

# DISCOVERY HIGH SCHOOL

2023~2024 Student Handbook



This handbook is a living document. Changes will be made as Gwinnett County Public Schools' policies and Discovery High School's procedures and/or schedules change. Please report to a school administrator any discrepancies between this document and GCPS policies and practices. An up-to-date version of this handbook will be kept on the school website <https://www.gcpsk12.org/DiscoveryHS>

**DISCOVERY HIGH SCHOOL**  
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Discovery High School Web Site: <https://www.gcpsk12.org/DiscoveryHS>

**DISCOVERY HIGH SCHOOL ADMINISTRATION**

Marci Sledge .....Principal

**ASSISTANT PRINCIPALS**

Josh Allen	Stephen Black	Brent Cruce	Kelsi Hamilton
Social Studies Curriculum AP	Discipline Coordinator	Business & Entrepreneurship Academy AP	Language Arts Curriculum AP
College Board Admin	Attendance	Career & Technical Education AP	School Wide Staff Development
Modern Classical Languages AP	Health Human Science Academy AP	Title IX Coordinator	
Dual Enrollment	504 for HHS Students	504 for B&E Students	
	Transportation & Parking Contact		

Yolanda Hardman	Kenyada Jackson	Michele Jones	Jeff Glass
ESOL Curriculum AP	9th Grade Academy AP	Special Education AP	Community School Director
Title I AP	504 for 9th Grade Students	Special Education Transportation Contact	Textbook Inventory
Student Experience AP	MTSS, & RTI		Asset Inventory
504 for ESOL Students			Facility Usage/Rental

George Massenburg	Traye Moore	Adam Sherman	Deborah White
Athletic Director	Math Curriculum AP	Fine Arts Academy AP	Curriculum AP
STEM Academy AP	Testing AP	Fine Arts AP	Science Curriculum AP
504 for FA Students		Supportive Community & PBIS	

**COUNSELING**

Latasha Dillard..... Academy – Business & Entrepreneurship  
 Dayna Jones..... Academy – STEM & Fine Arts  
 Yolanda Thompson..... Academy – Health & Human Services  
 Johnathan Anderson .....Academy – Fine Arts  
 Kimberly Blackshears.....Exceptional Students  
 Edna Ginzo.....Social Emotional Support

**Our Mission:** We aspire to become a world-class school where students acquire the knowledge and skills to be successful in college and careers.

**Our Vision:** We aspire to become a world-class school where students acquire the knowledge and skills to be successful in college and careers.

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## Academic Integrity

- Instances of cheating should not impact students' academic grades. Violations of Academic Integrity shall be handled as violations of the student code of conduct and addressed via the progressive discipline guidelines in the Student Handbook. Student mastery of the standards covered by the assignment on which cheating was detected should be reassessed with supervision.
- Academic integrity violations are very serious.
- All parties involved in an academic integrity violation are considered equally guilty.
- Definitions include but are not limited to:
  - Plagiarizing
  - Copying someone's work to be submitted as one's own work.
  - Using or attempting to use unauthorized aids (electronic devices, books, notes, tests, etc.) on exams, quizzes, homework, papers, projects, etc.
  - **Being in possession of a cell phone or other electronic device (Apple Watch/Smart Watch, camera, video recorder) while taking an exam. These items should be taken up by the teacher and/ or adult proctor administering the exam.**
  - Writing formulas, notes, etc. on desk, paper, hands, clothing, etc. for unauthorized use on tests, quizzes, exams, etc.
  - Talking during a testing session.
  - Providing specific information about a test to someone that has not taken the test.
  - Changing a test paper previously graded including changing grades or falsifying notes.
  - Using electronic devices to communicate messages or answers to assignments.
- Suspected violations will be referred to an administrator.

## Acceptable Computer Use

- See GCPS Board Policy Descriptor Code P.IFBG
- <http://www.gwinnett.k12.ga.us/polproc.nsf/2eb61728da9e71be85257b550023c4e1/8525684e004e2c2985257a1e00626702?OpenDocument>
- The use of school computers is a privilege, not a right, which may be discontinued at any time.
- Use of GCPS computers and technology constitutes consent to monitoring and persons utilizing GCPS electronic resources have **NO expectation of privacy while utilizing any GCPS network or stand-alone system.**
- Suspected violations will be referred to an administrator for potential disciplinary action.

## After School Activities

- All students are expected to leave campus promptly by 2:20 pm each day unless they are participating in tutorial, Administrative Detention, Teacher Detention, or a school-sponsored club or athletic event.
- Extra-curricular activities can be an important part of students' total high school experience.
  - Participation in after school activities is a privilege that may be revoked if students fail to follow rules and procedures.
- After school activities should begin at approximately 2:20 pm or as soon as Bus Duty is completed.
- Student must make transportation arrangements prior to staying after school.
- Students attending approved activities are expected to leave the campus immediately after their activity ends, without returning to lockers or other areas.
- **Any student who remains on campus without permission will be regarded as trespassing and may face discipline consequences that will include exclusion from all after-school activities.**

## Assemblies

- An assembly during the day will be held only at the beginning of each semester because Discovery High School faculty, staff, students, and parents' value instructional time.
- Students should behave appropriately according to the type of assembly (e.g. pep rally, concert, and awards ceremony).
- Students should listen attentively and politely to guest speakers or presenters.
- Talking or other forms of disruption will not be allowed.
- **Suspected** violators will be removed from the assembly and referred to an administrator for potential disciplinary action.

### Athletic Involvement

- Interscholastic athletics are an integral part of the school program.
- Eligibility requirements include:
  - A school-approved physical examination before the first practice.
  - Be in good standing with the school.
  - Have passed five (5) classes for the previous grading period.
  - Be enrolled in seven (7) classes.

**Participation in athletics is contingent upon maintaining good behavior—receiving administrative referrals for any reason could limit ability to participate in a sport.**

Please contact the Athletic Director and coaches for additional information.

### Athletic Activities Available

Sport	Participants	Season
Baseball	Boys	Spring
Basketball	Both	Winter
Cheerleading	Both	All
Cross Country	Both	Fall
Flag Football	Girls	Fall
Football	Boys	Fall
Soccer	Both	Spring
Softball	Girls	Fall
Swimming	Both	Winter
Tennis	Both	Spring
Track	Both	Spring
Volleyball	Girls	Fall
Wrestling	Boys	Winter

- Please review GCPS Code of Conduct for Athletes in the Appendix

### Attendances/Tardies

- **Student Absences from and Tardies to School and Class**
  - Being present and on-time is a key expectation of any occupation or school system at any level, including college. Entering school and class late is disruptive to students who are already actively involved in learning and diverts the teachers' attention from teaching and learning during a critical time in the lesson when teachers need to settle students into their seats, capture student attention, direct student energy to the requirements of the lesson, take attendance, and provide assistance to students who have been absent, among other duties and responsibilities. **Simply put, students who are tardy to school or class, disrupt the education of other students and therefore, this violation of the school rules is taken very seriously.**
  - **Just like other offenses that receive disciplinary action, including cheating, forgery, dress code violations, and being AWOL from school or class, the “warning” is a school rule to be present and on time to school and class.**
- **Absence Policy** - State law requires attendance at between age 6 to 15. It also authorizes strict penalties for non-attendance. Excused absences are defined by state law and include only the following area
  - Personal illness or attendance in school endangering a student's health or the health of others.
  - A serious illness or death in a student's immediate family necessitating absence from school.
  - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
  - Observing religious holidays, necessitating absence from school.
  - Conditions rendering attendance impossible or hazardous to student health or safety.

- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
- Chronic absenteeism can seriously jeopardize a student's success in school. Please note that after 10 consecutive absences a student will be withdrawn from school.
- If 10 or more minutes of a class are missed, the student is considered AWOL for that class.
- A student must be present for 4 periods (on 7<sup>th</sup> period days) and for 3 periods (on block days) to be counted present for the day
  - In any of the above situations, parents or guardians must provide the school with a **written explanation of the reason for the student's absence** and the written explanation must be signed by the student's parent(s) or legal guardian(s) and include student number. Students are to take their written excuse to the Attendance Clerk upon returning to school. **The Attendance Clerk will collect the absence notes from the students and give the students a pass to class, if necessary. Attendance notes can also be emailed to [Flavia.Corporan@gcpsk12.org](mailto:Flavia.Corporan@gcpsk12.org)**
    - **Please include student's full name and student number**
    - A student must bring a signed note from the parent or formal documentation within 48 hours upon return to school or checking into school late. Notes are to be turned into the Attendance Office before school, during a class change, during lunch, or after school.
- **If students are absent from school for an unexcused reason or students do not provide a parent-signed absence note explaining an excusable reason for the absence**, students will/may receive appropriate disciplinary action, including, but not limited to detention to suspension. If the student continues this behavior, additional consequences will be applied.
- **No student may be checked out after 1:45 pm.**
- **Certificate of Enrollment**
  - Students may request a certificate of enrollment from the attendance office. There is a two (2) day turn around for this information. The cost for the certificate of attendance is \$5.00 and must be paid through My Payment Plus. There is no charge for the ADAP verification.
- **Students with excused absences MUST be allowed to make up work without penalty.**
  - Making up tests, class work, and other assignments after absences is the responsibility of the student.
    - See class syllabi for your teachers' make-up work policies and timelines.
    - Students' grades are negatively affected when missing work is not made up.
- **Prearranged Absences.**
  - If parents find it necessary for their student to miss school due to an out-of-town trip, or other reason not considered to be excused, a Prearranged Absence form must be completed and returned for approval in advance. If the absence is approved, it will be classified as **unexcused**, but students will be allowed to make up missed work (Pre-arranged Absence forms may be picked up in the Attendance Office before/after school, and during lunch). Only five days of prearranged absences will be approved each year.
- **Check-In/Check-Out**
  - Any student who needs to leave campus during the day for any reason must check out in the Attendance Office. For your convenience, if you know you will be checking out during the school day, drop off a note at the Attendance Office prior to 7:05 a.m. with a parent contact number to verify the note. **If check out is not prearranged, the student must be checked out before 1:45 p.m. Contact with a parent or guardian will be required for all**

**students checking out regardless of age.** A student information card and clinic card complete with parent contact information and persons designated by parent to pick up student must be on file before a student is allowed to check out. **Anyone checking a student out should be prepared to provide picture identification at the Front Lobby desk/Attendance Office at the time of check out.**

- All late-arrivals and early-departures from school will be recorded in the Attendance Office.
- **Students may not check out without parent/guardian permission and permission from the Attendance Office—this includes students who are 18 and older.**
- Once a student has checked out, they are expected to leave campus immediately.
- If students return to school during the same day, they must check in with the Attendance Office.
- Students leaving school due to illness must report to the nurse's office—parents/ guardians meet the student in the nurse's office and then sign out at the Attendance Office.

● **Student Tardies to School/Class**

- **Tardy to school:** All students are expected to be in school on time. This means in the classroom before the tardy bell rings. Students are considered tardy at the ringing of the 7:05 a.m. Please be aware that the state of Georgia nor GPCS does not excuse heavy traffic and/or poor weather conditions as a reason for being tardy to school.
- Students who arrive at school after 7:05 a.m. should report directly to Attendance Office or Dr. Black's office to obtain a tardy pass and report directly to their 1<sup>st</sup> or 3<sup>rd</sup> period class.
- Teachers will close their door and direct students to get a tardy pass from one of the tardy stations on Main Street.

**1st - 6th Offense: Warning**

**7th -11th Offense: 1 day of restricted lunch is added for each consecutive offense 7th -11th**

**12th - 15th Offense: 1 day of After-School Detention is added for each consecutive offense 12th - 15th**

**16 or more offenses: Administrator Discretion; from suspension to revocation of parking privilege for the remainder of the school year (No Refunds).**

**\*\*Students who fail to serve restricted lunch or after school detention will be assigned Saturday school**

- All students are expected to be in class prior to tardy bell ringing. If the student is not in the room on time, they must go to the closest tardy station to obtain an unexcused tardy pass. At this location, the student will obtain a pass and then be sent to class. The student will not be allowed into class without the pass. If a student fails to get a pass and/or fails to attend class, the student will be considered AWOL (absent without leave/permission).

● **AWOL from class/school**

- Students who skip a class, leave campus without checking out, or who have an unexcused absence that has not been prearranged (by a parent) will be considered AWOL and be subject to disciplinary measures. Once a student arrives on campus, the student is at school and must obtain administrative permission or check-out through the Attendance Office to leave campus, even if classes have not begun. Students found in unauthorized areas will be regarded as AWOL. **Contrary to popular belief, there are no approved class/school "skip days."** If an AWOL involves leaving campus by vehicle, the students(s) involved will lose parking privileges for the remainder of the school year.

**AWOL (from class)**

**1 & 2~Student conference with AP and parent contact**

**3~Counselor referral (call and email counselor) & 3 days of restricted lunch**

**4~ In-person conference with parent, AP, student, counselor/social worker, AWOL Contract, & 5 days of restricted lunch**

**5~Daily check-in form & afterschool detention**

**6~Loss of privilege(s), attendance module, & afterschool detention**

**7-10~afterschool detention**

**AWOL (from school)**

**1st AWOL: 2-day ISS**

**2nd AWOL: 2 days OSS**

**3 or more AWOLs from school - 3 days suspension per offense & Parking pass revoked (No Refunds)**

**\*\*Students who fail to attend restricted lunch will receive an escalated consequence  
 \*\*\*Consequences may deviate at administrator's discretion**

- **Out of Assigned Area**
  - **Out of Assigned Area is defined as being absent without permission for more than 10 minutes and will be addressed as a disciplinary issue.**
  - Students are expected to be always in their assigned areas.
  - A hall pass only allows a student direct, expeditious travel to a specific location.
  
