



SONORAVILLE HIGH SCHOOL



"A learning community actively pursuing a higher standard of excellence"

Setting a Higher Standard

**2
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**WE
ARE
1 ONE™**

**2
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Student Handbook

Sonoraville High School
7300 Fairmount Hwy SE
or
7340 Fairmount Hwy SE
Calhoun, Georgia 30701

Phone: 706-602-0320
or
706-629-0739
Fax: 706-602-0321
www.gcbe.org

*Service
Attitude
Leadership
Kindness*



*Commitment
Belief
Focus
Perseverance*



Who's Who and Where Are They?

(1) Main Building West Campus (2) OMB/Promethean West (3) West Campus Gym
 (4) Main Building East Campus (5) East Campus Gym (6) Band Room (7) West CTAE
 (8) Rock Gym

Bruce Potts Principal (4) **Allen Bowen** Assoc. Principal (4)
Amy Stewart Asst. Principal (4) **Mark Waters** Asst. Principal (1)
Trace Vaughn Graduation Coach (4)

Stephanie Caudell Counselor (4) **Pricilla Powers** Counselor (1)
Cawood Cornelius Media Specialist (1 & 4) **Crystal Avery** Media Para (1)

Jolene Clements Cafeteria Mgr (4) **Melissa Thomas** Cafeteria Mgr (1)
Linda Johnson Lead Custodian (1 & 4)
Donna White Student Services (4) **Brittany Henson** Student Services (1)
Chanda Padgett Bookkeeping (1 & 4) **Kristie Wilson** Registrar (1 & 4)
Tina Wigington Counseling (4) **Melissa Welchel** Nurse (1 & 4)

Randy Muse ISS (4) **Mary Ann Townsend** Speech
Amy Edwards ESS Parapro (1)
Catrina Hartel ESS Parapro (4)
Amy Rickett ESS Parapro (1)

LANGUAGE ARTS	
Kathy Haley, Instructional Supervisor (4)	
Ashley Brookshire (4)	Dia Johnson (1)
Tiffany Laxson (4)	Sue Evans (4)
Stuart Churchwell (4)	Kelli De Guire (4)
Jana Combs (1)	Jane Farist (1)
Brandi Hayes (1)	Kristi Payne (1)

SCIENCE	
Becky Reynolds, Instructional Supervisor (4)	
Daniel McArthur (4)	Eric Alford (4)
Lisa Childress (4)	Marcus Palazzolo (4)
Samantha Watson (4)	Kristin Covol (4)
Susannah Zaugg (1)	Bret Greene (4)
Regina Wade (1)	Justin Zachary (1)

CTAE	
Butch Burch, Instructional Supervisor (7)	
Lori Key (4)	Brandon Hufstetler (4)
Sara Clark (7)	Sgt Sean Allen (1)
Nikki Swilley (7)	Sgt. Patrick Gainey (1)

ESS	
Heather Roberts, Instructional Supervisor (4)	
Rick Baggett (1)	Adrienne Bowen (1)
Cynthia Lay (4)	Chad Hayes (4)
Vernetta Crosley (4)	Kyle Lundburg (4)

Lisa Smith (4)	Christy Smith (7)
Chris Carpenter (1)	Rebecca Broome (7)
Mark Whitt (1)	

Sara Little (4, 1)	Erin Richardson (1&4)
Natasha Hufstetler (1)	Carmelita Everett (1)
Sarah Rushing (1)	Xandy Green (1)
Hector Holguin (1)	Katie Farley (10)
Jeff Davis (1, 5, 6)	

FINE ARTS	
Hannah Nelson, Instructional Supervisor (1)	
Matt Loyd (6)	Hannah Roddy (4)
Tim Sexton (6)	Jenny Akridge (4)
Jason Streun (1)	
Kristen McGuire, Instructional Supervisor (4)	
Jose Gomez (4)	Jackie Palazzolo (4)
Amal Yacoub (4)	

PHYSICAL EDUCATION	
Brent Mashburn, AD, Instructional Supervisor (5)	
Denver Pate (5)	Jim Kremer (5)
Vince Delorenzo (3)	Eddie Jones (3)
Jason Mueling (5)	Kim Turner (3)
Becki Hall (5)	Randy Steward (5)

MATH	
Susan Stone, Instructional Supervisor (4)	
Christa Bowen (4)	
Becky Chance (4)	Craig Green (4)
Jesse Martin (4)	Deron Walraven (4)
Cody Townsend (1)	Kristie Everett (1)
Carmen Massengill (1)	Joe Psaila (4)
Ricky Wilson (1)	Lisa Gayton (1)
Heather Weaver (1)	

SOCIAL STUDIES	
Kim Clements, Instructional Supervisor (4)	
Greg McDaris (4)	Chris Perry (4)
Jeremy Green (4)	Andrea Walraven (4)
Mike Farley (4)	Chance Hicks (4)
Donald Casey (1)	Steve Hamilton (1)
Jason McGuire (1)	

Bell Schedules

9-12 Grade Schedule							
Monday, Wednesday, Friday			Tuesday & Thursday				
1st Block	8:3	.	10:	1st Block	8:3	.	9:4
2nd Block	10:	.	11:	Adviseme	9:5	.	10:
3rd Block	11:	.	1:4	2nd Block	10:	.	11:
4th Block	1:5	.	3:2	3rd Block	11:	.	1:4
				4th Block	1:5	.	3:2
Phx TV Video Announcements 3:20-3:35							

8th Grade Schedule							
Monday, Wednesday, Friday			Tuesday & Thursday				
1st Block	8:3	.	9:4	1st Block	8:3	.	9:4
2nd Block	9:4	.	10:	Adviseme	9:5	.	10:
3rd Block	11:	.	12:	2nd Block	10:	.	11:
4th Block	12:	.	1:5	3rd Block	11:	.	12:
Connections	1:5	.	2:3	4th Block	12:	.	2:0
Connections	2:4	.	3:2	Connections	2:0	.	2:4
				Connections	2:5	.	3:3
Phx TV Video Announcement 3:20-3:35							

Lunch Schedules (8-12)

Lunch Schedule	9 th -12 th Grade Mon - Fri	8 th Grade Mon, Wed, Fri	8 th Grade Tues, Thurs
1 st lunch	11:39- 12:10	11:00- 11:25	11:15- 11:40
2 nd lunch	12:30-1:00	12:10- 12:35	12:25- 12:50
3 rd lunch	1:15-1:44	-----	-----

Advisement

WHAT IS IT?

Each student is provided an academic advisor to help him/her throughout the school year. Students will meet with their advisor twice a week in order to build a healthy advisor/advisee relationship, participate in character building activities, and cover important items related to school activities, academic success, attendance, and other pertinent information. There are times students may meet with their advisor during specially scheduled times. It is the role of your advisor to help students learn to build healthy relationships, build character, and be successful throughout high school. As part of this role, he/she will continually monitor your attendance to school as well as your academic performance.

WHAT DO I NEED TO KNOW ABOUT REPORT CARDS?

- Progress reports are issued each 6 weeks.
 - Weekly progress reports may be requested through the counselor's office.
 - Grades may also be accessed on-line from any computer with Internet access. Contact the counselor's office for more information regarding the parent grade portal accessed by internet.
- Official course report cards will be issued at the end of each semester.
- Semester Report Cards will be mailed at the appropriate time.
- Only NUMERICAL grades are issued: 90-100: A 80-89: B 70-79: C
 - There are no "D's" issued. Any score below a 70 is considered "Failing"
- Teachers have an approved grading plan. See the class syllabus for specifics in how your grade is determined – the percentage for each category (test, daily work, etc.) comprising your overall grade.
- Teachers may not issue a report card grade higher than 100.

CAN MY REPORT CARD GRADE BE CHANGED?

Once a grade is finalized in the computer, it can only be changed through the formal procedures of a "Change-of-Grade" form. The teacher who issued the grade or counseling personnel may initiate the process, but in all cases the change of grade must have approval of the principal. Grades are changed if:

- An error has been made in calculating or recording the grade.
- The student has completed, in part or in full, incomplete work, as approved by administration

EXTRA CREDIT

Teachers are not permitted to provide individual students additional opportunities beyond those given to ALL members of the class and as approved at the beginning of the year by the principal. "Extra credit" or bonus work MAY NOT be provided to an individual student unless there are extenuating circumstances. Approval must be granted by the principal for such instances.

END-OF-COURSE TESTS

The A+ Education Reform Act of 2000 mandates that students take End-Of-Course Tests (EOCT) after completing the following courses and will count 20% toward the student's final grade.

- | | | | |
|--------------------------------------|---------------------|-----------------|------------------------|
| 1) 9 th Grade Literature | 3) Biology | 5) U.S. History | 7) Coordinate Alg |
| 2) 11 th Grade Literature | 4) Physical Science | 6) Economics | 8) Coordinate Geometry |

AP/HONORS CREDIT

At SHS, each department will establish its criteria for how an incoming freshman can enter their respective honors programs. See the instructional supervisor of each department for more information. There are also requirements for how an upperclassman can begin the program after the freshman year. Please see the instructional supervisor for information about this as well.

