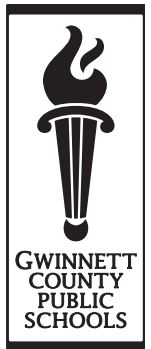


# 2017-18

Student/Parent Handbook

MIDDLE/HIGH SCHOOL



## *believe*

THE **PROMISE** OF **GWINNETT**



## Defining World Class

In Gwinnett County Public Schools, “world-class” describes any product, service, or organization that is judged by qualitative and quantitative measures as one of the best in its class, and that is recognized accordingly by customers, stakeholders, professional peers, and competitors alike. In the context of this definition, schools that are considered to be “world-class” are characterized by the following:

- Rigorous academic standards and high expectations for all students;
- A comprehensive, challenging, and relevant curriculum;
- Effective, engaging instructional strategies;
- Reliable, appropriate, and meaningful assessments;
- High-performing and inspiring employees committed to professional development, training, and lifelong learning;
- A safe, secure, and positive learning environment;
- A culture of continuous improvement;
- Accountability for results at all levels of the organization;
- Productive and engaging partnerships with families and the community;
- Effective use of technological resources to advance teaching and learning;
- Innovative and productive approaches to management, operations, and use of resources;
- Behavioral standards that promote teaching and learning;
- An inclusive environment that acknowledges and values differences and encourages positive interactions between members of a diverse community;
- Students who are prepared for the next grade level and graduate ready for college and careers;
- Communication with internal and external audiences as a priority; and
- A shared vision for success.

## Achieving the Mission

The Gwinnett County Board of Education adopted seven Strategic Goals for the school system that clearly connect to the vision and mission—the “world-class” status we intend to achieve.

Gwinnett County Public Schools will:

- Ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
- Ensure a safe, secure, and orderly environment for all.
- Optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
- Recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
- Support instructional and operational needs with technological systems and processes that support effective performance and desired results.
- Provide and manage the system’s facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Apply continuous quality improvement strategies and principles as the way the organization does business.

## Core Beliefs and Commitments of the Gwinnett County Board of Education

Believing, as we do, that public education is an integral part of the seamless fabric of the American experience, we, the Gwinnett County Board of Education, derive our core beliefs and commitments for public education in Gwinnett County from the foundational principles of the United States of America, specifically those espoused in the Declaration of Independence. “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness,” and “That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed...”.

America’s public schools exist to undergird and advance these principles. They are the one place where all children and youth in our great, diverse country are provided a common, free education. They must educate every child for success in life and for the responsibilities of American citizenship.

Thus, we commit ourselves to a world-class education that meets the needs of individual students, to a sharp focus on the traditions and values at the heart of our constitutional democracy and the rule of law, and to the civic virtues that bind together communities of many cultures, faiths, viewpoints, interests, and histories into a unified nation. *E pluribus unum*. Out of many, one.

Therefore, the Gwinnett County Board of Education will:

- Ensure our core business of teaching and learning is built on a rigorous curriculum, effective instruction, and high-value assessments
- Educate every student to world-class standards and individual potential
- Provide a safe and secure learning environment
- Optimize the school effect to have a positive impact on every child
- Govern the district fairly and openly, seeking the engagement of the many stakeholders we serve.

*It is the policy of Gwinnett County Public Schools not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.*

**Vision:** Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.



**Mission:** The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

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## Gwinnett County Board of Education



Louise Radloff,  
2017 Chairman,  
District V



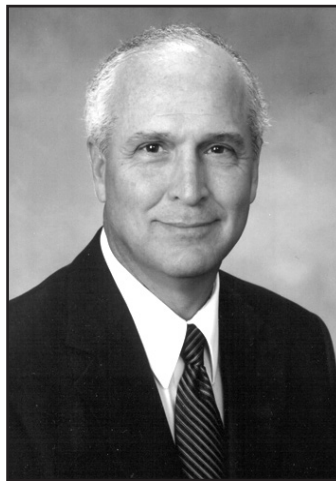
Carole Boyce,  
2017 Vice Chairman,  
District I