- **Hall Passes**
  - It is the student's responsibility to have an appropriate hall pass.
  - Students are not allowed to leave a classroom without a signed Hall Pass/Pass noting permission.
  - Students are required to show their Hall Pass/Pass to any staff member, substitute teacher, or designee upon request.
  - Students will minimize time out of the classroom.
  - Students may not leave class within the first or last 10 minutes of a class period.
  - Teacher verbal permission does not count as a hall pass.

**Bell Schedule**

- Discovery High School regularly operates on two master bell schedules: a Regular and a Block Day bell schedule.
- Master Bell Schedules are located on the school website.
- Occasionally, an alternate bell schedule will be used for testing or other special events.

**DISCOVERY HIGH SCHOOL  
 BELL SCHEDULE 2023-2024**

<b>Regular Bell Schedule C Monday-Tuesday-Friday Periods 1-7 + 4 Lunches</b>		<b>Green Block Day A Wednesday Periods 1-3-5-7 + 5 Lunches</b>		<b>Blue Block Day B Thursday Periods 2-8/9-4-6 + 5 Lunches</b>	
1st pd	7:05-7:53 (48)	1 <sup>st</sup> pd	7:05-8:32 (87)	2 <sup>nd</sup> pd	7:05-8:32 (87)
2nd pd	7:58-8:46 (48)	3 <sup>rd</sup> pd	8:37-10:04 (87)	8 <sup>th</sup> /9 <sup>th</sup> pd	8:37-10:04 (87)
3rd pd	8:51-9:39 (48)	5 <sup>th</sup> pd	10:09-12:38	4 <sup>th</sup> pd	10:09-12:38
4th pd	9:44-10:32(48)				
5th pd	10:37-12:24	A Lunch	10:09-10:29 (20)	A Lunch	10:09-10:29 (20)
		B Lunch	10:40-11:00 (20)	B Lunch	10:40-11:00 (20)
A Lunch	10:37-10:57 (20)	C Lunch	11:11-11:31 (20)	C Lunch	11:11-11:31 (20)
B Lunch	11:09-11:29 (20)	D Lunch	11:43-12:03 (20)	D Lunch	11:43-12:03 (20)
C Lunch	11:32-11:52 (20)	Titan Time	12:08-12:38 (30)	Titan Time	12:08-12:38 (30)
D Lunch	12:04-12:24 (20)	7 <sup>th</sup> pd	12:43-2:10 (87)	6 <sup>th</sup> pd	12:43-2:10 (87)
Titan Time	11:54-12:24 (30)				
6th pd	12:29-1:17 (48)	<b>DISCOVERY HS Navigate • Innovate • Collaborate</b>			
7th pd	1:22-2:10 (49)				

**Bus Conduct**

- Students are expected to follow all directions given by a bus driver.
- Misbehavior on buses may result in a student's suspension from riding the bus **and** suspension from school.
- A student is to ride only the bus to which he/she is assigned.



### Change of Address or Phone Number

- As a condition of continued enrollment, you must keep your address and telephone number current with the Registrar.
- If your telephone number changes, please come to the school to speak with the Registrar to have your number updated.
- To change your address, you must bring an electric bill, dated within the last 30-days and a copy of your lease or mortgage in the parent's or legal guardian's name.
- **Students illegally attending Discovery will be referred to the school social worker and are subject to administrative removal.**
- If students reside outside of the Gwinnett County, tuition will be charged.
- School mailings will always be sent to the residence address on file.
- Mail which is returned to the school as undeliverable will require re-verification of student's address.

### Community Service

- Students at Discovery High School are encouraged to complete a Community Service Hours. Hours completed in the community can earn students' distinctions such as cords at graduation, school letters, etc. Information will be distributed in Advisement and available in counseling suite.

### Counselors

- Each student has an assigned counselor. Counselor offices can be found in their Academy
- The counselor is available for personal, academic, and career guidance.
- Students must have an appointment **and** signed Hall Pass to meet with the counselor.

### Deliveries to Students in Class

- **The school WILL NOT interrupt instructional time for any items dropped off for students.** Students may pick up these items in the Main Office before school, during their lunch or after school. The school **will not** be responsible for items not delivered. In addition, we **CANNOT** accept deliveries such as: outside food chains, balloons, flowers etc.

### Discipline Procedures—School-wide Behavior Management Plan

- Student Expectations for the Classroom:
  - Enter class quietly and be seated.
  - Come prepared to learn by bringing all materials to class everyday (e.g., Chromebook, textbooks, pencils, paper, etc.)
  - Respect yourself, others, and others' property.
  - **Follow all directions of faculty and staff the first time they are given.**
  - Observe all rules.
- Violations of the Code of Conduct include (see the full GCPS Student Code of Conduct for more information):
  - Accessory to Behavior Violations
    - A student who might cause, encourage, or assist a serious violation may face disciplinary consequences as an accessory
  - Insubordination
    - Any student who fails to comply with the direction of teachers, administrators or other school personnel will be subject to disciplinary action.
  - Fighting
    - Fighting or inciting a fight is always unacceptable during school or any school function on or off campus.
    - Violators will be suspended and may be referred to GCPS Student Disciplinary Tribunal for further disciplinary action.
  - Gang Activity
    - Gang related activity (symbol, graffiti, colors, fighting etc.) is not allowed.

- Gang-like activity is defined as three or more persons—associated formally or informally— encouraging or engaging in illegal or disruptive behavior.
    - Any gang-like activity will result in appropriate disciplinary consequence(s).
  - Possession or Being Under the Influence of Drugs/Alcohol/Tobacco
    - Students are prohibited from possession of any form of drug, **including prescription and over-the-counter.**
    - Students in possession of or being under the influence of a mood-altering substance will receive appropriate disciplinary consequences.
    - Students in possession of a vape or have had smoked a vape pen will receive appropriate disciplinary consequences.
  - Inappropriate Language
    - Inappropriate language or obscenities are not acceptable.
    - Inappropriate language use will result in discipline consequences.
  - Vandalism
    - The destruction or defacement of school property will result in the student and parent or guardian being responsible for the replacement of destroyed property and/ or disciplinary consequences.
  - Weapons
    - Possession of any weapon on school property, at a school event, or on the school bus may result in suspension, arrest, GCPS Discipline Hearing, and/or expulsion.
- Student Conduct Requiring Immediate Office Referral / Administrative Notification include:
  - Pulling a fire alarm
  - Disorderly conduct that substantially interferes with a teacher's ability to teach and/or students' ability to learn or student behavior that poses a threat to the health, safety and/or welfare of students, staff, and others
  - Refusal to identify self
  - Use of force or threat
  - Vandalism
  - Possession of a dangerous instrument or weapon
  - Possession of drugs or alcohol
  - Tardy to school or class.
- Off-Campus Conduct
  - Students are held responsible for their conduct while attending or participating in school sponsored activities.
- Searches
  - The school has the right to search student's person, locker, and automobiles if there is reasonable suspicion of wrongdoing or policy violations.
  - A student may be required to show what is contained in purses, pockets, bags, or containers at any time.
- If a student violates the Student Code of Conduct and faces disciplinary action, the student will have due process:
  - The student will be informed of the accusations.
  - The student will have the right to explain his / her behavior.
  - The administrator will act fairly when issuing consequences
- **Possible Consequences** for Not Meeting Expectations:
  - **First Offense** — Teacher warning (except for offenses requiring immediate office referrals)
  - **Second Offense** — If the type of behavior persists, the teacher modifies student's behavior / intervenes—for example, moving the student's seat, conducting a one-on-one conversation with the student, assigning class time-out, etc. **(Teachers are encouraged to contact a parent at this time.)**
  - **Third Offense** — Parent contact and notify counselor and case manager

