

SOUTH GWINNETT HIGH SCHOOL



*PARENT AND STUDENT
HANDBOOK*

SOUTH GWINNETT HIGH SCHOOL
PARENT AND STUDENT HANDBOOK
2021-2022

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South Gwinnett High School Mission and Vision

MISSION

The mission of South Gwinnett High School is to provide students with the knowledge and skills necessary to achieve excellence and to become confident, self-directed, and life-long learners.

VISION

A Commitment to Service, Exploring Innovation and Pursuing Truth to Securing a Stronger South Gwinnett.

History of South Gwinnett High School

South Gwinnett High School, which combined Snellville and Grayson High Schools, first opened its doors in the fall of 1957 with 300 students in grades 9 through 12. There were 45 juniors, 86 sophomores, and 114 freshmen. The faculty consisted of 13 members, including the principal. The first graduation ceremony was held in the gym of the Old Snellville High School with 55 students receiving diplomas.

During the summer before the school opened, a teacher/students committee chose “Comets” as the school symbol and “blue and gray” as the school colors. Mr. Jimmie Powell selected “Cometa” as the name of the school annual because it is the Latin word for “stars,” and Alan Herndon wrote the words for the Alma Mater. Instead of taking a senior class trip, the first seniors used the money to purchase letters for the school name. The name is still in place today.

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Academics and Instruction

ACADEMIC LETTERS & AWARD BARS

Academic letters are available to students seeking a general academic diploma. Upperclassmen that have an overall 90 grade point average may earn an academic letter. These averages are figured without rounding off scores. These will be given out annually during the Fall Awards Ceremony.

CLASS RANK

Class rank is based on cumulative grade average at the end of each semester. The student's class rank is listed on his/her transcript.

COURSE AUDIT

Permission to audit a course is granted on a very limited basis and must be approved by the Curriculum/Counseling Office.

END OF COURSE TESTS

End of course tests will be given in the following subjects during spring semester unless otherwise specified and will constitute 20% of the final course grade:

- Algebra I
- 11th Grade Language Arts
- US History
- Biology

Test administration dates can be located on the South Gwinnett High School website.

FINAL EXAMS

Cumulative exams are given the last four days of each semester. We ask that students avoid scheduling appointments the final days of the semester due to review for and administration of final exams. Exams will not be given early. Students are not granted pre-arranged absences on exam days. Students are not permitted to check out during an exam period. If a student misses an exam due to an excused reason, the exam can be taken on the announced make-up day.

GIFTED PROGRAM

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for students intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee. The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when

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registering their child that he/she was identified as a gifted education student in their previous school. SGHS offers gifted level courses in all core subject areas at all grade levels. Some foreign language courses are also offered at the gifted level. Students who are in the gifted education program may take Gifted Directed Studies or Gifted Internship as electives during their Junior or Senior year. These programs allow students to pursue their own interests in an academic setting. Any questions about the gifted education program should be directed to the Gifted Education Teacher.

GOVERNOR’S HONORS PROGRAM

Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer on a college campus.

GRADING SCALE

Excellent Performance	A	90-100	4.0
Above Average Performance	B	80-90	3.0
Average Performance	C	74-79	2.0
Minimum Performance	D	70-73	1.0
Failure to Achieve	F	Below 70	

GRADUATION

The graduation ceremony is by invitation to students in good standing who have met all credit requirements, as indicated in the senior application mailed in the fall. Students must also have returned all textbooks, library books, school issued items, and cleared all fines. Students who have met all requirements except for passing all parts of the Gateway Test may walk but they will receive a certificate of attendance rather than a diploma. Appropriate behavior before and during ceremonies is expected.

GATEWAY & GEORGIA MILESTONES

Students will take the Georgia Milestones End of Course Tests (“EOCTs”). EOCTs are given at the end of the course for the following: Algebra I, 11th Grade Language Arts, Biology, and US History. Students are required to take EOCT courses with a weight of 20% for the EOCT.

In addition to the Georgia Milestones tests, Gwinnett County Public Schools requires students to pass all sections of the Gateway Assessment. The Gateway Assessment measures students’ ability to write effectively about 9th and 10th grade science and 10th grade social studies. The assessment is first administered in the spring of the 10th grade year. Students are provided several opportunities to retake the assessment should they not be successful the first time.

GRAYSON HIGH SCHOOL TECHNICAL EDUCATION PROGRAM

Grayson High School offers technical classes in three-hour blocks of time for qualified juniors or seniors. Morning classes are available. Interested students should contact their academy counselor for more information.

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HOMEBOUND/HOSPITAL

A student who has a medically diagnosed physical condition restricting him/her to his/her home or hospital for a minimum of ten consecutive school days may be eligible for Hospital/Homebound instruction. Please contact the Assistant Principal for Special Education for more information.

