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**About the Handbook:**

**Students are responsible for knowing the contents of this handbook.**

The Gordon Central Student Handbook is designed to be an information source for both students and parents. All information contained in this handbook is subject to modification with regard to policy and procedures adopted by the Gordon County Board of Education or the Gordon Central High School staff. During the first week of school, students may be given additional Gordon County School System and Gordon Central High School policies. The information given to students during the first week of school is considered part of this handbook.

<b>Gordon Central Calendar 2016 - 2017</b>	
August 4	First Day of School
September 5	Labor Day Holiday
October 3 – 7	Fall Break
November 21 - 25	Thanksgiving Break
December 19 - January 4	Winter Break
January 16	MLK Holiday
February 20 – 21	Winter Break
March 10 & 13	Student Holiday
April 3 – 7	Spring Break
May 26	Last Day of School
May 30	Graduation

## **GORDON CENTRAL WARRIORS YOU SHOULD KNOW**

### **Administrative Staff**

Doug Clark—Principal  
Marné Wilson—Assistant Principal  
Jeff Shattuck—Assistant Principal

### **Guidance and Counseling**

Jim Wood—Counselor

### **Graduation Coach**

Jamey Angland

### **Library/Media Services**

Sherri Pruitt—Media Specialist

### **Administrative Support Staff**

Deanna Chastain  
Marianne Crawford  
Dena Hobby  
Michelle Steward  
Jeremy Wolfe

**Bell Schedule  
2016 - 2017**

<b>Bell Schedule</b>		
	Regular Schedule	Pep Rally Schedule
Block 1	8:30 – 10:00	8:30 – 9:50
Block 2	10:05 – 11:30	9:55 – 11:10
Lunch	11:30 – 12:30	11:10 – 12:10
Block 3	12:35 – 2:00	12:15 – 1:30
Block 4	2:05 – 3:30	1:35 – 2:45
Pep Rally	N/A	2:45 – 3:30

**I. ATTENDANCE**

**Attendance Requirements to Maintain Parking Privileges**

Student attendance is a critical factor that can have a tremendous impact on a student’s academic success. To reduce the number of unexcused absences that students at GCHS have we are implementing new requirements for a student to maintain the privilege of driving and parking on campus. For a student to maintain this privilege he/she must meet the following expectations:

- Have less than 6 unexcused absences within a semester. Once a student has 6 unexcused absences they will lose their parking privileges for the remainder of that semester.
- Have less than 10 unexcused tardies within a semester. Once a student reaches 10 unexcused tardies to school they will lose their parking privilege for the remainder of that semester.
- For an absence or tardy to be posted as excused, a note from a parent must be presented to the attendance office within 3 days of the absence or tardy. Doctor’s notes can be provided up to 2 weeks after the absence or tardy to change them from unexcused to excused. Any notes provided after these deadlines will not be accepted for the purpose of determining parking privileges.
- A letter notifying parents that a student has reached these limits will be mailed when a student reaches these limits.

- No refunds will be given to any student that loses parking privileges due to failure to follow these attendance expectations.
- All existing disciplinary procedures will still apply leading up to the 10 tardies and will be implemented as a student approaches the 10 tardy limit.
- When a student loses their parking privilege for any semester and completes that semester, they can request to have their parking privileges reinstated for the following semester. Administration will meet with the student and their parents review their overall attendance and develop a contract that allows the student to resume their parking on campus privilege. If that contract is in turn broken then the parking privilege will be revoked for the remainder of the following semester.
- Once a student's parking privilege have been revoked, any violation of this by a student parking on campus will lead to having the student's vehicle towed by a local towing company. The bill for towing the student's car will be the responsibility of the student or their parent/guardian.
- As part of applying for a parking permit, a contract will be required that states this expectation and what a student must do to maintain their parking privilege. The contract must be signed by the student and their parents/guardians before a parking permit will be issued.

### **Re-admittance after Absence**

When a student has been absent, he/she must bring a written statement from a parent/guardian to the Attendance Office the next day. The note should include the student's full name, school identification number, the reason for the absence, the number of days absent, the work and/or home phone numbers where a parent can be reached, and the parent's signature. The principal or his/her designee is authorized to require verification of statements explaining a student's absence from class or school when probable cause exists for questioning the validity of a student's statement.

**A student must be present two complete class periods of the day to be counted present for the school day.** A student who misses more than 30 minutes of a class is counted absent from that class. **In order to participate in extracurricular activities, a student must be counted present on the day of participation – the student must be present at least two full class periods.**

**No "Senior Layout Days" are approved by the school or the board of education.**

\*For more information regarding attendance protocol, excused absences, and unexcused absences please refer to the Gordon County Student Handbook.

### **Make-up Work**

Upon return to school from an excused absence, students will have three (3) school days to make arrangements with the teacher to complete make-up work.

- It is the student's responsibility to contact his/her teacher about missed assignments.
- Long range assignments due on the dates of an excused absence shall be due immediately upon the student's return to school. In the case of a pre-arranged absence, the student must complete and turn in all work prior to the planned absence(s) unless otherwise arranged with the teacher(s). **(Field trips are included in pre-arranged absences.)**
- Students will have a maximum of 14 school days to complete make-up work upon their return to school unless there are extenuating circumstances. **Students who do not complete the assignments within 14 school days will receive a zero for missed work.**
- Longer periods for make-up work than provided above will be granted only in the event of prolonged illness or other extenuating circumstances.
- Students will not be allowed to make up work missed due to out-of-school suspension without administrative approval.
- A student may be allowed to make up any work missed during an unexcused absence if the student appeals to the principal or assistant principal and is determined that the absence in question is a justifiably unexcused absence which warrants such consideration.