- **Fourth Offense** — 30–60-minute teacher detention is assigned
  - Detentions may be held by departmental, academy teams and/or individual teachers. (Teachers will not hold students after school for any reason, including detention, without written or verbal parent confirmation that the teacher documents, including the date, the name of the person with whom the teacher spoke and the date and times of the detention.)
  - Student’s assigned detention must be notified in writing at least 24 hours in advance.
  - The structure of detention is up to an individual teacher’s professional judgment: sitting quietly, cleaning the classroom, doing extra course work, etc.
  - It is the responsibility of the parent/guardian to arrange transportation for any student assigned detention.
  - Students who do not attend scheduled detention will be referred to the Administration for further disciplinary consequences.
  - Teacher detention may not be held during the lunch period or school day.
- **Fifth Offense** — Place in another room (time out), student given work to complete, & **parent conference**
- **Sixth Offense** - Teacher submits an Administrative Referral **and calls the parent to explain the situation leading to the teacher’s office referral. Appropriate consequences will be applied by the administrative team.**
- Continued and/or chronic student misbehavior will result in additional consequences which may include a Disciplinary Hearing and removal from Discovery High School.
- **Scope of the Gwinnett County Public Schools Discipline Code**
  - Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:
    - On school grounds at any time.
    - Off school grounds on a school bus, at a school activity, function, or event.
    - Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences, or athletic events, or is otherwise subject to the jurisdiction of school authorities.
    - Off school grounds when a direct threat is made to do harm to a student via text or social media; and
    - Off school grounds and when a student leaves without permission (AWOL) of a school official, or anytime Rule 10 would apply.
  - The rules of this Code do not apply to:
    - Student speech that occurs off campus if the speech is at a non-school-sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.
- **Times when suspension and/or a disciplinary panel may result immediately include:**
  - Possession or distribution of narcotics, alcohol, stimulant drugs or pretense of possession or distribution of the same, including prescription and/or over-the-counter drugs.
  - Assault on a school employee, verbal and/or physical.
  - Obscene gestures toward a school employee.
  - Possession or distribution of guns, knives, dangerous weapons or implements, slingshots, or any type of explosives including poppers.
  - Indecency
  - Possession, distribution, and/or use of tobacco.
  - Fighting.

## Dress Code

- **Dress Code**
  - **Purpose:** To promote a positive and educational learning-ready environment in which students focus on mastering the AKS in preparation for success in college and career.
  - **Students must enter the building in dress code and remain appropriately dressed all day.**
  - If students dress inappropriately, they may receive disciplinary action.

- **If students do not have appropriate clothing to change into, they will be given the opportunity to work on assignments, but they will not be permitted to go to class or circulate the building.**
- Students may contact parents to bring different clothing but will still receive disciplinary action for not coming dressed appropriately.
- Students are expected to comply with the following dress code:
  - Headgear is prohibited in the building. This includes, but is not limited to, caps, hats, **hoods**, **bandanas**, wave caps/ doo-rags, **headscarves**, beanies, or any other head covering.
  - Sunglasses may not be worn over the eyes while in the building (unless a medical note is provided).
  - Blouses, shirts, and tops are to be worn so undergarments are covered. No **tank tops**, halter tops, strapless tops, or **spaghetti straps** are allowed. Blouses, shirts, and tops that expose cleavage or any portion of the waist, hips or midriff are not allowed. (If you raise your arms and the stomach shows or sit down and the lower back is revealed, the top is inappropriate.)
  - Other blouses, shirts, and tops that are not appropriate for school include, but are not limited to, low-cut, see-through, backless, or tube tops. Rips or holes are not allowed in blouses, shirts, and tops.
  - **Boys must always wear shirts, including during P.E. and athletic practice, whether inside or outside of the building.**
  - All clothing must be worn properly and **undergarments, including bra straps and underpants, shorts worn as undergarments should not be visible.**
  - Shorts, skirts, and dresses must **be an appropriate length (no higher than mid-thigh)**, even when leg coverings are worn underneath.
  - Waistlines of shorts, skirts and pants **MUST BE ON OR ABOVE THE HIPS/WAIST** with no undergarments or other clothing showing under the pants or skirts. SAGGING pants are NOT allowed.
  - **Skirts, dresses, pants, or other outer garments with slits above mid-thigh are NOT acceptable.**
  - Oversized and/or baggy pants or shorts that a student must hold up with a hand are never appropriate and **ties may be used with students to keep baggy pants, shorts, or skirts at the waist.**
  - Health regulations and safety factors require that shoes be always worn at school. House slippers are never appropriate.
  - **Blankets & pillows are not permitted at school.** These items will be confiscated and given to their parent.
  - Students are not allowed to wear clothing or display images or symbols of drugs or alcohol, including images of marijuana, or display images that are sexually provocative in nature.
  - Jewelry or accessories that may be used as weapons are not allowed. This includes, but is not limited to, chains—including wallet chains, spiked rings, shoes, wrist bands, chokers, etc., two or three finger rings that are joined and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as straight pins and safety pins, are not allowed on clothing or book bags.
  - Students are not allowed to wear clothing or display images or symbols that have been commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang affiliation are prohibited at school, and no item may be worn in a manner that communicates gang affiliation.
  - Gang related attire includes, but is not limited to, the following: students rolling up one pant leg, long bulky chains and necklaces, gang-styled belt buckles (belt buckles which have Old English script letters and symbols), large oversized pendants on necklaces and chains, **bandanas**, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands, and draping articles of clothing, towels, or other objects out of pants pockets, over the shoulder, or around the neck area.
  - All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.
  - All students should be dressed in symmetrical fashion. Students may not wear clothing or accessories in a manner that would distinguish a particular side of their body.
  - Writing on the body and face painting/decorating, except for regular use of make-up, is prohibited.
- **A student will be required to change clothing if, in the judgment of the administration, a student is dressed inappropriately. Additionally, any student dress and/or appearance that may not be stated specifically in this code, but that the administration deems distracting or disruptive, will not be permitted.**
- The Discovery High School Student Dress Code is subject to updates and changes at any time during the school year

as additional apparel becomes identified as inappropriate. You should consult the Discovery High School web site frequently to learn about changes to this code <https://www.gcpsk12.org/DiscoveryHS>

- **This dress code is merely a guide for what is considered appropriate school dress. Discovery administration has the authority and responsibility to determine appropriate or inappropriate school dress.**
- **Dress Code for Homecoming and Prom**
  - Formal attire is required for both Homecoming and Prom.
  - The following are not acceptable attire for Homecoming or Prom: Dresses with hemlines that are above mid-thigh, tight (clinging to the body), revealing (see through, low cleavage or low back), or with high splits on the front, side or back of dresses/skirts.
  - Also, jeans, do-rags, scarves, caps, and sagging pants are not appropriate.

