

# Shiloh High School

## 2021 – 2022 Student Handbook

Principal: Dr. Danyel Dollard

Assistant Principals:

Christina Ashley

Hope Black

Dr. Robert Frazier

Dr. Peryenthia Gore

Beau Pezoldt

Ryan Robertson

Dr. Conquisha Thompson

Meshawn Vaughn

Community School Directors: Cecelia Landress and Denny Lytle

Athletic/Activities Director: Robert Wilson

Shiloh High School

4210 Shiloh Road

Snellville, GA 30039

Telephone: 770-972-8471

Fax: 770-736-4345

Web Page: [www.shilohhighschool.org](http://www.shilohhighschool.org)

### **SCHOOL HOURS**

School begins: 7:05am

School ends: 2:10pm

**Students should be out of the building by 2:30 PM each day unless they are under the direct supervision of a teacher, coach, or sponsor.**

## ALMA MATER

*We love you dear Shiloh High. It is a name we are proud to bear. As we spend our days of learning here, we will strive and dare to care. In your halls, we have gained a source of pride for all the world to see.*

*To Shiloh High School of Gwinnett, we ever true will be. With pride and spirit, we reflect on days at Shiloh High.*

*Where we grow in wisdom and in knowledge as our days go by.  
We learn to reach and strive to grow to all that we can be.  
To Shiloh High we proudly hail our love and loyalty.*

**PTSA Contact:** [shilohhighptsa@yahoo.com](mailto:shilohhighptsa@yahoo.com)

**NOTICE - It is the policy of the Gwinnett County Board of Education not to discriminate on the basis of age, gender, race, color, religion, national origin, or disability in its educational programs, activities or employment practices.**

**NOTICE - It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.**

**NOTICE - If a student feels they are being harassed, they should report it immediately to a teacher, counselor, or administrator. You may also contact the Division of Human Resources for assistance by writing or calling: 678-301-6811**

## CONFIDENTIAL HOTLINE

Help keep your school safe. If you think, you know that someone is carrying a weapon, drugs, or alcohol, call 770-822-6513, 24 hours a day. You do not have to give your name.

## SECURITY NOTICE

Students are notified that the school has the capability to use metal detectors and surveillance cameras if deemed necessary for the safety of students and school personnel.

## MOMENT OF SILENCE/PLEDGE

In compliance with state law, Shiloh observes a 60-second period of quiet reflection during the day. In addition, the AFJROTC leads the school in the Pledge of Allegiance.

## TELEPHONE DIRECTORY

Main Office.....	(770) 972-8471
Principal's Office.....	(678) 344-2300
Fax Machine.....	(770) 736-4345
9 <sup>th</sup> Grade Office.....	770-736-2206
10 <sup>th</sup> Grade Office.....	(770) 736-4341
11 <sup>th</sup> Grade Office.....	(770) 736-4384
12 <sup>th</sup> Grade Office.....	(678) 736-4344
Athletic Office.....	(678) 344-2440
AFJROTC.....	(770) 736-4386
Band Office.....	(678) 344-2439
Clinic.....	(770) 736-4390
Community School .....	(770) 736-4351
Football Office.....	(770) 736-4398
General Store.....	(770) 736-4380
International Baccalaureate.....	(770) 736-4395
Language Arts Department .....	(770) 736-4401
Math Department .....	(770) 736-4387
Media Center.....	(770) 736-4346
Men's Basketball Office.....	(678) 344-2585
Nutrition Services.....	(770) 736-4402
Registration Office .....	(770) 736-4349
Science Department .....	(770) 736-438
Social Studies Department .....	(770) 736-4399
School Resource Officer.....	(770) 736-4391
Shiloh Onstage.....	(770) 736-4405
Title I/Parent Center.....	(678) 344-2735
Women's Basketball Office.....	(678) 344-2510
Women's PE Office.....	(678) 344-2509
World Languages Department .....	(770) 736-4389

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## **STATEMENT OF BELIEFS**

### **WE BELIEVE IN:**

- A complete world-class educational program aligned with local, state, national and global standards.
- A safe environment that promotes academic, personal, social excellence.
- The Shiloh community’s shared responsibility for educational advancement.
- Respect for personal and cultural diversity.
- Students being actively engaged in meaningful learning in order to become productive citizens.

### **CORE VALUES OF SHILOH HIGH SCHOOL**

- We value integrity, honesty, and excellence in all we do.
- We value high academic standards for all.
- We are accountable for our own actions.
- We respect ourselves and others.
- We are actively engaged in our own learning.
- We value a safe and secure learning environment.
- We value a shared community partnership.

SHILOH HIGH SCHOOL EXPECTATIONS MATRIX							
	Classroom	Restroom	Cafeteria	Transitions/ Hallways	Bus	School Events	Technology
<b><u>P</u>repared</b>	Arrive to class on time and with all materials.  Cell phones and headphones will be placed in book bags during instructional time.	Go between classes or with a pass from your teacher.	Enter quietly.	Travel with everything you need for the next class.	Have your belongings and know where you are going.	Have all necessary funds, signed permission slips, and proper identification.	Know your user name and password.
<b><u>R</u>espectful</b>	Follow classroom, school expectations, and adhere to the school dress code.	Keep it clean.  Honor the privacy of others.	Be kind to everyone and use table manners.  Clean your table and place trash in the trash can.	Be polite and helpful.	Follow directions and use positive words and actions.	Treat school property with care and display good sportsmanship.	Use technology appropriately.  Leave food and drinks outside the lab.  Help maintain the cafeteria.
<b><u>I</u>ntegrity</b>	Demand the highest performance of yourself.  Expect the highest performance of others.	Report inappropriate behavior and damage.	Keep the voice level low and clean up your area.	Keep your hands, feet, and other objects to yourself.	Be helpful, kind, and courteous to everyone.	Be a positive role model to peers and adults.	Completing your assigned activity and posting school appropriate content.
<b><u>D</u>isciplined</b>	Be a problem solver and resolve conflicts peacefully, not on social media.	Practice self-control with people, materials and time.	Remain seated at your table and follow the guidance of school personnel.	Move purposely through the halls and move quickly to class.  Keep school free of graffiti and trash.	Go directly to your bus without horse playing.	Follow all district rules, and adult directions.	Stay on assigned task.  Follow directions.
<b><u>E</u>ngaged</b>	Be active, ask questions, and show that you care.	Use the restroom quickly, quietly, and exit immediately.	Get your food quickly and quietly.  Finish your lunch by the end of your lunch period.	Walk on the right side of the hall quickly and quietly.	Report directly to the bus lane.  Follow rules and expectations for the bus.	Be involved in the event.	Use website as directed by the teacher.

Be Prepared and Respectful, show Integrity, be Disciplined, and Engaged in all that you do

# SHILOH HIGH SCHOOL

“Relentless”





# BELL SCHEDULE

## Shiloh High School Bell Schedule 2021-2022

Regular Bell Schedule 48 Minute Classes Monday/Tuesday/Friday		<i>Silver Block Day</i> ~93 Minute Classes Periods 1, 2, 5, & 6 Wednesday		<i>Black Block Day</i> ~93 Minute Classes Generals, 3, 4, 7 Thursday	
Period 1	7:05-7:53	Period 1	7:05-8:39	Generals' Time (8 <sup>th</sup> Period)	7:05-8:39
Period 2	7:59-8:47	Period 2	8:45-10:19	Period 3	8:45-10:19
Period 3	8:53-9:41	Period 5	10:25-12:31	Period 4	10:25-12:31
Period 4	9:47-10:35	Announcements	10:25-10:35	Announcements	10:25-10:35
Period 5	10:41-12:21	A-Lunch	10:39-11:04	A-Lunch	10:39-11:04
Lunch/Tactical	10:45 – 12:21	B-Lunch	11:08-11:33	B-Lunch	11:08-11:33
A-Lunch	10:45-11:06	C-Lunch	11:37-12:02	C-Lunch	11:37-12:02
B-Lunch	11:10-11:31	D-Lunch	12:06-12:31	D-Lunch	12:06-12:31
C-Lunch	11:35-11:56	Period 6	12:37-2:10	Period 7	12:37-2:10
D-Lunch	12:00-12:21	<i>Shiloh High School's mission is to relentlessly pursue high-level teaching and learning for all students and staff.</i>			
Period 6	12:27-1:15				
Period 7	1:21-2:10				



# **GENERAL INFORMATION**

## **STUDENT PICK-UP AND DROP-OFF**

Pick-up and drop-off for students is restricted to the lower parking lot to the right as you enter campus from Bethany Church Road. The front drive of the school is for bus use only and should not be used to drop-off students or pick them up at any time. Students must leave campus by 2:30 each day unless they are under the supervision of a teacher, coach, or administrator. Students found on campus unattended will be taken to a classroom until a parent can pick them up. Repeated incidents will result in disciplinary action.

