



## CENTRAL GWINNETT HIGH SCHOOL

564 W. Crogan Street  
Lawrenceville, GA 30046  
770-963-8041  
[www.centralgwinnett.net](http://www.centralgwinnett.net)

Principal ..... Shane Orr  
Assistant Principals.....Mary Elizabeth Butler  
Jimmy Fisher  
Jade Gillispie  
Eddie Hood  
Sheila Sudderth  
Ashley Rutledge  
Nia Thornton  
Shirelle Tubbs  
Scott Wilbanks  
Athletic Director/AP ..... Eddie Hood  
Community School Director ..... Franklin Wood  
Counselors..... Tameika Bradshaw  
Tiffany Brown  
Chris Kimbro  
Andre Prospere  
Emmanuel Rutledge  
Registrar..... Irma McClarity  
Cafeteria Manager ..... Colleen Allen  
Head Custodian ..... Larry Campbell  
School Resource Officers ..... Chris Robinson  
Darin Mitchem  
Parking Supervisor ..... Roger Lowry

## **TABLE OF CONTENTS**

VISION, MISSION, AND GOALS	3
TELEPHONE NUMBERS	4
COLLEGE AND CAREER ACADEMIES	5
GENERAL SCHOOL POLICIES	6
SCHOOL SERVICE LOCATIONS	8
INSTRUCTION	8
GRADUATION REQUIREMENTS	10
PROMOTION REQUIREMENTS	11
HONOR CODE	12
DRESS CODE	15
STUDENT DISCIPLINE	16
ATTENDANCE	17
COUNSELING	19
MEDIA CENTER	21
COMPUTER LABS	22
LUNCH	22
BUS INFORMATION	23
EMERGENCY PROCEDURES	23
EXTRACURRICULAR ACTIVITIES	24
ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT	25
SPORTS	27
CLUBS AND ORGANIZATIONS	28
GOOD STANDING	30
DOCUMENTED DISABILITIES	31
STUDENT RECORDS	31
SCHOOL TRADITIONS	31

# CENTRAL GWINNETT HIGH SCHOOL

## VISION, MISSION, AND GOALS

### **Vision**

Central Gwinnett High School will become a student-focused school committed to high student achievement that serves to cultivate and inspire the continuous improvement of the life-long learner both academically and in the global society.

### **Mission**

The mission of Central Gwinnett High School is to improve academic literacy by building meaningful relationships between staff, students, parents and the community at large resulting in measured improvement for all.

### **Goals**

The members of the Central Gwinnett High School (hereafter, CGHS) faculty will create a positive learning environment to produce life-long learners by fostering a culture where students feel valued and are empowered to contribute productively to society.

#### Community Involvement

The members of the CGHS community (Staff, students, and parents) will collaborate to attain higher graduation rates, prepare students for a successful transition into adulthood and develop the responsibilities for life.

All members of the CGHS will strive to build meaningful relationships with students that foster the students' individualized achievement. Faculty members will practice proactive teaching methods that are supported by data, collaboration and reflection for preparing students for real-world situations and addressing students' needs.

## **CENTRAL GWINNETT HIGH SCHOOL PHONE NUMBERS**

<b>Main School Number</b> .....	770-963-8041
<b>Principal's Administrative Assistant</b> .....	678-377-3924
<b>Parent Center</b> .....	770-822-6540
<b>Registrar</b> .....	770-338-4870
<b>Scheduling Office</b> .....	770-338-4872
<b>Testing Office</b> .....	678-376-8537
<b>Counseling Office</b> .....	770-338-4872
<b>Title One Office</b> .....	770-338-4860
<b>Athletic Director</b> .....	770-338-4887
<b>Basketball Office Boys</b> .....	770-338-4878
Girls .....	770-338-4859
<b>Football Offices- Todd Wofford</b> .....	770-338-4891
<b>Community School-</b> .....	770-338-4889
<b>Media Center</b> .....	770-338-4874
<b>Music Department</b> .....	770-338-4868
<b>Theatre</b> .....	770-338-4883
<b>Maxwell High School of Technology</b> .....	770-963-6838
<b>Transportation</b> .....	770-513-6846

## College and Career Academies

With an emphasis on relationship, rigor, relevance, and readiness, Central Gwinnett High School academies maintain a commitment to excellence in our students' acquisition of the knowledge and skills to be successful as they continue their education at the postsecondary level and/or enter the workforce.

<b><u>9<sup>th</sup> Grade Academy</u></b> Dr. Sheila Sudderth, Assistant Principal Emmanuel Rutledge, Counselor Ken Jackson, Academy Lead
<b><u>MEDICAL AND HEALTHCARE SCIENCE</u></b> Dr. Jade Gillispie, Assistant Principal Andre Prospere, Counselor Kelsey Allen, Academy Lead
<b><u>LAW, ENTREPREUNERSHIP, AND PUBLIC SERVICE</u></b> Ashley Rutledge, Assistant Principal Tamekia Bradshaw, Counselor Franchesca Brothers, Academy Lead
<b><u>FINE ARTS AND COMMUNICATION PROFESSIONS</u></b> Shirelle Tubbs, Assistant Principal Tiffany Brown, Counselor Michele Pelletier, Academy Lead
<b><u>SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS</u></b> Nia Thornton, Assistant Principal Chris Kimbro, Counselor Sean Holder, Academy Lead

**Brent Cruce, Academy Coach  
(Community Liaison)  
Megan Rose-Hutchins – Fine Arts Liason**

# GENERAL SCHOOL POLICIES

## 1. Visitors

All visitors must report to the 700 Attendance Kiosk or main office to sign in and register to visit. An identification sticker will be issued and must be worn at all times while on school property. Upon completion of the visit, the visitor must return to the main office and sign out. Students may not bring friends to school for visits to classrooms.

## 2. Lockers

Lockers are the property of the school and are subject to inspection and search by school officials. Because students are responsible for the contents of their lockers, they should not allow other students to have access to their lockers. No decals or stickers may be placed on lockers. Abuse of lockers will result in disciplinary action and payment for damages.

**Students enrolled in P.E. classes must bring a personal lock or rent a lock from the PE Department to secure their valuables in the gym.** Items that are not secured properly are the students responsibility.

## 3. Textbooks

Textbooks are checked out to students. When books are returned at the end of the semester, students must return all books currently issued to them or pay for their replacement. All textbook fines must be cleared prior to participating in Homecoming, Prom, or Graduation Ceremonies.

## 4. Campus Hours

Students are not permitted on campus prior to 6:45 am and must leave campus by 2:30 pm unless they are participating in a supervised extracurricular activity. Students must be picked up no later than 30 minutes after an extracurricular activity ends. Failure to comply with this rule will result in disciplinary action, which may include exclusion from participating in or attending extracurricular activities. Unsupervised students will be required to report to the theater steps after 2:30 pm..

## 5. Electronic Devices

If a student brings an electronic device to school, this device must be turned off and put away while in class. If a student is using one of these electronic items during instructional time, unless permitted by teacher to use for instructional purposes, they will be given an administrative consequence. Students may not charge these items while on campus. **One headphone is permitted to be worn in the hallways during transition.**

**Please be aware that students bring these items at their own risk.**

## 6. Authorized Material at School

Selling, posting, and distributing materials such as flyers, letters, election posters, advertisements, lists, religious and non-religious events, etc., must be approved and signed by the principal or her designee.

## 7. Lost and Found

Lost articles are kept in the Media Center. Unclaimed articles will be given to charity at the end of each semester. The school cannot be responsible for items left unsecured on campus.

## 8. Address Change

Any address change for current students must be reported to the student support center. Proof of residency must be provided.

Accepted residency forms are:

- Utility bill
- Lease agreement
- Mortgage statement
- Home/Land purchase agreement
- Notarized residency affidavit

These forms must include the name of parent or legal guardian and an in district address.

## 9. Clinic Cards and Medication

Clinic cards must be completed and returned to the clinic. Students without current and complete information cannot check out of school. All medication must be in its original container and must be registered with the school clinic worker. Students will be responsible for taking their medications at the appropriate times.