All students are eligible to make up six weeks, twelve weeks and semester exams regardless of the reason for the absence unless the student is truant. **Students and parents should make prior arrangements with an administrator before scheduling trips or appointments during the testing periods whenever possible.**

### **Attendance Office Procedures Check In/Check Out**

- All students who are late (arrive after 8:30 am) to school (excused or unexcused) must sign in at the attendance office before going to class. Students must have an admission slip from the attendance office in order to enter class.
- Students who fail to check in late through the attendance office are considered truant and are subject to disciplinary action.

- Any student who has been absent from school shall present a satisfactory written excuse to the principal or designee(s) within 3 days of returning to school. After 3 days, if no written excuse is submitted to the school, the excuse will be changed from pending to unexcused. Students who have missed 5 days of school or more in a school year may be required to provide additional verification including medical excuses. Medical absences are defined to include written excuses from a doctor, health provider, or school nurse.
- A form is available in the attendance office for parents to fill out and sign that states who is allowed to check their child out. Until this form is completed no one other than a parent or guardian may check out a student.
- No student will leave campus during the school day for any reason without permission of the administration. All students leaving school must be properly signed out in the Attendance Office. Leaving campus without a proper check out will result in disciplinary action.
- Students can only be checked out by a parent/guardian, in person, or written note signed by a parent/guardian with a phone number.
- ***No personal check outs will be authorized by telephone or email.*** If a student needs to be checked out for personal reasons parent or person on the check out list must come and sign the child out before the child is checked out. Signing out later is unacceptable.
- When a student is checked out for a doctor's appointment, orthodontist, dentist or excused absence as indicated on the attendance protocol letter, the student will be marked as having an unexcused absence until the written excuse from the doctor's office is submitted to the attendance office.

### **Messages and Deliveries to Students**

Personal messages, flowers, gifts, etc. will not be delivered to students.

Parent/guardian messages are accepted, but limited to the following:

- Notification of death, illness, or disaster in the family
- Medical appointments that have been changed
- An unexpected change in the work schedule of a student on the work program
- Emergency changes in a student's mode of transportation

### **College Visits**

Seniors are allowed two (2) days of **excused absences** and juniors are allowed one (1) day of **excused absence** for college visits, though students are encouraged to plan visits during non-instructional time. It is the student's responsibility to inform his/her teachers and an administrator in advance of these appointments. To be excused, a student must request a college visit

form from his/her advisor, complete the form and turn it into the attendance office prior to the visit.

### **Certificate of Enrollment for Driver's Licenses**

Schools must certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. See Michelle Steward in the principal's office to obtain this form. This form is good for thirty days from the time it is notarized by Mrs. Steward and requires a \$1.00 fee.

### **Withdrawals**

Any student withdrawing from school should report to the Main Office for the proper form. **When withdrawing, the student must be accompanied by a parent or guardian.** This should be done upon arrival on campus the last day the student will be in school. All books must be returned and fees paid in order to clear records on the last day of attendance and in order for records to be released to another school. Students not planning to enroll in another school must schedule an exit interview with a counselor, graduation coach, or administrator. A student who withdraws from GC but does not attend another school and wishes to re-enroll must first have a conference with an administrator in the presence of the student's parent(s)/guardian. Both the student and parents will sign a written agreement with the school. If a student withdraws from GC and enrolls in another high school in the state of Georgia, discipline records for that student must be forwarded to the student's new school upon that school's request.

## **II. PEOPLE AND PLACES**

### **School-Based Health Clinic**

GCHS has the services of a nurse. A multitude of services will be available to students, faculty, and staff. The scope of services provided by each school nurse shall be within the limits set forth by the superintendent or designee. Each nurse shall follow accepted clinical, ethical, and legal standards of the nursing profession.

All staff members performing services under this policy shall be subject to the restrictions set forth in OCGA 20-2-773; specifically, none of the following health services shall be provided to students pursuant to this policy: 1) distribution of contraceptives; 2) performances of abortions; 3) referrals for abortions; or 4) dispensing of abortifacients.

Parents must give their permission before a student can be seen by the school nurse for most services, but student confidentiality is always protected.



### **Guidance and Counseling**

The guidance and counseling staff provides a variety of services for both students and parents. Services may include providing individual, small group, and classroom guidance activities for academic, social, emotional, and career development; furnishing information regarding testing, scholarships, and financial assistance for college; and maintaining, updating and providing student records. Services will be offered to all students based upon need and desire to participate unless parents make a written request that services not be offered.

### **Need to See a Counselor?**

Counselors will see students by appointment or on a crisis basis. To see a counselor follow these procedures:

1. Get a pass from your regular teacher.
2. Go to the counseling receptionist in main office.
3. If a counselor is unavailable, make an appointment.

### **OR**

Go to the counseling office before school, after school, or during lunch and leave your name with the secretary. A counselor will send for you as soon as possible. If you have a true crisis situation, tell the secretary. **Students are not allowed to “sit” in the counselors’ office without the expressed consent of a counselor or administrator.**

### **Home Schooling**

If a student returns to a public high school after being enrolled in a home school program or private education through a non-SACS accredited school, he/she must pass the next sequential course before receiving any credit and pass the End of Course Assessment (EOC), if required, before receiving any credit.