## **SCHOOL NUTRITION PROGRAM**

Students are no longer allowed to charge 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.school lunchapp.com](http://www.school lunchapp.com)

Lunch \$2.50; Reduced \$0.40  
Lunch for the month (average) \$50.00 per month  
Reduced for the month (average) \$7.00 per month  
Lunch for the year \$435.00  
Reduced for the year \$69.60

## **STUDENT VERIFICATION FORMS**

For the safety and well-being of students, it is imperative that a verification form 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 school office in writing. This form must be on file before students are allowed to check out. A parent will have to come to school to check the student out. No one will be allowed to check a student out unless they are listed on the verification form and valid photo identification is presented to school personnel.

## **CLINIC INFORMATION**

The school provides limited emergency first-aid to students who become ill or suffer injuries at school. The parent/guardian will be called, and the student will be sent home if he/she is too sick to remain at school. No student is to remain at school, if he/she shows evidence of an acute illness, a temperature of > 100 F, vomiting, or diarrhea.

The school must be provided with current home, business, and emergency telephone numbers so that parents/guardian may be contacted if necessary. If numbers should change during the school year, please contact the school office.

Aspirin, Tylenol, and other non-prescription medication can only be given to students if the medications given to the school clinic are in the original labeled container along with the appropriate form filled out and signed. Prescription medications along with the permission forms need to be brought to the clinic. Students should not have any prescription or non-prescription drugs on their person. If a student is found in violation of this rule, it may result in disciplinary action. If a student needs to keep a medication with them (e.g., inhalers or EpiPens), a letter from a physician stating the necessity of this action must be provided to the school.

If it is necessary for a student to have an over-the-counter medication continuously for an extended period (more than two weeks), it will be necessary for the parent/guardian to have a physician complete a request for medication form giving the school permission to administer the medication. If a medication is changed or a

dosage is altered, a new form must be completed and an appropriately labeled container provided. All medication not claimed by a parent/guardian at the end of the school year will be discarded. Students cannot transport medication home.

After receiving written permission, a staff member may assist the student in taking medications. However, in no event will any representative of the school assure a parent/guardian that anything more than a reasonable effort will be made to assist the student. Neither the school, nor its staff, can guarantee that any student will take a particular medication correctly. If there is a medical situation that could be potentially dangerous, please notify the counseling office immediately.

## **DELIVERIES**

In order to protect the learning environment, the school will not accept delivery of gift items (flowers, candy, balloons, fast food, etc.) for students.

## **EMERGENCY MESSAGES FOR STUDENTS**

Messages will only be delivered in the event of an emergency. Before a class is disturbed, the main office will first verify that the message is from a parent or guardian.

## **GENERAL STORE**

The Shiloh General Store is a school-based enterprise designed to give the student a real-life experience of managing and operating a retail store. Students are involved in all aspects of the business: purchasing, pricing, product display, and promotion. Students may visit the school store during their lunch period.

## **LOCKER RENTAL**

Lockers will be issued during the first week of school. The locker rental fee is \$3.00, as set by Gwinnett County Public Schools. Lockers are the property of the school and may be searched by school officials at any time. Giving others the locker combination and being careless may result in loss of personal property. Shiloh High School is not responsible for lost or stolen articles.

## **LOCKER RENTAL POLICY**

Lockers should be kept clean and orderly. Do not share your locker combination with other students. Lockers are to be kept locked at all times when the door is closed. Any locker problems/damages with your locker must be reported to the attendance office or an administrator immediately. LOCKERS ARE THE PROPERTY OF THE SCHOOL AND MAY BE SEARCHED BY SCHOOL OFFICIALS.

## **P. E. LOCKERS**

Lockers for Physical Education are issued by individual physical education teachers. It is strongly advised that students put personal items in their locker and secure it with a lock during class. Students should not share lockers with other students. Possessions left out in the locker area are not secure. Shiloh High School is not responsible for lost or stolen items. This includes but is not limited to cell phones, ear buds, wallets, money, credit cards, shoes, clothes, etc.

## **LOST AND FOUND**

Items found in and around the building will be taken to the BAM Office and kept for a limited period of time. Items can be claimed before or after school, or during lunch. If students lose valuables, they should report it immediately to the Main Office.

## **PERSONAL PROPERTY**

Students are responsible for their own personal property. Students should not bring valuable items or large amounts of money to school. Care should be taken in securing valuables at all times. Locker combinations should not be shared with anyone. The school is not responsible for items in lockers.

## **PARKING**

Parking on campus is a privilege and can be revoked at any time. More detailed information is found on the Parking Permit Application. A State Approved Driver Education program must be completed prior to a parking permit being issued.

Once the school day begins, students are not permitted to return to the parking lot during the day with the exception of those students who have written permission to leave school, or those with written permission from an administrator.

There will be no loitering in the parking lot after school is dismissed. Drivers and passengers must leave the automobile and parking lot immediately upon arrival and report to their assigned classroom.

Parking stickers may not be transferred to a vehicle other than that on the original application. New vehicles or any changes of vehicles must be registered with the parking lot attendant (10<sup>th</sup> Grade Office).

Drivers who violate attendance policies will be subject to loss of parking privileges.

Once a student has arrived on campus, the student is not allowed to leave without going through the checkout procedure.

**Students are not allowed to leave campus for lunch.**

Shiloh High will not be responsible for damage, theft, or vandalism that occurs while parked on school property.

**ALL AUTOMOBILES BROUGHT ON CAMPUS ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS.**

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones may be used during transition and during lunch. Students may only have one earbud in use during transition and lunch. The charging of cell phones and electronic devices are prohibited at school. The school is not responsible for lost, stolen, or damaged cell phones.

## **VISITORS**

Visitors are required to sign in at the E-Hall Kiosk/Lobby and wear a nametag at all times. School-age visitors are not allowed on campus. Parents who wish to visit are asked to make prior arrangements with school officials.

## **MEDIA RELEASE**

Gwinnett County Public Schools uses and releases photographs, audio recordings, and or video recordings Taken or recorded at its facilities and events for educational, instructional, or promotional purposes as determined by Gwinnett County Public Schools for use in broadcast and media formats now existing or created in the future, including social media. These photographs and recordings often include depictions of students and/or parents engaged in instruction, school functions, and school activities. any such photographs, audio recordings, and/or video recording she'll become the property of Gwinnett County Public Schools and may be used or disclosed by

Gwinnett County Public Schools or others with the consent of Gwinnett County Public Schools and/or its representatives to students, parents, community members, or media Outlets. By signing the response form acknowledging receipt of this student/parent handbook, you consent to the foregoing. As the parent of a student or as an eligible student (18 years of age or older parentheses, you may elect to withhold your consent for Gwinnett County Public Schools use of photographs, audio recordings, and/or video recording of you and/or your child. In order to withhold your consent for the disclosure of your and/or your child's photographs, audio recordings, and/or video recordings, you (parent/guardian of the student) or the eligible student must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook. The written notice must: (1) include the name of the students; (2) include a statement that the parent/guardian or eligible student is opting out of the release of photographs, audio recordings, and/or video recordings depicting the student; and (3) be signed and dated by the parent, guardian or eligible student. Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis should you wish to continue to opt out of the release of photographs and recordings. Finally, please note that Gwinnett County Public Schools will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals who are not employed by, affiliated with, or under contract with Gwinnett County Public Schools. Please contact your local school administration or technology team if you have further questions regarding this topic.