#### **Electronic Devices (including Cell Phones)**

- Electronic Devices, except for calculators, are not to be used while inside a classroom during the school day without explicit consent of the classroom teacher.
- Photographing, audio recording or videotaping by any means another student or staff member is strictly prohibited while on school system premises without the consent of a staff member.
- Employees of GCPS will not investigate the loss or theft of any electronic device.

#### **Exams**

- Every course will have a Midterm and Final Exam (End of Course, District Assessments, &/or SPG)
- Midterms, EOC, or DA Exams, and teacher generated finals are to be given only on designated days.
- The EOC will count as 20% of final grade for courses in which it is required
- Final Exams will be given two-per day.
- **Final Exams will be given on the last four days of a semester and may not be taken early for any reason, including absences due to family travel plans.**
- Final exams are planned to take approximately 60 minutes.
- If a student misses a Final Exam they may makeup the exam on a specified date (speak with their teacher for exact dates)
- If a student misses a Final Exam, zeroes may be assigned for the final exam grade.
- Common Assessments by grade and course level will be issued in all courses
  - Common Assessments will be collaboratively created by the teachers teaching these courses at their grade and course level.
  - Common Assessments will count equally as test grades for the course.
  - Common Assessments will be administered at the 4.5-, 9-, 13.5- and 18-week marks of each semester
  - The 9- and 18-week Common Assessments will be the Midterm and Final Exams.
- Senior Exemptions
  - *Honor Graduate*
    - Honor Graduates must have a cumulative “A” average, 90 (not rounded) or greater at the end of the 1<sup>st</sup> semester of their senior year, to be eligible to exempt all finals (if they meet the other criteria). If an Honor Graduate has a 69 or below in a certain class, the student will be required to take the exam.
  - Exam exemption applies only to second semester graduating seniors. Exam exemption does not apply to End-of-Course exams.
  - Seniors who have a cumulative “A” average, 90.0 (not rounded) or greater, at the end of fall semester may be eligible to exempt all exams if they meet the other criteria; **OR** Seniors who have an “A” average, 90.0 (not rounded) or greater, in a specific course may be eligible to exempt an exam in that course if they meet the other criteria.

#### **Field Trips and In-School Activities**

- Students take field trip permission forms home for parent/guardian signature.
- Students return signed field trip permission slips to the Discovery staff member coordinating the field trip or in-school activity no later than ONE WEEK prior to the trip.
- Students who fail to provide a signed permission slip at least one week in advance **MAY NOT PARTICIPATE IN THE TRIP OR ACTIVITY.**
- Students who participate in field trips or in-school activities are responsible for making up any work missed.

- All school and district rules, including rules specific to the use of electronic devices and dress code, apply while students are on field trips.

### Food and Drink

- Neither food nor drink is allowed in the classroom, except for water.
- If students bring food (e.g., chips, breakfast sandwiches, candy, rolls, or pastries) or beverages to school, other than water in clear/see-through containers, they will not be permitted to eat in class.
- Students are not allowed to receive fast food deliveries from outside sources during the day.
  - **If students choose to finish their food and drink before going to class, and this makes them late, the tardy will be unexcused and appropriate consequences will be enforced.**
- Students are not allowed to sell any item, including food during the school day.
- Teachers wanting to provide food or beverages to students, especially during instructional time, must receive prior permission by an administrator. In general, food and beverage may be provided to students during instructional time ONLY if it is directly related to standards being taught.
- During lunchtime
  - Students must report to and remain in the cafeteria or area designated approved by school administration during their assigned lunchtime.
  - **Students are given 5 minutes to get in line for lunch, school store or to Chick Fila**
  - **Once a student is seated, they are to remain seated during the lunch period.**
  - At no time are students allowed to take food or beverages outside the cafeteria unless given prior permission by an administrator.
  - **Students may not eat lunch in classrooms.**
  - **Food cannot be delivered to students during the school day by delivery food establishments.**
  - **Students are required to pick up and throw away all paper, beverage cartons, and other types of trash before leaving lunch.**
  - **Students are not allowed to go to cars or leave campus during the lunch period.**

### Grades

- The GCPS Board Policy IHA was revised on September 17, 2015. The policy addresses a variety of areas including, but not limited to, grading practices, grade reporting, and students in danger of not meeting academic expectations. The revised regulation places a greater emphasis on mastery grading, including allowing students an opportunity to re-assess when they have not achieved content mastery. The entire policy can be found on the GCPS website on the link bulleted below:  
<http://www.gwinnett.k12.ga.us/polproc.nsf/2eb61728da9e71be85257b550023c4e1/8525684e004e2c2985257e8200458f71?OpenDocument>

### Grading Practices

- Each student should generally receive at least one (1) academic grade in each subject each week. Grades should be entered in the grade book on a weekly basis.
- Evaluation of Non-Academic Goals
  - Student progress toward non-academic goals that are critical to student success shall be assessed on age-appropriate competencies which may include, but are not limited to, conduct, citizenship, class participation, preparation, punctuality, meeting deadlines, neatness, organization, etc.
  - **Mastery of non-academic goals are assessed separately and should not impact course grades.**
- Students shall be emailed to parent and/or student each Friday.
- Evaluation of student mastery shall be cumulative for the semester.
- Challenges to grades based on objective criteria may be considered by the principal within 15 days of the issuance of a final report card. Any grade changes approved by the principal shall be documented in writing with a detailed explanation of the rationale. Disputes shall be settled by the school's Area Superintendent.
- Incompletes must be changed to a numerical grade no later than the midpoint of the following 9-week grading period.
- Notification of grade changes made for any reason shall be sent to the parent/legal guardian and the school's Area Superintendent.

- **Students in Danger of Not Meeting Academic Expectations**
  - As soon as there is evidence that a student is in danger of not meeting expectations, teachers shall hold individual conferences in person or by telephone with the parents/legal guardians to discuss a plan for student remediation. Except in unusual cases, teachers should request conferences no later than the interim progress report deadline.
  
- **Incompletes**
  - Students who have not demonstrated mastery of standards due to documented medical absences or other reasons approved by the principal may receive a temporary grade of “Incomplete” (I) with a written performance plan approved by the principal.
  - Student mastery must be reassessed, and incompletes changed to an evaluation/grade within 4.5 weeks. The principal shall authorize all grade changes.
  - There are two semesters in the school year, each semester consisting of two–nine-week grading periods.
  - Mid-semester reports are issued at the end of the first nine weeks of each semester.
  - The Grading Scale is:
    - 90 & above A
    - 89 – 80 B
    - 79 – 74 C
    - 73 – 70 D
    - 69 – 0 U/F
  
- **Class Rank**
  - Class rank is determined at the end of each semester
  - Class rankings will be determined using numeric grades listed on the student transcript
  - Class rank is calculated two ways—weighted and unweighted—which both appear on the transcript; see Grade Weights for more information
  
- **Valedictorian/Salutatorian/Honor Graduate**
  - The student with the highest cumulative grade point average in the Senior class will be the Valedictorian
  - The student with the second highest cumulative grade point average will be the Salutatorian
  - GCPS policy determines the criteria/ guidelines for the selection of the Valedictorian & Salutatorian
  - Seniors who earn a cumulative grade point average of 90.0 or above for their course work in high school will be awarded the distinction of Honor Graduate at graduation ceremonies.
  