Daniel D. Seckinger,  
District II



Dr. Mary Kay Murphy,  
District III



Dr. Robert McClure,  
District IV



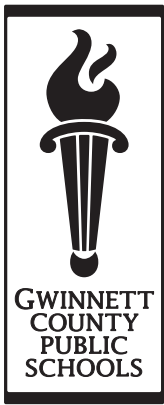
J. Alvin Wilbanks,  
CEO/Superintendent

*The Gwinnett County Board of Education has authorized the publication of this handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens.*

This handbook is a cross-divisional effort to better support schools and improve communication with students and families. Information was provided by:

CEO/Superintendent's Office  
Division of School Improvement and Operations  
Division of Curriculum and Instructional Support  
Division of Business and Finance  
Division of Facilities and Operations  
Division of Human Resources and Talent Management  
Division of Information Management and Technology





**GWINNETT COUNTY  
BOARD OF EDUCATION**

**Louise Radloff**  
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**Carole Boyce**  
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District I

**Daniel D. Seckinger**  
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**Dr. Mary Kay Murphy**  
District III

**Dr. Robert McClure**  
District IV

**J. Alvin Wilbanks**  
CEO/Superintendent

**THE MISSION OF  
GWINNETT COUNTY  
PUBLIC SCHOOLS**  
*is to pursue excellence  
in academic knowledge,  
skills, and behavior  
for each student,  
resulting in measured  
improvement against  
local, national, and  
world-class standards.*

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[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

It is the policy of Gwinnett County Public Schools  
not to discriminate on the basis of race, sex,  
religion, national origin, age, or disability in any  
employment practice, educational program,  
or any other program, activity, or service.

August 2017

Dear Gwinnett County Families:

Welcome to the 2017–18 school year! To help your student be successful in this new year, it is important that you and your student be aware of important school system policies and procedures, as well as academic and behavioral expectations.

Everyone associated with Gwinnett County Public Schools— from your child’s bus driver to the classroom teacher, from your school’s principal to each member of the School Board— is dedicated to providing a safe, orderly, productive learning environment for students. After all, two of the system’s seven strategic goals are to:

- Ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum; and to
- Ensure a safe, secure, and orderly environment for all.

This year’s Student/Parent Handbook provides a wealth of school system information that will help you throughout the year. You will learn more about Gwinnett’s curriculum, attendance expectations, and the student behavior code. Please pay particular attention to the section on student discipline as well as details on responsible use of technology. You also will find additional helpful resources— calendars, information on the school nutrition program, and your rights and responsibilities as a parent regarding your child’s education. (For specific information on your local school, review the local school handbook.)

We are fortunate to have the caliber of students that we do in Gwinnett County Public Schools. The vast majority of our students are respectful, conscientious young people who do well academically and who never need to be disciplined beyond the classroom level. They care about their studies, teachers, and each other. They should not have to tolerate disruptions to their education from the few who choose to misbehave. The school system’s enforcement of its policies and code of student behavior provides you assurance that we take your child’s education and safety very seriously in our schools.

We encourage every student and parent to review the contents of this handbook and to work with school staff to achieve our academic and safety goals so that all students may enjoy a quality and effective education.

Best wishes for a successful new year of teaching and learning in 2017–18!  
Sincerely,

J. Alvin Wilbanks,  
CEO/Superintendent

Louise Radloff,  
2017 Chairman  
Gwinnett County Board of Education

2010 and 2014 Winner of



## Academic Knowledge and Skills (AKS) Curriculum

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards. Instructional goals and objectives will be accomplished through the implementation of the Academic Knowledge and Skills (AKS) curriculum. The AKS represents the Board of Education's accepted content standards for excellence in academic knowledge and skills for all students. The AKS includes all of the state's curriculum objectives, including the state-adopted Georgia Standards of Excellence in the areas of mathematics (K–12), language arts (K–12), science (K–12), and social studies (K–12), as well as literacy standards in science, social studies, and career and technical education for middle and high school students. State and local assessments measure student learning of the curriculum. The AKS for each grade level and subject area is available on the school system's website ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)). A brochure summarizing grade-level AKS (grades K–8) also is provided to parents at the beginning of the school year.