### **The Media Center**

The Media Center provides many essential services that support teaching and learning. Students are not limited to the number of books that may be checked out and are welcome to renew their books at any time. Fines are charged for overdue books at the rate of \$.10/day for regular checkout. Students may come to the media center during their lunch period, however students are not allowed to bring food into the media center.

### **Media Center General Expectations:**

- Students need a pass to visit the Media Center (except during lunch).
- Food and drink will not be brought into the media center.

- Students must remain on task at all times.
- Reference materials may not be checked out by students.
- Students are responsible for lost, damaged, or stolen materials while checked out in their name.
- Students will notify the media specialist of any damage to books, etc. before taking them out of the Media Center.
- Every student, teacher, and staff member will have an Acceptable Use Policy (AUP) on file to utilize the Internet and will use it for academic purposes only.

### III. ACADEMICS/INSTRUCTION

Gordon Central High School operates under a two-term per school year system, with each term lasting approximately eighteen (18) weeks. All courses are passed or failed each term. It is possible to earn four units per term or eight units per year. Students should aim for more than minimum requirements for graduation. A student should consult with his/her counselor regarding the requirements of his/her preferred college, university or vocation.

#### **Academic Information**

##### **Grades/ Grading System**

Here are some important things to know about the grading system at GCHS:

- **Only Numerical Grades Are Issued**
  - 90-100: A
  - 80-89: B
  - 70-79: C
  - below 70 is failure
- **Report Intervals**
  - Progress Report - issued every 6 weeks
  - Report Card – issued every 18 weeks
  - Weekly Progress Report - available at request of student and/or parent through counseling office.
  - Parents and students are encouraged to use the online reporting system for frequent grade monitoring.
- **Grade Computation**
  - Teachers have an approved grading plan which includes various opportunities for students to demonstrate knowledge, skill, etc.
  - Teachers may not issue a report card grade higher than 100.

- Benchmark testing will occur prior to each progress report. End of course assessments are mandatory and count 20% of the final semester average. EOC's will also count 20% for the final semester average.
- Student Learning Objectives (SLO's) will be administered twice a semester. A pre-test will be administered within the first two weeks of the semester and a post-test will be administered at the end of the semester. The SLO will count 10% of the student's average.

### **Benchmark Testing**

Cumulative benchmark exams will be administered each 6 weeks. These benchmarks are designed to monitor student progress and to drive modifications in instruction. These benchmarks will be created collaboratively among same-subject teachers so that students in the same course are given common assessments.

The 18-week cumulative, objective benchmark will be considered the final exam for grading purposes and will be given the last two mornings of the semester. For EOC courses, students will take their final assessment (unit test, performance, etc.) on these two mornings. Depending upon the class, either the 18-week benchmark or the EOC will count 20% of the students' final grade.

### **Final Exam Exemption**

Exemption is a privilege earned by any student who meets the following criteria listed below.

- |   |
|---|
| <ul style="list-style-type: none"> <li>✓ Semester average of 80+</li> <li>✓ No more than 3 absences</li> <li>✓ No ISS or OSS for current semester</li> <li>✓ Name is not on the unclear list</li> <li>✓ Student took their EOC/SLO (only applies to EOC/SLO courses)</li> </ul> |
|---|

#### Absences for Exemption Policy

- An accumulation of 3 unexcused tardies and/or early dismissals will constitute a day of absence as it relates to exemptions.
- Any student who misses 30 minutes or more of a class will be counted absent for the block.
- No distinction is made between “excused” or “unexcused” absences in terms for determining exemption status. All absences, regardless of the reason, count.

Students earning exemptions will be notified by the teacher one day prior to exam dates. The teacher will give the student a letter if an exemption has

been earned. The letter is the parents' notification and does not have to be returned.

**Grade Level Assignment**

Students are assigned to a grade level based on accrued credits at the end of the previous year. (Summer school is included.) Students may be moved to the next grade after first term at the discretion of the principal.

**Promotion Policy**

- To 10<sup>th</sup> Grade: Students must have 6 units
- To 11<sup>th</sup> Grade: Students must have 12 units
- To 12<sup>th</sup> Grade: Students must have 20 units

**Graduation Requirements**

<b>AREAS OF STUDY</b>	<b>Units Req'd</b>	<b>Units Req'd for Distinction</b>
English/Language Arts*	4	4
Mathematics*	4	4
Science* - 3 prescribed and one elective unit**	4	4
Social Studies*	4	4
Pathway Courses from a single pathway - Pathway choices include courses in CTAE, Modern Language, or Fine Arts	3	4***
Health and Physical Education	1	1
Electives	6	7
<b>Total Number of Units</b>	<b>26</b>	<b>28</b>

\*Prescribed core courses

\*\*Elective science unit may include an additional core science class or a class from approved list of CTAE courses. The elective unit may be used to

meet both a science and a pathway requirement; however, only one unit of credit will be given.

\*\*\* must have a passing score on end-of-pathway assessment

Note: 2 units of foreign language recommended for college-bound students

### **Course Credit**

1. Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Standards of Excellence (GSE) for grades 9-12 or those approved by the SBOE. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 CCGPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
2. Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

### **Class Rank**

Class Rank is determined by students' Cumulative G.P.A.s on a 100 point scale. Additional points are awarded for Honors, AP, and Dual Enrollment courses as follow:

- Honors courses receive an additional 5 points.
- Advanced Placement (AP) courses receive an additional 10 points.
- Dual Enrollment Academic courses receive an additional 10 points.

Additional points (weighting of grades) will only be used for class rank purposes. Weighted grades are not reported to colleges or used for HOPE.