# ***CURRICULUM AND INSTRUCTION***

## **VALIDATION OF WORK FROM NON-ACCREDITED SCHOOLS**

In accordance with the Southern Association of Schools, please be aware that Gwinnett County Public Schools will validate competency, by course, before awarding Gwinnett County Public School credit for work completed at a home school or private school that is not accredited by the Southern Association of Colleges and Schools or its equivalent.

Students entering a Gwinnett County Public High School from a non-accredited private school will be required to validate competency through testing or through scholarship performance in specified trailer courses. Students entering from a home school will be required to earn credit through testing.

If you attend, or plan to attend, a non-SACS accredited school or a home school and subsequently request credit for the experience from a Gwinnett County public school, please check with local school personnel for details involving awarding of Gwinnett County Public Schools credit.

## **GIFTED EDUCATION PROGRAMS**

Gifted Education in the Gwinnett County Public Schools is a part of the system's Center for Educational Programs. The procedures for identifying and placing students in the gifted program, which is funded by the state, are governed by the rules and regulations approved by the State Department of Education. Referrals to the gifted program may come from teachers, parents, peers, or as the result of system wide testing scores. A school's gifted eligibility team reviews referrals throughout each school year to determine which students will be evaluated. A child may be referred once during grades K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

The goal of the ESOL program is to provide an opportunity for students whose dominant language is not English to acquire oral and written communication skills in English that will enable them to function in school and in the community. This includes developing competency both in the English needed for social interaction and the academic English needed for successful participation in the formal curriculum. The school system identifies those students whose dominant language is not English.

## **ACADEMIC INTEGRITY**

Believing that the individual worth of the student is important in developing his or her talents and abilities, the faculty of Shiloh High School commits itself to helping students achieve academic excellence.

Furthermore, the faculty maintains that students who cheat deny themselves the opportunity to develop and enhance these talents and abilities. Consequently, students who cheat will receive a zero on the assignment or may be subject to disciplinary referral.

## **GRADING SCALE**

100-90 = A  
89-80 = B  
79-74 = C  
73-70 = D  
69 and below = F

## SCHEDULING

Students select classes once a year during Spring Registration. Teachers and counselors make every effort to explain graduation requirements and various courses of study. Parents are encouraged to take an active part in planning the student's educational goals. Students have three days at the beginning of each semester to make schedule corrections for graduation courses. Schedule changes for teacher preference, elective changes, or rearranging the schedule will not be honored.

## TEXTBOOKS

All textbooks are furnished by the Gwinnett County Board of Education. Each book issued has a number and it is the student's responsibility to take care of books. Students are required to pay for lost or damaged books. Damaged textbooks are subject to being charged the full replacement value of the damaged textbook. Subsequent books will not be issued until this obligation has been met. Students must return all textbooks or pay for them before taking final exams.

## CONTRIBUTIONS

Parents and guardians are given the opportunity to make financial contributions at the beginning of the school year to help support the academic program at Shiloh High School. These funds are over and above those provided by the Q.B.E. Act of 1985 and enable teachers to enhance student learning. No student will be denied access to or participation in a course funded by the Gwinnett County Board of Education.

## EXAMS/EXEMPTIONS (Graduating Seniors Only)

Students are not allowed to exempt the state End of Course Test (EOC) or District Assessments (DA).

Exemption status will be determined by grades, attendance, discipline, textbook check and any outstanding fees a student owes at the designated date for submission of the exemption form. If your exemption status changes (absences, discipline, grades, and fines), you will not be eligible for exemption.

Students who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. The exam can improve the average, but cannot lower it. Students in AP and IB courses can qualify to exempt if the overall average is a 90 with the 10 points added. If a senior takes an EOC, they are exempt from taking the performance final for the course.

**In order to exempt a final exam, graduating seniors must meet the following criteria:**

### Academics:

- Seniors who have an "A" average, 90 or higher in a specific course, may be eligible to exempt in that course if they meet the other criteria.
- **Seniors attempting to exempt must maintain a 90 average from date forms are due through finals.** If a senior fails to maintain a 90 he/she will be required to take the final.
- Honor Graduates must have a cumulative "A" average, 90 or greater at the end of the 1st semester of their senior year, to be eligible to exempt all finals if they meet the other criteria. If an Honor Graduate has a 79 or below in a certain class, the student will be required to take the exam.

### Attendance:

- Students will not be eligible to exempt an exam in a class if they have **more than FIVE absences** in that class during the SPRING semester. All absences except school sponsored activities count against the total five. This includes pre-arranged absences and college visits.
- School-sponsored activities do not count toward the five absences. All other absences will count. Students will be counted absent from class if they miss more than half a period.

**Behavior:**

- Students who have been suspended in or out of school during their final semester will NOT be eligible to exempt exams.

**Textbooks and Fines:**

- Students who are eligible to exempt an exam must have their textbooks, media center, and cafeteria fines cleared prior to the exam date. Also, students must have no outstanding book obligations.

**END OF COURSE (EOC)**

End of Course tests will be given during the final weeks of 2nd semester in 11th grade Language Arts, US History, Biology, and Algebra I. These tests will count as 20% of the final grade and cannot be exempted.

**FIELD TRIPS**

Students and parents should be aware that there is no guarantee of refunds for deposits or prepaid trips. If a student is not passing all classes at the time of the trip, he or she may not be permitted to attend.

**ACADEMIC LETTERS**

Academic letters are awarded each year to students who qualify by having a 90 or above cumulative average from the previous year. Students who qualify are notified and honored in the fall.

**GENERAL'S AWARD**

The General's Award is given to recognize students who demonstrate a strong work ethic, good character, good attendance, respect, willingness to help their peers, and an enthusiasm for learning. Each month, teachers will select one male and one female student per grade level to receive this award.

**HONOR GRADUATES/VALEDICTORIAN/SALUTATORIAN**

Seniors who earn a cumulative grade point average of 90 or above for their coursework in high school will be awarded the distinction of Honor Graduate at graduation ceremonies. A student needs two semesters of core courses at Shiloh High in order to be considered for Honor Graduate status or class rank. Those identified at the end of the Fall semester will receive a gold cord at Honors Night in the Spring. Those achieving this status at the end of Spring semester will also be recognized at graduation with those previously named.

The student named Valedictorian will be the senior with the highest overall cumulative average at the end of the first term of the senior year and the Salutatorian, the second highest overall cumulative average. This rank is determined midyear only. In order to be eligible, both students must be enrolled at Shiloh High 1st and 2nd semester of junior and senior year. The Valedictorian and Salutatorian must not have been found in violation of cheating. Both students must have no disciplinary referrals, which 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.

**GRADUATION**



The graduation ceremony is by invitation to those who have met all credit requirements, as indicated in the senior letter that is mailed in December. Detailed information regarding course requirements can be found in the Choice Book. Seniors and their parents are strongly encouraged to attend the Senior Meeting in September for a thorough review of requirements and the college application process. Seniors who have met all requirements except for passing the Gateway Exams may walk. However, they may receive a certificate of attendance rather than a diploma. When testing requirements are met, a diploma will be granted. Students must also have returned all textbooks, library books, school issued items and cleared all fines and fundraiser commitments.

Appropriate behavior before and during ceremonies is expected. Dates for graduation may be changed due to inclement weather (snow days) during the school year. Exact dates and times will be confirmed in Spring.