## Local School Plan for Improvement (LSPI)

Accountability and flexibility are hallmarks of Gwinnett County Public Schools' success. Under the Board's Theory of Action for Change to Improve Student Achievement, Gwinnett schools gain flexibility by meeting certain accountability measures outlined through the district's Results-Based Evaluation System (RBES). In addition, as a Strategic Waivers School System (SWSS), GCPS receives flexibility in the form of waivers of certain state laws, rules, and guidelines in exchange for greater accountability for increased student performance. Each school is responsible for the development of a local school plan for improvement (LSPI). Using data, schools determine areas needing improvement and write three- to five-year goals which are focused on the identified areas. For each goal, a school will identify specific, measurable, annual objectives and then determine how to best achieve these goals, taking into account the flexibility granted and accountability expected under RBES and SWSS. The LSPI development process involves teachers, parents, and community members, so the entire school community has the opportunity to be involved in conversations about school improvement. For more about your school's LSPI, contact your local school principal.

## Grading

For students in grades 6–12, student performance is graded using the following scale:

90% and above	A	excellent progress
80%-89%	B	above average progress
74%-79%	C	average progress
70%-73%	D	below average progress
Below 70%	U/F	unsatisfactory progress

## Attendance Policies and Procedures

### Statement of Policy

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required for attainment of the Academic Knowledge and Skills (AKS) curriculum. The responsibility of school attendance is that of both parents

and students. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

### Definitions

**Truant**— Any child subject to compulsory attendance who during the school calendar year has more than 10 days of unexcused absences.

**Compulsory Attendance**— Attendance in a public school, private school, or home school program is required for children between their 6th and 16th birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their 6th and 16th birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1

**Tardy**— Students are considered tardy to school or class if the student arrives at a designated location after a school bell, chime, or buzzer has sounded. (Local schools will include specific information relevant to their facility to identify the designated location for student arrival.)

**Early Checkout**— When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility before the end of the school day. School day hours are published in local school handbooks.

**Excused Absences**— State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may request students to present appropriate medical documentation within five days of the student's return to school for the purpose of validating that the absence is an excused absence
2. A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may request students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
6. A period not to exceed one day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.
7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
8. Public school students visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the

United States or the National Guard are allowed five excused absences per school year.

9. Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.
10. A student who participates in the Student Teen Election Participant (STEP) program will be counted as present and given full credit for the school day during which he or she served in the STEP program.

## Procedures

Parents or guardians are encouraged to contact the school on the day of the student absence to indicate the reason for the absence. Parents or guardians also must send a signed and dated written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number. In order to ensure the opportunity of the student to complete make-up work and for local schools to record excused absences, it is best if a parent note or third-party excuse be delivered to the school the day that the student returns after being absent.

If a parent note or third-party excuse is not delivered to the school, the absence will be regarded as unexcused. Local schools can employ proven best practices to improve student attendance for both excused and unexcused absences. This includes, but is not limited to, local schools requesting appropriate medical documentation from the parent/guardian of a student with excessive absences (excused or unexcused). Parents or guardians will receive written notice when a student has five (5), seven (7), and ten (10) unexcused absences. When such student has 10 or more unexcused absences, the school will make contact with parent, guardian or person having charge or control of the student to notify them of the additional unexcused absences along with possible consequences and interventions. This includes, but is not limited to, a referral to the combined Student Support Team (SST)/Student Attendance Review Committee (SARC).

Schools shall send written notice inviting the parent or guardian to the SARC meeting via Certified Mail with return receipt requested or First-Class Mail.

State law provides that at the time a student under the age of 18 applies for an instruction permit or driver's license the individual must be enrolled in and not under expulsion from a public or private school, or be enrolled in a home education program.

To facilitate prompt, appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.

Possible consequences and/or interventions implemented to resolve unexcused absences, tardies, or excessive early checkouts may include, but are not limited to, the following:

- |                              |                                       |
|------------------------------|---------------------------------------|
| - Morning Detention          | - Afternoon Detention                 |
| - Saturday School            | - Revocation of School Transfer       |
| - Community Service          | - Counseling Group Participation      |
| - Loss of Parking Permit     | - Isolated Lunch                      |
| - Student/Parent Conferences | - In-school Suspension                |
| - Out-of-School Suspension   | - Referral to School Social Worker    |
| - Referral to Juvenile Court | - Referral to Social Service Agencies |
- (unexcused absences)

After the school system notifies the parent, guardian, or other person who has control or charge of a child that such child has ten (10) days of unexcused absences, each additional unexcused absence may result in misdemeanor charges against the parent or guardian. (O.C.G.A. 20-2-690.1) Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person who has control or charge of a child, the school system shall send a notice to such parent, guardian, or other person by Certified Mail, return receipt requested. Upon conviction, any parent, guardian or other person who has control or charge of a child shall be subject to a fine not less than \$25 and not greater than \$100, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. A student subject to compulsory attendance laws who fails to attend school may be subject to a referral to Juvenile Court for disposition in accordance with Georgia law.