## 10. Messages, Delivery of Non-School Items, Food and Beverages

Messages cannot be delivered to students except in the case of emergency. **Food, flowers, balloons and other non-school items will not be delivered to students during the school day.** Students who check into school during the day are not permitted to deliver such items to other students.

## 11. Parking

The privilege of driving to school and parking on the school premises is extended only to students "in good standing" (see "Student in Good Standing" policy and section on tardies under **Discipline**). Under certain types of disciplinary actions, students may forfeit their rights to drive a vehicle to school and may have their parking permit revoked.

Students choosing to drive to school must purchase a non-transferable parking permit costing \$60.00 per year. Seniors, work-study students, juniors in peer leading, and yearbook staff will be given first priority. Students will be given an adhesive parking sticker which must be permanently attached to the window and visible to school personnel. Students who park without authorization are subject to having their vehicles booted or towed away at owner's expense.

Copies of CGHS parking regulations will be provided to students when decals are purchased. Please note that students may not be in any parking area except upon arrival or leaving campus. Cars driven onto the campus are subject to search by school officials. The school is not responsible for damage to automobiles or loss of contents. Student automobiles are subject to inspection and search by school officials. Because students are responsible for the contents of their vehicles, they should not allow other students to have access to their vehicles.

## 12. Telephones

School telephones are used for school business; individuals are not authorized to use the telephone for personal use except in emergencies.

No student is to be released from class to use the telephone. If a student is ill or an emergency arises, the teacher may issue a pass to the clinic. If a student is late to class because of using the telephone, the tardy will be unexcused.

## 13. Central Gwinnett High School Perfect 10s Initiative

In support of our commitment to create a culture that is focused on teaching and learning, Central Gwinnett High School requires that all students be in their classrooms during the **first and last 10** minutes of class. **Students may not leave a classroom** for any reason during the **first or last 10** minutes of class unless:

- He or she has a teacher's lanyard or an official CHGS office pass, and the reason for being out of class is due to an unavoidable circumstance.

## 14. Hallway Procedure

Students may not leave the classroom during instructional time unless it is an emergency situation that cannot wait or if they have been issued a pass from a school office. Students in the hallway during instructional time must have a teacher issued lanyard or an official CGHS office pass. All Central Gwinnett High School faculty and staff who encounter a student in the hallway during instructional time should observe the student's pass or lanyard. If a student has neither, he or she will be directed to the nearest assistant principal's office.

## 15. Food from outside

Students may not bring in food or drinks from restaurants on campus during the school day.

If a student is in violation, food and drink will be confiscated and discarded.

## SCHOOL SERVICES LOCATOR

IF YOU NEED	GO TO:
Bus Changes	Front Office
Change of Schedule	Assigned Counselor
Change of Address	Student Support Center
Certificate of Attendance (Driver's License)	Attendance Kiosk
Early Dismissal	Attendance Kiosk
Extended Absence Information	Attendance Kiosk
Homebound Information	Assigned Counselor
Lockers	Linda Luke- Media Center
Lost and Found	Linda Luke- Media Center
Parking	Attendance Kiosk
Scholarship Information	Assigned Counselor
Transcript	Student Support Center
Voter Registration	Assigned Counselor
Withdraw from School	Student Support Center
Work Permit	<a href="https://dol.georgia.gov/get-youth-work-permit-online">https://dol.georgia.gov/get-youth-work-permit-online</a>

## INSTRUCTION

### 1. Grading System

A.....	90 - 100 .....	Excellent
B.....	80 - 89 .....	Above Average
C.....	74 - 79 .....	Satisfactory
D.....	70 - 73 .....	Needs Improvement
F.....	0 - 69 .....	Unsatisfactory/Failing

### 2. Semester Syllabus

All students will review and sign off on the course syllabus via eClass from every teacher at the beginning of the semester. The course syllabus outlines a plan of study that includes all of the AKS objectives for the subject. The following information will be included on the course syllabus:

- a. Course title and description
- b. Materials
- c. Units to be studied
- d. General objectives for the course
- e. Special assignments/projects
- f. Grading procedures

### 3. Incomplete Grade

Incompletes will not be given. If a student has missed an assignment due to an absence, a grade of zero will be entered until the student makes up the work within five (5) days. All pre-assigned work for a class will be due on the day a student returns to that particular class after an absence or according to arrangements made with that teacher. ***It is the student's responsibility to request missed assignments.***

### 4. Progress Reports

Progress reports/report cards in all eight subjects are sent to parents at the end of the sixth and twelfth weeks of school each semester. These progress reports provide notification to parents of the progress their student is making toward the final semester grade given at the end of the eighteen weeks. Teacher/parent conferences can be initiated at any time by teachers or parents.

### 5. Senior Reports

Prior to the beginning of the second semester of the senior year, counselors will send senior letters notifying parents of the student's progress toward graduation. In addition, parents of seniors will be notified again at least twelve weeks before graduation regarding unsatisfactory work. If a senior begins to fail at any point after the sixth week, the teacher will notify the parents.

### 6. Schedule Changes

Students have three days after a semester begins to request a schedule change. Legitimate reasons for dropping/adding within the three-day period include:

- a. The student has already passed the course.
- b. The student needs another course to meet graduation requirements.

Since all students are required to take eight classes, any class dropped must be replaced with another class. Schedule changes are contingent on available space in the class the student wishes to add. ■

### 7. Final Exams

Final exams may not be taken early. In emergency situations, exams may be taken late with the approval of the administration. A grade of zero will be entered until the final is made up.

### 8. Senior Exemption Policy (Second Semester Only)

- Must have no more than three (3) absences second semester
- Three (3) tardies is equal to one (1) absence (college visits and school activities do not count)
- Must not have any ISS or OSS this semester
- Must have 90 or better in class this semester
- Non-Seniors in AP courses must take their final exams. But due to the nature of the AP test schedule and curriculum, students in AP course may take their exams early.
  - Seniors may not exempt a District Assessment Final

### 9. Credits for Home or Private School Work

In accordance with the Southern Association of Schools Standard 3.4.9, Gwinnett County Public Schools will validate competency, by course, before awarding Gwinnett County Public School credit for work completed at a home school or private school that is not accredited by the Southern Association of Colleges and Schools (SACS) or its equivalent. Examples: Middle States Association, North Central Association, New England Association, etc.

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

courses. Students entering from a home school will be required to earn credit through testing.

If you attend or plan to attend a non-SACS accredited school or a home school, please check with the counseling department for this documentation.

#### **10. Notification of Gifted Education Programs**

Gifted education in the Gwinnett County Public Schools is a part of the system's Center for Educational Programs. The procedures for identifying and placing students in the gifted program are set by the State. Referrals to the gifted program may come from teachers, parents, or as the result of system-wide testing scores. A school's gifted eligibility team reviews referrals at the beginning, middle, and end of the school year to determine which students will be evaluated. A student may be referred once during high school. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

#### **11. Parent Portal**

Gwinnett County Public Schools' Parent Portal offers parents and guardians timely, and secure access to their child's grades, attendance, disciplinary and testing history online. The Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your child's education.

Registration forms are available from the Student Support Center and the Parent Center. You must return the form in person to allow the school to verify your identity.

#### **12. Non-Gwinnett County Classes and Georgia Milestones Assessments**

In the state of Georgia, some academic classes require an Georgia Milestones. If your child is taking one of these academic classes outside of Gwinnett County Public Schools, he/she must take a Georgia Milestone before s/he can receive credit for the non-GCPS class. The Georgia Milestone is given for the second semester course of the following classes: Algebra I, Geometry, Freshman Language Arts, Junior Language Arts, Biology, Physical Science, US History and Economics (a one semester course). Students taking one of the above classes in a non-Gwinnett County Public School need to contact their counselor to schedule a time to take the Georgia Milestone.

Seniors who are taking a non-GCPS course need to submit a transcript with the final grade for the course **at least two weeks** before the anticipated graduation date. The last series of Georgia Milestones are given in early May so students should plan accordingly.

#### **13. Grade Appeal Process**

All concerns regarding finalized semester grades must be made in writing to the curriculum assistant principal during the calendar school year in which the classes were taken.