HOMEWORK

The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension and remediation of instructional objectives, and practice of skills. A student who will be out of school for three or more consecutive days should contact teachers directly or check the teacher's eClass page to collect homework assignments for the period of time he/she will be absent. The student is expected to turn in all requested work within five school days upon returning to school.

HONOR GRADUATES

Students in all grades whose grade point average for the previous semester of high school course credit is 90.0% qualify for the Student Honor Roll (GPA is not rounded up). Students who have earned an average of 90.0% or higher at the end of the 1st Semester their senior year will be recognized as honor graduates. Grades lower than 90 will not be rounded up for this recognition.

HOPE GRANT

The HOPE Grant is available for Georgia residents seeking a certificate or diploma who are attending a branch of the Technical College System of Georgia or a unit of the University System of Georgia. Students are eligible for the Hope Grant regardless of grade point averages.

MAXWELL SCHOOL OF TECHNOLOGY

Maxwell offers technical classes in 3-hour blocks of time. Morning classes are available. Interested students should contact their counselor for more information.

MEDIA/ELECTRONIC PRESENTATIONS

This is a notice to parents that South Gwinnett may develop, participate in, or be the subject of media and/ or electronic based presentations and events that highlight various educational activities that take place during the course of the school year. If you do not want your child to participate in these presentations, please complete the form at mypaymentsplus.com or contact the Main Office for a form requesting that participation be denied.

ONLINE CAMPUS

Online courses are offered as School PLUS classes or through Gwinnett Online Campus, outside a student's regular class schedule. Students may take courses to get ahead or to make-up a class previously failed. These courses have teacher-directed deadlines, due dates, and examinations. Although students must have counselor's approval, online classes and/or recovery classes are not the school's responsibility. Students must contact Gwinnett Online Campus to discuss these classes.

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PARENT PORTAL

The Go2 Parent Portal is a program to allow parents and guardians the ability to check their child's grades, attendance, and discipline during the current school year. To participate, parents must register by completing a registration form (also located on the school website) and showing proof of identification at the school's Main Office.

PHOENIX HIGH SCHOOL

Phoenix High School exists to serve the needs of high school students who prefer a non-traditional setting or who need to re-take failed classes. The academic year is divided into four nine-week mini-semester. Students may contact Phoenix High School to find out about the cost of the classes. Phoenix is accredited by the Southern Association of Schools and Colleges. Prior to registration, students must consult a counselor to obtain a signed course registration form. Students who have withdrawn from their home school to attend Phoenix on a full-time basis may not participate in the graduation ceremony of their home school. Phoenix students participate in the Phoenix graduation ceremony upon completion of course requirements. For a full-time Phoenix student to graduate from his/her home school, the student must withdraw from Phoenix and enroll in his/her home school for the student's entire final semester of high school.

PROGRESS UPDATES

Students and parents can access up to date information on their academic, attendance, and behavioral progress via the Parent or Student Portal. Links to the portals are available on the school's website. If you desire additional information about your student's progress, please email the teachers individually. Our teachers will respond within 24 hours to emails. If you are not registered for the Parent Portal, please visit the front office of the school to be registered.

SCHEDULE CHANGES

Students have opportunities to verify and confirm their courses prior to the start of the school year. Schedule changes will be made the first five days of the semester. Schedule changes will be limited to the following reasons: (1) the student previously passed the course he/she is scheduled to take while at Summer School, School PLUS, or at Phoenix; (2) the student must have a course to meet graduation requirements for Spring or Summer graduation; (3) the school made an error in scheduling; or (4) the change is necessitated by an IEP, 504 plan, or administrator request.

SCHOLARSHIPS AND FINANCIAL AID

The Hope Scholarship and the Zell Miller Scholarship are available to Georgia residents who have demonstrated academic achievement. Specific eligibility requirements as outlined by the Georgia Student Finance Commission can be accessed on www.gafutures.org. Additionally, the Free Application for Federal Student Aid (FAFSA) is available online at www.gafutures.org. The form may be completed in October of the student's senior year.

TEACHER-STUDENT ADVISEMENT – “COMET TIME”

This program has been developed and implemented to support student academic achievement and social skills. Activities will be conducted weekly during a scheduled period to provide important support to our students. These activities will be facilitated by members of our faculty and staff and student leaders.

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TEXTBOOKS/FINES /ATHLETIC FEES

Students will be responsible for reimbursement to the school for lost or damaged textbooks. Students with outstanding textbook fines or athletic fees will not receive report cards or transcripts. Seniors will not participate in South Gwinnett’s Senior Activities if they have outstanding textbook and/or school fines or athletic fees. Fines should be paid through mypaymentsplus.com.