**Student check-in and check-out procedures** are determined at the local school level.

## Absences and Grading

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excused reasons.
2. Make-up work for all absences is completed satisfactorily.

(Although an absence may be considered "unexcused," make-up work for approved, prearranged absences will be permitted. Procedures for doing so may be acquired from the local school.)

**When students are suspended short-term (1–10 days), work missed will not count for or against their final grade.** Suspended students shall make up those tests and assignments that the teachers determine will have an impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count toward a student's final grade. Students are responsible for making arrangements and completing make-up work within the timeline specified by the local school.

Students not subject to compulsory school attendance laws who are enrolled for the current school year and do not attend school for ten (10) consecutive days without notification of the absence reason by the parent/guardian are subject to withdrawal. These students shall be withdrawn following the school's attempt to notify the parent/guardian. Students determined to no longer be a resident of the system may be withdrawn even if the student is subject to compulsory school attendance laws. The withdrawal shall be retroactive to the first day of the consecutive absences.

For currently enrolled students who are subject to compulsory school attendance laws, it is required that schools make a good-faith effort to obtain documented information that the student no longer resides in the school's attendance zone before the student is withdrawn.

Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be counted present. **Students must attend school for at least the equivalent of half the school day in order to be counted for the whole day.** This does not have to be continuous time.

When there is cause necessitating students to be released from school, they may only be released to their parent(s), to a person properly identified to school authorities or upon request by letter or telephone call from the parents.

## Title I, Family and Community Engagement Plan

The Board recognizes that a child's education is a responsibility shared by the school and family. To effectively educate students, the school and parents must work as partners. Family engagement is an ongoing process that assists parents and families to meet their basic obligation as their child's first teacher. Clear, two-way communication between the school and home is paramount. All schools receiving funds from the Title I grant are required to have a Family and Community Engagement Plan which meets the guidelines established by the Every Student Succeeds Act of 2015.

The written plan establishes programs and practices to encourage family engagement at each local school. The plan is jointly developed by parents and school staff to reflect the needs of the school, students, and families. In addition to a Family and Community Engagement Plan each Title I school creates a School-Family Compact. This compact articulates the role of the school, the student, and families to ensure academic success for the student.

The district also has established a Family and Community Engagement Plan for all Title I schools. The Superintendent or his designee annually reviews the Gwinnett County Public Schools Title I Family and Community Engagement Plan. This policy also is developed jointly with, approved by, and distributed to parents and family members. The Title I Family and Community Engagement Plan establishes Gwinnett County Public Schools' expectations for family engagement and describes how GCPS will:

- (1) Involve families in development of the plan and the process of school review and improvement;
- (2) Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance;
- (3) Build the schools' and parents' capacity for strong family engagement;
- (4) Coordinate and integrate family engagement strategies under Title I with family engagement strategies under other instructional pre-K through 12 programs;
- (5) Annually evaluate, with the involvement of parents, the content and effectiveness of the Title I Family and Community Engagement Plan in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the Title I Family and Community Engagement Plan; and
- (6) Involve families in the activities of the schools served under this part.

## School Nutrition Program (SNP) Information

As a partner in education, the school system's School Nutrition Program contributes to a successful academic experience and encourages a lifetime of healthy eating by providing each student with the affordable opportunity to consume meals that are nutritious, appealing, and served by caring professionals in a pleasant environment.

Middle and high school students pay \$1.50 for breakfast and \$2.50 for lunch. Free and reduced-price meals also are available. Qualifications and/or application procedures for free and reduced meals are available at the local school or on the school system's web site ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)). You may pay for meals at the school, or you may place money in your child's account using check or credit card by going to [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

Beginning in 2017–18, GCPS will put in place a new procedure regarding school meal charges.