### **TESTS REQUIRED FOR GRADUATION**

Students are required to pass both parts of the Gwinnett County Gateway Exam to receive a Gwinnett County diploma.

# ***GUIDANCE AND COUNSELING***

***HOURS 7AM- 3PM PHONE: 770-736-4344; FAX: 770-736-2084***

The Counseling Department provides numerous services for students and parents. Counselors conduct student and parent conferences, group and individual counseling regarding personal and academic issues, assist with career decision making, college selection and application, and provide scholarship and financial aid information for postsecondary education and training.

## **APPOINTMENTS**

Parents are strongly encouraged to schedule an appointment if they wish to conference with their student's counselor. Appointments are necessary to ensure the counselor's availability to meet.

Students can make appointments to meet with their counselor by using the Counseling QR code, going to the website, or by seeing the counselor at the Counseling Corner during their lunch period.

## **FORM REQUESTS**

Immunizations, ADAP, work permits, and transcripts are available in all Academy Offices. A 48-hour notice is required for all requests. Please see the counseling office clerk to obtain these documents. Please note that fees may apply.

## **HOMEWORK REQUEST POLICY**

Homework assignments can be requested through the Academy Office when students are planning to be absent for three (3) or more days. Assignments can then be picked up from the Academy Office from 2:30 to 3:00 the following day. The parent must make the request. When only one or two days are missed, make-up work is arranged by the student upon his/her return with the classroom teacher. Failure to arrange to do make-up work within five (5) school days will result in "0" for the work missed.

## **HOSPITAL/HOMEBOUND**

A student who has a medically diagnosed physical condition restricting him/her to home or hospital confinement for a minimum of ten (10) consecutive school days may be eligible for Homebound instruction. Parents should contact the Guidance Department for information.

## **CONFLICT RESOLUTION TEAM**

A group of students under the leadership of a designated counselor works with peers in resolving conflicts. The team will help the disputants clarify the problem and seek ways to resolve their concerns.

## **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 the 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 I Preschool Programs as provided to other students. Please contact the school for further information.

## **PROOF OF RESIDENCY**

School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school.

## **PARENTS' RIGHTS**

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 the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To request the opportunity to inspect and review your child's records, contact your child's school in advance.

## **STUDENT RECORDS**

Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records through policy "JR." These 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 parent (and in the case of students over the age of 18, 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 is removed from the 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; and
- 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.

The student or parent may contact the local school for more information about the above list of rights

## **TRANSFER OF RECORDS**

Copies of a student's academic and discipline records will be transferred to officials of other schools or school systems in which the student seeks to enroll. Parents should notify the Records Clerk prior to a move so withdrawal paperwork can be submitted to the receiving school.

## **THE HOPE SCHOLARSHIP/ GRANT**

The HOPE Scholarship rewards students' hard work with tuition scholarships in degree programs to any Georgia public college, university, or technical school. Students working toward a certificate or diploma program at a post-secondary institution can use the HOPE Grant. Counselors will be visiting with students throughout the school year to discuss specific requirements. You may visit <https://www.gafutures.org/> or call the Georgia Student Finance Commission at 770-724-9000 for additional information. Seniors can now check their HOPE eligibility status on Georgia Futures.

Note - It is mandatory that a student has a Social Security number before he or she may apply for a HOPE Scholarship.

## GA Futures

GA Futures is a very useful site for all high school students as well as parents. It contains career, college and financial aid information. It also has a parent section, a section to practice for the SAT, ACT, ASSET and the COMPASS, as well as a section to create a student profile, which will help students complete all types of applications when they are seniors. The website is [www.GAfutures.org](http://www.GAfutures.org). Another website useful for students to explore careers, colleges and scholarship information is [www.virtualjobshadow.com](http://www.virtualjobshadow.com). This site also contains an excellent career survey to help students discover careers that might interest them. Personal profiles can be created and saved.

## OTHER HELPFUL WEBSITES

- [www.A2Zcolleges.com](http://www.A2Zcolleges.com) - career, college, athletics and financial aid information
- [www.collegeboard.com](http://www.collegeboard.com) - register for the SAT, practice for the SAT and get college information
- [www.actstudent.org](http://www.actstudent.org) - register for the ACT, practice for the ACT and get college information
- [www.gsfc.org](http://www.gsfc.org) - the Georgia Student Finance Commission is the “one-stop shop” for Georgia residents looking for scholarships and other forms of financial aid for college
- [www.shilohhighschool.org](http://www.shilohhighschool.org) - Shiloh’s website where you can check the Counseling site for college and scholarship information

## CLASSROOM GUIDANCE PLAN

9th grade: 4 Year Plan to succeed in high school and Career Exploration

10th grade: Career Exploration and Dual Enrollment

11th grade: College and Career Planning and Exploration

12th grade: Post-Secondary exploration

## HIGH SCHOOL PROMOTION REQUIREMENTS

Promotion 9th to 10th	Promotion 10th to 11th	Promotion 11th to 12th	Graduation
5 Carnegie Units  Including no less than: .5 unit of Language Arts. .5 unit of Mathematics. .5 unit of Science.	11 Carnegie Units  Including no less than: 1.5 units of Language Arts 1.5 units of Mathematics 1.5 units of Science 0.5 units of Social Studies	17 Carnegie Units  Including no less than: 2.5 units of Language Arts 2.5 units of Mathematics 2.5 units of Science 1.5 units of Social Studies	23 Carnegie Units  According to diploma type and standardized assessment requirements as determined by state and district policies

\* Graduation requirements are dependent on the year students enter 9th grade. Please consult the student’s Choice Book.

## CHECKLIST BY GRADE

Look at the information listed under the student’s current grade and be sure all of these things have been done before the end of this school year. See your child’s counselor for more information.

### Seniors

- Take the ACT and/or SAT in the Fall
- Attend “Senior Parent Meeting”
- Complete your “Senior Letter” in the Fall with your Counselor
- Attend “Financial Aid Night”

- Check the Shiloh website for updated information on colleges, scholarships and more
- Begin sending college applications
- ASVAB
- Update GA411 profile to have available for recommendation letters
- Attend Shiloh's "Probe Fair"
- Attend Financial Aid Night
- Meet with your counselors for scholarships, college info, career info and applications
- Take the AP Exams in May (AP students)
- Make up any missed/failed portions of the Gwinnett County Gateway Exams (Oct, Feb, April and July)

#### Juniors

- Take the Social Studies Gateway Exam
- Make up any missed/failed portions of Science Gateway Exam (Oct, Feb, April, July)
- Take the PSAT to qualify for scholarships
- Take the SAT and/or ACT in the spring
- Attend the College Fair
- Attend "Financial Aid Night"
- Attend "Junior Parent Night"
- Meet with your counselor to review credits for graduation
- Use Gacollege411 for your personal profile and to research careers and colleges
- Attend Dual Enrollment Meeting if interested in taking college classes during senior year

#### Sophomores

- Take the Science Gateway Exam
- Attend Shiloh's College Fair
- Take the PSAT
- Attend the "Sophomore Parent Meeting"
- Take a Career Interest Inventory on the computer – use Gacollege411, collegeboard.com, and Career cruising
- Meet with counselor to review credits for graduation
- Attend ACCEL Meeting if interested in taking college classes during junior and senior years

#### Freshmen

- Complete Four Year Plan" with counselor
- Attend "Freshman Parent Night"
- Begin your profile on GAFutures

## ***ATTENDANCE POLICIES AND PROCEDURES***

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 of school attendance is that of both parents and students.

The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards. To this end, Shiloh High School will encourage and promote consistent daily attendance.

### **ABSENCES**

School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in school.

Students are allowed seven excused absences with parent notes per semester; after that, formal documentation is required. Examples of formal documentation include the following: Doctor/hospital, court/government mandated, funeral brochures/programs. Students **MUST** bring this documentation within 48 hours upon their return to school in order to receive make-up work. Field trips, In-school Suspension (ISS), and/or school sponsored events are not considered absences. Out of School Suspension (OSS) is counted as an excused absence but is not included in the seven-day rule.