## **GRADUATION REQUIREMENTS**

### **Language Arts - 4 units required**

1.0 must be 9th Grade LA

& 1.0 must be 11th Grade

LA-American Literature

### **Math 4 units required**

Algebra I,

Geometry, Algebra II & Additional Math

### **Science 4 units required**

Biology, Chemistry, Physics,

Science Elective

### **Social Studies 3 units required**

World History, U.S. History,

Economics/Political Systems

### **Health/PE 0.5 units of each**

Or 3.0 units of JROTC

### **Req. Electives 3 units required**

Any combination of Fine Arts,

Technical Electives or Modern/


Classical Language \*\*

### **Electives 4 units required**

### **Total 23 units**

\*\* 2 units of modern/classical language are required for university admission in the state of Georgia.

<b>Graduation Requirements</b>	<b>Credits</b>
I. English/Language Arts	4
II. Math	4
III. *Science	4
IV. Social Studies	3
V. **Career, Technical and Agricultural Education (CTAE), and/or Modern Language/Latin, and/or Fine Arts	3
VI. Health & Physical Education	1
VII. Electives (4 units)	4
<b>TOTAL UNITS</b>	<b>23</b>

\*[4th Science](#)  may be used to meet both the required science and required elective in CTAE sequence of courses (V)

\*\*Student must complete 3 units in a pathway to complete CTAE pathway and take end of pathway assessment; Student must complete 2 years of the same foreign language for admissions to Georgia Board of Regents colleges/universities.

## **PROMOTION REQUIREMENTS**

9th to 10th 5 core units required

10th to 11th 11 core units required

11th to 12th 17 core units required

# HONOR CODE

## PHILOSOPHY

The Central Gwinnett High School tradition of excellence requires an academic environment that rejects cheating or any other form of dishonesty. An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life. Self-esteem and self-respect grow from enduring challenges with honesty, persistence, and hard work. Our students can earn respect for themselves and their academic work through academic integrity and ethical conduct.

Central Gwinnett High School aligns academic honesty policies with similar policies found at colleges and universities. Recognition, understanding, and using academic integrity policies prepare students for college and life. It is an essential part of education and citizenship.

## THE 4 PILLARS OF HONOR

The commitment to academic integrity rests upon four pillars:

- I. **Honesty:** Bring honor to oneself on a daily basis by acting and speaking with truth and sincerity.
- II. **Respect:** Respect yourself and others by attending class, completing schoolwork, contributing to positive class and hall discussion with thoughtfulness and understanding of differing views and values.
- III. **Responsibility:** Maintain commitment to personal obligations, both academic and personal, in doing what is right for you and others while overcoming fear generated by peer pressure or misguided compassion.
- IV. **Trust:** Trust in your peers, your teachers and your own ability to act in forthright manner with integrity and sound character as a member Central Gwinnett High School.

## VIOLATIONS OF THE HONOR CODE

These include but are not limited to the following behaviors and / or actions:

### **Use of Electronic Device:**

- The use of ANY electronic device to aid in any assignment or assessment is prohibited unless otherwise permitted by the teacher or the assessment proctor.
- Copying, generating, storing, accessing, photographing, or transmitting course work or solutions through your own device or someone else's is prohibited and may be considered cheating.

### **Assignment Submission:**

- All coursework submitted must be original in form, before and after grading, to the student submitting.
- Students must have teacher's permission in advance to use any assignment in more than one class.

- Students are not to make accessible to others their completed coursework or assessments in either paper or electronic format.

## **CATEGORY VIOLATIONS OF THE HONOR CODE**

### **Assessment Environment:**

- Having an electronic device visible or holding peer-to-peer discussions, via any means, despite all intentions, during any and all assessments, is prohibited unless otherwise permitted by the teacher or the assessment proctor.
- Leaving the assessment environment with test materials, questions, or solutions via theft or a failure to follow directions, with or without the intent to distribute, is prohibited.
- Using or helping others to use any of the following items before, during, or after an assessment is prohibited: Any assessment; answers on body; reference/review/answer sheets, notes, or texts; writing on desk; drink labels; hidden keys; translator; coded language; or questions and answers shared by a peer prior to assessment.

### **Academic Writing ~ Papers, Essays, Labs, Reports, Projects, Classwork, Homework, Calculations, etc:**

- Copying and / or paraphrasing or allowing someone else to copy / paraphrase texts, graphs, diagrams, or computations on **ANY** academic writing or student work is prohibited.
- Plagiarism (failure to cite and quote) of published work of any length is prohibited.
- Shortcutting can be defined as any of the following and is not tolerated: using condensed summaries without reading course materials, hiring someone to create any academic writing, buying prewritten work, downloading academic writing, turning in an assignment from a former student.
- Receiving any assistance on work identified by the teacher as individual is a violation.
- Homework and classwork violations will be handled at the classroom level and at the teacher's discretion.

### **Academic Testing Protocols:**

- All cellphones, devices with the capability to connect with cellphones (such as "Smart Watches"), or any devices with a camera and/or texting capabilities must be turned off and placed in bookbags, in purses or with a trusted friend in a secured location such as the front of the room or designated area of the teacher or assessment proctor's discretion.
- Students will not have access to their materials, including bookbags and purses, until the assessment period is complete and all assessments have been collected and counted.
- Students should expect to be continuously monitored in the assessment environment.
- Any student who violates the Academic Honor Code or the Academic Assessment Protocols can be removed from the assessment environment, may receive disciplinary action, and their test may be invalidated.

## **CONSEQUENCES**

### **First Offense:**

- Teacher contacts parent/guardian
- Discipline referral sent to Assistant Principal
- Honor code letter may be sent home for parent signature and kept in student's file

- Conference with student and Assistant Principal
- Student's grade recorded as a zero until assignment is completed within the teacher-designated time frame.

#### **Second Offense:**

- Student may receive a zero for the assignment
- Second discipline referral will be sent to Assistant Principal
- Assistant Principal contacts parent/guardian
- Student could be referred to the Honor Code Committee for additional consequences

#### **Third or More Offense:**

- Student may receive a zero for the assignment
- Third discipline referral sent to Assistant Principal
- Assistant Principal contacts parents
- Student could be referred to the Honor Code Committee for additional consequences
- Consequences will advance with each repeated event

\*\*Full Version handed out to each student at the beginning of the school year and available on the Central Gwinnett High School Website.

## **DRESS CODE**

In order to promote a positive image, professionalism, and minimize any distractions in the learning environment, Central Gwinnett has created the following guidelines in regards to dress code. Appropriate school attire is important. No student shall dress in such a way as to distract from the learning process of other students. The faculty at Central Gwinnett High School recognize that in order for the dress code to be effective, parents and students must attend to a student's clothing before he or she leaves for school in the morning. We request and appreciate the cooperation of students and parents in this matter.

- The faculty and staff will be vigilant of students who are not in compliance with dress code. Students who are in violation of the CGHS dress code policy will be directed to the nearest Plasco station to receive a ticket and to correct dress code issues. Students must present tickets to teachers upon their return. Dress code issues that cannot be corrected immediately may result in students going to ISS.
- Dress code violation 1-3 – A warning will be issued and a phone call will be made to inform parent/guardian.
- Violations beyond 3 – An administrative referral will be written and submitted to administration. Consequences will be determined by administrator.

1. **Headgear** - Headgear is prohibited between 6:50 am and 2:10 pm. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, headsets, combs, rakes, picks, and doo rags. Exceptions for religious purposes will be granted by the administration. This rule does apply to ladies knit caps, scarves, etc.

Violation of this policy will result in the item being collected by staff to be made available for pickup in the Attendance/Community School Office after 2:30 pm.

2. **Shirts/Blouses/Tops**- Blouses and shirts must cover the tops of the shoulders.
  - No halter-tops, strapless tops, spaghetti strap tops, or bare shoulder tops of any kind are allowed. Straps must cover at least 2" on top of the shoulder.