Grade weighting cannot be used to change a failing grade to a passing grade, and no weighting will be awarded for failed courses.

### **Highest Honor Graduates**

To graduate with Highest Honors, a student must earn 28 credits, have an academic Grade Point Average of 90 or above by the end of the first semester of their senior year (GPA's will not be rounded up), and eight of their core classes (English, Math, Science, Social Studies, and Foreign Language) must be designated Honors, AP (Advanced Placement), or Dual Enrollment.

### **Valedictorian and Salutatorian**

In order for a student to be considered for the Valedictorian or Salutatorian, he/she must meet the requirements for a Highest Honor Graduate. In addition, the valedictorian and salutatorian must be enrolled, as full time students, at Gordon Central High School for the four consecutive semesters leading into the middle of his/her senior year. The student with the highest numerical average after the first term of the senior year in this program of study will be recognized as the valedictorian of the class. The student with the second highest numerical average after the first term of the senior year in this program of study will be recognized as the salutatorian of the class.

### **State Required Procedures for Awarding Units of Credit**

A unit of credit for graduation shall be awarded to students only for successful completion of state-approved courses of study based on a minimum of 150 clock-hours of instruction provided during the regular school year, 135 clock-hours of instruction in an approved block schedule during the regular school year, or a minimum of 120 clock-hours of instruction in summer school.

### **Graduation Ceremony**

Students in the following categories will be permitted to participate in graduation ceremonies:

- Students who have met all state and local credit requirements.
- Students who are clear of all financial obligations to the school.

### **AP Honor Cord Policy**

In order to receive an AP Honor Cord students must take at least three AP classes and the corresponding exams.

### **End of Course Assessment (EOC's)**

End-of-course assessments will be administered in grades 9-12 for 8 core courses in the areas of English, mathematics, science, and social studies. Any student taking an end-of-course assessment (EOC) course for credit will be required to take the EOC upon completion of that course. The End-of-Course Assessment will count 20% of a student's semester average. Each EOC will be directly aligned with the Georgia Standards of Excellence.

### **ACCEL Program**

ACCEL is a dual-enrollment program which allows qualifying high school sophomores, juniors and seniors to enroll in college and take college

coursework. The criteria for Gordon Central students to enter the ACCEL program is a 3.0 GPA and a 1650 on the SAT. Credit for the coursework, if completed satisfactorily, is applied toward both high school course requirements and a college degree program. Students should talk to a counselor for additional information.

**Ombudsman Program**

Alternative education placements are now facilitated by the Ombudsman Program of America. The curriculum is competency-based, not based on seat time. The program provides computer-based learning. This gives the students access to state-of-the-art technology and curriculum including Nova Net, Plato, etc. The Ombudsman Program is staffed by certified teachers and paraprofessionals. A system social worker and high school counselor serve this program as well. Students may be assigned to the Ombudsman Program by tribunal assignment, court assignment, or voluntary enrollment with administrator approval. Athletic eligibility is based on state requirements, GHSA eligibility, and high school approval. Disciplinary placements are not allowed extracurricular participation.

**Testing Schedule for 2016 - 2017**

<b>1<sup>ST</sup> SEMESTER</b>			
<b>Benchmarks/Exams</b>	<b>EOC's</b>	<b>SLO's</b>	<b>EOPA's</b>
6 Wks: September 15 & 16 12 Wks: November 3 & 4 18 Wks: December 15 & 16	Nov 29- Dec 12	Pre: Aug 10 – 23 Post: Dec 1 - 16	Dec 12--14

<b>2<sup>nd</sup> SEMESTER</b>			
<b>Benchmarks/Exams</b>	<b>EOC's</b>	<b>SLO's</b>	<b>EOPA's</b>
6 Wks: February 16 & 17 12 Wks: March 30 & 31 18 Wks: May 25 & 26	May 1 - 15	Pre: Jan 5 - 19 Post: May 1 - 12	May 15-17

## **College Admission Tests**

<b>SAT Testing Dates</b>	<b>Registration Deadline</b>	<b>Late Registration</b>
October 1, 2016	September 2, 2016	September 16, 2016
November 5, 2016	October 7, 2017	October 21, 2016
December 3, 2016	November 4, 2016	November 18, 2016
January 28, 2017	December 30, 2016	January 13, 2017
March 11, 2017	February 10, 2017	February 24, 2017
May 6, 2017	April 7, 2017	April 21, 2017
June 3, 2017	May 5, 2017	May 19, 2017

\*Register online at [www.collegeboard.com](http://www.collegeboard.com)

<b>ACT Testing Dates</b>	<b>Registration Deadline</b>	<b>Late Registration (Fee Required)</b>
September 10, 2016	August 5, 2016	August 6 - 19
October 22, 2016	September 16, 2016	September 17 - 30
December 10, 2016	November 4, 2016	November 5 - 18
February 11, 2017	January 13, 2017	January 14 - 20
April 8, 2017	March 3, 2017	March 4 - 17
June 10, 2017	May 5, 2017	May 6 - 19

\*Register online at [www.act.org](http://www.act.org)

## **Recommended Schedule for Taking College Entrance Examinations**

PSAT                      Fall of Sophomore and Junior Year  
SAT and/or ACT      Spring of Junior and Fall of Senior Year

Note: All questions regarding graduation requirements, student records, or standardized testing are to be directed to the Guidance Department.

## **IV. EXTRACURRICULAR ACTIVITIES**

A variety of clubs and extracurricular activities are available to students who wish to participate in activities outside the academic arena. Participation in these activities is encouraged for all students. Students should feel a sense of pride and identity with Gordon Central. In many instances, an effective way to accomplish this feeling of ownership is through extracurricular participation and service to your school or community.