IS THERE A MINIMUM GRADE TO RECEIVE HONORS CREDIT?

No honors course has a minimum grade for credit other than passing BUT if a student's average is **below an 80** at the end of a semester, there must be a conference with the student, the parents or guardians, the teacher, and a counselor or administrator if the student wishes to register for the next honors course in the track.

Once a student has left the honors program within the course sequence, they may not reenter unless they complete any required work from the missed honors class that was not completed in the non-honors level class. *If a student has an average below 80 at the end of the semester, he/she will be removed from the Honors track*

WHAT ARE THE BENEFITS OF TAKING HONORS COURSES?

A few of the benefits of taking such courses include, but are not limited to:

- 1) If a student successfully completes a minimum of 8 honors/pre-AP/AP courses and has an overall GPA of 90 or higher in core classes, he/she will be designated as "Graduates with Highest Honor" at graduation.
Only those who complete these requirements are eligible to be named Valedictorian or Salutatorian.
- 2) Colleges many times rank students in terms of admission based on the number of honors courses taken in high school compared to the amount offered.
- 3) Research has proven that taking such courses better prepares students to be more successful in college.

POSTSECONDARY OPPORTUNITIES:

WHAT IS DUAL ENROLLMENT?

Dual enrollment is a program designed to allow a student, who qualifies, an opportunity to attend college while continuing high school enrollment and receiving both high school and postsecondary credit. Interested students should contact their counselor or career transition specialist.

WHAT IS JOINT ENROLLMENT?

Joint enrollment allows high school students to attend college after regular school hours. Successful completion of these courses earns postsecondary credit only.

EXEMPTION

WHAT IS THE EXEMPTION POLICY?

Exemption of Final Exams is a privilege that may be earned by meeting the following criteria:

Both Semesters for Underclassmen/1st Semester for Seniors	2nd Semester for Seniors
<ul style="list-style-type: none">• 80 or higher average in the class• 3 or fewer absences in the class• No ISS or OSS• No unclear obligations	<ul style="list-style-type: none">• 70 or higher average in the class• 4 or fewer absences in the class• No ISS or OSS• No unclear obligations

WHAT COUNTS AS AN ABSENCE IN TERMS OF EXEMPTION?

- An accumulation of 3 unexcused tardies &/or early dismissals will constitute a day of absence as it relates to exemptions (not perfect attendance).
- Any student who misses 30 minutes or more of a class will be counted absent for the block.
- No difference is made between “excused” or “unexcused” absences in terms of determining exemption status. All absences, regardless of the reason, are counted.

GRADE RECOVERY

Students can be offered the chance to redo/retake a **formal assessment** on which they failed to meet a passing standard. Each department will have their own guidelines for the procedure to do this but the following will be consistent between the departments:

- There is a 10 school day window that begins as soon as the original grade is known. The student must declare their intent to retake and actually complete the recovery during this window.
- The maximum grade that can be earned is a 70.
- ***No grade recovery will occur during the last 2 weeks of a semester.***
- **Grade recovery opportunities will not be granted for assignments missed during unexcused absences or failure to complete assignments due to a student sleeping, refusing to do the assignment originally, or as a result of inappropriate behavior.**

CREDIT RECOVERY

Once a student has failed a course, they have an opportunity to recover the credit through the SHS Twilight School or during summer school. The Twilight School meets for 3 weeks in the Fall and/or in the Spring on dates to be announced. During this time students will work on earning the failed credit using the NovaNet on-line courses. The following are the guidelines for the SHS Twilight School:

- The cost is \$100 per credit. This must be paid before beginning work & is non-refundable.
- A student may work on only one credit at a time but can earn as many credits as possible during the 3 weeks of the school.
- **There is a limit of 4 credits per student for their academic high school career.**
- A student is expected to attend every day of the Twilight School until the credit(s) have been earned. On the third absence the student will be withdrawn with no refund.
- The Twilight School hours will be from 3:30 to 5:00 Monday through Thursday.
- Students should be in the room by 3:45. If no students are in the room by 3:45, the teacher will close the door and each student will receive an absence.
- Students have to have earned at least a **55** on the original grade to qualify.
- There must be at least 9 students enrolled in the Twilight School for it to be offered. For this reason, Twilight School may not be available each semester.

We encourage students to take advantage of the Twilight School because the cost for Summer School will be substantially more.

HOW MANY CREDITS MUST I HAVE TO ADVANCE TO EACH GRADE LEVEL?

To 10th grade: **6** total units
units

To 11th grade: **12** cumulative units

To 12th grade: **20** cumulative

GRADUATION REQUIREMENTS

Class of 2017

Specific courses are required to be completed in each core area in order to fulfill unit requirements. These classes will be identified through advisement and registration. The class of 2012 and beyond currently must meet the minimum requirement of **26 units** and students must have passed the required courses for each area.

<ul style="list-style-type: none">• 4 units of English/Language Arts• 4 units of Mathematics• 4 units of Science• 4 units of Social Studies• 1 unit of Health/PE• 3 units of Career/Tech/Agriculture, Fine Arts, or Foreign Language• 6 elective units	<p><u>Highest Honors:</u> 90+ core GPA; course requirements met; minimum 8 courses designated Pre-AP/Honors, Advanced Placement (AP), or Post-Secondary Options</p> <p><u>Distinction:</u> 80-89 cumulative GPA; 26 unit requirements met;</p> <p>*Gold & Silver Programs: Specific information for how to receive these distinguishing cords at graduation will be provided through advisement & registration</p>
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* Foreign Language study for at least 2 years in the same language is recommended for students who plan to enter college. Many Georgia colleges are recommending a minimum of three years of a foreign language study for unconditional acceptance.

WHO ARE THE VALEDICTORIAN AND SALUTATORIAN AT GRADUATION?

The student who has met the requirements to be a “Graduate with Highest Honors” and who has the **HIGHEST** cumulative numerical grade point average (GPA) after the first term of the senior year will be recognized as **Valedictorian** of the graduating class and the student with the **SECOND** highest cumulative GPA will be recognized as **Salutatorian**. In addition, the valedictorian and salutatorian must be enrolled, as full time students, at Sonorville High School for the four consecutive semesters leading into the middle of his/her senior year.

WHO MAY PARTICIPATE IN THE GRADUATION CEREMONY?

Students permitted to participate in SHS Graduation ceremonies:

- 1) Those who have met all state and local course and unit requirements
- 2) Students who are clear of all financial obligations to the school
- 3) Those not removed from the ceremony for disruptive or inappropriate behavior.
- 4) Those who attend graduation practice or who have previously approved excused absence.
- 5) Those dress according to the guidelines set and presented multiple times to the senior class.

Students receive a high school diploma if they have met the course requirements AND state testing requirements.

ATTENDANCE INFORMATION

SHS maintains the philosophy that there is a direct and positive correlation between regular school attendance and good student performance. Students who attend regularly make higher grades, enjoy school more, are more employable, and do better after graduation than those who have poor attendance. Conversely, students who have poor attendance generally have a tendency toward failure. Under block scheduling, attendance becomes even more critical with the fact that missing one day’s absence is equivalent to missing two days under the traditional schedule.

WHAT ABSENCES ARE CONSIDERED EXCUSED?

In keeping with the regulations set forth in State Board Policy JDB (Rev. 7/83), students shall be temporarily excused from school **ONLY** for the following reasons:

1. When personally ill to extent that school attendance would endanger the student's health or health of others;
2. When there is a serious illness or death in the immediate family (Biological parents, Grandparents, Siblings, or others that live in the household), which would reasonably necessitate absence
3. On special and recognized religious holidays observed by the student's faith, upon written verification by the church leader to the principal of the local school prior to the religious holiday;
4. When mandated by order of the governmental agencies, i.e.; pre-induction physical examination for service in the armed forces, court order, detention by law enforcement officials;
5. When prevented from attendance due to conditions rendering school attendance impossible or hazardous to the student's health or safety;
6. When a student registers to vote (not to exceed one day);
7. When a student is at least 12 years of age and is serving as a page in the Georgia General Assembly
8. When a military parent is being deployed to or is on leave from a combat zone, the student may be excused for a total of 5 days to visit with that parent. (O.C.G.A 20-2-133)

For an absence to be considered excused, the student must bring a written statement from his/her parent or guardian (or other documentation) stating the reason for the absence. The written statement will be kept on file by school officials. **ALL OTHER ABSENCES SHALL BE CONSIDERED UNEXCUSED.**

WHAT DO I DO IF I HAVE BEEN ABSENT?

All students must report to school with an excuse note when he/she returns to school. This needs to be given to the first block teacher.