- Blouses that expose any portion of the waist, hips, or midriff are not allowed (If you raise your arms to shoulder level and then put them down and your blouse/shirt now exposes any portion of your waist, hips, or midriff, the blouse/shirt is not acceptable for school).
  - Other blouses/shirts not appropriate for school include, but are not limited to, low-cut, see through, or backless tops.
  - Males are not allowed to wear sleeveless shirts unless they are fitted or fall less than two inches below the under arm.
  - Team uniforms worn during the school day must be in compliance with this rule.
3. **Shorts/Skirts/Pants**- All shorts and skirts must be worn no shorter than 3" above the knee. This length requirement must be met at all times including when the student is sitting or walking.
    - Slits, holes, or tears in skirts or pants must be worn no shorter than 3" above the knee
    - Leggings, jeggings, yoga pants, butter pants, tights, or any other tight fitting pants are not allowed unless an over garment is worn that is no shorter than 3" above the knee. Long shirts are not acceptable over garments. If an outfit is not appropriate without leggings et al worn, the outfit does not meet dress code.
    - The waistline of shorts/skirts/pants must be worn on or above the hips with no underwear showing (no sagging).
    - Belts may not be excessive in length and should not be hanging from either side of the body.
  4. **Shoes**- Health regulations and safety factors require that shoes be worn at all times. Bedroom slippers/shoes are not allowed.
  5. **Undergarments**--may not be visible while standing or sitting.
  6. **No pajamas or sleepwear** of any kind should be worn at school.
  7. Overalls must be fastened appropriately. A shirt of proper length and style must be worn under the overalls, and underwear should not be visible while the student is standing or sitting.
  8. No student clothing shall display words or symbols that advocate or depict weapons/violence, drugs, alcohol, sex, gang affiliation, or other illegal activity expressively or implied. No clothing or accessories should be disruptive.
  9. Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, spiked rings, spiked bracelets, two or three finger rings that are connected, and bulky chains worn around the neck or waist. Sharp objects such as spikes are not allowed on clothing or book bags.
  10. Students are not allowed to display clothing or symbols that have been identified as being gang-related. This includes but is not limited to the following: students rolling up one pant leg, bandannas, armbands on one arm, towels or shirts over one shoulder, belts hanging down one side of the body, red articles on left or blue on right. This rule is subject to updates as additional gang related behaviors are identified. Please check with the discipline office for a current complete list of prohibited items.
  11. Any student dress not specifically stated which the administration deems distracting to the learning environment will not be permitted.

## **STUDENT DISCIPLINE**

All students enrolled in Gwinnett County Public Schools will be given a copy of the Gwinnett County Public School Student/Parent Discipline Handbook, and students will be responsible for following its rules, policies and procedures.

The following are specific school rules/policies/procedures reminders to students and parents.

1. If a student brings an electronic device to school, this device must be turned off and put away during class. If a student is seen with one of these electronic items during instructional time, unless permitted by teacher to use for instructional purposes, they may be subject to an will be given an administrative consequence. Students may not charge these items while on campus. Headphones may not be worn in the

hallways. Violations are subject to disciplinary consequences.

**Please be aware that students bring these items at their own risk. Lost or stolen items are NOT the responsibility of the school**

2. The use of profane, vulgar or obscene words, gestures, or other actions that disrupt the school environment is not allowed. Students may receive consequences based on GCPS administrative handbook.
3. Students may not display or possess obscene or inappropriate writing such as gang related writing or apparel, drug, alcohol, tobacco, weapon, or sex-related signs, symbols, drawings, jewelry, or tattoos.
4. Fighting and or other student altercations may result in out of school suspension and are subject to being taken to a county disciplinary hearing and/or arrest.
5. All pornographic materials are prohibited. This includes, but is not limited to, pictures, drawings, literature, images/videos (including social media) on cell phones or other electronic devices, and material accessed on the Internet.
6. Unauthorized duplication, alteration, use, solicitation or possession of school forms (including forgery), software or documents are prohibited.
7. The school recognizes that students may have after-school obligations; therefore, it is important that students manage their time and behaviors. Noncompliance with a disciplinary assignment (failure to stay to follow through with any assigned consequence) will result in an escalation of the disciplinary measure.
8. Students must have a valid electronic or written pass to be in the hallway during instructional time.
9. Students are not permitted to sell items at school without the principal's approval.
10. Students must cross public streets at designated crosswalks when arriving or leaving campus. Failure to do so will result in disciplinary consequences.
11. Students are required to provide their name promptly to any member of the Central Gwinnett High School faculty/staff. Failure to provide a name or providing a false name may result in a disciplinary consequence.
12. Any student who is suspended from school is not allowed on school grounds or within 1000 feet of school property or at any school function or activity during the course of his/her suspension. Violation of this rule will result in additional school consequences and possible arrest for criminal trespass.
13. Bully Policy: Students are expected to report immediately any instance of bullying to a counselor or administrator. This may include but is not limited to oral, written, and physical threats, intimidation, or assault. Students found to be in violation of bullying will receive disciplinary consequences. Instances of bullying will be taken seriously and will be addressed as directed under the state of Georgia code. See O.C.G.A. § 20-2-751.4

## **ATTENDANCE POLICIES AND PROCEDURES**

### **1. Residency**

Any address change must be reported to the counseling office. Proof of residency must be provided. Accepted residency forms are:

Utility bill

Lease agreement

Mortgage statement

Home/Land purchase agreement

Notarized residency affidavit

These forms must include the name of parent or legal guardian and an in-district address.

### **2. Absences**

Within three days of an absence from school, the student must bring a signed note from a parent, guardian, doctor, or governmental agency stating the reason for the absence(s). The note is to be given to

the clerk in the 700 hall office prior to 7:10 a.m. If the student does not bring a note, the absence will be considered unexcused. Work may not be made up for unexcused absences. **On the 10<sup>th</sup> unexcused absence, State law requires schools to report the student to the State Department of Motor Vehicles to suspend the student's driver's license.** The absence will be classified "Excused" only if it is covered by one of the following areas as defined by Georgia law:

- a. Student illness
- b. Death or serious illness in the immediate family
- c. Recognized religious holidays
- d. Orders of a governmental agency (armed forces examination, court appearances, etc.)
- e. Service as a page in the Georgia General Assembly
- f. Conditions rendering school attendance impossible or hazardous to student's safety or health

The above six criteria for excusing absences apply to all-day absences, tardies to school, and check-outs from school.

### 3. Pre-Arranged Student Absences

Out-of-town trips are not excused unless covered by the six criteria listed in Item 2. However, a student may make arrangements with teachers in advance of a trip so that work to be missed can be done before the student leaves. A special form that is used for notification of teachers and the attendance clerk is available in the 700 hall office. A student may be approved to miss up to five (5) school days for a pre-arranged absence. All pre-arranged absences will count toward the ten days absent limitation per class, per semester.

The parent should notify the school in writing, indicating the days to be missed, at least three (3) school days prior to the date(s) to be missed.

### 4. Tardies to School

Any student arriving at school after 7:10 am should report immediately to sign in at the 700 hall Kiosk. The student should **present a signed note** from a parent, guardian, doctor, or government agency explaining the tardiness. Late arrival will be labeled "excused" or "unexcused".

After ten (10) excused tardies/absences from school, a doctor's note will be required for future tardies/absences to be excused. A parent conference with an administrator is required in order to consider any departure from this requirement. Absences from classes due to tardies will be included in the 10 day limit as explained under Absences above.

- Note that tardiness to school is excused for the same reasons as absences as described in the section labeled "Absences" in this handbook. **Car trouble, oversleeping, failure of an alarm clock, etc., are not excusable reasons for being tardy to school or class.** When students elect to rely on their own transportation to school rather than the bus, they assume the responsibility for arriving to school on time.

Students will be considered AWOL if they are 5 or more minutes late to class.

### 5. Tardies to Class

Students are considered tardy to class if they are not inside the room at the conclusion of the tardy bell. Check-ins before 7:15 will be regarded as tardy to class. Plasco is our school's tracking system for attendance and dress code violations. Each teacher will enter their students' tardy into the Plasco system using the student workstation or laptop. The consequences for each tardy is as follows:

Tardies 1-6-Warnings

Tardy 7: Refer to administrator for consequence

Tardies 8 and 9: Warnings

Tardy 10: Referred to administrator for consequence

Tardies 11 and 12: Warnings

Tardy 13: Referred to administrator for consequence

Tardy 14: Final Warning

Tardy 15: Administrative Referral

\*\*\*Students who do not receive a tardy for 3 consecutive days, one consequence will be removed (one time only).