### **Student Organizations (Descriptor Code JHC)**

Each school principal shall implement procedures to notify annually all parents or guardians of all school-sponsored extracurricular activities,



organizations and clubs in which students may participate and of the right of the parent or guardian to prohibit their child's participation. Notification to parents and guardians shall be provided annually via the school's website, parent handbook, and/or student handbook and shall include the name of the extracurricular activity, student organization or club; and information regarding the purpose, activities or national affiliation of the extracurricular activity, organization or club. Any membership or financial requirements for a student to join or become a member of the activity, organization or club shall be included in the information provided.

No student shall be allowed to participate in any school-sponsored extracurricular activity, organization, or club if the student's parent or legal guardian has indicated in writing that the parent will not allow the student to participate and has provided a copy of such written notice to the school principal prior to the student joining the activity, organization or club. Gordon Central offers a variety of clubs/groups and honor societies.

### **Formation of a Club**

Students wishing to form a new club or organization must obtain an application from the Discipline Office. All club meeting schedules must be approved by the principal.

### **Athletics at GCHS**

#### Fall Season

Cheerleading  
Cross Country  
Football  
Softball  
Volleyball

#### Winter Season

Basketball  
Cheerleading  
Wrestling

#### Spring

Baseball  
Golf  
Soccer  
Tennis  
Track

### **Eligibility**

**Students must comply with the “No Pass/ No Participate” regulations of the GHSA if they enter into competitive interscholastic competition.**

Definition: *Competitive interscholastic competition* is any school-sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition.

### **The major provisions of No-Pass/No-Participate**

1. Must be on track
  - 2<sup>nd</sup> year in high school - 4 units
  - 3<sup>rd</sup> year in high school – 10 units
  - 4<sup>th</sup> year in high school – 16 units
  - 5<sup>th</sup> year in high school - ineligible for competitive interscholastic competition

2. Must pass three subjects in term preceding participation. Exception: All entering ninth graders are eligible their 1<sup>st</sup> term. Second term eligibility must be earned by passing 3 of 4 classes.
3. Must take a minimum of three subjects during the term of participation.
4. Must complete all make-up work within 14 calendar days from the final day of the term. (Student is ineligible during this interval.)
  - Students become eligible (or ineligible) on the first day of the second term. Summer school is an extension of spring term and credits earned in summer school apply toward eligibility in the fall. The student becomes eligible for fall practice when he has passed three subjects and is on track. A maximum of two units of summer school can be counted toward eligibility. These must be from a SACS accredited program.
  - Since first term ends prior to the Christmas holidays, students have 14 days from the beginning of the second term to complete make-up work.
5. Must have an annual physical examination on file at school prior to participation in tryouts, practice or conditioning, whichever comes first. The exam must be documented on the approved form available through your coach, sponsor, or the activities director's office.
6. Ineligible students cannot participate in any manner, i.e., they cannot practice, dress out, travel or in any way be associated with a competitive team.
7. Award banquets are exempted from these regulations.
  - Student athletes must have proof of insurance from their family or purchase school insurance. The coach will provide a waiver form for parents to sign if they already have insurance. School insurance will be required if parents have no insurance.

## **Participation in Extracurricular Activities**

### **Releasing Students at Away Events**

- Participants in away events are required to ride the school provided transportation unless otherwise approved by a school administrator.
- The teacher, coach or sponsor may release a student at an away event only to the parent or legal guardian. The parent must present a written note to the school official or sign out at the actual time of release of the student.

### **Unsportsmanlike Conduct**

Students who display a poor attitude or conduct themselves in an unsportsmanlike manner will be removed from the competition temporarily in accordance with GHSA regulations or permanently if necessary.

### **Team Sport Commitment**

If a student voluntarily removes himself/herself from a sport prior to the conclusion of the season, she/he is ineligible to practice or participate in any

other sport until the season of the abandoned sport is concluded. This includes post-season play.

### **Dances**

- Only GCHS students and their dates are allowed to attend school dances.
- While at dances, non-GCHS students are subject to the same rules of conduct as GCHS students. Failure to abide by said rules or to follow the instructions of GCHS staff will result in removal from the dance and being banned from all GCHS activities.
- Middle school students are not allowed at GCHS dances.
- Non-Gordon Central students must preregister in the discipline office before attending a school dance.
- The maximum age for dates is 21 years.

## **V. GENERAL INFORMATION**

### **Accidents**

All accidents resulting in an injury to a student on the school campus or at a school-sponsored activity should be reported immediately to an administrator.

### **Announcements**

All announcements must contain information about school activities and operations and must have prior approval of an administrator or sponsor.

**The administrator in charge may edit announcements.**

### **Arrival to School**

Once students arrive on campus they are to immediately enter the building through the main entrance. Students who arrive on campus prior to 8:10 am must report directly to the mall area. Once students are in the building, students cannot exit the building without administrative approval.

### **Assemblies and Pep Rallies**

Student assemblies and pep rallies are periodically held for educational and enjoyment purposes. Students are expected to behave in a manner consistent with appropriate behavior at other public meetings.

### **Building Use Before or After the Regular School Day**

Any use of the building before or after school hours should be cleared with the proper coordinating administrator. **Students should not be in the building past 4 pm unless directly supervised by a GC faculty member. No student may use school facilities or equipment at any time unless a teacher or coach is present.**

### **Distribution of Literature**

Students who desire to distribute or display literature at Gordon Central must present copies of such literature to the proper administrator for review and approval at least 48 hours in advance of distribution. Individuals not directly connected with the school and representing a non-profit organization must obtain the express permission of the principal not less than three school days in advance of distribution.