*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 sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or 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.

### **CERTIFICATE OF ATTENDANCE AND ALCOHOL DRUG AWARENESS PROGRAM (ADAP) VERIFICATION**

Students may request their certificate of attendance and ADAP verification before school, after school, and during their assigned lunchtime. There is a two (2) day turn around for this information. The cost for the certificate of attendance is \$3.00. There is no charge for the ADAP verification.

## **MAKE-UP WORK**

All preassigned work for a class will be due on the day a student returns to that particular class after an absence or according to arrangements made with that teacher. Students will be given five (5) days to make up work or follow other arrangements granted by the teacher. All incomplete work carried over into a new marking period should be completed no later than the tenth day of the following semester to ensure GHSA guidelines are followed.

## **ABSENCES FROM SCHOOL POLICY**

State law requires attendance at school from ages 6-16 (until 16th birthday). It also authorizes strict penalties for non-attendance. Students will be excused from school under the following circumstances, as a minimum:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's family necessitating absences from school.
3. 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.
4. Observing religious holiday, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. 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.
7. 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.
8. Local Boards of Education shall count students present when they are serving as pages for the Georgia General Assembly.

**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.**

**A student who is not present for at least half the school day (three periods) will be counted as absent that day.**

## **PREARRANGED ABSENCES**

If a parent or guardian finds it necessary for students to miss school due to an unexcused out of town trip (limit 5 days per year), absences must be approved by the administration. If the absence is approved, it will be classified as unexcused, but students will be allowed to make up missed work. Please note that pre-arranged absences count under the more than ten (10) day unexcused absence limit and withholding of credit policy. Senior students are allowed three (3) days for college visitation (see College Visit Absences policy below).

## **COLLEGE VISIT ABSENCES**

Attendance at school is a key factor in student achievement. When a student misses a class for any reason, it is difficult to make up the work missed. Unless the student is absent for one of the reasons recognized by the State of Georgia, the absence is unexcused and missed work cannot be made up. However, seniors are allowed to have three college visits each semester that will be counted as excused absences. If a student has more than three college visits in a semester, it will be counted as unexcused and a Prearranged Absence

Request must be completed to request permission to make up missed work. The student must provide dated documentation (dated program, letter from registrar, bookstore receipt, etc.) of their college visit for it to be excused.

## **SHILOH ATTENDANCE PROCEDURES**

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 Main Entrance Kiosk before school, during a class change, during lunch, or after school.

1. Absences and tardies to school may be **EXCUSED** for:
  - a. Personal illness or illness/death in immediate family.
  - b. Religious holiday.
  - c. Mandates by government agencies.
  - d. Service as a page in the General Assembly.
  - e. Military physical or doctor's appointment.
  - f. A period not to exceed one day is allowed, at the discretion of the local administration for registering to vote or voting in a general election.
  - g. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly
2. Absences are **UNEXCUSED** for all other reasons, including but not limited to:
  - a. Missing the bus, oversleeping, power outage.
  - b. Vacations, trips, family visits, church retreats (use pre-arranged absence request form for these).
  - c. Car trouble, babysitting, running errands.

**Students must submit all excused notes to the Main Entrance Kiosk office within 48 hours of their absence.** Absence notes need to be given to the Main Entrance kiosk and the student is responsible for requesting makeup work from each individual teacher.

## **EXTRA-CURRICULAR ATTENDANCE POLICY**

**A student must be counted present for the school day in order to participate in all extracurricular events after school for that evening.** This includes practices, productions, athletic events, and other school related activities. In order to participate in an event that is held on the weekend, a student must be counted present for the school day on Friday prior to the weekend. This includes dances, games, plays, etc. Students must be present all PERIODS the day before or the day of Prom in order to attend Prom. **Students assigned to ISS on the day of an extracurricular activity may not participate in that activity.** The State of Georgia does not allow students to miss more than ten days in any one class during the school year for school related activities. Students may make up any work they have missed because of participation in the activities.

## **EARLY DISMISSAL (CHECKING OUT)**

Any student that leaves campus during the day must check out through the Main Entrance kiosk. Contact with the parent will be required before a student is released from school. A student who leaves without checking out will be considered AWOL. Excused reasons for checking out of school early are the same as those for full-day absences. Only a parent or guardian may give permission for a student's release from school. Parents or Guardians must come inside the building to check their student out and will be required to show a picture ID; they will also need to be listed on the student's emergency contact information. No student may be released prior to contact with a parent, either in person or by telephone. A doctor's note may be required for excessive check outs.



## TO CHECK-OUT EARLY

1. The student must bring a signed note to the Main Entrance kiosk before school begins. The note must have parent signature, reason, and a phone number where the parent can be reached to verify the request.
2. Student is given a pass to show his/her teacher at the time of dismissal.
3. Student returns to the Main Entrance Attendance Office to receive written authorization to leave campus.
4. A parent or guardian must come into the school and present proper identification to check their student(s) out.
5. Student shows the Check-Out Form to his/her teachers the following day.
6. If a student does not check out through the Main Entrance kiosk, he/she will be considered AWOL from class/school.

## TO CHECK-OUT SICK

Students who become ill during the school day must go to the clinic prior to checking-out. If a student is too ill to remain at school someone listed on the emergency contact information will be contacted by phone. If a student becomes ill and leaves campus without checking out, the students will be considered AWOL from school.

## TO CHECK-IN LATE

1. Student must report to the Main Entrance Kiosk upon arrival on campus.
2. Student presents a note from parent. (ONLY formal documentation will be accepted after the 7th check-in.)
  - a. The note must have a parent signature, reason, and phone number.
  - b. The time missed will be excused or unexcused based on the criteria listed under “Absences.”
3. If the student has no note, he/she will be checked in unexcused.

## MEDICAL AND DENTAL APPOINTMENTS

Students should try to schedule appointments for after school. If medical appointments are scheduled, students must present proof of appointment upon their return for this absence to be considered excused. A receipt for services will be sufficient. Students who drive to school are required to present a note at the beginning of the school day so that it may be verified by a parent/guardian listed in the emergency contact information prior to leaving campus.

## 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 Main Entrance Kiosk before school, during their lunch, and after school. The school will not be responsible for items not delivered. ***In addition, the school CANNOT accept deliveries such as but not limited to the following: outside food, balloons, flowers, etc. School personnel will refuse delivery of such items.***

All money brought for lunch will need to be paid in the cafeteria. Lunch money will be accepted only by cafeteria workers in the cafeteria.

# ***SCHOOL DISCIPLINE***

**In addition to the “Conduct Behavior Code” distributed in the county’s Student/Parent Handbook, local schools develop their own rules and procedures. Shiloh’s rules include but are not limited to:**

1. A student on his/her way to or from school, at any school related activity or event, or at any school event held away from school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in the Student Conduct Behavior Code.
2. Students under short-term suspension (1-9 days), long-term suspension (10 or more days) or expulsion are not allowed on any Gwinnett County school campus or to attend any school function, activity, or event.
3. All weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to Safety and Security.
4. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school.
5. School administrators and/or their designated representatives are given the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event being held away from the school if there is reasonable suspicion of the student being in violation of an offense in the Student Conduct Behavior Code.
6. Students found guilty of being an accomplice to any violation of the Student Behavior Code are subject to the same penalties as students who are actively involved in committing such offenses.
7. The local school administration may establish a consequence scale for each violation (offense) of the Student Behavior Code - first offense, second offense, etc. **Administrators will not repeatedly assign the same consequence for repeated rule violations. Students should expect escalation in severity of consequences based upon frequency of violations.**

## **DRUG-FREE SCHOOLS STATEMENT**

*The Gwinnett County Board of Education is concerned about the well-being of its students and employees. The Board of Education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the Board of Education declares the following:*

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. Standards of conduct prohibit the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs and alcohol by students and employees on school premises, in route to and from school, or as part of any school sponsored activity.
3. Disciplinary actions as described by the Student Conduct Behavior Policy (Policy JDC) will be imposed on students who violate the standards of conduct. Employees should refer to Gwinnett County Public Schools' policies and procedures for pertinent disciplinary sanctions.
4. Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through school counselors, administrators, and from the Staff Benefits/Risk Management office.