TRANSFER CREDITS

Gwinnett County students desiring to take course work outside GCPS must provide the following documentation prior to receiving credit. (Coursework taken through an accredited public school system outside Gwinnett County, i.e. DeKalb, Cobb, etc., need not be approved/validated to award course credit.):

- An official transcript of course title, grade and credit awarded must be sent to the local high school records department.
- Student or parent must provide official accreditation documentation of non-Gwinnett program to the receiving high school.
- Grading scale for outside course work must reflect the GCPS grading scale of 70% as the lowest passing grade for credit.
- Policy P.JBCB states that the grade for a non-GCPS course for a graduating senior must be received by the school by May 1 preceding graduation.

School Accrediting programs directly accepted by Gwinnett County are as follows:

- SACS (Southern Association of Colleges and Secondary Schools) MSACS (Middle States Association of Colleges and Schools)
- NCACS (North Central Association of Colleges and Schools) NASC (Northwest Association of Schools and Colleges) WASC (Western Association of Schools and Colleges)
- GAC (Georgia Accrediting Commission)
- GAPSAC (Georgia Private School Accreditation Council)

Students who take courses NOT accredited by one of the organizations listed above must pass a GCPS final exam or End of Course Test in order to receive credit for the course. Students must call the Gwinnett Home School Office (678-301-6000) to make arrangements to take exams.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian are the two students whose cumulative grade point averages after first semester of their senior year rank first and second in the graduating class. This rank is determined mid- year only. Both students must be enrolled at SGHS first and second semester of the Junior and Senior year. Transfer students must bring credits from a SACS accredited school or its exact equivalent like the Midwest Association of Colleges and Schools or a school accredited by the Georgia Accrediting Commission (GAC) to be eligible for the above honors. The Valedictorian and Salutatorian must not have been found in violation of cheating. The Valedictorian and Salutatorian must have no disciplinary referrals that resulted in In-School Suspension or Out-of-School Suspension. In the case of an appeal, the decision of the appeals committee will be final.

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General Information

20/20 POLICY

To protect instructional time and the instructional environment, students will not be permitted to leave the classroom the first and last 20 minutes of class. Permission to leave in the middle of class is at the teacher's discretion.

COUNSELING OFFICE

The school counseling department provides an important system of support for students, parents, teachers, and administrators. Counselors work with students individually, in small groups, and through classroom guidance activities. Parent meetings are held throughout the year to provide both parents and students with information specific to each grade level to facilitate an on-time graduation. Students are assigned counselors according to their last name.

- Appointments: Students and parents may schedule individual counseling appointments through the student's Academy office. School offices are open 7:00 AM – 2:30 PM.
- ASVAB: The Armed Services Vocational Aptitude Battery, a free career interest inventory, will be offered in the fall and spring semesters for juniors and seniors. Please contact the College and Career Center for more information.
- College and Career Center: The school houses a wealth of information concerning occupations and post- secondary choices. A college and career specialist is available to assist students and parents in their search for information. Information concerning colleges, technical schools, careers, college admission testing, and financial aid is available.
- Move On When Ready: Juniors and Seniors who wish to participate must be enrolled in a college or university to receive both high school graduation credit and college credit. Please access www.gafutures.org for specific guidelines. Contact the College and Career office for more details.
- Records Transfer: Copies of a student's educational record may be transferred to officials of other schools in which the student seeks to enroll. Effective July 1, 1977, Georgia law requires the following: Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian execute a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.
- Student Records: Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of educational records of their child, the right to complain to the Family Educational Rights and

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Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact your child's school. Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records. The rights include: the right to receive this information in a format understandable to the student and parent; the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained; the right to copies of student records; the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes; the right to request that material be removed from student records and the procedures for doing so; the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances; the rights of separated or divorced parents and legal guardians pertaining to student records; the schedule of destruction of particular student records; the content, location and particulars concerning permanent records, official records and supplemental records.

- **Transcript Requests:** Official transcripts can be sent directly to Georgia Colleges and Universities on www.gafutures.org. Transcripts can also be requested in the counseling office for a fee of \$5.00 paid on mypaymentsplus.com. Students are responsible for mailing applications, officially sealed transcripts, and all supporting materials. Transcripts require a 48-hour turnaround.
- **Work Permits:** Procedures for obtaining work permits are available in the Counseling Office. Work permits are issued for a fee of \$2.00. Work permits are prepared after normal school hours and require a 24-hour turnaround.

DELIVERIES TO SCHOOL

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction. The school does not deliver or allow delivery of flowers, gifts, or commercial food to students during the school day.

DRIVER'S LAW

All students 15 through 17 years old are required to bring a notarized Certificate of Attendance when applying for a driver's license or permit. Certificates of Attendance are available in the Attendance Office. There is a minimum 48-hour turnaround time to process the form. The cost of having this form processed is \$3 and must be paid through mypaymentsplus.com at the time the form is presented to be processed. This document certifies that the student is enrolled in and not under expulsion from a public or private school and has not had ten or more school days of UNEXCUSED absences in the Current academic year or ten or more in the Previous academic year.