- Middle school students will be allowed to charge up to \$12.00.
- High school students will be allowed to charge up to \$4.00.
- Charges are not allowed for supplemental or a la carte items.
- Once the charge limit has been met, the student may receive a designated alternate meal at no charge as defined by the School Nutrition Program.
- A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian through the student.
- Additionally, once the charge limit has been met the parent/guardian will be notified by the local school via phone call and/or email.
- Charging for meals will not be allowed after April 30.
- The charge policy will be communicated to parents and students via the Student/Parent Handbook, SNP and local school websites, and letter.

Refunds from the School Nutrition Program may be processed at the local school level up to \$50. Any refund over \$50 shall be processed through the SNP Central Office by submitting a Refund Request Form.

## Professional Qualifications of Teachers

In compliance with the requirements of the Every Student Succeeds Act (ESSA) statute, parents are entitled to request information about the professional qualifications of their child's teacher. The following information may be requested:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach;
- Whether the teacher is teaching under temporary status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher and/or paraprofessional, please contact the school principal.

## Family Changes

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the local school of new address and contact phone numbers. Parents/guardians



may be required to facilitate and obtain appropriate guardianship or custody of their child to avoid referral to an outside agency or withdrawal. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of the school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

## Harassment Statement

It is the policy of the Gwinnett County Board of Education not to discriminate on the basis of gender, age, race, color, disability, religious belief, or national origin in the educational programs and activities, or admissions to facilities operated by the Gwinnett County Board of Education, or in the employment practices of the school system. It is the express policy of the Gwinnett County School Board to comply with all laws and regulations relating to discrimination now in effect or hereafter enacted.

The Gwinnett County Board of Education does not and will not tolerate harassment of our students or employees. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, ethnic group, color, gender, religious belief, national origin, citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including exclusion from school.

## Anti-Discrimination and Title IX Complaint Procedure

### Notice to Students, Parents, & Employees:

If you believe you or your child are being mistreated on the basis of race, color, religion, gender, age, national origin, or disability, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you or your child is being treated and why. Additional information regarding Title IX, including the school system’s policies and procedures and the names and e-mail addresses for each school’s Title IX Coordinator, may be found online at <http://publish.gwinnett.k12.ga.us/gcps/home/public/about/hr/content/employees/employee-relations-equity>

You also may contact the school system’s Equity Compliance Officer/Title IX Coordinator for assistance by writing or calling:

Joyce Spraggs  
Equity Compliance Officer/Title IX Coordinator  
Division of Human Resources and Talent Management  
Gwinnett County Public Schools  
437 Old Peachtree Road, NW  
Suwanee, GA 30024-2978  
Phone: 678-301-6811

## Student Complaints and Grievances

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of

harassment and discrimination on the basis of race, color, religion, gender, age, national origin, or disability. If a student believes he or she is being mistreated on account of race, color, religion, gender, national origin, or disability, the student may utilize the three-step procedure outlined in Procedure P.JCE which is summarized below.

**Step I:** If a student has a complaint of discrimination or unfair treatment, he or she should report concerns to the principal, the local school’s Title IX Coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his or her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of his or her decision on the complaint.

**Step II:** If, after meeting with the school principal, the student is not satisfied with the principal’s decision, a written appeal may be submitted to the Assistant Superintendent for that school within 10 working days of the receipt of the principal’s decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal’s decision, and be limited to the matter under review.

**Step III:** For assistance with the student complaint or grievance process, you may contact Joyce Spraggs, the district’s Equity Compliance Officer/Title IX Coordinator, Division of Human Resources and Talent Management, Gwinnett County Public Schools, 437 Old Peachtree Road, NW, Suwanee, GA, 30024-2978, or you may call 678-301-6811.

*\*Retaliation on account of filing a complaint at any level is strictly prohibited.*

## Impaired/Handicapped Access

Gwinnett County Public Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the principal of your local school.

## Closings Due to Weather Conditions

If bad weather causes school to be cancelled or dismissed early, public announcements will be made on GCPS TV, on the school system’s website ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)), via SchoolMessenger, on Twitter and Facebook, and via metro-Atlanta radio and television stations. School closings are determined by the Superintendent, not by the local school. **The basic premise is that school is open or will remain open unless it is specifically announced otherwise.** Full-day cancellations usually are announced by 6 a.m.