If you think or know someone is carrying a weapon, drugs, or alcohol on school property, please call 770-822-6513. This is a CONFIDENTIAL HOTLINE. You do not have to give your name.

## **DEFINITIONS OF DISCIPLINARY ACTIONS**

The following disciplinary actions may be given at the discretion of the administration based on the offense.

**Teacher Detention** - Given at the discretion of the teacher for various classroom disruptions. Departmental Detentions may vary in length from 15 minutes to 1 hour depending on the offense. Departmental Detentions are served with a teacher within the same department of the assigning teacher (math, science, etc.).

**Silent General's Time** – Assigned by an administrator for various offenses. It is a silent detention during General's Time.

**In-School Suspension (ISS)** - Removal of the student from regular classes. Exclusion from all school-sponsored activities. Social isolation and course work required. If a student is absent from school during this period, in-school suspensions will be completed upon return to school.

**Out of School Suspension (OSS)** - Removal of the student from the school campus and exclusion from all school-sponsored activities during suspension by administration or the Board of Education. If a student is suspended more than five consecutive days, the student will need to be scheduled for a Restorative Re-integration intervention upon return to school.

**Student Disciplinary Hearing** - A County Disciplinary Hearing can be arranged by an administrator. It is required for some serious offenses. A Hearing Officer will hear evidence presented by an administrator and listen to remarks by the student and parents. After the final remarks are made, the panel or hearing will decide if the student violated one or more school rules and determine the consequences. If a student is found in violation, the Hearing Officer or Panel may order long-term suspension or expulsion.

**Expulsion** - Removal of a student from the school system for an extended period of time or permanently by the Board of Education.

## THIRTEEN DISCIPLINE RULES

**Rule 1:** *Disruption and Interference with School*

**Rule 2:** *Damage or Destruction of School Property*

**Rule 3:** *Damage, Destruction, or Misuse of Private Property*

**Rule 4:** *Abuse, Threats, Intimidation, Assault, or Battery on a School Employee*

**Rule 5:** *Abuse, Threats, Intimidation, Assault, or Battery by a student on another STUDENT or to Any Other Person Not Employed by the School*

**Rule 6:** *Weapons, Dangerous Instrument, and Explosive/Implosive Devices*

**Rule 7:** *Drugs, Alcohol and Tobacco*

**Rule 8:** *Disregard or Directions or Commands*

**Rule 9:** *Sexual Misconduct/Indecency*

**Rule 10:** *Unexcused Absences*

**Rule 11:** *Other Conduct Which is Subversive to Good Order*

**Rule 12:** *Repeated Violations/Misbehavior/Chronic Disciplinary Problem Students*

**Rule 13:** *School Bus Infractions*

## TRUANCY

**TRUANT** - any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

## **ABSENT WITHOUT OFFICIAL LEAVE**

A student who leaves campus without checking out or who is absent from school without a reason allowed by law will be considered AWOL from each class he/she misses. A student who skips a class or classes is considered to be AWOL. A student who fails to stay in an assigned area during a specified time by school personnel, including the Commons Area during lunch, will be considered AWOL. A student who is more than 5 minutes late to a class or a tardy station without a pass from school personnel is considered AWOL from class. A student who has not returned to class from lunch by the start of the next lunch period is considered AWOL from class. A student who is anywhere on campus without the consent of their current class period teacher during instructional time is considered AWOL from class.

Per the scope of the Student Conduct Behavior Code, students can receive up to 3 days of OSS per AWOL.

**Per the discretion of the administrator**, the following consequences will be administered when a student has been due processed for being **AWOL from class or school**. Please note that if a student is found in violation of going AWOL from school, consequences may be more severe.

- 1st Offense: Warning - Parent Contact
- 2nd Offense: Intervention Room - Parent Contact
- 3rd Offense: Silent General's Time + 1 period of ISS - Parent Contact
- 4th Offense: 2 Periods of ISS, Referral to Counselor, and Rule 10 Attendance Contract - Parent Contact**
- 5th Offense: 1 Day of ISS and SARC Meeting (15 & under) - Parent Contact
- 6th Offense: 2 Days of ISS and Behavior Correction Plan - Parent Contact**
- 7th Offense: 1 Day of OSS and Rule 12 Behavior Contract - Parent Contact**
- 8th Offense: 2 Days of OSS. Parent and student conference with school administration is required.
- 9th Offense: OSS pending a Disciplinary Hearing - Parent Must Attend**

## **TARDINESS TO CLASS / SCHOOL**

Being tardy to class and/or school is a violation of the Gwinnett County Student Conduct Behavior Code (Rule 10).

**Rule** - Students will be in their classes when the tardy bell begins to ring.

**Procedure** - When students are late to class, they are to report directly to class and their teacher will record the tardy. When students are tardy to school, they will report to the Main Entrance Kiosk and receive a check-in pass to class. Per the discretion of the administration, the following steps for tardies will be taken:

### **Tardy/Unexcused Check-In**

- 1st - Warning
- 2nd - Warning
- 3rd - Warning
- 4th - Intervention Room w/parent notification
- 5th - Silent General's Time w/parent notification
- 6th - 1 Block ISS w/parent notification
- 7th - 2 Blocks of ISS w/parent notification
- 8th - 1 Day of ISS w/ Parent phone conference with student present
- 9th - 2 Days of ISS w/Parent phone conference with student present
- 10th - 1 Day OSS w/parent notification

## SCHOOL BUS POLICY

Anyone on a school bus is considered to be on school grounds. Therefore, all county and school rules apply. Students are to follow the “School Bus Safety Guidelines and Safety Procedures” outlined in their Discipline Handbook. Please direct all bus concerns to B.J. Hutcheson at 770-736-4594.

## USE OR POSSESSION OF TOBACCO PRODUCTS

**Rule** - No student shall possess or use tobacco products on school grounds or at school functions.

**Procedure** - When a student violates the tobacco policy, the following steps will be taken:

1st offense	1-9 days of In-School or Out of School Suspension with possible enrollment in the Creating Lasting Family Connections Program (CLFC).
2nd offense	9 days Out of School Suspension
3rd offense	9 days OSS/Panel

## FIGHTING

**Rule** - The use of force or violence is absolutely prohibited.

**Level- 3 Consequences:** Disciplinary panel

## POSTURING TO FIGHT

**Rule-** Any threatening position or verbal confrontation with another student.

**Level- 1 Consequences:** Conference up to 3 days OSS

**Level- 2 Consequences:** 3 to 9 days OSS.

**Level- 3 Consequences:** Disciplinary panel

## BULLYING (*Ga. Code 20-2-145;20-2-751.4*)

“Bullying is any willful attempt to threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Any student charged with a third offense of bullying in a school year will be referred to a student disciplinary panel.”

## CONFLICT RESOLUTION

If a student is having a problem with another student and they are unable to work it out, there are several options:

1. Seek help from a trusted teacher.
2. Talk with an administrator.
3. Talk to a counselor.
4. Take the problem to the Conflict Resolution Team.

## DISRUPTION OF CLASS/SCHOOL

**Rule** - Students will not be allowed to interfere with the teacher’s ability to teach, or student’s opportunity to learn.

**Procedure** - When students are sent to an administrator for disruptive behavior, appropriate consequences will be given.

## **POSSESSION OF ELECTRONIC DEVICES**

Cell phones may be used during transition and during lunch. Students may only have one earbud in use during transition and lunch. The charging of cell phones and electronic devices are prohibited at school. The school is not responsible for lost, stolen or damaged cell phones. Shiloh High has phones available in school offices during the school day for students to use for appropriate phone conversations.

