JHS – TBA

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

Sponsors:

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

LATINO KNIGHTS OF SERVICE – inspire students to become knowledgeable servant leaders in the community by providing worthwhile learning experiences while emphasizing the importance of education and ethnic diversity with parent involvement, exposure to higher education opportunities, mentoring/tutoring programs, and cultural awareness. Activities include service learning, fundraisers, and mentoring/tutoring.

Sponsors:

- JHS – Frank Zamora & Patricia Zamora

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

Sponsor:

- FBHS – Joan Grindle

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

Sponsors:

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

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

Sponsors:

- CHS – Britton Grier
- FBHS – Jeremy Purdy

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

Sponsor:

- FBHS – Charlotte Little

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

Sponsors:

- CHS – Veronica Martin
- FBHS – Hillary Lamb
- JHS – Laura Tucker

- NHHS – Stephanie Turk
- WHHS – Erica Lackey

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

Sponsors:

- JHS – Rodney Presley
- LCCA – Rodney Presley

NATIONAL CHINESE HONOR SOCIETY - promotes continuity of interest in Chinese studies, including the language, literature, and culture and recognizes and celebrates students' academic achievements in Chinese. Activities include: meetings, fundraising, career interest and interpersonal dynamics.

Sponsor:

- JHS – Selena Ye

NATIONAL GERMAN HONOR SOCIETY – recognizes high school scholastic achievement in the study of German and seeks to promote interest in the study of German Language, literature, and culture. Sponsors must be a teacher of German and a member of the American Association of Teachers of German (AATG). During these three semesters, students must have attained an overall grade point average of 3.0 and a German grade point average of 3.6. They also have a commitment to their community and school by serving them with volunteer hours.

Sponsors:

- CHS – Dot Kemptner

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 – Kathryn Barnett
- EHHS – Amy Kuna
- FBHS – Joan Grindle & Jeremy Purdy
- JHS – Charity Wang
- NHHS – Cynthia Greer & Evelyn Harper
- WHHS – Sam Harben

NATIONAL SPANISH HONOR SOCIETY – prestigious academic honor society for high school students enrolled in upper-level Spanish courses to recognize high school achievement in Spanish and to promote excellence in the study of the Spanish language and culture. Students must be enrolled in Spanish 3 or above, have a minimum overall GPA of 3.0, and an A in Spanish. To remain in Society, students must maintain their overall GPA, maintain a B average in Spanish, and take Spanish every year that it is offered to them in high school, among other requirements. Benefits of membership include participation in the National Spanish Exam, eligibility for awards and scholarships, a certificate of membership in a national academic honor society and an honor cord upon graduation.

Sponsor:

- CHS – Ana Diaz

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

Sponsors:

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

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

Sponsor:

- EHHS – Chief Donald Miller

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

Sponsor:

- NHHS – Chantee Brown

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

Sponsor:

- FBHS – Bridget Rodriguez

PEP CLUB – To foster school spirit and pride; encourages students to support their teams in a positive manner, and to display good sportsmanship and improve morale in the school and community. Activities include: assisting cheerleaders and coaches at pep rallies, participation in sporting events, and organizing displays of school spirit throughout the school building as well as the community.

Sponsors:

- CHS – Jennifer Gibson and Danielle Cleveland
- NHHS – TBA

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

Sponsor:

- FBHS – Richard Herndon

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

Sponsor:

- CHS – Natalie White

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

Sponsor:

- CHS – Cate Satterfield

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

Sponsor:

- EHHS – Gail Stowers
- JHS – Jennifer A Worley
- NHHS – Cynthia Greer

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

Sponsor:

- NHHS – Beverly Buffington

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

Sponsors:

- CHS – Darrell Skogman
- FBHS – Carol Morris
- NHHS – Brett Farkas

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

Sponsors:

- JHS – Sharitta Cantrell, Renee Filson, & Lloyd Herford

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

Sponsor:

- NHHS – Rebecca Hartfield

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

Sponsor:

- NHHS – Kenny Childs

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

Sponsor:

- FBHS – TBA

SKILLS USA...CHAMPIONS AT WORK – serves high school students who are preparing for careers in trade, technical and skilled service occupations. Activities

include: monthly meetings, community service activities, region, state and national competitions and conferences in skill and leadership categories.