- **Errors in grade entry or calculations affecting student grades may be corrected at any time.**
  - Challenges to grades based on objective criteria may be considered by the principal within 15 days of the issuance of a final report card. Any grade changes approved by the principal shall be documented in writing with a detailed explanation of the rationale. Disputes shall be settled by the school’s Associate Superintendent.
  - Incompletes must be changed to a numerical grade no later than the midpoint of the following 9-week grading period.
  - Notification of grade changes made for any reason shall be sent to the parent/legal guardian and the school’s Associate Superintendent.
  
- **Grade Weights**
  - GCPS and state policies require weighting the grades of students who take Advanced Placement, International Baccalaureate, and Dual Enrollment classes.
    - Ten points are added to the final numerical averages of students who earn a 70 or above in AP, IB or Dual Enrollment classes.
    - **Students only receive weighted credit in classes that are clearly identified as AP, IB or Dual Enrollment classes.**
    - No weighted credit is awarded to students in Honors or Gifted classes.
    - Grades in unweighted classes cannot exceed 100.
    - Grades in weighted classes cannot exceed 110.

## Graduation Requirements

Subject	Language Arts - LA	Math - MA	Science - SC	Social Studies – SS	Health and Physical Education	Modern/Classical Language*, Fine Arts, Technical Education	Electives	Total
<b>Credits Required</b>	4 Credits, including 1 Credit of 9th Grade Lit. and Comp., and 1 Credit of 11th Grade Lit. and Comp.	4 Credits; including Algebra I, Geometry, and Algebra II (or equivalent)	4 Credits; including Biology, Chemistry, Physics, and science elective	3 Credits; including 1 Credit World History, 1 Credit U.S. History, .5 Credit Political Systems, and .5 Credit Economics	1 Credit; including .5 Credit Physical Fitness, and .5 Credit Health	3 Credits (Any Combination)	4 Credits	<b>23 Credits</b>

## Graduation Participation

- All students, including seniors, are required by the Quality Basic Education Act, the State Department of Education, and the Gwinnett County Public Schools to follow the required school year of 180 days.
- Seniors are required to be present for the whole school year. This includes the scheduled graduation rehearsal days.
- **Only seniors who meet all graduation requirements will be allowed to participate in the Graduation Ceremony.**
- Seniors will not receive caps and gowns, cords, or diploma covers until they are eligible to graduate **and completed payment of all financial obligations**, whether that be in May with the rest of the class, or during summer graduation or later.
- Seniors who are not eligible to graduate in May are still able to participate in the senior activities.
- Seniors who do not meet graduation requirements will also receive their yearbooks and any memorabilia/gifts if they have paid their Senior Dues.

## Parent Portal

- Students and parents are strongly encouraged to access the Parent Portal to track attendance and grades.
- Parents may obtain their initial login and password from the Registrar's Office
- Problems with the portal (once logged in) can be addressed via link at bottom of page in Parent Portal.
- The Parent Portal website is: <https://go2.gwinnett.k12.ga.us/parents/PPS/login>

## Late Enrollment—Course Credit and Auditing Courses

- Students entering from another public or accredited private school after the semester began will be subject to the assignment grades provided by the former school. The assignment grades earned in GCPS during the enrollment period will be combined with these grades to determine the final grade for the student.
- A grade should be a reflection of a student's academic achievement and **there is no** required seat time for students entering after the semester begins.
- If a student demonstrates 70% of the AKS, the teacher may give the student the grade earned. Teachers are now giving these students the opportunity to learn the essential content missed up to that point. This can take several different forms (assignments, quizzes, assessments, and/or final exam) and is up to the teacher. There is not a requirement that students make up all missed work, only those items that are essential. If a student does not obtain 70% of the AKS, the student can then earn an "AUD" (audit). "AUD" will not be calculated into student grade-point averages (GPAs) or class rankings.

## Length of School Day

The school day at Discovery High School is 7:05-2:10.

- The school day at Discovery High School is 7:05-2:10.
- Students must leave campus immediately when they are released from after school activities, without returning to lockers or other areas of the building.
- **Remaining on campus after hours without supervision will be considered trespassing.**

## Lockers

- Lockers can be obtained from room 300. See Dr. Black for further details.



## Lunch Periods

- Students will be dismissed for lunch.
- Students may have different lunch periods because their A and B Day classes may be in a different part of the building.
- Students are expected to clean up when done eating.
- During lunchtime:
  - Students need to use vending machines and/or visit the Media Center before they enter the cafeteria.
  - Students must remain in the cafeteria once they enter.
  - Students may use the restroom in the cafeteria during lunch but must return to their original seat after leaving the restroom.
  - At no time are students allowed to take food or beverages outside the cafeteria.
  - Students may not eat lunch in classrooms.
  - **Students are required to pick up and throw away all paper, beverage cartons, and other types of trash before leaving lunch.**
  - **Students are not allowed to go to cars or leave campus during the lunch period.**

## Media Center

### Student Guidelines for Library Media Center

Students can visit the media center before or after school, during lunch, or during class. We are open from 6:40 am to 2:40 p.m. These hours may vary for meetings and events. Lunch availability is contingent on scheduled classes and activities. Before and after school, you do not need a pass and we do require you to sign in.

- **Visiting during class?** You need a pass from the teacher whose class you are in. Please sign in at the circulation/help desk and sign out when you leave.
- **Visiting during lunch?** You do **not** need a pass. Please sign in at the circulation/help desk.
- **Can I eat in the library?** Sorry. No food or drink is allowed in the library. But we are close to the commons, so eat your breakfast or lunch and THEN come see us.

We welcome constructive conversation and activity and have spaces to support quiet and collaborative work. Please be courteous and respectful and use your time wisely. And let the library staff know if you need help!

### Checking Out Library Materials

- You will need your student ID number to check out books and other materials. Students can check out up to five books at a time. Books are due back in three weeks. The due date will be stamped on a sticker on the back of your book.
- **Fines are charged for overdue books. The fine is 10 cents per day per item.** If you have an overdue book, you will not be allowed to check out until it is returned. If you have a fine exceeding \$1, your check out privileges will be suspended until you take care of your fine.
- Lost books are \$20 for hardback and \$10 for paperback. Fines and lost book fees can be paid in cash in the media center or online through [MyPaymentsPlus](#)
- Magazines may be checked out for three days.
- You can also check out digital video and still cameras for school projects.
- **Students who owe media center or lost textbook fine may not purchase prom/homecoming tickets or obtain their graduation cap & gown.**

### Printing/Copying

- We have two black and white printers, one color printer and a scanner. We can also make copies if needed. Black and white printing and copying is 10 cents per page. Color prints are 25 cents per page. Printing and copying are for academic purposes only. We do not charge for printing when you come in as a class.