It also certifies that, for a period of one academic year prior to the application, the student had NOT dropped out of school without graduating and remained out of school for ten consecutive school days or has not been found in violation by a hearing officer, panel, or tribunal of one of the following offences, has not received a change in placement for committing one of the following offenses, or had

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not waived his or her right to a hearing and pleaded guilty to one of the following offenses: threatening, striking, or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school property or at a school sponsored event; possession or use of a weapon on school property or a school sponsored event; any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

ELEVATOR ACCESS

An elevator is available for those who are unable to use the stairs. The elevator is operated by key only. An elevator key may be checked out from the Clinic with the appropriate medical documentation.

EMERGENCY PREPAREDNESS PLAN

A comprehensive safety plan has been established for the welfare of all students. A copy of this plan is located in all administrative offices.

FOOD SERVICES

Students may put money on an account through mypaymentsplus.com. It is a debit account and may be used to purchase meals and a la cart items. Any amount of money can be put on an account at any time through the cashier stations. Students are allowed to charge up to \$4.00, after which charging privileges are suspended. Charges are not allowed for supplemental or ala carte items.

HARASSMENT

Harassment and/or bullying are not tolerated. If a student feels that he/she is being harassed or bullied by another student, it should be reported immediately to a teacher, counselor, or an administrator.

HOMELESS CHILDREN AND YOUTH

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title One Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

INDIVIDUALS WITH DISABILITIES

It is the practice of South Gwinnett High School to provide instructional and related services appropriate in order to provide a free appropriate public education for individuals with documented disabilities.

Individuals may contact any office for information regarding mobility impaired issues or handicapped access.

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MEDIA CENTER

The Media Center is the hub of information services at South Gwinnett High School. We welcome you to come to read, research, study or browse. Access to county databases is provided at home using passwords that are available from the media center. Other information such as MLA citations, Good Reads, Database access, Webquests, Ebooks, Book titles, etc. can be found on the media website @ www.gcpsk12.org/southgwinnetths. The Media Center is open from 6:50 a.m. – 2:15 p.m Monday through Friday. Students must have a pass when coming during class periods and must SIGN IN and OUT.

MEDIA CENTER FINES

If a student has a media center fine it must be paid in full in order to participate in some school events. Students with outstanding media fines will not receive report cards or transcripts. Seniors will not participate in South Gwinnett’s Graduation ceremony if they have outstanding media fines.

PARKING

Parking on campus is a privilege. Student parking decals are \$65.00 for the school year and should be paid through mypaymentsplus.com. Applications are available in the Attendance Office. Certain rules and regulations are expected of the student to maintain this privilege. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. The parking sticker decal must be permanently attached to the inside of the windshield. Failure to attach the parking decal to the windshield will result in the revocation of parking privileges or a fine for the remainder. In the event a student has to drive a car that is not registered, a temporary parking permit must be obtained from the Parking Office. Students will be assigned a parking permit in a designated parking area. No vehicle will be allowed in the student parking area without a parking decal.

Unauthorized vehicles will receive a warning sticker on their windshield and/or a parking ticket. Vehicles may also be towed or booted at the owner’s expense. Parking permits may not be sold, traded, or transferred from one student to another. Replacement parking stickers are subject to a \$5.00 fee.

Parking stickers must be returned at the time of the replacement request. Failure to return the original parking sticker will result in the student having to register the vehicle again for \$60.00. Vehicles brought on campus are subject to search by school officials. Students are not allowed in any parking areas at any time without written permission of an administrator except when arriving on campus or leaving campus. Upon arrival at school, students should go directly to the building. Efforts are made to ensure parking lot security; however, South Gwinnett High School and Gwinnett County Public Schools assume no responsibility for damage, loss, or theft. If car accidents occur on campus, it is up to the individuals involved to report the accident to school officials and the police and to settle damages.

PARENT INSTRUCTIONAL SUPPORT

The Parent Instructional Support Coordinator conducts programs to:

- Greet and assist parents

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- Manage space and operation of the Parent Center located in the school's front office
- Provide training for parents in the use of materials
- Assist parents with the understanding of Title I, school accountability, AKS, report cards, learning compacts, assessments, pupil progression, etc.
- Provide orientation for all parents new to the school
- Create opportunities to involve all parents in the education of their child
- Coordinate academic-based learning opportunities/workshops for parents at flexible times
- Establish and meet regularly with a Parent Involvement Committee
- Organize volunteer program - Recruit and provide continuous training for volunteers

PROOF OF RESIDENCY AND IMMUNIZATION

The parent or guardian must provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. All students must be properly immunized and have the official Georgia immunization form on file in the counseling office. Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to withdrawal from South Gwinnett High School.