### **Fire Drills**

Fire drills will be held monthly. Students are to file out of the building to the designated areas where their teacher will take roll. Evacuation routes are posted in each classroom. Students should follow instructions from the teacher at all times. Books should be left in the classrooms. Students should take valuables with them. Students should exit the building in an orderly, quiet manner and remain clear of the building until the signal is given to return to class. If the alarm rings between class periods, students should evacuate the building immediately. Any student found tampering with the fire alarm, fire extinguisher, or other emergency equipment will be suspended, and the appropriate authorities will be notified.

### **Fundraising Activities**

All fundraising and sales activities must have prior approval from administration. Students will NOT be allowed to participate in fundraising activities during school hours or fundraisers that require door-to-door solicitation. Personal solicitation of sales for fundraising activities is prohibited by the Gordon County Board of Education. Games of chance are prohibited. Students who wish to participate in a fundraiser for an organization or club should work with their faculty sponsor to coordinate all fundraising activities.

### **Guitars and Musical Instruments**

Students who bring instruments to school for band, club, or class activities must leave those in the sponsor/director's room during the school day and should put instruments in the designated location upon arrival at school.

### **Insurance**

Students are advised to carry an insurance policy providing protection against accidents and injury while participating in school activities. If such insurance is not carried through a family policy, an insurance policy is available through an agent approved by the Gordon County Board of Education. Information concerning this insurance policy will be provided to all students at the beginning of the school year. This policy is between the students, the parents, and the insurance company. The school is not responsible for insurance transactions. Students who participate in athletics

must show written proof of insurance prior to participation. Student insurance forms are available through the Athletic Administrator.

### **Lockers**

The only lockers available in the school are in the PE dressing rooms. PE coaches will share information with students regarding their use. The school will not be liable for stolen property left in the dressing rooms.

### **Lost and Found**

If you have lost an item, check with the Main Office. Lost items, including textbooks, should be turned in to the Attendance Office. Unclaimed textbooks will be returned to the appropriate department head.

### **Parking, Parking Permits, and Student Vehicles**

Students may choose to provide their own transportation to and from school. Parents/guardians who drop off or pick up students must do so in designated areas only.

- Students who hold a valid driver's license may park in designated locations on school property by purchasing a parking permit from the school.
- ***Students who have parking permits are expected to maintain good attendance and behavior records.***
- Parking on campus is a privilege, and violations may result in loss of driving privileges, towing, and/or suspension from school.

Parking permits are \$35 per year or \$20 for second semester. Permits may be obtained in the discipline office.

- All students who drive a vehicle must have a permit.
- All students who apply for a permit must present a valid Georgia driver's license and proof of insurance.
- All students seeking a permit must sign the card agreeing to follow all traffic regulations.
- Parking permits must be displayed in the designated area on any vehicle driven by a student. Failure to display the permit properly or to park properly is sufficient cause for the car to be towed.
- **The driver and all passengers must leave the vehicle and report to the school building upon arrival and leave promptly after getting into the vehicle at the end of the day.**
- **Students who are not involved in extracurricular activities or tutoring must leave within 15 minutes of the dismissal bell.**
- **Students are not allowed to go to their vehicle during the school day.**
- Students park at their own risk. Neither the school nor the school system assumes responsibility for damage to vehicles or lost or stolen items while parked on the campus. Funds from parking

permits pay for parking lot markings, permits, and other costs. It does not purchase liability for damage.

- All accidents must be reported to the administration and/or to the police as applicable.
- Students who drive a different vehicle than the one for which the permit was issued must file a new registration card.
- Permits may not be borrowed, sold, or transferred. Withdrawn students relinquish all rights to the permit and should return it to the school.
- Students must drive carefully and cautiously at all times on campus. Reckless driving, speeding, squealing tires, or other violations can cause loss of driving privileges.
- The speed limit on campus is 15 mph. In the parking lots, slow speed and extreme caution are expected.
- A student cannot supply, possess, handle, use, threaten to use, or transmit any weapon or any tool or instrument capable of inflicting bodily injury on his/her person or vehicle. He/she cannot transport alcohol and/or drugs or any illegal substance on his/her person or vehicle.
- School officials may search a student's car if they have reasonable suspicion to believe that a student is in possession of contraband.
- Students and parents must complete the Random Drug Screening form prior to obtaining a parking permit.

### **Personal Property**

Students are expected to bring to school only items of personal property that are necessary for participation in class or extracurricular activities. Students are strongly encouraged to never leave items unattended – even for a short period of time. **The school is not responsible for items lost or stolen from lockers, locker rooms, classrooms or other school property.** Items that are believed to have been stolen should be reported to the school resource officer immediately.

### **Signs Posted in the Building**

Signs may be posted in designated areas with administrative approval for the following events: school-related activities, sports, and student elections. Removal of signs should consist of removal of the sign and all tape used to put up the sign. Self-adhesive tags of any kind will not be permitted for campaign purposes. Signs should not be put on wall murals. An administrator must approve the size and content of election signs.

### **Skateboards**

Skateboards are not allowed on school campus and will be confiscated.