- Students will be placed on an attendance contract and will receive a minimum of ISS for each tardy. Students may receive additional consequences at administrator's discretion.
- Parking is a privilege that can be revoked or suspended as a result of excessive tardies or AWOL's. Homecoming, prom, and other privileges may also be revoked as a result.

## **6. Skipping class or school (AWOL)**

- AWOL's involving leaving and returning to campus will result in out of school suspension and a search of your personal belongings/vehicle.
- Students will be considered AWOL from class if they are 10 or more minutes late.
- Consequences for AWOL can range from administrative detention to a disciplinary hearing.

## **7. Checking Out of School**

Any student needing to leave the campus during the school day must check at the attendance kiosk in the 700 hall. Contact with a parent or guardian will be required before a student is released. Students leaving without officially checking out are considered truant and in violation of the discipline code.

- a. If a student has a note from a parent requesting permission to leave school, the student should take the note to the attendance kiosk before 7:10 a.m. Each excuse note must include the parent's home /cell and work phone number for check-out verification. Students will report back to the attendance kiosk at the end of the designated class period to officially check out.
- b. Parents may check students out at the attendance kiosk located in the 700 building near the main parking lot. Parents are encouraged to call beforehand when possible.
- c. Students leaving school during the day due to illness or accident must follow the check-out procedures. Clinic cards must be on file in the 700 hall office to verify emergency contact information.
- d. Only parents or guardians may give permission for students to be released from school. No students may be released prior to contact with the parent.
- e. Students may not be checked out after 1:50 pm.

## **8. Make-Up Work, Request for Short-term Assignments, Homebound Instruction**

After returning from an excused absence, students have five days to make up work missed. The two-day rule does not apply to long-standing due dates on assignments such as term papers. Due dates for long-term assignments will be adhered to unless prior arrangements are made with the teacher. It is the student's responsibility to request missed work from his or her teacher. If the work is not completed, the student receives a reduced grade for incomplete work and/or a zero for make-up work not turned in. A suspended student must make up the work that the teachers determine will have an impact on the student's final grade and mastery of the course content. Assignments that the teacher does not require to be made up will not count toward a student's final grade.

If a student is expected to be absent a minimum of three days, he/she may request (through the counseling office) make up work. Teachers must be given twenty-four hours' notice for preparation of the assignments. The counseling secretary will receive the request for assignments from the parent or guardian, notify the teachers of the request, and receive assignments to be picked up by a designated individual. It is the student's responsibility to return the completed assignments to the teacher. **Any student absent more than ten days (3 tardies equal 1 absence) will not receive credit for the class.**

If a student is expected to be absent two or more weeks because of an accident or illness, s/he may request instruction through the homebound program. The request form, which must be signed by a doctor, can be obtained from the Counseling Office. The request will be reviewed, and the student will be assigned to work with a homebound teacher who will coordinate assignments with the classroom teachers.

## **9. Maxwell and Grayson High School of Technology Attendance**

Central students who attend classes at Maxwell High School of Technology (MHST) shall also adhere to that school's policies and rules (see MHST Handbook). Bus transportation is provided between Central and Maxwell, and it is the student's responsibility to be on time for bus departures. Students who miss the bus to Maxwell will be assigned to a study hall at Central and receive an unexcused absence for their vocational classes.

#### **10. Certificates of Attendance:**

Students must have a current certificate of attendance to get a learner's permit or a driver's license. The Attendance Office will provide notarized certificates for \$2.00 to qualifying students.

## **COUNSELING SERVICES**

Students who need to visit with a counselor may stop by the counseling office before and after school, during breaks, and at lunchtime to make an appointment with their counselor. Students should not report to the counselor's office during class time without a hall pass. Counselors provide a variety of services to our students and parents.

### **1. Academic/Personal Counseling**

Counselors are available to assist students with academic and personal counseling. To see an 11th or 12th grade counselor, stop by the counseling office and make an appointment. To see a 9th or 10th grade counselor, stop by the 9th grade administrative office on the 3rd floor and request an appointment.

### **2. Classroom Guidance**

Classroom guidance activities concentrate on academic achievement, planning for high school and beyond, goal-setting, college and career options and testing information.

- a. Ninth Grade: Counselor meet with students in their classes to complete the Four-Year Plan. The plans outline the courses that students plan to take during their high school career as well as review promotion/graduation requirements. The four-year plan is a working copy of future course choices. A copy is sent home with the student for parents to see.
- b. Tenth Grade: Students complete a career assessment tool to assist them in exploring career options and interests.
- c. Eleventh Grade: Students are given resources and discussions are held to encourage students to plan for the senior year and beyond.
- d. Twelfth Grade: "Planning for the Future" Seniors are presented information about options after high school including colleges and technical schools, the military and the world of work. Resources are given related to researching colleges, the college application process, places to search for scholarships as well as points to ponder in making the "next-step" decisions.

[www.GACollege411.org](http://www.GACollege411.org) is an internet tool that is used to help students with college exploration, application and career planning.

### **3. Parent-Teacher Conferences**

To arrange a conference with one teacher, parents may contact that teacher directly either through their email address or by calling the main office. To arrange a parent-teacher conference involved several teachers, parents may call the counseling secretary or their child's counselor for assistance. Meetings involving several teachers must be scheduled after school (or possibly before school). All conferences must be prearranged.

### **4. Small Group Counseling**

Group counseling is one of the best ways to serve a large number of students. Groups often meet one period per week. Students involved are responsible for making up missed class work. Parental permission is always required for small group counseling.

### **5. Resources**

- a. Parent/Student information programs for each grade level will be announced in the Knightly Notes Newsletter.
- b. Financial Aid Night is held in the winter to provide parents and students information on the financial aid process as well as HOPE and other scholarship resources.
- c. An informational meeting for student who may want to attend college while in high school is held in late winter.
- d. New student orientation is held in the spring for rising 9th graders.
- e. Scholarships and other opportunities are listed on the school's website at [www.centralgwinnett.net](http://www.centralgwinnett.net). On the left-hand side of the main page, click on the Counseling link and look under Counseling News for this frequently-updated resource.

## 6. Peer Leaders

Peer leaders are seniors who are trained in leadership and communication and assist the counselors by tutoring and serving as mentors to students in the Central Gwinnett cluster.

## 7. Transcripts

Copies of a student's educational record may be transferred to officials of other school systems in which the student seeks to enroll.

Transcripts may be ordered in the counseling office for a fee of \$2.00 each. Transcripts are provided to the student for mailing. **Allow 24 hours from time of request for transcript to be ready.**

Copies of any part of students' records for the students' personal use are 25 cents per copy.

## 8. Work Permits

Work permits are completed online by the **student** and the **employer** at [www.dol.state.ga.us](http://www.dol.state.ga.us). Information about this process is available in the counseling office. Once a student and employer complete their parts online, the student brings the form and a copy of the student's birth certificate to the counseling office where the work permit is verified. You must have a job for a work permit to be verified. Work permits are a **24 hour turn-around**.

## 9. Good Student Forms for Insurance

Good Student verification forms for insurance purposes are provided in the counseling office. **Allow 24 hours for the form to be completed.** It may be picked up in the counseling office between 7:00 and 3:00.

## CRISIS HELP NUMBERS

**SAFE House 770-995-7620 (24 hour help for runaways; help also available at any Quick Trip)**

**Suicide Prevention Hotline 770-963-8141 (during business hours) 770-985-2495 (24 Hours)**

## MEDIA CENTER

### Material Available in the Media Center

1. The media center has over 16,000 books and 1,400 audiovisual items available to students.
2. The media center is a part of the local school computer network and the GCPS area network. Using the proper school-assigned login, students may access their home directory, a number of databases and reference sources provided by GCPS and on the Internet. A number of the reference sources provided in the media center can also be accessed from home. Students may obtain addresses and passwords from the media center staff.
3. The copy machine is coin operated. Copies are 10 cents per page.
4. The Ellison Letter cutter is available for student use. Students needing letters cut out for a class or club should bring their own construction paper.
5. The video production studio is equipped with cameras, a mixer, and an editing system. It is available for individual students and teachers to use.