STUDENT PROMOTION CRITERIA

Students are assigned to grade level based on the number of units attained by fall semester. Students are assigned as follows:

Promotion 9th to 10th

5 Carnegie Units including:

- 0.5 unit of Language Arts
- 0.5 unit of Mathematics
- 0.5 unit of Science

Promotion 10th to 11th

11 Carnegie Units including:

- 1.5 units of Language Arts
- 1.5 units of Mathematics
- 1.5 units of Science
- 1.5 units of Social Studies

Promotion 11th to 12th

17 Carnegie Units including:

- 2.5 units of Language Arts
- 2.5 units of Mathematics
- 2.5 units of Science
- 1.5 units of Social Studies

Graduation

23 Carnegie Units and standardized assessment requirements as determined by state and district policies. It is the intention for all students to complete a career pathway through their academy before graduating.

TITLE I OFFICE

Title I of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015, provides funding to school districts to help ensure that all children, particularly

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those who are most academically at-risk, meet challenging state academic standards. Schools participating in the Title I program receive funds based on the percentage of students qualifying for free or reduced-price school meals. Title I programs are designed to ensure high standards for all, increase quality instructional time, improve instruction through professional development, enhance family participation in the educational process, expand educational resources, and strengthen accountability.

For additional information, please refer to Section 1116 of Title I, Part A of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) of 2015 or the United States Department of Education web site.

TITLE IX INFORMATION

If you believe you are being mistreated by school employees on the basis of your race, color, religion, gender, age, national origin or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. The school's Title IX Coordinator may be contacted through the school's main office number.

VISITORS

Students are not allowed to have visitors during the school day. Parents or others with business at South Gwinnett must sign in at the visitor's portal and obtain appropriate identification in the main office lobby.

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Clinic

CLINIC CARDS

For the safety and wellbeing of students, it is imperative that a clinic card be completed for every student. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the clinic. This card must be on file before students are allowed to check out. Otherwise, a parent will have to come to school to check the student out.

CLINIC POLICY

The clinic worker is present in your child's school to act as a liaison between home and school regarding health concerns. Although the clinic provides this service, clinic workers are NOT registered nurses or MAs, therefore, they cannot diagnose or treat illness. Prompt arrival of the parent/legal guardian upon notification of your child's illness is extremely important. By working together and keeping contagious illnesses contained at home, we can strive to ensure the health and wellbeing of every student so that he/she can benefit from the educational program. Please remember to make sure the school knows how to reach you during the day.

MEDICATIONS ON SCHOOL CAMPUS PROCEDURES

Gwinnett County regulations indicate that we must have permission in writing to administer medication to your child. This is a requirement for all medication that will be administered by the clinic worker. Please complete one form for each medication. A "Parent/Guardian Authorization to Administer Medication at School" form is available for your convenience on the school web site or in the clinic.

The clinic does not store any kind of medication except for medications brought into the clinic by the parent for their child. The medication is then stored in a student file and only given to the student to whom it belongs.

Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parent should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily often can be given before school, after school and at bedtime. If you have any questions about this procedure, please call the school clinic.

All medications, both prescription and over the counter, must be accompanied by the medicine release form and brought to the school clinic by an adult. All medications must be in the unopened ORIGINAL CHILD PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. Medication stored in envelopes, baggies, etc., will not be administered, and will be discarded. Medications must be picked up at the end of the year, or the school will dispose of them.

Healthy students make better learners. Optimal education and optimal health can be achieved simultaneously. Your school clinic worker is an important team member who links health with learning so that your child can be successful at school.

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ILLNESS/REASONS TO KEEP YOUR CHILD HOME FROM SCHOOL

It can be hard to decide whether or not your child is too sick to go to school. You often may not be able to tell if your child is going to get better or worse during the school day. Also, if your child has had many complaints of pain in the past that have caused him/her to miss school, you should think about whether your child is avoiding school. It will be important for you to talk to your child and find out the reason.

You should keep your child at home if your child might spread a contagious disease to other children or if your child is too sick to get through the school day. Children who are sick have a difficult time learning and may spread illness to others.