Cell phones are not to be used on the bus ride to or from school. Radios, tape/CD/DVD players, iPods/MP3s, PSPs, etc. are not to be used during instructional or non-instructional times such as lunch, class change, etc. (6:50-2:10).

## **BRING YOUR OWN DEVICE (BYOD)**

Students will use their own technology as part of the teaching and learning process.

**Access** - Access to the Internet at school will be provided via the GCPS network. To be granted access, students must confirm they accept the terms and conditions of Gwinnett County Public Schools' Responsible Use Policy (RUP). By accepting these terms and conditions, users agree to uphold the contents of the RUP as well as the Student Code of Conduct on their own student-owned devices while on school district property. Additionally, in compliance with the Children's Internet Protection Act (CIPA), GCPS will filter all content for users connected to the GCPS network at school.

**Theft, Loss, or Damage** - The owner of the device is responsible for ensuring that the device is safe and secure. GCPS and employees of GCPS are not liable or responsible for any theft, damage, or loss of any non-district device or the information on any such device.

**Texting Fees** - GCPS is not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or Internet use on any student-owned devices are the sole responsibility of the owner. GCPS will offer Wi-Fi Internet access through the GCPS network without fees to BYOD participants. However, if a student chooses to use other functions or features on his or her device, standard device fees may be billed by the student's provider.

## **UNAUTHORIZED USE OF / TAMPERING WITH SCHOOL COMPUTERS**

**Rule** - Students who use school computer equipment must follow guidelines outlined by the instructor. Unauthorized use, tampering with, or altering computer hardware or software is prohibited. The use of school computers for unauthorized access to the internet is prohibited.

**Procedure** - Students will be prohibited from using the school's equipment for a designated period of time and held responsible for the cost of repairs and down time that results from the misuse. Disciplinary sanctions may also be imposed by administration.

### **Use of Computers and Networks Student Responsibilities**

1. Students must keep their own passwords confidential and not use the password of another student or staff member.
2. Students must use computers for academic purposes only.
3. Students may not download or install software (executable files) to any school computer.
4. Students may not download or save any files to a computer without permission of faculty.
5. Students may not change any settings or configurations on a computer.
6. Tampering with a computer or any of its components is considered vandalism.

7. All use of the Internet must be in support of education and academic research.
8. The faculty retains the right to monitor a student's search on the Internet or any other online service.
9. Use of the Internet to access or download pornographic or other inappropriate files is prohibited.
10. In the event a student is exposed to offensive or inappropriate material, it is the student's responsibility to (1) immediately terminate the exposure and (2) report the incident to a staff member.
11. Shiloh High School specifically denies any responsibility for the accuracy or quality of information obtained via the internet. Users are encouraged to evaluate the type of materials they located in order to determine the validity of such information.
12. Unauthorized use of computers for sending and receiving emails is not permitted. Students should not use a school computer to check their personal email without express permission from a faculty member for a curriculum-related purpose.
13. Students will be held accountable for any files found in their personal student folders.
14. All student documents and materials must be saved in the student's personal drive on the network and not on the actual computer. All documentations saved on the actual computer will be deleted.

## **DRESS CODE**

Shiloh'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. If in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing. If a change of clothing is unavailable, the student will be sent to In-School Suspension for the remainder of the day.

Any form of dress, hairstyle, or makeup which is considered contrary to good hygiene or which is distracting or disruptive to the educational process will not be permitted. Styles that are "popular" are not necessarily acceptable at Shiloh High School; therefore, as styles change, so may restrictions. Parents are asked to assist the school by regularly monitoring their student's dress.

## **DRESS CODE FOR HOMECOMING AND PROM**

Ladies cannot wear the following: Dresses that are too short above the knee, tight (clinging to the body), revealing (see through, low cleavage or low back), and high splits on the front, side or back of dresses/skirts.

Gentlemen cannot wear the following: Jeans, doo- rags, scarves, caps, and sagging pants. \*Must be in formal attire for prom (tuxedo or suit)

## **DRESS CODE REGULATIONS**

Students are prohibited from wearing attire displaying and/or advertising items or language prohibited at Shiloh High School.

**Headgear** – Headgear should not be worn the building. This includes, but is not limited to: caps, hoods, bandanas and bandana headbands, wave caps, doo-rags, sweatbands, headbands more than 1” wide, sunglasses, or any other head covering. No combs, rakes, curlers, or picks can be worn in the hair.  
\*Exceptions for religious or medical reasons to be granted by the principal.

**Shirts/Blouses/Tops/T-shirts** – Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed (i.e., if you raise your arms to shoulder level and the stomach shows, the top is unacceptable). Other blouses/shirts 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 any clothing above the knee (must be wearing leggings/stockings). Boys are not to wear sleeveless shirts (except in P.E.). Boys must wear shirts in P.E.

**Shorts/Skirts/Pants/Tights/Leggings/Jeggings** – All shorts, dresses, and skirts, including skirts with slits may NOT be any shorter than 5¼ inches from the BOTTOM of the knee (regardless of leggings, spandex, or tights). Jeggings with or without pockets are not appropriate for school. Tight fitting clothing should not be worn. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing.

Students may not wear trench coats or other long coats that resemble the style of a trench coat to school. Students may not wear capes or cloaks to school. All coats must be properly worn.

### **Students may not bring blankets or pillows to school.**

**Shoes** – Health regulations and safety factors require that shoes be worn at all times at school. Bedroom shoes, flip flops, and/or athletic slippers/slide sandals are not allowed.

Undergarments should not be visible.

No pajamas or sleepwear of any kind is allowed to be worn to school.

Stretch lycra, spandex or lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited (except in dance class or P.E.).

Overalls must fit and be fastened appropriately. A shirt of proper length and style must be worn under the overalls at all times.

No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, hate groups, illegal gang affiliation, or other illegal activity explicit or implied. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.

Jewelry or accessories that may be used as a weapon are not allowed to be worn at school. This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, 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 spikes or safety pins, are not allowed on clothing or book bags.

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, black gloves 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-style 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/or headbands, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. "Snowman" apparel is not allowed.

This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive. You should consult the SHS web site frequently to be informed about additions or changes to this rule.

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.

Any student dress/appearance not specifically stated which 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.

Exceptions to the Shiloh High School dress code may be made by the principal or his/her designee for specific reasons. Inappropriate attire will be assessed by administration on an individual basis.

# ***ATHLETICS AND EXTRACURRICULAR ACTIVITIES***

Georgia High School Sanctioned Athletic Activities

Shiloh High School offers students the opportunity to participate in various athletic teams. Team membership is subject to tryouts and Georgia High School Association (GHSA) regulations. Each participant must have a physical exam once a year and show evidence of insurance coverage.

## **FALL SPORTS**

- Boys and Girls Cross Country: Varsity, JV
- Football: Varsity, JV, and 9<sup>th</sup> Grade
- Football Cheerleading: Varsity, JV, and 9<sup>th</sup> Grade
- Girls Softball: Varsity, JV, and 9<sup>th</sup> Grade
- Girls Volleyball: Varsity, JV, and 9<sup>th</sup> Grade

## **WINTER SPORTS**

- Boys and Girls Basketball: Varsity, JV, and 9<sup>th</sup> Grade
- Swimming and Diving: Varsity
- Wrestling: Varsity, JV
- Basketball Cheerleading: Varsity, JV, and 9<sup>th</sup> Grade

## **SPRING SPORTS**

- Baseball: Varsity, JV, and 9<sup>th</sup> Grade
- Golf: Varsity
- Boys and Girls Tennis: Varsity
- Boys and Girls Track: Varsity, JV
- Boys and Girls Soccer: Varsity, JV

## **NO PASS/NO PLAY POLICY**

The Georgia High School Association has mandated that no student may participate in extracurricular activities unless he/she meets certain minimal academic standards.