### **Student Responsibilities for Home/School Communication**

The Gordon County Board of Education recognizes that effective communication between the school and the home is essential to the successful operation of educational programs for students. The Board further recognizes that the delivery of information to the home is a responsibility that must be shared by the school personnel and students. **Therefore, students in grades 9-12 shall be expected to transmit written notes, messages, deficiency reports, report cards, and other documents intended for communication between the school and parents. All progress and semester reports must be returned to the student's advisor with a parent signature.** School personnel shall be responsible for making reasonable efforts in the communication processes, including both written and telephone messages, and for providing particular attention to situations where the educational welfare of students may be jeopardized; however, school personnel shall not be held responsible for student problems which develop from the refusal of students in grades 9-12 to transmit messages from the school to the home.

### **Textbooks**

Students can be issued a textbook for home use. In some instances, students use books in the classroom only. Students are responsible for returning books with no more than usual wear and tear. Students will be held financially responsible for books lost, stolen, or damaged regardless of circumstances.

Cost of Lost Books:	Full price if new ½ price after first year of issuance
Cost of Damaged Books:	Reasonable costs are determined by the teacher/department director.

### **Unauthorized Areas**

Parking areas, both gyms, all stadiums, the bus-loading area, and any other areas not directly supervised are off limits to students during the school day. Students found in the areas will face disciplinary consequences.

- The school building is considered unauthorized after 3:45 p.m. unless supervised by a staff member.
- The parking lots are off limits during the school day. If a student needs to return to their car during the school day, he/she should request approval from an administrator. Students should leave their cars immediately upon arrival at school.
- Faculty workrooms, restrooms and faculty dining areas are restricted to faculty use only.
- Students are not to go in the gym or locker rooms unless they have a class there.
- Consequences range from formal detention to out of school suspension.

### **Unclears**

“Unclear” is a term used to indicate that a student has an unresolved obligation to the school or teacher. Usually the obligation is a financial one, but in some instances it may be one of a timely nature, such as detention.

Privileges such as parking permits, graduation ceremony, and possibly others are withheld for unclear obligations. Report cards will be withheld for students who have lost or damaged textbooks, library books, or media materials.

### **Visitors to School**

All visitors to school must register and present valid identification in the Attendance Office. Former students may **not** visit teachers during the school day. Parents who wish to speak with a teacher should contact the teacher to make an appointment during the teacher’s planning period or before or after school.

## **VI. LUNCH PROGRAM AND SCHOOL FOOD SERVICES**

Students are not allowed to leave campus for lunch, **nor can students have lunch delivered**. Students may only eat in approved areas of the building.

Free Meals - Free meals are available to all who complete necessary forms and qualify; forms are available from cafeteria personnel or the attendance office. Students who qualify for free lunch also qualify for free breakfast. Students who qualified for free meals last year will be approved for one week while the new applications are being processed.

### **Collection Procedure**

Students must give their 5-digit student number to activate the computer to each individual’s account. We encourage students to pay in advance by the week, month, or longer to speed up the lines at the computer cash register. Most days, extras may be purchased as students go through the line; see prices above.

### **Lunch Expectations**

- Students are not allowed to leave campus for lunch.
- Students will not be called on intercom during the first 30 minutes of lunch.
- Students must stay within approved areas of the building.
- Students are responsible for cleaning up after they eat their lunch.
- Any public displays of affection (i.e. kissing, hugging, sitting in laps, etc.) will result in lunch detention.

### **Non-Cafeteria Food**



Students may bring lunches but cannot have lunches brought or delivered at lunch times, unless approved by an administrator.

**Gordon Central High School maintains a closed campus policy for the safety of students. This means that students are not allowed to check out of school for lunch. A la carte breakfast is available from 8:00 to 8:25. Students who are not in line by 8:25 will not be served.**

## **VII. Student Behavior**

### **Behavior and Consequences (JCDA-R2)**

**Philosophy:** It is the belief of the Gordon County School System that our mission educating the next generation of Gordon County residents can be accomplished in an environment that is conducive to learning. Maintaining safe and orderly schools is essential to the success of students.

School authorities reserve the right and have the responsibility to punish students for any behavior that may interfere with the orderly and safe operation of the school, even if this code of conduct does not specifically address such behavior.

**Parental Involvement:** Administration of the school seeks and welcomes parental involvement in all matters involving students. This is particularly true when students are being disciplined for violating the Code of Conduct. If a student is sent to administration to be disciplined, a record of the incident is sent home for parent notification. A parent should view this as an invitation for a dialog about the incident as well as an opportunity for the student to learn about personal responsibility. School administration has the final decision about punishment not exceeding 10 out-of-school suspension days. As an addendum to this Code of Conduct, all middle and high schools will publish a list of school sanctioned clubs and organizations with a synopsis of each club or organization's mission, activities, and the name(s) of the faculty advisor(s). Parents and guardians will be given the opportunity to decline permission for their student's participation in any such club or organization.

**Progressive Discipline:** In administering punishment, the school's goal is to correct the behavior, not to get even with a student who has broken a rule. In keeping with this principle, students who break a rule repeatedly are dealt with much more harshly than a student who is a first-time offender of the same rule. Likewise, more serious offenses, even for first-time offenders, yield more severe punishment than a lesser violation. For most offenses, punishment ranges from a warning to in-school or out-of-school suspension.

For more serious infractions, long-term suspension or expulsion is possible through the tribunal process.