If you are in foster care and must attend court proceedings, you are not considered absent. You must notify your teachers and the Student Services office as soon as possible.

WHEN ARE DOCTOR'S NOTES REQUIRED FOR ABSENCES?

After 7 cumulative absences (excused or unexcused) or 5 unexcused absences, justification for absences shall be documented via a valid medical excuse bearing the date of the absence(s) and specifically stating that such absence was medically necessary. The school attendance officer, social worker, or designee has the authority to waive this requirement on a case-by-case basis. Each parent, guardian, and student shall be informed of this provision at the beginning of each school year or upon enrollment. (Board Policy JBD).

At the discretion of the principal, assistant principal or attendance officer, a student who is absent for three or more consecutive days due to personal illness or serious illness in the immediate family, may be required to present a physician's statement, a statement from the Gordon County Health Department, or a statement from the school social worker of the Gordon County Schools in order for the absences to be excused. A period of three days excused absence due to death in the immediate family shall be considered maximum, without administrative approval.

For the purposes of considering whether absences for death or serious illness in the immediate family should be excused or unexcused, "Immediate Family" shall be interpreted to mean: father, mother, sister, brother, child, spouse, grandparents, legal guardian, or other relative living in the residence of the student. Other absences due to death/serious illness require administrative approval to be excused.

In compliance with compulsory attendance laws and in order to protect the interests of the student and the parents, as well as those of the school, any student who acquires as many as eight (8) absences in a term may be referred to juvenile court. Principals or assistant principals may also refer, at their discretion, any student whose absences they deem excessive or suspect as to reason at any time.

Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one-half of the instructional day in order to be included in the average daily attendance count. When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his or her parent(s), legal guardians, or to other persons properly identified and authorized by the parents through written or verbal notification and verification by school officials.

HOW MANY DAYS CAN I MISS DUE TO “STUDENT ACTIVITY (SA)”?

Student Activity absences are approved through the attendance office and are handled on an individual basis, in compliance with local school board policy. If you have any questions, please contact an administrator. Administration reserves the right to deny the request for an “SA” based on attendance, discipline, and/or grades.

WHAT IF I NEED TO CHECK-OUT OF SCHOOL EARLY?

For the safety of our students, and so that we can make sure that school records regarding attendance are as accurate as possible, only under the following conditions will a student be allowed to “check-out” of school early:

- 1) A parent/guardian or someone on the record’s list may personally come into the building & sign out the child
- 2) If the student is physically ill or hurt, the school will contact the guardian before the student is released.
- 3) A parent/guardian may submit a signed **WRITTEN** request to the office indicating the date and time that the early dismissal is necessary as well as the reason for the request. The guardian name and telephone number must also be on the request so that verification may occur. This must occur before 10am.

The note may be submitted by the parent, student, fax, or email: dwhite@gcbe.org for **grades 10-12** or bhenson@gcbe.org for **grades 8-9**. The FAX number for 10-12 is 706-879-5165. The FAX number for 8-9 is 706-879-5122.

If a student is checked-out early to go to the doctor or dentist, a note from the physician should be presented to the office when the student returns to school. If a note is NOT presented, the absence will be marked unexcused.

Students are not allowed to leave campus for any reason without checking out.

*NOTE: Students delivered to school by car or by bus are not allowed to leave campus either by foot or other means of transportation even though the instructional day has not begun. Students violating this rule will be cited for leaving campus without permission. See section on truancy/skipping class.

FOR THE SAFETY OF OUR STUDENTS, A STUDENT MAY ONLY BE CHECKED-OUT IF A FAX, EMAIL, OR HANDWRITTEN NOTE IS RECEIVED. Phone check-outs will only be allowed under dire circumstances and must have administrative approval. Please understand that the care & well-being of SHS students is priority.

Leaving school and missing classes is just as detrimental to your grade as being absent.

WHAT DO I DO IF I ARRIVE TO SCHOOL AFTER THE 8:30am BELL?

If a student arrives **afterfore 8:30 am**, he/she should report to Student Services to receive a tardy slip.

CAN I MAKE-UP WORK WHENEVER I AM ABSENT FROM A CLASS?

Yes, but there is a time limit of 3 school days following the **EXCUSED** absence to complete make-up work OR to make arrangements with the teacher for an extension of time. Long periods for make-up work are granted only in the event of prolonged illness or extenuating circumstance. In such cases, definite deadlines must be established. You are not allowed to make-up missing work assigned weeks beforehand. In some instances, it may be necessary for the student to come before school or stay after school to complete missing assignments.

IT IS THE STUDENT’S RESPONSIBILITY TO HAVE A DISCUSSION WITH THE TEACHER REGARDING MAKE-UP WORK. Speak to your teacher about the assignments missed before school, during homeroom, during lunch, between classes, or after school. Do not interrupt the lesson asking for make-up work.

Long-range assignments due on the dates of an excused absence shall be due immediately upon the student’s return. 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.)

Any incomplete work at the end of the semester must be submitted to the teacher within 14 calendar days following the final day of the semester. Incompletes are given on report cards only with administrative approval. You will most likely receive a zero for the assignments and, once made-up, your teacher can submit a grade change form.

According to board policy, *with the exception of benchmark exams*, **STUDENTS MAY NOT BE GIVEN THE OPPORTUNITY TO MAKE-UP ANY ASSIGNMENT FOR AN ABSENCE THAT IS UNEXCUSED**. This includes out-of-school suspension. Only if an administrator determines the absence to be “justified unexcused” can make-up work be given. Students who are “**truant**” may not make-up any assignment.

WHAT DO I DO IF I NEED TO WITHDRAW FROM SCHOOL?

If it becomes necessary to withdraw from SHS, the student must contact the counseling office. An exit interview will also be conducted by the graduation coach. Unclear obligations must be fulfilled and the proper paperwork completed before a student’s records will be sent to another school.

CAN I HANG-OUT IN THE BUILDING OR ON CAMPUS AFTER SCHOOL?

Students at school after 3:40 must be under the direct supervision of a teacher/coach in waiting areas as designated by the administration, a teacher, or a coach. ALL OTHER AREAS ARE OFF-LIMITS. At 4:00 p.m., all students not under the direct supervision of a teacher/coach must leave the building and are expected to leave campus. Students violating this rule are subject to disciplinary consequences, which may include being assigned to ride a bus.

CAFETERIA INFORMATION

CAN I LEAVE CAMPUS FOR LUNCH? No.

HOW MUCH DO MEALS AT SHS COST?

Regular Lunch \$2.20
Reduced Lunch \$.40
Regular Breakfast \$1.00

WHAT DO I NEED TO DO IF I NEED TO APPLY TO RECEIVE FREE AND/OR REDUCED MEALS?

Free meals are available to all who complete necessary forms and qualify; forms are available from cafeteria personnel or the main office. Students who qualify for free lunches automatically qualify for free breakfast. Students who qualified for free meals last year will be approved for one week while the new application is being processed. Be sure to complete the necessary paperwork and return it to your homeroom teacher or cafeteria staff.

WHAT IS THE PAYMENT PROCEDURE FOR THE CAFETERIA?

Students must give their school ID 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.

CAN I CHARGE MY MEALS?

There is no charging of meals in Gordon County Schools.

CAN I BRING IN NON-CAFETERIA FOOD TO EAT?

Students may bring lunches made at home (sandwiches, frozen, pre-packaged, left-overs, etc.) but should not have lunch brought or delivered from a restaurant, unless permission is granted by an administrator. Drinks may not be brought to school in glass bottles. If outside food is brought in, it must be in plain wrappers or coverings that do not include the name of the restaurant. **This is a Federal regulation.**

Cafeteria Meals should be FINISHED in the commons area/cafeteria and all silverware/trays should be returned to the kitchen area.

Being allowed to have food in the school is a privilege. Students are expected to help keep the school clean, attractive, and pleasant. It is a privilege to sit in the outside picnic area and the commons area. Disruptive behavior or failure to keep the areas clean will result in the privilege being revoked.

COMMUNITY SERVICE

Recognizing and honoring volunteers sets a standard for service to others. It encourages a sustained commitment to civic participation and inspires others to make volunteering a central part of their lives. SHS is committed to bettering our community through volunteer service and honoring those who put forth the effort to do so. SHS students may accrue volunteer hours that may qualify for the President's Volunteer Service Award, an award issued by the President's Council on Service and Civic Participation on behalf of the President of the United States. It is designed to recognize the best in American spirit in and to encourage all Americans to improve their communities through volunteer service and civic participation.

To earn this annual award, students must keep a record of volunteer activities served. Students must record their volunteer hours on the SHS Community Service Volunteer Activity form, and a signature of a person where the activity is performed must be obtained. These records will be kept by the SHS graduation coach. As an alternative, students may choose to track their own volunteer hours online at www.presidentialserviceawards.gov.

You will need to register by clicking on "Track Your Hours" and begin a Record of Service. The Record of Service Key for you to register SHS as your certifying organization is JRT-21028.