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Follow us on Twitter at GwinnettSchools



## Parent Notification in Times of Emergency

GCPS endeavors to notify parents in a timely manner relative to any schoolwide or districtwide emergencies or campus safety concerns. While letters may be sent home to parents affected by the occurrence, when circumstances require a more immediate notification, this information, as it becomes available, will be posted on the GCPS website ([gwinnett.k12.ga.us](http://gwinnett.k12.ga.us)), Facebook page, and Twitter account (@GwinnettSchools). In addition, the district and local

schools will communicate to parents using contact information provided by the parent/guardian during registration or when verifying student contacts at the beginning of the year.

Parents are encouraged to verify the accuracy of their contact information at the beginning of each school year. (The email addresses and cell phone numbers in this system are used by GCPS to send emergency and non-emergency notifications by phone, email, and text using SchoolMessenger.)

In addition to verifying that your cell phone number is accurate in the system (updates to your parent contact information can be made in the Parent Portal), you also will need to opt in to the text message service. You can opt-in to receive text messages at any time by confirming that your mobile device number is included in your student's registration information and by texting "Y" to 67587 from the device you wish to receive texts on. In addition, the district will hold an "Opt-In Day" in late August in which all parents whose numbers are in the Student Information System will receive an opt-in invitation text message asking if they wish to receive future messages using SchoolMessenger. Upon response, the parent will receive an immediate response by text. If that does not occur, the parent should contact his or her wireless provider, as some providers do not accept texts that use short code (SMS) messages.

## **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a federal non-discrimination statute that prohibits discrimination on the basis of disability. Specifically Section 504 states:

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance.

Under Section 504 a person with a disability is anyone who has a mental or physical impairment which substantially limits one or more major life activities, such as caring for oneself; performing manual tasks; walking; seeing; hearing; speaking; breathing; learning and working; eating; sleeping; standing; lifting; bending; reading; concentrating; thinking; communicating; and major bodily functions (i.e. immune systems, cell growth, digestive, bowel, or bladder functions). The term "substantially limits" means the person is unable to perform a major life activity or major bodily function that a non-disabled person can do, or the person is more restricted in the performance of a major life activity in comparison to a non-disabled person.

It is the policy of GCPS to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of disability.

GCPS has specific responsibilities under Section 504, including the requirement to identify and evaluate students with disabilities. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities.

If a parent, guardian, or adult student has a question about parental or student rights under Section 504, contact the district's designated Section 504 representative at 678-301-7110.

## **Georgia Special Needs Scholarship (GSNS), Senate Bill 10**

If a student meets the eligibility criteria for the GSNS Program, a parent/guardian has the right to request a transfer from the student's current public school to:

- another public school within their district of residence; or
- another public school district outside their district of residence; or
- one of the three state schools for the blind or deaf; or
- a private school authorized to participate in the GSNS Program.

Funds received through the GSNS Program only can be used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program.

## **Child Find**

Gwinnett County Public Schools has an obligation under the Individual with Disabilities Education Act (IDEA) to identify, locate, and evaluate all students with disabilities or students suspected of having a disability residing in the district who are in need of special education and related services from ages 3 through 21 years of age. This includes students attending public, private, or home schools in Gwinnett County. If you have a child, or know of a child, who has a disability or is suspected to have a disability, please contact the Executive Director of Special Education and Psychological Services at 678-301-7110.

## **Vehicular Traffic Plans**

Every Gwinnett County public school has a vehicular traffic plan for its campus. We ask that you be familiar with your school's plan, following the suggested traffic patterns to help ensure the safety of students, staff, and visitors to our schools. If you are not aware of your school's plan, ask your school administration for more information.

Please observe the fire lanes in front of each Gwinnett County school. We ask that you help us ensure the safety of our campus by keeping these areas clear at all times. Parked vehicles in the fire lanes may be ticketed or towed.