- **SYMPTOMS OF COVID-19:** Please see the school website for the most up to date guidance if your student has been exposed to or is experiencing symptoms of COVID-19.
- **FEVER:** Children with fever over 100.4°F should stay home until there is no fever for 24 hours. If you treat a fever with medicine before school, the fever can return and your child may still be contagious. Call you doctor if your child has a fever with pain, rash, weakness, vomiting, or diarrhea.
- **DIARRHEA AND VOMITING:** One event of watery diarrhea or more than one event of vomiting are reasons to keep your child home. If vomiting or diarrhea continues or your child also has fever, rash or weakness, call your doctor.
- **PERSISTENT COUGHING:** If your child's cough is worse than you would expect with a cold, keep your child at home. If your child has a hard time breathing or has a fever, call your doctor.
- **SORE THROAT:** If your child has a sore throat and fever, or a severe sore throat without fever, your child should stay home from school. Call your doctor if there is a quick onset of fever and sore throat without cold symptoms.
- **STOMACH ACHE:** If your child complains of a stomach ache, especially if it hurts to move and includes loss of appetite, your child should stay home. Call your doctor.
- **PINKEYE/CONJUNCTIVITIS:** If your child's eye is red with cloudy or yellow drainage, your child should stay home until symptoms are gone. Call your doctor for treatment.
- **PERSISTENT EAR PAIN:** Your child should stay at home if your child has a lot of ear pain. Call your doctor for treatment.
- **CHICKENPOX:** Your child should stay at home until all bumps are scabbed and no new bumps have shown up in two days. Call your doctor for treatment and symptoms.
- **IMPETIGO:** If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the body or face), your child should stay at home as long as your doctor says.
- **SCABIES:** If your child has scabies (a contagious disease caused by a mite which involves itching and a rash), your child should stay home for 24 hours after treatment.
- **LICE:** If your child has lice, your child needs to be treated by nits (eggs) removed. Your child needs to stay at home until he has been cleared by the school to return.

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Attendance

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. In addition, it helps students develop good work habits which will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility for school attendance is that of both parents and students. The Superintendent has designated the minimum levels of attendance in procedures consistent with State standards. To this end, South Gwinnett High School will encourage and promote consistent daily attendance.

ABSENCE POLICY

Compulsory Attendance-Official Code of Georgia (20-2-690.2): Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and seventeenth birthdays shall enroll and send such child or children to a public school. Private school, a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

ABSENCE FROM SCHOOL

Procedure: On the day of returning, but no more than two days when a student returns to school from an absence, he/she should bring a note from his/her parent/guardian or from a professional explaining why he/she was absent from school. If a parent note is received between three and five days upon returning to school, the note will be given to Attendance Office for consideration. Any note received after five days MUST be a professional note (Doctor/Hospital, court/government mandated, funeral programs). The note should include the date(s) of the absence, reason, parent/professional signature and a phone number for verification. The note should be taken to The Attendance Office.

Students are allowed five excused absences per semester with parent notes. This includes parent call ins, check-ins, check-outs and messages left on the messenger; after five parent notes formal documentation is required. Examples of formal documentation include: Doctor/hospital, court/government mandated, funeral brochures/programs.

Excused Absences: State Board of Education Rule 160-5-1.10 defines the following as:

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in a student's family necessitating absences 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 holiday, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A student, whose parent or legal guardian is in military service and has been called to active duty or is on leave from overseas, shall be granted excused absences, up to a maximum of five school days per year.

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A period not to exceed one day is allowed, at the discretion of the local administration, for registering to vote or voting in a public election. Local Boards of Education shall count students present when they are serving as Pages for the Georgia General Assembly. NOTE: The term Family Emergency is not one of the eight recognized excusable reason mandated by the State of Georgia Rule.

Students who are enrolled for the current school year who do not attend school for ten (10) consecutive days and the school is not notified of the absence by the parent/guardian are considered withdrawn. If a student has excessive unexcused absences that are not consecutive and contact with parents/guardians is not successful, the student may be withdrawn for lack of attendance.

In all cases a student who misses twenty-five (25) or more minutes of a class without an Excused Pass is counted absent from that class. A student who is not present for at least half of the school day (two periods) without proper documentation will be counted absent all day.

TARDY POLICY

A student who is tardy to class and/or school is in violation for the Gwinnett County Student Behavior Code (Rule 10).

TARDINESS TO CLASS/SCHOOL AND UNEXCUSED CHECK INS

Students should be in their classes when the first bell/chime rings at the beginning of the day and at the beginning of each class. A student is considered tardy if his/her whole body is not in the class when the final bell/chime rings. Students arriving more than 10 minutes late to class will be written up for being absent without official leave (AWOL).

Students arriving late to school (after 7:05) MUST go directly to their classroom. After 7:20 students must report to the Attendance Office and check in. For a check in to be considered excused the student MUST present a note with the same criteria as stated above in Absences from School section or a parent must come in, tell the reason the student is late and sign the Check in form. If the student does not have a note or a parent does not accompany the student upon arriving late the tardy will be marked unexcused.

Students have 6 minutes between each class. Students should be in class when the bell rings. A student is tardy if they are not in the classroom when the last bell rings. This includes returning from lunch to class. Students who do not make it to lunch in the designated 6 minutes are tardy.

TARDY CONSEQUENCES

Student who are tardy to class will face disciplinary consequences.