The accrued hours may continue to accumulate even after you have graduated from high school. In order to qualify for federal monies, volunteer work should be secular in nature. Fund-raising work for any organization does not qualify; however, actual participation in setting up events or physically being in an event (as long as you are not personally asking for money) is allowed.

Required annual hours for the President's Volunteer Service Award are as follows:

Bronze: 10-174 hours Silver: 175-249 hours Gold: 250+ hours Lifetime: 4000 hrs +5

Upon graduation, award recipients receive:

- An official President's Volunteer Service Award lapel pin
- A personalized certificate of achievement
- A congratulatory letter from the President of the United States
- A letter from the President's Council on Service and Civic Participation
- Special recognition at the Senior Award Ceremony

For more information regarding this award, please see the graduation coach, Mr. Vaughn.

HOW CAN I BE A BIG BROTHERS BIG SISTERS OF NWGA VOLUNTEER?

SHS Juniors and Seniors are eligible to volunteer through the Big Brothers Big Sisters of NWGA. This service may be done before, during, or after school depending on the match agreement.

For matches made during school, the service may only be completed during an elective course, must have prior written teacher approval, and may not exceed once per week. Students who wish to volunteer must completed an enrollment information form and go through a screening process.

Students needing to leave campus to complete their volunteer service will sign out and back in through the regular procedure with the front office of SHS.

Being allowed to volunteer with BBBS is considered a privilege, and any student who abuses this privilege will immediately have their service terminated. For more information, see the graduation coach, Mr. Vaughn, or someone in the counselor's office.

TRANSPORTATION INFORMATION

BUSES

The Gordon County School Transportation Department makes available school bus service for students enrolled in Gordon County Schools who reside in the school district of the school they are attending. School transportation is provided in conformance with pupil transportation policies and procedures established by the State Board of Education and the Gordon County Board of Education. School transportation is a privilege and to maintain this privilege, a student must abide by established bus conduct rules. A pupil's transportation privilege may be suspended or revoked if conduct creates a disruption or safety hazard on the school bus. The principal or his/her designee handles all disciplinary action taken for misconduct on the school bus.

WHO IS ALLOWED TO RIDE THE BUS?

Only authorized personnel are allowed aboard a school bus. Authorized personnel include the driver, transportation department employees, pupils, approved school system personnel, chaperones, and law enforcement officers.

WHAT IF I NEED TO RIDE A BUS THAT IS NOT MY REGULARLY ASSIGNED BUS?

A parent/guardian must send a **SIGNED note** to the school. **The note should be taken to the office in the morning so that a bus slip can be provided before the end of the day. No student will be allowed to board the bus without this office slip. Only the principal may make exceptions.** Drivers have been instructed not to allow you to board without the required slip.

A bus slip is needed : 1) if a student does not ride the bus on a regular basis (3 or more days each week) 2) if the student needs to ride the bus to a different stop 3) if a student is riding home with a friend

The school **WILL NOT ACCEPT PHONE CALLS** to change transportation arrangements. This is a safety precaution for each student. Only in emergencies will administration approve a request to change by phone.

Bus Conduct Rules

1. Students should always conduct themselves in an orderly manner and obey all bus safety rules.
2. All students are under the jurisdiction of the driver while aboard each bus.
3. The driver is responsible for seating arrangements on each bus.
4. Students will remain seated while the bus is in motion.
5. Students must refrain from loud talking, horseplay, throwing objects on or from the bus, or doing anything that will detract from the driver's attention.
6. Anyone damaging a bus will be responsible for restitution.
7. All parts of the body must be kept inside the bus at all times.
8. Smoking, chewing gum, eating, or drinking on the bus is not permitted.
9. It is the responsibility of the driver and each rider to help keep the bus clean.
10. The use of profanity on the bus will not be allowed.
11. Students will be picked up & delivered at their regular designated site each day. Written requests from the parent will be filed with the principal if it becomes necessary for a student to depart a bus other than at his/her regular stop. The principal will authorize the driver to make such a stop. Exceptions may be if a safety hazard is involved.
12. Buses are provided for transporting students: therefore, large objects such as boxes, recreation equipment, large band instruments, etc., should not be on a bus.
13. Students must refrain from inappropriate display of affection.
14. Assignments to specific buses will be made by school authorities.
15. Students are expected to abide by the Gordon County School System Student Conduct Behavior Code.

Discipline Code

Eligible students have a right to ride to and from Sonorville High School on their assigned bus. A student's right to ride a bus can be temporarily or permanently revoked for any serious act of misconduct or for continuing minor offenses. **Punishable offenses may occur on the bus or at the bus stop (location of drop-off & pick-up).**

Removal from Bus

The school administrator or system bus discipline administrator has authority to remove a student from the bus for misconduct or reasons that endanger the safety of students. In such occasions the student will be afforded due process in compliance with the Goss v Lopez standards, and parent(s) will be notified.

PERSONAL 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 lots on school properties by purchasing a parking permit from school officials. While efforts will be made to ensure parking lot security, Gordon County Schools and Sonoraville High School will accept no responsibility for damage which may occur to vehicles parked on school premises.

HOW DO I GET A PARKING PERMIT?

Parking permits cost **\$25** for the entire school year and **\$15** for second semester. After the initial sale during registration, these may be purchased from the Student Services office. In order to apply for a permit, the student must present a valid Georgia driver's license as well as proof of insurance. All students seeking a permit must sign the car agreeing on the designated traffic regulations. All vehicles must have the permit appropriately displayed at all times. Students who have unclear obligations to the school will not be allowed to purchase a permit unless the obligation has been met.

Important Notice: Violation of any safety regulation and/or traffic regulation is sufficient cause for revocation of the privilege of parking on campus or adjoining school board property.

PARKING/DRIVING REGULATIONS:

1. 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 (including wrong space) is sufficient cause for towing the car.
2. **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.**
3. Students are not allowed to go to their vehicle during the school day without administrative approval.
4. Students park at their own risk. Neither the school nor the school system assumes responsibility for damage to your vehicle or lost or stolen items while parked on the campus of SHS. The cost of the permit is used for maintenance and does not provide the student liability for damage.
5. All accidents must be reported to the administration and/or to the police as applicable.
6. If you purchase a different vehicle or drive a different vehicle, a new registration card must be filed. All information must be kept current.
7. Permits may not be borrowed or sold. Parking permits are non-transferable and a student withdrawing relinquishes all rights to the permit back to the school.
8. Students must drive slowly and cautiously at all times on campus and in the Gordon County Recreation Facility. Reckless driving, speeding, squealing tires or other violations can cause loss of driving privileges.
9. The speed limit is 15 MPH. In the parking lots, very slow speed and extreme caution are expected. See the Code of Conduct for additional information.
10. A student must have all unclears resolved to obtain a parking permit.
11. Students who are parked in the band practice area (where the red lines are painted) must move their vehicle by 3:30pm during marching season. Failure to comply may result in the vehicle being towed.

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 Sonoraville High School. In many instances, an effective way to accomplish this feeling of ownership is through extracurricular participation and service to your school or community.

CLUBS/GROUPS/HONOR SOCIETIES AT SHS

A list of these organizations can be found on the SHS website and others will be announced and placed on the SHS website as they are formed.

Formation of a Club

Students wishing to form a new club or organization must obtain an application from the principal's office and submit the following information:

1. Name of group
2. Purpose
3. Signature of 20 prospective members
4. A statement from the sponsor, a faculty member, indicating willingness to sponsor the group

After the club's first meeting the following must be submitted:

1. Method of selecting/admitting members and electing officers
2. A copy of proposed by-laws and constitution
3. Re-statement of purpose and objectives
4. Meeting date
5. The school or community project to be performed, if applicable

Clubs may not continue meeting until approved by the administration.

ALL CLUB MEETINGS ARE HELD BEFORE OR AFTER INSTRUCTIONAL TIME AND DURING CLUB/ACTIVITY PERIODS AS SCHEDULED BY THE ADMINISTRATION.

ATHLETICS AT SHS

Fall Season

Cheerleading
Cross Country
Football
Softball
Volleyball

Winter Season

Basketball
Cheerleading
Wrestling

Spring

Baseball
Golf
Soccer
Track
Tennis

Eligibility

THE ONLY STUDENTS WHO MUST COMPLY WITH THE "NO PASS/NO PARTICIPATE" REGULATIONS OF THE GHSA ARE THOSE WHO WILL ENTER INTO COMPETITIVE INTERSCHOLASTIC COMPETITION.

Title IX coordinator for SHS is Brent Mashburn. 7340 Fairmount Hwy Calhoun, Ga 30701 706-602-0320 ext. 3005

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.