**Tribunal Hearings:** School administrators are authorized to prescribe out-of-school suspension that does not exceed ten school days without any hearing or due process. If the punishment for an offense is greater than a ten-day suspension or placement in alternative school, a tribunal hearing will be offered to establish the facts of the case and determine the appropriate punishment. Also, school employees who believe that they have been the victim of assault or battery by a student have the right to request a tribunal hearing. The decisions of tribunals are based on evidence presented and consider the rights of the individual student and the well-being of the rest of the student population. It is the policy of the school system that it is preferable to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

**Legal terms:** Certain misbehavior is not only a violation of school rules, but may also constitute a violation of criminal law. Legal terms including, but not limited to, felony, assault, battery, aggravated battery, disorderly conduct, terroristic threats, and sexual harassment are used in describing misbehavior when charges are filed by, or in consultation with, a sworn, certified peace officer. Parents or guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

The Board of Education provides each student with a system calendar of events that includes general rules, regulations, expectations and possible consequences for misconduct. The student handbook is an additional supplement that provides general information and establishes student expectations.

**School authorities reserve the right and responsibility to punish students for any behavior which is subversive to good order and discipline in the school, even if such behavior is not specified in this handbook.** In cases of extremely disruptive or dangerous behavior, persons or groups involved may be suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, however, each pupil shall be afforded the right to a due process hearing at the earliest possible opportunity. Acts of conduct that are in violation of law shall be reported to the proper legal authorities.

A student 17 years or older may be questioned by law enforcement without parent permission.

Under the U.S. Supreme Court ruling in *New Jersey v T.L.O.*, a school has the right to search a student and his/her possessions as justified by reasonable suspicion. This includes the search of clothes, billfolds, pockets,

pocket books, and anything else that the student has in his or her possession including the locker assigned to him or her, any locker they use, or anywhere at the school he or she may store items. It also includes any vehicle that the student rides in or drives to school and is parked on the school campus or enters the campus to provide transportation for a student. If a student refuses to cooperate in a search by a school employee, the student and his or her possessions will be turned over to local law enforcement officials. It is imperative that students understand that the safety and well-being of each student at Gordon Central is paramount. Our ability to protect students is guarded by our ability to search for items that may be harmful to students or against the law as noted in the Official Code of Georgia Annotated or under United States laws.

For the complete Gordon County Code of Conduct and behavior consequences, see the GCHS website at [www.gcbe.org](http://www.gcbe.org) or the Gordon County Calendar.

### **Tardy Policy**

Students are expected to be punctual to school and to class. Students are considered tardy when they are not in the appropriate place when the bell rings.

**Tardies:** When late for school, a student must report to the attendance office before going to class in order to obtain an admission slip. Students who sign in after the start of 3<sup>rd</sup> block will be counted absent. Unexcused and excused tardies are counted as a school tardy. Tardies with a doctor's note will not count as one of the tardies, provided a note is brought in the day of the tardy.

Consequences:

- 3<sup>rd</sup> Tardy – Conference with administrator
- 4<sup>th</sup> Tardy – 1 day of lunch detention
- 7<sup>th</sup> Tardy – 2 days of lunch detention
- 10<sup>th</sup> Tardy – 5 days of lunch detention

### **Un-Excused Absence Policy**

Student attendance has become an increasing problem at GCHS. When a student is not at school they cannot learn and we cannot teach them. With this in mind the following consequences will be in place for excessive unexcused absences.

Consequences:

- 3<sup>rd</sup> Unexcused absence – Conference with administrator
- 4<sup>th</sup> Unexcused absence – 1 day of lunch detention
- 7<sup>th</sup> Unexcused absence – 2 days of lunch detention
- 10<sup>th</sup> Unexcused absence – 5 days of lunch detention

## **Dress Code for Students** (Descriptor: KCDB-R)

The Gordon County Public School System recognizes the effect that student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, all secondary students (6-12) are expected to exercise good taste with regard to their appearance. Attire considered disruptive or risky to health or safety is not appropriate. Administrators may use their discretion when dealing with dress code issues.

### **Girls' Skirt/Dresses/Tops/Pants/Shorts**

- **SKIRTS and DRESSES** must reach the top of the knee.
- Backless or strapless dresses or shirts are not permitted.
- **TOPS** may have sleeves or be sleeveless. Regardless of the type of top, the area from the neck to the shoulder must be covered. No tank tops or low cut necklines are permitted. Collared shirts and blouses or t-shirts with appropriate writing may be worn. See-through clothing that exposes under garments is not permitted. Midriffs must be covered while standing, walking, or sitting.
- **PANTS**, jeans, slacks, capris are appropriate. Sleepwear or pajama bottoms are not permitted.
- **SHORTS** must reach the top of the knee.
- Athletic jerseys, cheerleading uniforms with warm-up pants are appropriate.
- Garments with holes or tears are not permitted.

### **Boys' Pants/Shirts**

- **SHORTS and PANTS** must reach the top of the knee.
- **PANTS** and shorts must always be worn on the natural waistline with no sagging. Some type of belt should be worn.
- **SHIRTS** must have sleeves. No tank tops.
- Garments with holes or tears are not permitted.
- Sleepwear or pajama bottoms are not permitted.

### **All Students**

- **SHOES** must be worn. No house/bedroom shoes or beach flip-flops are permitted.
- **HEADGEAR**: No head coverings, hats, caps, sweatbands, do-rags, or bandannas are permitted.

- **BODY PIERCING AND TATTOOS** should be covered in compliance with the dress code. Earrings are allowed; however for safety reasons facial piercing is not allowed.
- **JEWELRY** such as heavy chains, ropes and spikes are not allowed.
- Apparel with any reference to alcohol, drugs, tobacco, sexual or vulgar remarks, racist, or any kind of gang affiliation is not permitted.