## Media Center Policies

1. Students may come to the media center individually or as a part of a class during the regular hours of 7:00 a.m. until 3:00 p.m. Hall passes are required **except** before or after school or when an entire class is accompanied by a teacher. Each student must have an individual pass in his/her agenda book. Students with hall passes must sign in upon arriving and sign out when leaving the media center.
2. All books except reference books may be checked out for two (2) weeks. Up to five (5) items may be checked out at one time unless the books are needed for an entire class.
3. Magazines, audiovisual materials (videos) and reference books may be checked out overnight. These materials are due before first period the next school day.
4. Each student is issued a school ID card which must be presented in order to check out materials. A student may not check out materials without a card and may not use another student's card. Students must be present on picture day or picture make-up day to receive a card at no cost. New students who enroll after those dates will receive a card at no cost. Students who fail to get their picture made and those who lose their card will have to pay for a replacement card.
5. Students are responsible for replacement or repair costs on items checked out in their names. If an item is lost, students will pay the replacement cost. If the cost cannot be determined, the student will pay \$20 for hardcover books and \$10 for paperback books. Minimum replacement cost is \$10.
6. A fine of 10 cents per day will be charged for overdue books and overdue charges for overnight material will be 50 cents per day. All fines must be cleared before additional items can be checked out of the media center.
7. No food or drink is allowed in the media center.

## COMPUTER LAB-LOCAL AREA NETWORKS USER GUIDELINES AND RESPONSIBILITIES

The use of any computer network or individual computer is a privilege, not a right, which may be temporarily or permanently revoked at any time for abusive conduct. The student's responsibilities when using an on-line service are:

### Responsibilities

- No food or drink is allowed in the computer labs.
- The student exercising his/her right to use the Internet as an educational resource shall also accept the responsibility for all material received.
- Students have the responsibility to monitor all material received via the Internet.
- Students will accept the responsibility of keeping copyrighted material of any kind from entering the school via the Internet.
- Students will accept the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.
- Approval is required from the technology office prior to subscribing to or accessing a newsgroup and/or list from the network.
- Students will limit use of the Internet to school-related assignments.
- **Students are prohibited from playing games or from downloading/installing any games or other executable files.**

### Unlawful and/or Unethical Acts

In a networked environment it is unlawful and/or unethical to:

- Interfere with other people's computer work

- Gain unauthorized access to other people's files or programs
- Obtain copyrighted material, including software, for which you have not paid
- Cause intentional damage to the network
- Use a password that you have not been authorized to use
- Use abusive or otherwise objectionable language

As users, students are expected to demonstrate the maturity and responsibility necessary when working in a computer-oriented environment. We expect students to understand that when working in a networked environment, every action taken by a user has the potential to affect the work of other users of the network. As a user of any computer technology at Central Gwinnett High School, you automatically agree to abide by these guidelines.

Disciplinary action will be taken in all cases of network abuse. Depending upon the severity of the offense, it is possible that referral to a disciplinary hearing will be made.

## **LUNCH PROGRAM INFORMATION**

**Prepaid Meals:** Daily cost of meals is \$2.25. Breakfast is offered to all students free of charge. Side items are \$.40 each. Students may prepay for multiple meals. The cafeteria accepts checks for payment of meals only. Payments for any other purpose at school must be made by a separate check. Parents/guardians are encouraged to use [mypaymentspolus.com](http://mypaymentspolus.com) to pay for school meals.

**Free and Reduced-price Meals:** All students are eligible to apply for free/reduced meals. Applications are available through the cafeteria, front office, counseling office, or online. You must return the completed applications to a cafeteria staff member or submit online. Students' status in this program is strictly confidential.

**Refunds:** As the end of the year approaches, students should prepay only for the number of meals to be received. Amounts may be rolled over to the next school year for returning students. However, if refunds are due, parents should make the request in writing to the cafeteria staff prior to the last day of school.

**Refunds over \$25.00 :** A check will be mailed to the address given on the form. Refunds under \$25.00 will be given to the parent by the cafeteria staff.

## **BUS INFORMATION**

Any student in Gwinnett County has the privilege of riding a bus to school. If a student's behavior on the bus is inappropriate or threatens the safety of others, the privilege of riding a bus can be denied. The responsibility for transporting the student to and from school must then be assumed by the parent.

Each student is assigned to the particular bus serving the student's residence area. Bus drivers are instructed not to pick up or deliver students who are not assigned to their route.

## **TEMPORARY BUS CHANGE**

Students who need to ride a different bus from the one originally assigned or to get off the bus at a stop other than their originally assigned stop must present the front office secretary with a note from a parent or guardian describing the change. The note must be presented before first period so that sufficient time is permitted for verification. Bus drivers will not permit students to change their bus or drop-off location without a permission note signed by a school official. Please refer to the Gwinnett County Public Schools Student/Parent Discipline Handbook under "School Bus Safety Guidelines & Procedures" for further information regarding bus safety and rules.

# EMERGENCY PROCEDURES

## Evacuation Procedures

Evacuations can be sounded by fire alarm, intercom, and/or by administrators. All students should write their evacuation sections for each class period in their agenda books. When an evacuation occurs:

- Students should move to their section in orderly fashion with their belongings.
- Students should remain quiet and listen for their teacher's directions.
- Students are to remain in their section until an AP calls an all clear or gives more directions.

### Evacuation during lunch

All students in the cafeteria will exit the doors towards the castle and assemble in the stadium. Students should report to their 5th period teacher for instructions. Students not at lunch should report to their assigned areas. Students will stay with their teachers in the stadium or in their assigned section until all clear is called or further instructions are given.

### Evacuation during class change

- Students should report to the fire drill section from their previous class (class they just left).
- Students will meet teachers in their assigned fire drill sections for roll call and further directions.

### Evacuation before school

- All students and teachers should report to their first period section.

### Evacuation after school

- Students should evacuate as quickly as possible and proceed with their normal method for transportation home.

### Off Campus Evacuation

- Follow the steps for the fire drill evacuation
- Administration will inform each section of the procedures to move off campus.

## Severe Weather

### Phase I alert (severe thunderstorm/high winds)

- Students and teachers in trailers will move to assigned areas.
- Students in the building will remain in classes and continue with instruction.
- Administration will make the decision regarding class changes.

### Phase II alert (tornado warning)

- Teachers will take their classes to their designated safe space.
- Students will sit on floor, face the wall and cover their head.
- Students should remain calm and quiet and listen for further instructions

## Lockdowns and other Emergencies

### Soft Lockdown

- Teachers will lock all doors and windows.
- Normal classroom procedures will continue inside the classroom.
- Administrators will make the decision regarding class changes.

### Hard Lockdown

- Any students in hallways should go to the closest room and stay inside.

- Teachers will lock all doors and windows.
- Students will move away from windows.
- If your teacher is not in the room, students should slide the yellow card (found in the black emergency bag) under the door.
- Students should only open the classroom door if a uniformed police officer or school administrator comes to the room.
- Administrators will announce an all clear when the lockdown is over.

#### Medical Emergencies

- Push the call button and ask for the clinic worker and/or an administrator.
- Make sure the office acknowledges your request.
- Do not move the injured/ill student
- Do not initiate calls to 911. Let administrators make the 911 calls.

#### Visitors

- All visitors are to be directed to the office to sign in and to receive a visitor's pass
- Notify an administrator if you see someone not enrolled as a student on campus without a visitor's pass.

## **EXTRACURRICULAR ACTIVITIES**

### **ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Students must attend school for at least three full periods to be eligible to participate in extracurricular activities for that day. Students in out of school suspension or in school suspension may not participate in any extracurricular activities for that day.

### **NO PASS - NO PARTICIPATION POLICY**

Students participating in competitive extracurricular interscholastic activities are required to meet eligibility requirements. Examples of such activities include all individual and team sports, cheerleading, literary meets, and band competitions.