NO PASS-NO PARTICIPATE REGULATION:

- 1) The student must be on track to graduate on time (5th year students are ineligible for competitive interscholastic competition)
- 2) The student must earn 2.5 credits during the term preceding participating.
Exemption: All entering 9th graders are eligible their first semester. Second semester eligibility must be earned by earning 2.5 units in the fall.
- 3) The student must take a minimum of 4 classes during the term of participation.
- 4) The student must complete all make-up work within 14 calendar days from the final day of the semester. The student is ineligible during this interval.

***NOTE #1:** 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/she has passed three subjects and is on track.

IMPORTANT: A MAXIMUM OF TWO UNITS OF SUMMER SCHOOL CAN BE COUNTED TOWARD ELIGIBILITY; THESE MUST BE FROM A SACS ACCREDITED PROGRAM.

***NOTE #2:** Students have 14 days from the beginning of the second term to complete make-up work accumulated as a result of first term absences.

Additional regulations:

1. Must have an annual physical examination on file at school prior to participation in try-outs, practice or conditioning, whichever comes first. The exam must be documented on the approved form available through your coach, sponsor, or the designated office.
2. 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.
3. Award banquets are exempted from these regulations.

***NOTE #3:** Student athletes must have proof of insurance from their family's health plan or purchase school insurance. The coach will provide a waiver form for parents/guardians to sign if students already have insurance covering student injuries which may occur during school activities. School insurance will be required for student athletes if parents have no insurance.

AGE - to be eligible to participate in interscholastic activities, a student must not have reached their 19th birthday prior to May 1st, preceding their year of participation.

RELEASING STUDENTS AT AWAY EVENTS

The teacher, coach or sponsor may release a student at an away event only to the parent or legal guardian. The parent must provide written notification to the designated school official at the time of the student's release.

TRANSPORTATION TO AWAY SCHOOL EVENTS

Participants in away events are required to ride school-provided transportation, unless otherwise approved by the principal or designee.

UNSPORTSMANLIKE CONDUCT

Acting in an unsportsmanlike manner damages the image of our school, our community and the individual involved. Unsportsmanlike behavior will not be allowed. Coaches and sponsors are expected to keep students under control at all times. Students who display a poor attitude or conduct themselves in an unsportsmanlike manner will be removed from the competition in accordance with GHSA regulations.

DUAL PARTICIPATION POLICY

Sonoraville High School students are offered a wide variety of extracurricular activities, but our primary goal is to provide students with a quality education. While a student has the privilege of trying out for and/or participating in any activity for which he/she is eligible and qualified, students are not permitted to participate in two activities at the same time if conflict for practice time and/or competitive events result.

TEAM SPORT COMMITMENT

If a student voluntarily removes himself/herself from a sport prior to the conclusion of the season, he/she is ineligible to practice or participate in any other sport until the season of the abandoned sport is concluded. This includes post-season play.

CAN I BRING A DATE WHO IS NOT AN SHS STUDENT TO A DANCE?

Only SHS students and approved dates are allowed to attend school dances. SHS students bringing non-SHS dates must make application on the appropriate form from the designated school office at least 2 DAYS prior to the dance. Said form shall be reviewed by the administration, and the student shall be notified ONLY if the application is rejected. Upon arrival at a dance, the non-SHS student date shall present an appropriate I.D. (driver's license, social security card, or official governmental identification), and the I.D. shall be retained at the door until the non-SHS person exits the dance. While at dances, non-SHS students are subject to the same rules of conduct as SHS students. Failure to abide by said rules or to follow the instructions of SHS staff will result in the non-SHS student being removed from the dance and being banned from all SHS activities.

CAN I PARTICIPATE IN FUNDRAISING ACTIVITIES AT SCHOOL?

All fund raising activities must be approved by the principal, based upon the need for funds and the reasons for the fundraiser. No candy, lollipops, chocolate bars, etc. can be sold during the school hours. Any student caught selling items during school risks having the items he/she is selling taken up and the club doing the fundraiser risks suspension from fundraising activities for 1 year.

WHAT DO I DO DURING A SAFETY DRILLS ?

Students will be instructed on the proper procedure to follow for the various emergency drills: tornado, fire, bomb threat, etc. Students are expected to act responsibly, quietly, and orderly in all emergencies and emergency preparation drills. Please follow the teacher's instructions and make sure you are aware of evacuation procedures for each classroom.

WHEN DO I NEED A HALL PASS TO LEAVE THE ROOM?

Student should not be in the halls during class without a hall pass. The pass must be written to include the student's name, issuing teacher's name, the date & time that the student left the room, and the destination. Any student out of class without a valid hall pass is subject to disciplinary action. Students should go directly to and from the location indicated on the pass without detour or delay. Abuse of "out of class" time will result in disciplinary action.

CAN I PURCHASE INSURANCE FROM THE SCHOOL?

Students will be given student accident school insurance information. Those wishing to purchase the insurance may do so directly from the agency.

CAN I RENT A LOCKER?

Lockers can be rented for **\$15** for the school year. After registration, these may be rented from the Student Services office.

General Rules:

- 1) Do not share your combination with friends.
- 2) Lockers are school property and can be opened for inspection without further notice to the student or parent.
- 3) Students will be assessed fines for damages to locker.
- 4) Lockers must be kept locked for protection of student property. Locks intentionally jammed will result in a fine and possible loss of locker use.
- 5) Vandalism or defacement will result in a damage assessment and possible loss of locker use.
- 6) A student must have all unclears resolved to obtain a locker.

WHAT DO I DO IF I HAVE LOST OR HAVE A STOLEN ITEM?

The school does not assume responsibility for lost or stolen items, particularly those left unattended in an unsecured location. If you lose or have an item stolen, you should report it to your teacher and then the front office immediately. Stolen items are rarely recovered and the school is not responsible for using resources or personnel to investigate matters of unsecured stolen items. A "lost and found" area is located in the front office area. **It is your responsibility to keep up with personal property or property issued to you by the school.**

WHAT AREAS IN THE SCHOOL MUST I HAVE A WRITTEN PASS TO ENTER?

- 1) Parking lots during school hours; students should immediately exit their vehicles upon arrival and may not return to their vehicle without administrative approval; students must leave campus promptly at the end of the school day (unless staying for a school sponsored activity)
- 2) Faculty workrooms or office areas
- 3) Instructional areas during lunch or testing without a pass
- 4) Outside areas of the campus not approved for use by students or without teacher supervision
- 5) Any area not routinely supervised by school staff

WHAT IS THE SAFE SCHOOL PROGRAM?

The primary function of the school administration is to provide students and employees a safe learning and working environment. In this regard, the efforts of school officials are aided by a campus patrolman, drug dogs, and cameras.

WHAT IS THE "MOMENT OF SILENCE"?

Georgia law mandates that each student be given one minute at the beginning of each school day for "silent reflection." This will be observed during homeroom. Students should not enter a room or otherwise disrupt during this time. Students not in a classroom at the time of "silent reflection" should stop and remain quiet until the ending of the minute of silence.

DO I HAVE TO PARTICIPATE IN THE PLEDGE OF ALLEGIANCE?

All students must be silent and respectful during the Pledge of Allegiance. If a student chooses not to participate in the Pledge, he/she must stand silently and respectfully with the rest of the class.

WHAT ARE SOME STUDENT FEES THAT I MUST PAY AT SHS?

Georgia State Standards ensures that every student has access to an adequate free public education; therefore, students will not be assessed a fee on any component of what generally is considered essential for full participation in regular classroom instruction. However, teachers may request donations under certain conditions; i.e., a student will not be denied full participation if he/she chooses not to donate. In some situations, such as field trips, the event may be canceled if full participation cannot be afforded to all students.

Listed below are some types of fees which may be charged: (List is not intended to be exhaustive.)

- 1) locker rental
- 2) parking permits
- 3) club membership fees
- 4) musical instrument rental fees
- 5) yearbooks
- 6) class rings
- 7) senior graduation fees
- 8) shop or art fees
- 9) lab fees
- 10) admission to extracurricular activities
- 11) admission to dances, plays, musicals, etc.

Students are required to furnish personal or consumable items such as pencil, paper, notebook, PE clothes, etc.

CAN I USE THE SCHOOL PHONE?

Students are encouraged to use the phone to contact parents when necessary; however, unless there is an emergency, this needs to be avoided during instructional time. The phone will be available in the student services office (Ms. Pulliam) between classes, before school, after school, and during lunch. A phone log is maintained at the front desk.

CAN I RECEIVE PHONE MESSAGES AT SCHOOL?

Parents are discouraged from calling students at school for personal reasons. Parents should limit their calls to such message as:

1. Notification of serious illness in the family, family emergencies or death in family.
2. Unexpected changes in medical appointments.
3. Unexpected changes in a student's work schedule.
4. Emergency changes in a student's mode of transportation.

Messages will be delivered at the end of the school day.

WHAT ARE GRIEVANCE PROCEDURES?