Sponsors:

- CHS – Mark Gable & Shane McClellon
- EHHS – Ted Deppe and Dennis Shirley
- FBHS – Greg Justice
- JHS – Reid Houston, Rodney Presley and Scott Porter
- LCCA – Terry Haymond, Janice Laster, Chris Mitas, Kim Nix & Rodney Presley
- NHHS – Ronny Turpin
- WHHS – Scott Holtzclaw, Brandon Miller, Angela Pirkle & Shannon Reed

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

Sponsor:

- NHHS – Jill Ross

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

Sponsors:

- EHHS – Carmen Chapman
- NHHS – Tiffany Howell, Eliana Peck and Laura Drury
- 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:

- FBHS – Vanessa Cohn
- WHHS – Cristina Vera-Silva

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 – Adam Rich & Marlena Spence
- EHHS – Joyce Tharpe & Craig Cantrell
- FBHS – Jessi Grier & Melissa Crawford
- JHS – Kathy Strickland
- NHHS – Emily Hulsey & Amy Chosewood
- WHHS – Danielle Deraney

TABLETOP GAMERS CLUB - involves students in tabletop games to utilize and improve skills in strategy, math and logic. Learning new games will encourage the students to promote family game nights at home. Activities will include meetings,

learning seminars, and game nights. Annual service project promoting family game nights will be done each year.

Sponsor:

- FBHS – Teresa Cox

TECHNOLOGY STUDENT ASSOCIATION (TSA) CLUB - prepares its members to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program including communication, leadership, and competitive skill development in the classroom/laboratory environment. Activities include: technological literacy and leadership skills, work on complex activities from start to finish, competition on local, state and national levels.

Sponsors:

- FBHS – Ean Sonnier
- NHHS – BLAST Team

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

Sponsors:

- CHS – Jeff Kelly
- EHHS – TBA
- FBHS – Rane Tipton
- JHS – Brooke Evans
- NHHS – Jan Ewing
- WHHS – Sarah Lindahl

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

Sponsors:

- CHS – Jennifer Gibson
- EHHS – Rebecca Hamby
- JHS – Julie Townley & Diana Mangini
- NHHS – Carol Hammond

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

Sponsor:

- FBHS – Patrice Pennington

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

Sponsors:

- EHHS – Craig Cantrell
- FBHS – Stacie Mavis
- WHHS – Katy Wilson

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.

Sponsors:

- CHS – Mark Gable
- JHS – Reid Houston

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

Sponsor:

- FBHS – TBA

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

Sponsors:

- CHS – Dan Parsons
- FBHS – Richard Godfrey

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

Sponsor:

- NHHS – Marlena Nix

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

Sponsors:

- CHS – Natalie White
- EHHS – TBA
- FBHS – Patrice Pennington
- JHS – Christy Britt
- NHHS – Tessa Shirley
- WHHS – Karey Dorsey

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

Sponsor:

- CHS – Britton Grier

YOUNG POLITICIANS - designed to provide a democratic experience to the youth of our society. Our goal is to further democracy, participation in government, and good citizenship. We accomplish our goal by establishing a forum for discourse and community service. Activities include: volunteering for local candidates and other service projects that seek to help others in the community.

Sponsor:

- FBHS – Jeremy Purdy

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:

- FBHS – Jeremy Purdy

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

Sponsors:

- CHS – Holli Howard
- EHHS – Leigh Cumiskey
- FBHS – Beth Purdy
- JHS – Rachel Jarvis
- NHHS – Deana Harper
- WHHS – Shenley Rountree

APPENDIX B
PARENT/GUARDIAN & STUDENT SIGNATURE PAGES
2017 – 2018

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

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

HEALTH CARE RELEASE:

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

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

Parent/Legal Guardian Signature X _____ Date _____

PHOTO/VIDEO 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 videoed for stories/articles promoting the school or school system. These stories may appear in newspapers, television and/or social media. I consent to the release of the photographs/videos to the media for school-related coverage.