### Use of Electronic Media

All students are expected to adhere to the Responsible Use of Electronic Media for Students policy outlined in the GCPS Student Handbook.

### Morning Arrival

- Students who are driving or being dropped off to school between 6:45 and 7:05 must enter the school off Riverside Pkwy entrance.
- Students are expected to get breakfast from a breakfast kiosk or report to their 1<sup>st</sup> or 3<sup>rd</sup> period class
- **Students late to class must have a signed pass or tardy slip to enter class.**

### Online Coursework

- Several programs in Georgia now allow for online completion of courses that meet Georgia Performance Standards and Quality Core Curriculum objectives and grant high school graduation credit.
- The following guidelines apply:
  - Discovery High School supports students taking online coursework for two reasons:
    - **Credit Recovery:** Classes re-taken online **after** a student has previously been enrolled in and **failed** a traditional high school class.
    - **Enrichment:** Students may enroll in online courses to take classes that Discovery does **not** offer in the current master schedule (e.g. Russian) if approved by the Academy Counselor.
  - **To Satisfy a Graduation Requirement that won't fit into the regular schedule due to completion of a career pathway or course of study.**
  - Any online coursework taken must be taken from an accredited online learning institution authorized to grant Georgia High School graduation credit.
  - Enrollment in any online learning program must be approved **in advance** by the Discovery Online Learning Coordinator **and** the requesting student's Academy Counselor and Administrator.
  - Students enrolled in online courses will be scheduled for a full eight-period schedule of traditional courses.
  - **Online courses do not replace other courses in the student's schedule.**
  - Any coursework taken online for either credit recovery or enrichment is the responsibility of the requesting student—this work is usually done **outside of normal school hours. Exceptions are made for students that take online classes through Gwinnett On-Line Campus.**
  - Any fees or administrative costs incurred from participating in online learning are the responsibility of the requesting student's parent/guardian, not Discovery.
  - Students enrolled in online learning programs have **one semester** to complete each 0.5 Carnegie unit of online coursework (or their schedule may be adjusted to include that course the following semester).
  - Students are responsible to provide official transcripts from their online learning institution to their Academy Counselor **within five workdays** upon completion of online coursework.
  - Academy Counselors will ensure that all online learning courses successfully completed will be transcribed onto the student's GCPS transcript prior to the start of the next semester.

### **Parent Teacher Student Association (PTSA)**

- The mission is to support our school—internally with our administration, faculty, and students and externally with our families and community.

### **Personal Property**

- Students should not bring valuable personal property to school.
- It is not the responsibility of the school to investigate lost or missing property, including personal electronic devices of any kind.
- Any student/parent who wishes to file a lost property report or a police report should see an administrator for assistance.
- **The school or school district will not make restitution for stolen personal items—students found possessing stolen property will be turned over to the school resource officer.**

### **Posters and Publicity**

- All posters, flyers, and banners of any kind must have administrative approval before being posted in the school building or on school property
- **Posters may only be posted in designated areas. (See an Assistant Principal or Principal for direction.)**
- **Individuals who receive approval to put up posters are also responsible for removing them within two school days of the completion of the event.**
- Displays should observe spelling and grammar rules and should not be offensive to any individual or group.

### **Power Outage**

- Students are to remain in their classroom or report to their class immediately in the case of a power outage.
- Students are to remain in the classroom until they receive further instructions from an administrator.

### **Repeating Courses/Recovering Credit**

- Students may not retake courses for which they have already earned credit.
- Students may repeat courses for which they have earned a grade below 70. In such cases, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).
- Credit Recovery – Students may recover credit through the local school sponsored credit recovery, Gwinnett On-Line Campus (GOC), Phoenix High School, and GCPS summer school programs. When a student successfully participates in a credit recovery course, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).

### **Safety Guidelines**

#### **General safety rules include:**

- Students are not allowed to leave campus at any time without administrator permission.
- No running in the building or in congested areas outside.
- No going into wooded areas on or off campus
- No throwing objects.
- Use the right-hand side of the stairs and halls.
- No sliding down the stairway railings
- No lifting of other students.
- No horseplay of any kind.
- Use safety equipment in laboratory classes.
- Use sports equipment only under the supervision of a staff member.
- No sporting activities are allowed during lunch.
- Report safety concerns immediately to an adult.
- Sporting equipment (baseball bats, golf clubs, soccer bags etc.) must be secured during the school day.
- **Skateboards are not allowed on campus or GCPS buses.**

## Schedules and Schedule Changes

- Teacher Advisors, counselors, students, and parents work together to provide accurate and appropriate class schedules for each student.
- Students, parents, teacher advisors and counselors are expected to know graduation requirements and assist students with their four-year graduation plans.
- Students may request schedule changes for only the following reasons:
  - The student has previously passed the course.
  - The student has been inappropriately placed (must be signed by a teacher).
  - Administrative directive.

## School Closing

- At times, the GCPS Superintendent chooses to close school for safety reasons.
- Messages from Gwinnett County Public Schools via School Messenger
- WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for GCPS announcements of school closure.

## School Nutrition Program for High School Students

- Students are no longer allowed to charge for their lunch unless approved by the Cafeteria Manager or Assistant Manager before purchase. Please keep track of your account by going to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to view your account as well as place money on the account at any time using credit, debit card or your checking account. If you would like to apply for free or reduced lunch, please visit [www.schoolunchapp.com](http://www.schoolunchapp.com). All students must reapply each year to determine eligibility for free or reduced lunch. Students have up to one month after the start of school to reapply, students who fail to reapply will have to pay full price for meals.

## School Telephones

- With permission, students are encouraged to use the school telephones when they need to contact a parent or guardian.
- Parents or guardians may leave messages for their children with the appropriate Academy Office.
- Students will not be interrupted during class time except for emergencies.

## Sexual Harassment and Bullying

- Sexual harassment and bullying will not be tolerated at Discovery High School and will be subject to disciplinary action.
- See GCPS Policy on Sexual Harassment Descriptor Code P.JCE  
<https://publish.gwinnett.k12.ga.us/gcps/wcm/connect/e4b3bb0b-b3e8-493a-8ee5-32b8862164b9/Procedure-I-Student-Complaint-and-Grievances.pdf?MOD=AJPERES>

## Student Clubs and Organizations

- Discovery High School offers a wide variety of clubs to encourage leadership, organization, and initiative.
- Some clubs may have specific entry requirements.
- Officers must be elected by club members and approved by the administration.
- All clubs must have an adult sponsor present at all meetings.
- All students must leave the building immediately after any meeting or activity. (See After School Activities section for more information.)
- Fundraising activities will be conducted following GCPS Board Policy.
- Students may request to start a club by completing the club interest form available in the Athletic Office.

## Suspensions

- In School Suspension (ISS)
  - Suspended students report to school during normal school hours.
  - Students will not attend classes, regular lunch, or events during the school day.
  - Suspended students are NOT allowed to participate in or attend any GCPS-sponsored after school activities during the suspension time or be on campus.
  - Students will be allowed to make up class work missed during ISS.
- Out of School Suspension (OSS)
  - A suspended student is not allowed on campus for the duration of the suspension.
  - Suspended students are not allowed to participate in or attend any GCPS-sponsored activities during the suspension time.