CHECK-OUTS

Any student needing to leave campus for any reason during the day must check out through the Attendance Office. It is recommended the student bring a note to the Attendance Office before school from his/her parent with the reason for checking out, parent signature and a phone number where the parent can be reached for verification. The student needs to bring the note to the Attendance Office before school to obtain a hall pass to leave class to meet parent in the Attendance Office at the

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designated time. Parents can also call the Attendance Office and request their child be ready for check out at a certain time. Students that drive MUST follow the same procedure for bringing a note. The Attendance Office will call the student's parents to verify the note and then allow student to leave with proper pass.

*****PLEASE, NO CHECK OUTS AFTER 1:45 PM.*****

Emergency check out due to illness or accident:

- Obtain a pass from your teacher and report directly to the Attendance Office.
- The Attendance Office will call parent/guardian to ask permission for you to check out.
- If the check-out is approved, you will be given a check out form.

ANYONE CHECKING OUT A STUDENT MUST SHOW PICTURE ID AND BE ON THE STUDENT'S APPROVED LIST IN THE SYSTEM

PREARRANGED ABSENCES

If parents find it necessary for students to miss school due to vacations, travel purposes, weddings, and other reasons not considered excused by State Rules (limit 5 days per year), absences must be approved by the Administration. This is done by filling out the Pre-Arranged Absence Form. If the absence is approved, it will be classified as unexcused, but students will be allowed to make up missed work.

NOTE: Prearranged absences count under the more than a ten (10) unexcused absence limit.

COLLEGE VISITS

For the absence to be marked as College Visit, students must provide formal documentation from the College visited to the Attendance Office. If documentation is not provided, attendance for that day will be considered an unexcused absence. Approved College Visits DO NOT count as absences.

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Dress Code

South Gwinnett acknowledges that good grooming and personal attire positively affects student achievement and conduct. South Gwinnett's dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. Instruction is interrupted when a student has to be seen by an administrator because of inappropriate dress. If in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing. Often, the student has to miss instructional time while waiting for a change of clothing to be brought to the school. Time out of class will be regarded as unexcused.

South Gwinnett's administration and staff would like the cooperation of the students and parents in reviewing the student's dress before the student comes to school to ensure it meets the following dress code guidelines. Exceptions to the South Gwinnett High School dress code may be made by the Principal and/or the school administrative team for specific reasons.

Please refer to the Gwinnett County Student/Parent Discipline Handbook for Dress Code violation consequences.

- Head coverings – Hoods are prohibited in the hall but are allowed in the classrooms and Commons. Caps, hats, bandanas, and do-rags are never allowed in the building.
*Exceptions for religious or medical reasons to be granted by the Principal.
- Shirts/Blouses/Tops/T-shirts – Jackets and blouses/shirts should be constructed so that the tops of the shoulders are covered. Halter tops, strapless tops, spaghetti straps, bare shoulder tops, tanks/jerseys or muscle shirts of any type will not be allowed. Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is not appropriate for school.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless, or tube tops. (Boys must wear shirts in P.E.) ALL CLOTHING MUST BE SIZE APPROPRIATE.
- Shorts/Skirts/Pants/Jeans – All shorts and skirts must be no shorter than 8 inches from the bottom of the knee. No rips, tears, or holes in shorts, skirts, pants, or jeans are allowed above mid-thigh (including along the waistline or pocket areas). The waistline of shorts, skirts, pants, or jeans must be on or above the hips with no underwear showing. ALL CLOTHING MUST BE SIZE APPROPRIATE.
- Shoes – Health regulations and safety factors require that shoes be worn at all times at school (bedroom/house shoes are not allowed).
- No pajama pants or sleepwear of any kind are to be worn to school.
- Stretch lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited (except in dance class). Excessively tight clothing is prohibited.

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Leggings/jeggings may only be worn with a top that reaches to at least eight inches from the bottom of the knee.

- No student clothing shall display words or symbols that advocate or depict violence, hatred, prejudice, tobacco or vape products or paraphernalia, drugs, alcohol, sex, Playboy symbols, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.
- Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Task-Force as being commonly identified with gangs. Garments, jewelry, body art, and tattoos that communicate gang allegiance are not allowed to be worn 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 necklace and chains, bandanas, altering clothing from its original form to change the names and/or intended marking on the clothing, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive.
- 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.

Any student dress/appearance not specifically stated above that the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. A student may be required to attend school in the ISS classroom until the student is in compliance with dress code requirements.

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Student Behavior and Conduct

Please refer to the Gwinnett County Public Schools Student Conduct Behavior Code for more information about student behavior and discipline, as well as a detailed explanation of student expectations.