In order to be declared eligible, students must pass five (5) subjects in the previous semester. All classes must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester. Independent study courses taken in summer school may not be used to gain eligibility. Students not meeting eligibility requirements will be ineligible for one semester and until they pass five subjects the semester prior to participation.

In order to be eligible, students must also take at least (5) subjects during the grading period of participation. If a student is in a state-approved joint enrollment program, he or she meets this requirement during the high school semester as long as he or she is participating in a total of five courses.

"Eligible" students must also be on track for graduation. Second-year students must have earned five (5) credits/Carnegie units leading toward graduation. Third-year students must have earned ten (11) credits/Carnegie units leading toward graduation. Fourth-year students must have earned sixteen (17) credits/Carnegie units leading toward graduation. Fifth-year high school students are not eligible to participate in extracurricular activities.

## **Athletic and Extracurricular Participation**

### **Code of Conduct**

Participation in interscholastic extracurricular programs is a privilege extended to the students by the Board

of Education. Students participating in extracurricular activities act as representatives of Central Gwinnett High School (CGHS) and Gwinnett County Public Schools (GCPS). All students are expected to conduct themselves in such a manner as to meet the highest standards of CGHS and GCPS at all times.

The Code of Conduct is designed to establish high expectations and standards for all participating students. All students, parents, coaches, and sponsors understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur. The consequences listed on the GCPS Athletic Code of Conduct are minimum standards as the CGHS Code of Conduct goes above those standards in many areas.

The Code of Conduct goes into effect on the first day a student joins a Central Gwinnett high school athletic team or extracurricular program. The Code remains in effect until completion of a student's participation in high school athletics or extracurricular programs.

The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the student misconduct.

## **CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES**

### **Violation A: Students given Long-Term Suspension (With or without GIVE option)**

Consequence: Ineligible to attend or participate in any athletic or extracurricular activity during time of suspension.

### **Violation B: Arrest for, or charged with the commission of any act that is a felony Or would constitute a felony if committed by an adult regardless of location or time of the alleged act; in or out of school.**

Consequence: Immediate suspension from all participation until such time as: School officials determine that the student did not commit the act(s) or other felony conduct; or Local prosecutors dismiss or drop all pending charges and petitions; Or The student pleads guilty to a misdemeanor charge, in which case refer to Violation D listed in this Code; or The student is convicted and sentenced to a felony or is adjudicated delinquent in the Juvenile Court of conduct which if committed by an adult could be charged as a felony and serves any and all portions of the sentence including all periods of probation.

**For the following violations (C, D and E), the school administration must have valid evidence and/or verification of the violation as defined in the following:**

- Self-admitted involvement by the student
- Witnessed student involvement by the sponsor, coach, or any staff member
- Parent admission of their student's involvement in tobacco, alcohol or other drugs
- Verified by official police report given to the school
- Evidence of violations through investigation by school officials

**If the offense occurs at school or on school property (at any time), off school grounds, at a school-sponsored activity, function, or event or en route to and from school, the student will be subject to the actions described in the Student Conduct Behavior Code (Policy JCD) and the following consequences for extracurricular activities.**

### **Violation C: Tobacco (any type)**

Consequence:

- |                           |  |
|---------------------------|--|
| 1 <sup>ST</sup> Offense - | Minimum of one (1) game/activity suspension  |
| 2 <sup>nd</sup> Offense - | Suspension from any athletic/extracurricular activity for 25 % (20% if season consists of 10 games or less) of the season.                                 |
| 3 <sup>rd</sup> Offense - | Dismissed from team/activity but allowed to try out for subsequent athletic/extracurricular activities after that sport/activity has completed its season. |

**Violation D: Alcohol/Other Drugs (Possession and/or Use)/Misdemeanor Criminal Law Violations**

Consequence: Coach/Sponsor and Administrator will meet with the student and parent(s) or guardian.

1<sup>st</sup> Offense - Suspension from any athletic/extracurricular activity for 25 % (20% if season consists of 10 games or less) of the season.

2<sup>nd</sup> Offense - One (1) calendar year suspension from all athletic and extracurricular activities

**Violation E: Violations of school rules that result in ISS or OSS**

Consequence: In-School Suspension - Participation may resume when student is released from ISS - Student cannot participate on the day s/he is released from ISS (*missed games during ISS/OSS sentence count as part of the suspension*).

Out-of-School Suspension (Short Term) -

1<sup>st</sup> Offense - Minimum of one (1) game/activity suspension

2<sup>nd</sup> Offense - Suspension from any athletic/extracurricular activity for 25% (20% if season consists of 10 games or less) of the season

3<sup>rd</sup> Offense - Dismissed from team/activity but allowed to try out for subsequent athletic/extracurricular activities after that sport/activity has completed its season

**Violation F: Hazing**

Consequences: Coach/Sponsor and Administrator will meet with the student and parent(s) or guardian.

1<sup>st</sup> Offense - Suspension from any athletic/extracurricular activity for up to 25% (20% if season consists of 10 games or less) of the season (Determined by Head Coach)

2<sup>nd</sup> Offense - One (1) calendar year suspension from all athletic and extracurricular activities

**If consequence cannot be fulfilled during the sport/activity in season, it will carry over to the next sport/activity in which the student participates.**

**EDDIE HOOD**

**Activities Director –770-338-4887**

Eddie\_Hood@Gwinnett.k12.ga.us

**Baseball**

Head Coach Stephen Gronsbell

**Basketball Girls**

Head Coach ShaLisha Davis

**Boys Cross Country**

**Basketball Boys**

Head Coach Emmett Rouse

**Cheerleading**

Football April Pelfry

Basketball Joaquin Byrd

**Girls Cross Country**

Head Coach        Andy Dugger

Head Coach        Brad Callahan

**Football**

Head Coach        Todd Wofford\_

**Golf**

Head Coach        Tracy Tipton

Head Boys         Phillip Hale

**Soccer Boys**

Head Coach        Mike McLean

**Soccer Girls**

Head Coach        Mike Yocca

**Wrestling**

Head Coach        Kermit Robinson

**Softball**

Head Coach        Chad Smith

**Tennis**

Head Coach        Boys        Blaise Chamberlin

Head Coach        Girls       Kari Slaten

**Track, Boys**

Head Coach        Demetris Riddles

**Track, Girls**

Head Coach        (TBD)

**Swimming**

Head Coach        Marlin Dayoub

**Volleyball**

Head Coach        April Winters

## **CLUBS AND ORGANIZATIONS**

The following is a list of some of the clubs and organizations that are available at CGHS. Please consult our website, [www.centralgwinnett.net](http://www.centralgwinnett.net), for a full list of clubs and organizations and who students should contact for further information.

## **2017/2018 Central Gwinnett High School Clubs and Organizations**

The following is a list of some of the clubs and organizations that are available at CGHS. Please consult our website for a full list of clubs and organizations offered to our students.

### **SCHOOL SPONSORED**

**AMERICAN SIGN LANGUAGE CLUB**-All students welcome. No prior knowledge of sign language required. (Sponsor-Lori Wood)

**ADVANCED PLACEMENT (AP)** - (Sponsor- Brad Callahan, April Pelfery).

**NATIONAL ART HONOR SOCIETY**-The art club is made up of students who have a general love for the fine arts. Any student may join and participate in activities which include exploratory and volunteer opportunities. (Sponsor- K. Jackson)

**BAND**- Membership is based on spring tryouts. Sections include Marching Band, Symphonic Band, Jazz Ensemble, Concert Band, and Aux/Dance Line (Sponsor-Gary Garvin).

**BETA CLUB**- Students must maintain a 90 average and required points for school and community service. Scholarship opportunities are available for senior members (Sponsors-Zach Taylor, Sherri Pascale-Holmes).

**BOOK CLUB** -The Central Gwinnett Book Club is an opportunity for students to read some great books and then get together and discuss them with their peers (Sponsors- Gia Sachs).

**CAMELOT** -Yearbook; the staff is composed of students who take yearbook which is offered as an elective (Sponsor- TBA).