Before a student can try out, practice, or compete, he/she must have accumulated Carnegie units towards graduation according to the following criteria:

- a. **First-year students** (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
- b. **Second-year students** must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- c. **Third-year students** must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- d. **Fourth-year students** must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
- e. Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

## **PARTICIPATION CODE FOR EXTRACURRICULAR ACTIVITIES**

Each student at Shiloh High School who accepts membership and/or holds an officer position in a school organization becomes a representative or ambassador of that particular organization and of Shiloh High School. Membership in a school activity is an honor and a privilege carrying with it important obligations for the participating students. These students understand the responsibilities of a school leader in the areas

of academic performance, club participation, school attendance, and student conduct. Any student assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS) will be ineligible for any practice/competition on the day of the suspension. Friday suspensions will result in weekend ineligibility for practice/competition.

## **STUDENT-ATHLETE CODE OF CONDUCT**

Participation in interscholastic athletic competitions is a privilege extended to the students by the Board of Education. Students participating in Georgia High School Association (GHSA) extracurricular athletic activities act as representatives of Gwinnett County Public Schools (GCPS) and Shiloh High School. All students are expected to conduct themselves in such a manner as to meet the highest standards of GCPS and Shiloh High School at all times.

The Code of Conduct is designed to establish high expectations and standards for all students participating in GHSA sanctioned athletic activities. All students, parents, and coaches understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur.

The Code of Conduct goes into effect on the first day a student joins Shiloh High School athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session. It is our intent to enforce rules that reasonably pertain to the health and safety of the individual and to the integrity of our athletic program. We are not police officers and do not intend to go out looking for violators. We have a great deal of faith and trust in the students in our program. Their welfare is our number one concern. What happens to them is of primary importance to us.

## **ACADEMIC PERFORMANCE**

Each student in a school organization must meet the standards set forth by the State Board of Education and as set forth by the constitution of that particular organization.

## **CLUB PARTICIPATION**

Each club must file a constitution in the athletic office that sets forth the guidelines for membership and participation. Students will adhere to these guidelines.

## **CLUBS AND ORGANIZATIONS**

To make the most of your high school experience, GET INVOLVED! The following is a list of school-sponsored extra and co-curricular opportunities we hope to have here at Shiloh High School. There may be tryouts or requirements for participation in some of these. If students are interested in starting an organization, please see Mr. Robert Wilson.

## **EXTRA-CURRICULAR ACTIVITIES AND CLUBS**

Many of Shiloh's activities require that a student be academically eligible according to the Georgia High School Association and Gwinnett County Public Schools. Some activities may require auditions in order for the student to participate.

## SCHOOL-SPONSORED ACTIVITIES

Advanced Mixed Chorus*	Math Club
Aerospace Team*	Mock Trial
American Red Cross	Mu Alpha Theta
Anime Club	Multi-Cultural Student Association (MCSA)
Armed and Unarmed Drill Team*	National Art Honor Society
Art Club	National French Honor Society*
Beginning Mixed Chorus*	National German Honor Society*
Beta Club	National Honor Society
Bridges Community Service Club	National Latin Honor Society*
Chamber Orchestra	National Spanish Honor Society*
Chess	National Technical Honor Society
Color Guard*	Philharmonic Orchestra
Competition Choir	Recycling Club
Concert Band*	Relay for Life
Concert Orchestra	Scholar's Bowl
Debate Club	Science Olympiad Club
DECA*	Senior Class Representative
Drama Club	Shiloh Alliance for Community
Future Business Leaders of America	Shiloh High School Caribbean Club
FCA	Shiloh Marching Brigade
French Club*	Shiloh Student Leadership Team
Freshman Class Representative	Silver Lining Dance Club
Future Educators of America (FEA)	Sophomore Class Representative
FEA Honor Society	Spanish Club*
General's Journal Newspaper*	Spanish Honor Society
Georgia Math League	Special Ensembles*
German Club*	Step Team
Helping Unite General Students	Student Council

Interact Club	Symphonic Band*
International Thespian Society	Symphonic Orchestra
Jazz Band*	TSA – Technology Students Association
Junior Class Representative	Wind Symphony*
Kitty Hawk Air Society	Yearbook
Latin Club*	
Latin Honor Society	
Marching Band Color guard	

## **SCHOOL ATTENDANCE**

Each student in a school organization must adhere to the school attendance policy.

1. Students must be present in school all day on the day of a club activity/event in order to participate.
  - a. Checking in/out on the day of an event is prohibited.
  - b. In emergency situations, a student may present a doctor’s note in order to check in/out, and remain eligible to participate, provided he/she is present 1/2 the school day and receives administrative approval.
2. Checking in late on the day following an event is not permitted.

## **SCHOOL CONDUCT**

Students participating in a school event are expected to conduct themselves in accordance with the handbook of Shiloh High School and in accordance with the laws governing Georgia. Students are reminded that school rules apply during school-sponsored events. A potential consequence for violating any rule could result in being banned from future sponsored events. Students must remain seated during the course of any event. A student assigned ISS/OSS may resume participation in their sport after they have completed their ISS/OSS. “Student cannot participate on the day s/he is released from ISS.” (GCP S Policy JD D)

## ***MEDIA CENTER POLICIES FOR STUDENTS***

***Media Center hours - Monday - Thursday 6:30am - 3:00pm; Friday 6:30am - 2:30pm***

Use of the Media Center’s computers and access to the network is a privilege—not a right. Students who fail to follow the rules may have these privileges withdrawn and administrative action may be taken.

Gwinnett County provides subscription databases to all students. These research resources are the first place a student should go to find reliable and accurate information. In order to access the databases from home, students need to pick up a list of passwords from the Media Center.

***All students must present a pass from the current teacher to enter the Media Center.***

Shiloh’s Media Center has over 18,000 materials (books, videos, and other resources), 20 magazine subscriptions, and 2 newspaper subscriptions. In addition to all of the print resources available, we also have many student computers and access to databases that can assist in all kinds of research.

- Students may check out up to three (3) books at a time.
- The checkout period for books and back issues of magazines is three weeks.
- Students may not check out books if they have overdue books or owe fines. The fine charge for regular books is .05 a day. There is a 3-day fine waiver for overdue books, however students will be charged on the 4th day if the book has not been returned.
- The student who checks out the book is responsible for it and is required to pay for it if it is lost, stolen, or damaged.
- Per Gwinnett County Public Schools policy, the replacement cost for paperback books is \$10 and \$20 for hardback books. Reference book replacement is \$50.
- A book may be renewed unless another student has requested the same book or if the book is an especially popular title. All fines must be paid before a student can renew a book.
- Lunch Time Visits -Students may visit the Media Center during their assigned lunch period without a printed pass, but will be required to return to class at the end of their lunch. The Media Center staff will verify the student's lunch period and ensure those students without a pass leave when the bell rings for the next lunch period to report back to class. Student's that are non-compliant may receive disciplinary consequences.
- Food and drinks are not allowed in the Media Center.
- Printing costs are .10 for black and white and .50 for color pages. Copies are .15 a page.
- Laminating is .25 per foot. Laminating is done on Mondays and Thursdays at 1:00pm.

## ***SHILOH COMMUNITY SCHOOL***

Shiloh Community School serves our cluster to bring in programs, activities and classes after the regular school day that will benefit people who live in the Shiloh Cluster. Check out the information on the Community School page of the Shiloh High School Website for programs and information. We look forward to working with you in the future. If you, your friends, or family are interested in having classes or programs offered, please let us know. Email the community school directors any ideas you have and your contact information and they will get back with you. Please email Shiloh Community School Directors [Cecelia.Landress@gcpsk12.org](mailto:Cecelia.Landress@gcpsk12.org) and [Denny.Lytle@gcpsk12.org](mailto:Denny.Lytle@gcpsk12.org) with any requests or learning opportunities you would like to have offered in the Shiloh cluster after school.