Any student who believes that he/she has been treated unfairly must attempt first to resolve the grievance at the level from which it originated. If the grievance cannot be resolved at the level of initial conflict, the following hierarchy must be followed: Asst Principal, Principal, designated Central Office Official or Board of Education.

(OCGA 20-2-751.7) State Mandated Process for a student reporting acts of sexual abuse/misconduct

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school. **(b)** Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report

of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.* **(c)** Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours

from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency,

to an appropriate police authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

(O.C.G.A. 20-2-751.5) Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student shall be considered a violation of the student code of conduct and may result in suspension and/or a tribunal to determine future placement. Legal charges may also be a result of falsifying a report.

MAY I RECEIVE DELIVERIES AT SCHOOL?

No. It is not the responsibility of the office staff to manage deliveries to the school. Deliveries received will be held in the office area and may only be picked-up by a parent or guardian at the end of the school day.

CAN I GET CREDIT FOR AN INTERNSHIP OR WORKING DURING THE SCHOOL DAY?

There are opportunities for students to obtain elective credit for internships and jobs related to a career of interest. See the counselor's office or Mrs. Brandi Hayes for more information.

WHERE CAN I OBTAIN SCHOLARSHIP INFORMATION?

The counselor's office receives notifications and applications of scholarships from schools and civic organizations. Seniors should pay attention to the announcements for pertinent scholarship information. An appointment may be scheduled with a counselor to obtain guidance in completing an application.

WHEN SHOULD I TAKE THE SAT?

It is recommended that students interested in attending a 4-year college should begin taking the SAT during the 11th grade year. There are SAT Prep courses offered and study materials available. See a counselor for more information on how to sign-up and prepare for the SAT.

CAN I GO ON A FIELD TRIP?

Sonoraville High School students may, occasionally, have the opportunity to participate in field trips to a wide variety of community-based activities, events, colleges, and historical venues. All field trips will be related to course standards. Field trips at SHS must adhere to the following guidelines:

- 1) Students must return a completed SA form to the teacher at least 5 days prior to the trip.
- 2) Students must complete an emergency medical treatment form prior to the trip.
- 3) A student with 5 or more absences, a C or below in any class, or who has had ISS/OSS must have administrative approval to attend the trip.
- 4) Students must understand that an absence from a class during a field trip DOES NOT necessarily give them the opportunity or right to make-up work or tests missed while away. Be sure to get permission beforehand.

It is the expectation of the administration and staff that field trip participants will behave in a dignified, well-behaved manner, reflective of the high standards set by SHS. In the event that a student must be disciplined for any reason while on a field trip, he/she will jeopardize his/her opportunity to participate in future trips.

WILL I HAVE A TEXTBOOK IN EACH CLASS?

With so many technology resources, a textbook is not always necessary. In many classes, students will 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.

WHAT IS THE COST OF A LOST OR DAMAGED TEXTBOOK?

Cost of Lost Books: Full price if new; One half price if in 2nd or subsequent year of use

Cost of Damaged Books: Reasonable costs as determined by the teacher/department chairperson.

WHAT DOES IT MEAN TO BE “TRUANT” FROM SCHOOL?

A student will be considered truant from school if he/she is absent from school without permission/knowledge of a parent/guardian OR if the student leaves campus without properly following the documented check-out procedures. Consequences of truancy may be ISS or OSS as circumstances dictate. Possible denial or suspension of a driver’s license and disposition for unruly children is also an option. Refer to O.C.G.A. 15-11-67.

Skipping Class

A student will be considered skipping class anytime he/she misses class time without permission from a teacher. Students who fail to check in or check out with the attendance office will be considered to be skipping class. Additionally, if a student is excused from a class for some reason (restroom break or other errand) but is gone for a time considered excessive, the student can be considered skipping. Also, if a student is found to be somewhere in/out of the school without proper permission, the student will be considered skipping

WHAT DOES IT MEAN TO BE “UNCLEAR”?

“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. UNCLEAR OBLIGATIONS MUST BE MET AT THE END OF EACH SEMESTER.

Privileges such as exam exemption, locker rental, parking permits, cap and gown, graduation ceremony and possibly others are withheld on unclear students. Report cards will be withheld on students who have lost or damaged textbooks, library books or media materials. Students will also be referred to Magistrate court if necessary.

CAN I HAVE VISITORS AT SCHOOL?

Parents are encouraged to get involved in their child’s education. Parents are always welcome but should always report immediately to the office of the principal or other appropriate office upon arrival.

Visitors to see SHS students are not permitted either in the building or on school campus without a visitor’s pass. Passes may be obtained in the Student Service office upon arrival. Former students, either graduates or non-graduates, are not permitted on campus, except for completion of official business and must report to the office upon arrival.

Students are not allowed to have guests to visit classrooms throughout the day. Students are not allowed to have guests for lunch, other than parents. Parents who wish to speak with a teacher can make an appointment to see the teacher during the teacher’s planning period, before, or after school.

WHAT IS THE NON-DISCRIMINATION POLICY?

It is the policy of Gordon County Schools and Sonorville High School to practice non-discrimination on the basis of sex, race, religion, age, or national origin in its educational programs, activities and employment practices.

CAN I TAKE MEDICATION AT SCHOOL?

Parent must complete and return the Request for Medication Treatment Form if medication is to be given to a student at school. All medicines (including over-the-counter) must be delivered to school officials in the student services office (Ms. Pulliam) and/or the nurse immediately upon arrival to school, and the medication should be properly identified in the original, labeled container. Tylenol is available from the school nurse if a letter of consent has been filed by the parent. There may be a minimal charge for all medications administered. Any medication distributed by a school official must be taken immediately and in the sight of the official. Possession and or use of any medication (prescription and/or over-the-counter) by a student without following school protocol shall be considered a violation of student code of conduct and will result in disciplinary action.

STUDENT SERVICES

COUNSELING OFFICE

Counselors will see students by appointment or on a crisis basis. Unless there are extenuating circumstances, students must notify their teachers and obtain a pass to the counselor's office. If a student is experiencing a true crisis situation, the receptionist should be informed so that appropriate permission can be obtained. Students are not allowed to "sit" in the counseling office without the expressed consent of a counselor or administrator. The counselor's office can offer personal, academic, or career counseling.

Media Centers

Hours of Operation: 7:45-4:00 (and later as needed)

Check-out procedures

- A. Materials that can be checked out
 - 1. General circulation books – 2 week period
 - 2. Reference books – overnight (out after 3:00 p.m. & in by 8:00 a.m.)
 - 3. Magazines – three day period
- B. How to check out materials
 - 1. Locate materials through appropriate index
 - 2. Bring material to circulation desk
 - 3. Media specialist or assistant will check material out using ID badge
 - 4. Student will stamp date due in book
 - 5. Return on or before due date; recheck if needed
 - 6. Penalty for overdue items
 - a. Books - \$.05 per day per book not counting weekends or holidays after one week grace period; lost books must be paid for at replacement cost
 - b. Reference books - \$.25 per day per item; must be returned by the beginning of 1st block.
 - c. Magazines - \$.25 per day per issue after third day – no grace period

School Based Health Clinic

SHS has the services of a full-time registered public health nurse stationed on our campus. The Gordon County Board of Education, in collaboration with the local public health agency and/or other healthcare providers, makes a school health program available to all students enrolled in the Gordon County School System. It is the central goal of the school health program to provide health services to students at school as part of the student services team. Through direct services to students and consultative services to students, parents, school staff, and community resources, medical barriers to student success are to be addressed.

The following is a list of services available:

- 1. Education and Counseling – Available on request – including health and wellness, nutrition, contraception, STD, pregnancy safety, adolescent development
- 2. General First-Aid Care – Assessment and treatment of injuries incurred during the day with referrals if indicated. Assessment of students who become ill during the school day with appropriate referrals made if indicated.
- 3. Individual screening available upon request including blood pressure, hearing, vision, blood sugar, pregnancy, TB and immunizations.
- 4. Prenatal education and care for pregnant students, WIC certification and nutrition education
- 5. Assistance available to students with special needs including referrals to Mental Health, DFACS (Medicaid), Social Services, and follow-up on these referrals.

Parents must give their permission before a student can be seen by the school nurse for most services, but student confidentiality is always protected. This is handled by the parent completing the "clinic card" annually.

DISCIPLINE & CODE OF CONDUCT

STUDENT CONDUCT

SCHOOL AUTHORITIES RESERVE THE RIGHT AND RESPONSIBILITY TO DISCIPLINE STUDENTS FOR ANY BEHAVIOR WHICH IS SUBVERSIVE TO GOOD ORDER IN THE SCHOOL, EVEN IF SUCH BEHAVIOR IS NOT SPECIFIED IN THIS HANDBOOK.

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. A third document, known as the Handbook for Administering School Discipline – Code of Conduct, will be given to students at the discretion of the assistant principal in charge of discipline or when requested by a parent or student. This document provides, in detail, a definition of school and school related disciplinary offenses. Additionally, it offers explanations as to how determinations are made as to guilt or innocence, involvement and non-involvement. A copy of this document may be given to a student upon his or her referral for disciplinary action.