**CGLT Central Gwinnett Leadership Team**- CGLT is a student leadership organization that identifies and develops student leaders at Central Gwinnett High School. Students participate in weekly training classes that teach them leadership principals and how to lead and impact the greater student body at Central Gwinnett. Membership for CASTLE Alliance is determined by teacher nomination as well as an application process (Sponsor- Amy Rocamora).

**CREATIVE WRITING CLUB**- To foster students' creative writing in all genres and to serve as a clearinghouse for information about writing contests and publishing opportunities (Sponsors- Ben DeWitt and Stacy Roth).

**DANCE CLUB** -Open to all student interested in dance (Sponsor-Annie Bunch).

**DECA Distributive Education Clubs of America** -Open to all DE students. Members must be in the 11th grade and have a marketing job (Sponsor- Bob O'Keefe).

**FBLA**- Future Business Leaders of America is open to all students who are or have been enrolled in business classes (Sponsor-Kim Walls).

**FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA)**- Family, Career and Community Leaders of America (FCCLA) is open to all students that are either currently enrolled in Family & Consumer Science (FACS) classes or have taken FACS courses in the past and for teaching as a profession students, FCCLA builds leadership skills through community service opportunities and competition events. (Sponsor-Serina Gay).

**FOREIGN LANG. HONORS SOCIETY**- Open to students who have completed 3 consecutive semesters of a foreign language with a grade of 90 or better in the target language as well as a 90 or better cumulative grade point average (Sponsors: French-Regina Minyard, German-Nicole Courtney, Spanish-Maria Fernandez).

**FRENCH CLUB**- Open to all students (Sponsor-Regina Minyard, Candace Edgeworth, and Andres Lopez).

**FUTURE GOERGIA EDUCATORS**- (FGE) is open to all teaching as a profession students and students with an interest in a career in education. (Sponsor-Serina Gay)

**GERMAN CLUB**- Open to all students (Sponsor- Nicole Courtney).

**HELPING HAND – (Sponsor- TBD)**

**HISTORY&HOLLYWOOD CLUB-** Open to all students (Sponsors-Kenneth Jackson, Dallas MacDowell).

**HOSA-** (Sponsor: Amanda Coker: Jade Gillespie)

**HOPE-** (Sponsor-Eryn Turner and Shelton Griffith)

**INTERACT CLUB –** (Sponsor TBD)

**KEY CLUB-** Open to all students through application and approval by the Board of Directors This club is focused on developing leadership skills (Sponsor- Lindsey Woodward/Marie Shiring)

**LATIN CLUB-**Open to all students who love classical culture. (Sponsor- Ian Nurse)

**MU ALPHA THETA-**Mu Alpha Theta is a Math Honor Society. This society is a service oriented association focused on promoting mathematics. Participation is based on maintaining a B average in math courses. Students eligible to participate their sophomore year. (Sponsor- Clara Maxcy, Melissa Joiner, Kim Mathews).

**MOCK TRAIL –** (Sponsor- Robert Bexley)

**MUSIC HONOR SOCIETY- TRI-M** (Sponsor Daniel Jenkins)

**NATIONAL ENGLISH HONORS-** A nationally recognized academic honor society open to sophomores, juniors and seniors, who have maintained at least a 3.0 average in Language Arts Classes, and who have been nominated by their teachers for membership. The club sponsors after-school reading and writing tutoring, The Poet's Corner, and other activities to promote the love of literature and poetry at Central Gwinnett High School (Sponsor- Kelsey Allen, Gia Sachs).

**NATIONAL HONOR SOCIETY-**By invitation based upon leadership, service, academic performance and character. Invitations are given to students during the spring of their sophomore and junior years. (Sponsors- Iva Rea, Elizabeth Leonard).

**NATIONAL LATIN HONOR SOCIETY-** (Sponsor-Ian Nurse)

**ORCHESTRA-** (Sponsor-Daniel Jenkins)

**PEER LEADERS-** Peer leaders are seniors who are trained in leadership and communication and assist the counselors by tutoring and serving as mentors to students in the Central Gwinnett cluster (Sponsor- Amy Rocamora).

**PING PONG –** A club in which the fundamentals of ping pong are taught. (Sponspr- Kim Mathews)

**RELAY FOR LIFE-**Service organization that works throughout the school year to raise awareness and funds to eradicate cancer. (Sponsor-Dionne Johnson)

**READER'S RALLY-** is a quiz bowl style competition for student in grades 4-12. Students read books from predetermined list and answer questions about those books. (Sponsor-Ralph Fernandez)

**SKILLS USA-** (Sponsor- April Pelfrey)

**SPANISH CLUB –** (Sponsors-TBA)

**SPEECH AND DEBATE CLUB-**Speech and Debate is a competitive team focused on argumentation and presentation. Students choose one of many disciplines in Speech and Debate and compete against students' state wide. Speech and Debate helps develop critical thinking and public speaking skills. Students participate in approximately twelve to fifteen competitions per year. (Sponsor- Lee Tucciarone)

**STUDENT COUNCIL-** An organization of elected representatives who interact with officials on behalf of students (Sponsor- Kyle Johnson).

**STUDENT COURT –** (Sponsor- Dr. Sudderth)

**THESPIAN SOCIETY-** An organization devoted to the support of drama activities (Contact- Lisa Bell).

### **STUDENT INITIATED**

**DRAMA CLUB-** Meet in theater every other Wednesday from 2:10-4:00pm (Teacher contact-Lisa Bell).

**GLEE CLUB-** Andrew Graham

**GSA-** To provide support for all students and to promote a positive learning environment for all students (Teacher contact- Michele Pelletier).

**PASS-** Peers Aiding Student Success-A peer tutoring program designed to help students meet graduation requirements. Tutoring is available for all students. Club membership attained by teacher recommendation and GPA requirements (Counselor contact -Tiffany Brown).

### **STUDENTS IN GOOD STANDING**

Certain privileges are extended to students in good standing, including parking on campus, class officer election qualification, and participation in activities such as homecoming court, senior superlatives, prom court, pageants, and some extracurricular clubs and activities. Although the specific requirements are determined by the sponsor of each club or activity, generally a student is considered not in good standing if any of the following conditions apply:

#### **Eligibility:**

Eligible students are those who are in good financial, attendance, and disciplinary standing with the school. Please note that the school reserves the right to prohibit anyone from attending school events and may not refund associated fees.

In order for a student to participate in any extracurricular activity, receive any honor, or represent Central Gwinnett High School in any capacity beyond that of a normal student (exmp. homecoming court, Prom King/Queen etc.), he or she must be in good standing with school and the community at large. To be in good standing, a student's academic, behavior, and attendance record will be considered. Good standing also requires that any student who represents Central Gwinnett High School be exemplary models of high character and behavior for which all students of Central Gwinnett could aspire to mimic. All club and class

sponsors will follow the above criteria and collaborate with the CGHS administrative team to determine if a student is in good standing.

**Areas of good standing:**

Financial - all textbook, meal, media center, club fines have been reconciled

Attendance - students cannot miss more than 10 unexcused days of school

Disciplinary - no discipline infractions for the prior year other than a limited amount of tardies.

## **DOCUMENTED DISABILITIES**

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

## **STUDENT RECORDS**

Under the Family and Educational Rights and Privacy Act of 1974, parents have rights such as the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County's policies on their compliance with the law or to request the opportunity to inspect and review your child's records, contact the child's school.

## **SCHOOL TRADITIONS**

### **ALMA MATER**

Central High, How we love you  
May skies ever be blue above you

And in the years to be,  
You'll live in our memories  
Alma Mater, kind and true  
All through the joys of our school days,  
You've been our guide and friend,  
And though we wander far,  
No matter where we are,  
Central High, We'll still love you.

### **Fight Song**

Go, Central, Go. Time to Begin.

Fight, Central, Fight.

We know you got the spirit that can win

So on, Central, on. Right through that line.

To victory, to victory, and that's the way it's gonna be.

So fight, Black Knights, fight.

### **School Crest**

The Lamp of Knowledge

The Scroll of Scholarship

The Knight's Shield

The Georgia State Seal

### **School Color**

Black and Gold

### **School Mascot**

The Black Knight