- Students will be allowed to make up class work missed during OSS.

### Student Indebtedness

- Students who owe money to the school for any reason (media center, textbook, cafeteria, parking, etc....) must pay it in a timely manner.
- Seniors or transferring students will not be awarded diplomas or official transcripts until all indebtedness is cleared.
- Students will be expected to pay debts before receiving parking passes, graduation cap & gown, or tickets to prom/homecoming and other events.

### Student Medical Needs

- The school nurse is available in the clinic to assist with student medical needs during the school day.
  - Students must have a teacher signed pass to go to the clinic.
  - The nurse can provide first aid and a place to recover when ill.
  - **Student medications—prescription medication must be kept in the clinic and dispensed only by the nurse.**
  - A note from the physician and medical form signed by parent are required to store student medications with the school nurse.
  - If an ill student must go home, the nurse will call a parent or guardian.
  - **Students are required to have an updated Clinic Card on file.**

### Student Parking

- All student drivers must register their vehicles and obtain a **parking permit/decals**.
- A valid driver's license and proof of insurance along with parking fees paid in full are required to register student vehicles.
- Discovery High School is not responsible for damages to any vehicle while on campus.
- **Failure to register a vehicle or improperly parking a vehicle may result in:**
  - **Revocation of parking privileges for up to one academic year.**
  - **Parking ticket and fine**
  - **Towed at owners' expense**
- **If students lose their parking sticker/ decal, they will have to pay \$15 for another parking sticker/ decal**
- **Only students in 11th and 12th grade are allowed to purchase a permit and park on campus**
- **ALL AUTOMOBILES BROUGHT ON CAMPUS ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS.**
- **Students may not receive a parking pass until all outstanding fees have been paid.**

### Student Responsibilities

- The student will attend school daily.
- The student will act responsibly and be courteous to others.
- The student will report to class on time, prepared to learn.
- The student will cooperate with all staff and follow directives.
- The student will contact teachers for make-up work.
- The student will complete work assigned by each teacher.
- The student will follow attendance procedures for arriving late, leaving early and absences.
- The student will contact the school with any questions concerning his/her attendance, grades and/or transcripts.

### Student Support Team (SST) Procedures

- When a classroom teacher or parent has a concern about a student's academic achievement, behavior, health, or social competence, either may seek the assistance of a school's Student Support Team (SST).
- The Student Support Team can include:
  - Classroom teachers
  - Counselor
  - School social worker
  - School psychologist
  - Administrator
  - Other specialists in the school (ESL, Reading, Speech Pathologist, etc.).

- The SST process is the first step towards Section 504 Accommodation Plans and Special Education services.
- Accommodations given for school do not automatically transfer to national and international standardized tests (such as PSAT, SAT, AP or IB).

### Testing

- The Scholastic Achievement Test (SAT)
  - The SAT is given on Saturdays several times during the school year.
  - Interested students may get applications and test guides from their counselor.
- The Preliminary Scholastic Aptitude Test (PSAT)
  - PSAT is given on a school day each fall.
  - This test is available to 9-11<sup>th</sup> grade students.
- American College Testing (ACT)
  - ACT assessment is given several times during the school year.
  - Students may get applications and test guides from their counselor.
- Advanced Placement Exams (AP)
  - AP exams are given in the month of May.
  - Students register for AP exams through the AP Coordinator.
- The Armed Services Vocational Aptitude Battery (ASVAB)
  - ASVAB is given to selected upperclassmen each fall.
  - The ASVAB test gives students career guidance.
  - Students may see their counselor for registration information.
  - Retests are given in February and July.
- End of Course Test (EOC)
  - The GEORGIA MILESTONE ASSESSMENTs will be administered to students in grades 9-12 at the completion of selected classes.
  - Those classes are Algebra 1, Geometry, United States History, Economics, Biology, 9th Grade Literature, and 11<sup>th</sup> Grade American Literature.
  - These exams count 20% of the students' final course grades.
  - Students who do not take the GEORGIA MILESTONE ASSESSMENT - EOC will not receive course credit until they sit for the GEORGIA MILESTONE ASSESSMENT exam.
- District Assessments (DA)

### Textbooks & Chromebooks

- Textbooks & Chromebooks are the property of the Gwinnett County Public Schools System and are on loan to students.
- Some classes do not have textbooks because of the structure of the class while other courses require additional books.
- Lost or damaged textbooks, workbooks, Chromebooks or electronic media must be paid for by the student.
- Students may see the Media Specialist to check to see if they have a fine/fee for lost textbook, damaged Chromebook/textbook, etc... at any time.

### Tobacco, Alcohol & Drug Use

- Discovery High School is a drug-free school zone.
- The possession or use of any tobacco products, alcoholic beverages or drugs on the school grounds, school bus or at any school activity is strictly prohibited.
- Disciplinary action may include arrest and disciplinary referral to a hearing.

### Tornado & Fire Drills

- Tornado and fire drills will be conducted throughout the school year.
- At the sound of the fire or tornado alarm, everyone will move to their designated areas.
- Fire drill routes to be followed are posted in each room.
- Students will remain in their designated areas with their teacher throughout the drill.
- At the sound of the bell, students will move quietly back into the building and return directly to their classroom.

### Tutorials

- All teachers will hold at least one tutorial per week—check your teachers' syllabi for details.
- Additional sessions may be held before or after school as scheduled by the teacher.

- No tutorials will be held during lunch.
- Students must leave the building immediately after tutorial.

#### **Visitors**

- All visitors are to report immediately to the front desk and secure a visitor's badge
- Students are not permitted to bring friends, family members, children, or any other visitors to school.
- All school-aged children must be always accompanied by an adult while on campus.
- Student visitors will not be permitted without administrative approval.
- The principal or his/her designee may, at his/her discretion, grant or deny permission for classroom or school visits and determine the duration of time.
- Former students or staff are not permitted to enter classes or visit staff during the school day without proper authorization from an administrator.
- Visitors may not remain on the school campus after regular school hours without administrative approval and proper supervision.
- School personnel have the authority to warn persons trespassing to leave the facilities or properties; persons who refuse are subject to prosecution under the laws of the State of Georgia.
- Parents should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes. Classroom visits cannot be conducted without prior authorization by the principal or a grade level administrator. If permission is granted, the principal or his/her designee will confirm the visit time and date with the teacher and person requesting the visit. Unless they are part of a behavior intervention applied by the teacher or instructional team, classroom visits may be permitted to up to a single class period if the visit does not interfere with instruction. Visitors are not generally allowed to assist school faculty or staff with students unless they are given specific permission to do so by the principal (usually during field trips or field days).

## APPENDIX

### **Gwinnett County Public Schools** **Code of Conduct for Athletes**

[GCPS Athlete Code of Conduct](#)  
[\(gcpsk12.org\)](http://gcpsk12.org)