Local School Rules--GCPS Student Conduct Behavior Code 11A

- Students are expected to conduct themselves as mature young adults while on the South Campus.
- Students are expected to comply with reasonable requests of staff, including identifying themselves by name when asked.
- Running in the building is absolutely prohibited.
- Loud and boisterous behavior is not allowed.
- Students may not block hallways or congregate in groups in the hallways. Students should move in an orderly manner to class and walk on the right side of the hallway. Students are expected to walk and talk and be courteous in the hallways.
- Students must exit the building by 2:30 in the afternoons unless at tutoring or a school sponsored activity supervised by a teacher or coach. Any student who is not with a teacher, sponsor or coach must go to parent pickup at 2:30.
- Students are not to loiter in the restrooms.
- Students are not allowed in the hallways without a pass anytime throughout the school day. Students have 7 minutes to get to their classes. Students at lunch are to leave the commons area when dismissed. Students are not allowed to leave commons during the lunch period. Students are considered AWOL if they are 10 minutes or more late to class. To go to the media center instead of the commons during lunch a student must have a pass from their teacher. Students are to leave the commons area in the morning when the bell rings for 1st period. Students must remain seated in the commons area at lunch.

CHEATING/ACADEMIC DISHONESTY

Cheating has been defined as giving or receiving any form of information relating to a gradable experience either inside or outside of class. Cheating by students is considered inexcusable conduct and will be dealt with strictly. The teacher will contact the parents and send written documentation to the appropriate administrator in each case. If a student engages in cheating or academic dishonesty on a local school assessment or assignment, the student will be given a disciplinary consequence. If the student engages in cheating/academic dishonesty multiple times, the student may lose the opportunity to demonstrate knowledge of the learning. If a student engages in cheating or academic dishonesty on a district, state, or national assessment, the student will receive a disciplinary consequence and the behavior will be reported to the school testing coordinator and the district assessment office for direction.

ELECTRONIC EQUIPMENT

THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS. Students are encouraged to leave valuable items and electronics at home. Cell phones and all other electronics must be turned off and put away during class time unless being used for instructional purposes.

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Parents who wish to speak with students or relay messages to students during the day should call the Main Office.

Any student using electronics inappropriately or in violation of the electronics policy will be subject to teacher/administrator disciplinary consequences.

FIGHTING

All parties involved in fights may be subject to consequences regardless of who started the fight. Additional consequences may result depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc.). A student who does not start a fight but encourages the fight may also receive disciplinary consequences. Please see the Gwinnett County Public Schools Student Conduct Behavior Code for more information about fighting and possible consequences for fighting.

FOOD & DRINK

Students are welcomed to drink water but are not allowed to eat food or drink colored drinks in classrooms. Please finish food and drinks before entering classrooms and dispose of all trash properly. Students may not eat lunch outside of the Commons or leave campus to obtain fast food. Students may not receive outside commercial food for lunch from parents, other students, or food delivery services. Due to safety reasons, all parents must make arrangements through the administrative team in order to eat lunch with their students.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not permitted at school or school events. Please see the Gwinnett County Public Schools Student Conduct Behavior Code for more information and possible consequences.

USE OF TECHNOLOGY

Failure to follow the guidelines established in school policy and the Gwinnett County Public Schools Student Conduct Behavior Code will result in disciplinary action that may include restricted or denied access to school computers and other instructional technology tools. All computers accessed by students at South Gwinnett are to be used for instructional purposes only. The Internet is intended for educational purposes only.

It is against school policy to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Students may not access chat sessions or computer hacking web sites of any kind. E-mail access shall be limited to school related content. Users may not upload or download any software (including games), etc., or make changes to any part of a computer including but not limited to the hard drive without approval. To ensure you are not held liable for another user's activities, log off the network. Violations of the policy will be your responsibility. In a networked environment (or on stand-alone computers) it is unlawful and/or unethical to:

- Use the computer to harm other people.
- Interfere with other people's computer work.
- Use a computer to steal.

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- Gain unauthorized access to other people's files or programs.
- Copy software for which you have not paid.
- Damage or down the network, including (but not limited to) the introduction of a virus which results in lost work or a damaged system.
- Damage or destroy the operating system or applications.
- Steal or damage computers and network equipment (cables, connectors, keyboards, etc.)
- Gain unauthorized access to on-line resources by using someone else's password.

All violations of the SGHS ACCEPTABLE USE POLICY will be viewed as a violation of board policy. Disciplinary action will be taken in all cases of abuse. By logging into the SGHS computer network YOU ARE ACCEPTING RESPONSIBILITY of what Internet sites are viewed and any other inappropriate activities that may occur.

Use of Electronic Media: The Gwinnett County Board of Education recognizes that electronic media provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services. Users must respect intellectual property rights and understand that school system data accessible over the network constitutes property.

TOBACCO/DRUGS/ALCOHOL

Possession, use, and/or transmission of tobacco, drugs, and/or alcohol are prohibited on any campus or event of Gwinnett County Public Schools. Please see the Gwinnett County Public Schools Student Conduct Behavior Code for more information and possible consequences.