Parent/Legal Guardian Signature X _____ Date _____

WEB PAGE:

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

Parent/Legal Guardian Signature X _____ Date _____

SURVEYS:

In order for state and local agencies and the school system to evaluate programs and activities, surveys/needs assessments are conducted. These assessments may include the Georgia Student Health Survey and the Center for Disease Control (CDC) Youth Risk Behavior Survey. 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 _____

MOBILE COMPUTING DEVICE CHECKOUT AGREEMENT:

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

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

ISSUANCE OF DEVICES

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

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

PROCEDURE AND EXPECTATIONS

1. The mobile computing device, an educational tool, is the property of HCSD. It may be inspected at any time. The student should have no expectation of privacy of any materials found on the mobile computing device. The device is not for commercial use.
2. By signing the Student/Parent Mobile Computing Device Agreement, the student and Parent consent to the District reviewing the device, files, music, videos, emails or other related items with the device.
3. HCSD will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through district owned devices.
4. The device will be assigned in the same manner as a textbook. The device information and assigned student information will be recorded in the district's asset management system.
5. The device remains with the student for the remainder of the school year, or period of time defined by the school, unless the student withdraws from school or the student loses the privilege of using the device.
6. Students will be reassigned the same device each year while enrolled.
7. At all times students are responsible for the devices, whether at home or school. The student assigned the device is responsible for all use and content on or accessed with the device.
8. Students are responsible for bringing their device to school, taking them home each day and charging the battery each night. The devices must not be left unsupervised or unsecured.
9. HCSD reserves the right at any time to demand return of the device. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of HCSD policies and guidelines as outlined in the Mobile Computing Device Checkout Agreement.
10. If students do not adhere to HCSD's Acceptable Use Policy, all Hall

County Board of Education policies and the guidelines in the Mobile Computing Device Checkout Agreement, the privilege to use the device at home may be restricted or eliminated.

11. If the student withdraws or transfer he/she must return the mobile computing device at the school where it was originally assigned. If the student enrolls in another school within the district, the device will remain at the original school. The principal or designee must be notified that the mobile computing device has been turned in for assessment of the condition of the device.
12. All applicable peripherals, including, but not limited to, cases, cords, headphones, etc. must be returned before withdrawing from the school.

Parent/Student Financial Responsibility for Repairs

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

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

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

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

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

TECHNICAL SUPPORT AND REPAIRS

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

LOSS OR THEFT

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

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

INTERNET ACCESS AND FILTERING

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

HCSD is not responsible for content students may access on any networks outside of school.

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

Student Signature X _____ Date _____

Parent/Legal Guardian Signature X _____ Date _____

PARTICIPATION IN CLUBS AND ORGANIZATIONS:

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

I do not give permission for my student to participate in the following club(s) or organization(s) during the 2017-2018 school year:

Parent/Legal Guardian Signature X _____ Date _____

CHANGE OF ADDRESS PROCEDURES:

Complete *HCSD Change of Address Form* within 5 days of moving to a new address and follow the appropriate procedure below:

I. New residency address is within current school's attendance zone:

- Take this completed form to your school along with two valid proofs of residency

II. New residency address is in another Hall County school's attendance zone and student is transferring to new school:

- Complete withdrawal paperwork from student's current school
- Take this completed address change form, two valid proofs of residency, and withdrawal documentation to your new school

III. New residency address is in another Hall County school's attendance zone and student wishes to remain in current school:

- Take this completed address change form and two valid proofs of residency to your current school
- Complete HB 251 In-District Transfer Application and submit to Joy Morris at HCSD district office
- If In-District transfer is approved, student will remain enrolled at current school

IV. New residency address is outside of the Hall County School District and student is transferring to new school district:

- Complete withdrawal paperwork at current school within 5 days of move
- Contact new school district for enrollment procedures

V. New residency address is outside of the Hall County School District and student wishes to remain in current school:

- Take this completed address change form and two valid proofs of residency to your current school within 5 days of move
- Complete Out-of-District (Tuition) Application and submit to Joy Morris at HCSD district office within 5 days of move
- If Out-of-District Application is approved, student will pay tuition and remain enrolled at current school

I understand and agree to abide by the HCSD Change of Address Procedures.

Student Signature X _____ Date _____

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 all materials issued to me. I understand that I will be assessed a fee for loss or damage and I agree to pay assessed fee(s).

Student Signature X _____ Date _____

Parent/Legal Guardian Signature X _____ Date _____

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