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 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 those parked on the school campus or entering 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 Sonorville High School 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.

DISCIPLINE REFERRAL ENTRY

The referring teacher or the administrator will complete a discipline referral on a student when it becomes necessary to involve an administrator in disciplinary action.

DUE PROCESS

The Supreme Court of the United States has ruled that a student has a right to a public education under the provisions of the Fourteenth Amendment and State laws. However, a student can be deprived of the right to a public education provided he/she is given substantive and procedural due process. Before a student is removed from school or any of its components at SHS, the student will be given the process due under the guidelines of the law.

However, students' due process in deprivation of up to ten days or other minor deprivations only require the following:

1. That the student be given oral or written charges and if he denies them,
2. He must be given an explanation of the evidence against him and
3. Finally, he must be given a chance to tell his side of the story.

Basically the process is to ensure fundamental fairness. The Court has never established that students have a right to participate in extracurricular activities; however, we at SHS will assume that students do, if otherwise eligible, and will not remove a student long term or permanently from these activities without the minimal steps outlined above.

DISCIPLINARY OFFENSES

Major disciplinary offenses, including, but not limited to, drug and weapon offenses, can lead to schools being named as an “Unsafe School” according to the provisions of State Board of “Education Rule 160-4-8-16 Unsafe School Choice Option.

In addition to the Gordon County Code of Conduct (see Gordon County handbook) the following are specific acts of misbehavior that will result in disciplinary action at SHS:

Academic Misconduct/Cheating

Students who cheat on examinations or other work subject to grading will be given a ZERO for the assignment and will be subject to other disciplinary action. Teachers are required to complete a discipline referral on the established incidents of cheating. Students who hold membership in honorary societies may suffer secondary consequences for cheating or other dishonorable deeds or acts. In all cases of secondary consequences, the student will be given procedural due process in compliance with the Goss v.Lopez standards.

Bomb Threats

Those who commit bomb threats will be processed by a tribunal hearing and recommended for alternative school placement. In addition, charges will be filed with the Gordon County Sheriff’s Department.

Electronic Devices

******SHS policy is that electronic devices not be used during instructional time UNLESS the teacher has allowed the use of such items for instructional purposes.***** Violation of the policy will be considered insubordination.*

Forgery

It is a disciplinary offense for any student, alone or in conjunction with another to present a false or forged medical, legal, or parental note of excuse for any tardy or absence or to turn in any document to the school with a forged signature.

Gambling/Games of Chance

Gambling or games of chance is/are not allowed on school property. Students participating in such activities are subject to disciplinary action.

Gum

Gum may be permitted or prohibited at the discretion of the teacher. Each teacher has the discretion of making consequences for violators. Referrals to the administration for gum will be treated as classroom disruptions.

Inciting Others or Disruption

A pupil who counsels another pupil to fight, riot, disrupt, or be absent, or who himself/herself disrupts or interferes with the lawful and orderly administration of functions of the school shall be subject to suspension or expulsion, depending upon the severity of the act.

Public Affection

At SHS, in addition to inappropriate sexual misconduct, kissing (including cheek & forehead) and prolonged embracing is not acceptable. Holding hands or quick hugs are appropriate.

Racial and Ethnic Bigotry and Insensitivity

No employee or student, while under the jurisdiction of this school, shall be subjected to expressions of racial or ethnic bigotry. An expression of racial or ethnic bigotry occurs when one, either verbally or by open actions, insults or demeans another because of race or ethnic origin.

Expressions of racial or ethnic bigotry may include, but are not limited to the following:

1. Verbal harassment or abuse and the use of such words and names we recognize universally as insults.
2. Non-verbal suggestive pictures, sounds, or gestures.
3. Clothing with words, phrases, symbols, pictures, patches, or insignia, which are racially and ethnically insensitive, apparel which displays the Confederate (“Rebel”) Flag or any adaptation thereof, White Power insignia, Nazi insignia, Ku Klux Klan insignia, Black Power insignia, or Malcolm X insignia, etc.
4. Display or parading of flags or symbols of a racially or ethnically insensitive nature.
5. The telling of jokes wherein the humor is centered on the race or ethnicity of the subject.

Any student who alleges racial or ethnic bigotry by another student may complain directly to a teacher, guidance counselor, or administrator. Initial investigations of complaints will begin within 24 hours of the filing of a written complaint. In a case where the complaint is filed on a Friday or the day before a holiday, the initial investigation shall begin on the next school day.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Recording Devices

There may be occasions when the possession and use of a recording device is appropriate at school. Students operating recording devices must do so under the supervision of a teacher, administrator, or other appropriate school personnel. **IT IS AGAINST SCHOOL RULES FOR A STUDENT TO RECORD A CLASS WITHOUT THE APPROVAL OF THE TEACHER OR AN ADMINISTRATOR, AND ANY STUDENT WHO DOES SO IS SUBJECT TO DISCIPLINE.**

Skate Boards/Roller Skates

Students are not allowed to wear roller skates or ride skate boards on school property at anytime that endangers themselves or others. Students may use outside facilities for this or other recreational activities at designated locations and times. Tennis shoes with wheels or roller blades are also not allowed. Skateboards should be kept at the front office during the school day.

Tardiness

Tardiness to school and class are a distraction to teachers, other students and to the individual student's learning. Students who are not in class by the end of the second (tardy) bell, without an authorized pass from a teacher/administrative office will be considered tardy. Students have ample time to change classes. When students are tardy to any class the sequence of consequences as set forth by the administration of SHS will be followed.

Tobacco and Tobacco Related Products

SHS is a tobacco free campus by State regulation. The possession and use of tobacco products is prohibited on school grounds. This also applies to tobacco related products such as e-cigarettes and lighters.

Willful Disobedience of School System Employees

Every school employee in exercise of his or her duties and responsibilities may have the occasion to question, request, or otherwise give instructions and/or directions to students. Students are expected to cooperate fully with all school system employees in these situations. Pupils will at all times show the proper respect toward faculty members, student teachers, substitute teachers, or other school personnel. A pupil who willfully disobeys a faculty member or other authorized personnel shall be referred immediately to the appropriate administrator for disciplinary action. Pupils shall be made to understand that continued disobedience shall bring suspension and possible expulsion from school.

BULLYING

It shall be the policy of the Gordon County Board of Education that bullying of a student by another student is prohibited. In accordance with Georgia law (O.C.G.A. § 20-2-741.4), bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of date or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of the Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-

- 5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

Upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program. Teachers are encouraged to report bullying instances to the counseling office and/or an administrator.

DRESS CODE FOR STUDENTS (Descriptor Code: 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 the 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.

HEADGEAR: No head coverings, hats, caps, sweatbands, do-rags, or bandanas are permitted. Exceptions to this rule may be made for students whose religion requires certain types of headdress. Hoods on shirts should not be pulled over the student's head.

TATTOOS: Tattoos must be covered at all times if they have offensive or vulgar messages or pictures.

BODY PIERCING: Earrings are allowed. **Facial piercings may be allowed on a case by case basis.**

*NOTE: It shall be a disciplinary offense for any student to engage in the process of piercing a body part (on self or another student) while at school.

CHAINS & SPIKES: Jewelry or wallets with long or heavy chains or spikes are not allowed.

CLOTHES MESSAGES: Apparel with any reference to alcohol, drugs, tobacco, sexual, vulgar, or racial remarks, or any kind of gang affiliation are not permitted. References may be explicit or presented as innuendo or suggestive.

HOLES/TEARS: **Garments with holes or tears above the knees are not permitted.** Any hole must be covered. Underwear can not be used to cover a hole above the knees.

SLEEPWEAR: Lounge pants, pajamas, or any other type of "sleepwear" is not permitted. Students may wear appropriate sleepwear on designated spirit or fundraising days.

SHOES: Shoes must be worn at all times. No house/bedroom slippers or beach flip-flops are permitted. Sandals are permissible.

SHORTS: All shorts (except in physical education classes) must reach **the top of the knee.**

BOYS' PANTS: Pants/shorts must reach the top of the knee and must be on the natural waistline with no sagging. Belts should be worn to avoid sagging of oversized pants.

BOYS' SHIRTS: Shirts must have sleeves. No tank tops.

SKIRTS/DRESSES: All skirts or dresses must reach the top of the knee. Backless or strapless dresses are not permitted.

GIRLS' SHIRTS: Female shirts may be sleeveless; however, **the area between the neck & shoulder must be covered.** No tank tops or low cut necklines are permitted. The chest should be covered so that cleavage is not exposed while standing, sitting, or bending over. Clothing that exposes undergarments are not permitted. This includes white shirts that show the color or pattern of the undergarment. Shirt hems must meet the waistband while standing, walking, or sitting. Avoid shirts that are too tight.

SPANDEX/LEGGINGS/YOGA PANTS/TIGHTS/JEGGINGS: These are not allowed to be worn as the primary outer garment. If these garments are worn underneath an outer garment, the outermost garment must still reach mid-thigh/end of fingertips. Cheerleading uniforms with warm-up pants are appropriate.

Additional clothing items and accessories may be deemed inappropriate by administration and will be determined on a case-by-case basis. Students should make an effort to dress conservatively and appropriately at all times.

Consequences will be assigned for failure to comply with the above dress code.

CONSEQUENCES

A substantiated charge against a student in the school shall subject that student to disciplinary action which may include reprimand, suspension (in-school and/or out-of-school suspension with request for a Disciplinary Tribunal hearing and a recommendation for long-term suspension), assignment to Alternative School, or expulsion. Additionally, a violator may be held legally liable under federal and state civil and criminal laws.

Progressive discipline processes designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed.

“Penalty Box”

Students may be placed in an area outside the classroom (such as an office in student services) in order to prevent the disciplinary issue from escalating into a major offense.

Detention

Teachers or administrators may assign students to detention for acts of misconduct. Parents will be notified if detention has been assigned. Detention may take the form of lunch detention or detention held before or after school.

In School Suspension (ISS)

Students should report no later than 8:30. A student who is **tardy, absent or does not complete the daily work, for any reason, will be assigned an additional day in ISS.**

You should have all textbooks, paper, pen, pencil and any other materials needed to complete assignments.

ALL STUDENTS will have **assigned seating** (cubicles/desks) and will keep their cubicles/desk clean. **Defacing cubicles, desks, and/or walls will not be tolerated.** All student areas will be checked every afternoon before going home. Theft/destruction of property is grounds for immediate dismissal & charges can be filed & restitution demanded. Students are responsible for all lost, stolen or damaged items.

- Students will stay on task at all times and will follow the **ISS Schedule**. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. **Sleeping is prohibited. No physical contact of any kind between students.** No magazines, drawing, coloring allowed unless approved by ISS teacher or is necessary to complete assignments.
- The student is expected to bring a **brown bag lunch** from home or have lunch from the cafeteria. The **cost of a student lunch is \$2.20** unless they are serviced through another program.
- The student is expected to complete each day's assignments for every class according to directions given and acceptably to the ISS teacher before being released from ISS at the end of the day. No credit will be given for incomplete work.
- Students are required to have all textbooks required to complete the assignments. The PASS teacher may give additional assignments if a student runs out of work. Students may bring a library book from the SHS library or check one out at the ISS library to read once all work is completed and permission from the ISS teacher.
- The students will be allowed restroom breaks as a group. No other restroom breaks will be allowed.
- **NO FOOD, DRINKS, GUM, OR TOBACCO PRODUCTS OF ANY KIND WILL BE ALLOWED IN PASS. Use of these products will result in an additional day.**

- The student must serve all assigned days in ISS in order to qualify for release and return to the regular classroom.
- **Respect to others must be shown at all times. No foul language, disruptive behavior, or physical contact between students at any time.**
- Electronic devices are not allowed in ISS.
- All regular school rules apply, **including dress and grooming codes.**

Students may be assigned to ISS for certain acts of misconduct. **Students will not be allowed to spend more than 10 days per year in PASS, except in extenuating circumstances. Students exhausting their limit of ISS days will be punished more severely; possibilities include OSS or disciplinary tribunal.**

Students who are assigned to ISS will be allowed and required to continue work for grades in their regular classes. **Local Board of Education policy prohibits participation in ANY extracurricular activity while a student is serving time in ISS.** The period of exclusion begins on the day the student begins his assignment and ends at 3:35 p.m. on the day the ISS assignment is completed. If a weekend is included during that time, the student may not participate during that weekend.

“No participation” in this context means that the student may not practice, travel, dress, or in any way be associated with a team or school sponsored organization. ISS, in and of itself, shall not cause secondary deprivations of post-season awards and/or recognition to which the student would have otherwise been entitled.

Out-of-School Suspension

A student suspended from school is denied the right to attend school and the privilege of attending any school functions during the suspension. The student is not allowed on campus for any reason unless specifically granted by the principal or designee. The student is not allowed to attend any school function on campus or, in some instances, at another location. **Work missed due to out-of-school suspension cannot be made up without administrative approval. Final exams for the nine weeks or for the term may be made up according to the timelines and stipulations set by the administration.**

Tribunal Hearing

Students who are to be removed from the educational process for a long term suspension (greater than 10 days) or on a permanent basis will be given a tribunal hearing. In a tribunal hearing, the student is afforded greater due process than when subjected to a suspension of 10 days or less. He can call witnesses, cross-examine, have an attorney, etc. The tribunal panel is composed of three educators within the school system but outside the school where the student attends.

PHOENIX CODE OF CONDUCT

What is the Phoenix Code of Conduct?

The Code of Conduct is a set of expectations that every member of the Phoenix learning community should strive to meet. It consists of 3 simple statements that apply not only to the school environment but can also provide a foundation for success in all aspects of life.

The Phoenix Code of Conduct (PCC) can be summed up with these statements:

Be Ready. Be Respectful. Be Responsible.

The PCC has implications in each part of school life.

Below are just some of the examples of how the PCC translates into everyday school life. Teachers may add additional expectations for their classrooms, for examples “in the lab area” or “during a group presentation” etc.

IN THE CLASSROOM

BE READY	BE RESPECTFUL	BE RESPONSIBLE
<ul style="list-style-type: none"> • Bring all necessary supplies (pen, paper, textbook, notebook, etc.) • Complete homework before class begins. • Be on time. • Be in assigned seat. • Follow any “start” routines established by the teacher. • Have personal needs (ex: restroom) taken care of before arriving to class. • Dress appropriately. • Focus on directions given. 	<ul style="list-style-type: none"> • Listen attentively while someone is talking. • Use property as it was intended to be used. • Leave the belongings of others alone. • Leave the work area neat. • Keep your hands to yourself. • Use appropriate manners. • Behave appropriately so that others may learn. • Always speak respectfully to others. Use appropriate, non-offensive words and/or gestures. 	<ul style="list-style-type: none"> • Stay actively engaged in the lesson. Connect and reflect. • Use time wisely. • Ask for help when needed. • Take care of the materials and work space. • Mind your own business. • Do all assignments to the best of your ability. • Organize and account for your personal belongings and materials.

IN THE HALLWAYS

BE READY	BE RESPECTFUL	BE RESPONSIBLE
<ul style="list-style-type: none"> • Have a signed pass if in the hallway during class. • Move toward class so that you will not be tardy. • Take care of personal needs (locker, restroom, etc.) before class begins. 	<ul style="list-style-type: none"> • Have only conversations which can be heard at an arm's length. • Speak without using profanity or offensive language. • Dress appropriately. • Pick-up anything you drop. • Properly dispose of trash. 	<ul style="list-style-type: none"> • Walk. • Show no public display of affection. • Keep hands, feet, & belongings to yourself. • Interact in a manner free of horseplay.

IN THE CAFETERIA/COMMONS/COURTYARD

BE READY	BE RESPECTFUL	BE RESPONSIBLE
<ul style="list-style-type: none"> • Wait and stand in the appropriate line. • Have money & ID # ready. • Get all items needed when going through the line (fork, napkins, etc.) 	<ul style="list-style-type: none"> • Clear the table as soon as you finish eating. • Use manners when speaking to the ladies serving. Say "Thank you." • Use table manners. 	<ul style="list-style-type: none"> • Use the property as it was intended to be used. • Use time wisely (eat lunch, use the restroom, etc.) • Leave the area clean. • Make healthy choices.

IN THE GYM

BE READY	BE RESPECTFUL	BE RESPONSIBLE
<ul style="list-style-type: none"> • Be in appropriate area at all times. • Know expectations of the day's activities. • Quickly change clothes. • Dress appropriately. • Leave food &/or drinks (except water) outside gym unless given permission by the teacher. 	<ul style="list-style-type: none"> • Interact at all times in a manner free of horseplay. • Use equipment properly. • Use the steps to move up and down the bleachers. • Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> • Follow all safety rules. • Make sure no personal belongings are left unsecured in the locker room or on the bleachers. • Participate in all activities. • Leave all areas clean.

CLASS MEETINGS/ASSEMBLIES

BE READY	BE RESPECTFUL	BE RESPONSIBLE
<ul style="list-style-type: none"> • Proceed to the designated area quickly. • Sit as instructed (ex: with your homeroom or class) • Power down all electronic devices. 	<ul style="list-style-type: none"> • Listen attentively. • Clap when appropriate. • Avoid yelling, whistling at, or making any other noises inappropriately. • Leave area clean. 	<ul style="list-style-type: none"> • Get any materials needed. • Ask appropriate questions. • Reflect on and use any information provided • Follow all instructions.