## **Family Educational Rights and Privacy Act (FERPA)**

Parents have certain rights with respect to student educational records pursuant to the Family Educational Rights and Privacy Act (FERPA). These rights transfer to the student when the student becomes an "eligible student" upon reaching the age of 18 or attending a school beyond the high school level. The rights of parents and/or eligible students are summarized as follows:

- The right to inspect and review student educational records maintained by the school. A parent or eligible student seeking to inspect and review educational records should submit a written request to the Principal of the school in which the student is enrolled or last attended.
- An opportunity to seek amendment of educational records alleged to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. In the event a parent/guardian wishes to challenge a student's educational record, he or she can review Policy JR on the school district's website. They also may request a hearing or a copy of the procedures for conducting the hearing by contacting the Executive Director for Administration and Policy at 678-301-6005.

- The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent. See the following section for information on the release of directory information.
- The right to consent to the disclosure of personally identifiable information contained in student educational records (other than directory information), except to the extent FERPA authorizes disclosure without consent. Disclosures for which the consent of the parent or eligible student is not required include the following:
  - (A) to School Officials with a legitimate educational interest. A school official is any school employee or any contractor, consultant, volunteer, or other party to whom school system services or functions that would otherwise be performed by school employees has been outsourced or assigned. A legitimate educational interest is a need that arises out of a school official's role in providing educational services, including instruction, evaluation, therapy, etc., to a student, or out of the performance of administrative, supervisory, clerical, or other responsibilities prescribed by the school system;
  - (B) to other school systems in which the student seeks or intends to enroll as long as the disclosure is for purposes related to the student's enrollment or transfer;
  - (C) to specified officials for audit or evaluation purposes;
  - (D) in connection with the student's application for financial aid;
  - (E) to state and local officials pursuant to State law;
  - (F) to organizations conducting studies on behalf of the school;
  - (G) to accrediting organizations;
  - (H) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
  - (I) to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons; and
  - (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency makes reasonable effort to notify the parent or eligible student in advance of the compliance. In limited circumstances, an order or subpoena may require the District to disclose information without notifying the parent or eligible student.
- A parent or eligible student who believes his or her rights under FERPA may have been violated may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. Complaints should be addressed as follows:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-5920**

## Release of Directory Information

FERPA permits the District to disclose information designated as Directory Information without the consent of the parent or eligible student. Directory Information is information, the disclosure of which is generally not considered harmful or an invasion of privacy.

Among the purposes that the Directory Information exception facilitates is the release of student information in athletic and extra-curricular programs, yearbooks, honor roll and other recognition lists, graduation programs, etc.

Gwinnett County Public Schools has designated the following information as "Directory Information": name, address, telephone number, date of birth, electronic mail (e-mail) address, photograph, audio recordings, video recordings, grade level, years of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and honors and awards received. Unless the parent or eligible student opt-out of the disclosure of "Directory Information," the information designated as Directory Information above may be disclosed in District publications or to appropriate legitimate agencies, entities, or individuals identified by the District, including, but not limited to, PTA, colleges, and military recruiters. The District will not regard agencies, entities, or individuals submitting Open Records Requests as appropriate legitimate agencies, entities, or individuals for the purpose of disclosure of Directory Information.

You have the right to refuse to allow "Directory Information" to be disclosed. In order to opt out of the disclosure of Directory Information, you must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook. The written notice must: (1) include the name of the student; (2) include a statement that the parent/guardian or eligible student is opting out of the disclosure of Directory Information under FERPA; and (3) be signed and dated by the parent, guardian, or eligible student.\*

*\*Please note that your written notice will be effective for the current year only and must be renewed on an annual basis should you wish to continue to opt out of the release of Directory Information.*

## Media Release

Gwinnett County Public Schools uses and releases photographs, audio recordings, and/or video recordings taken or recorded at its facilities and events for educational, instructional, or promotional purposes as determined by Gwinnett County Public Schools for use in broadcast and media formats now existing or created in the future. These photographs and recordings often include depictions of students and/or parents engaged in instruction, school functions, and school activities. Any such photographs, audio recordings, and/or video recordings shall become the property of Gwinnett County Public Schools and may be used or disclosed by Gwinnett County Public Schools or others with the consent of Gwinnett County Public Schools and/or its representatives to students, parents, community members, or media outlets. By signing the Response Form acknowledging receipt of this Student/Parent Handbook, you consent to the foregoing. As the parent of a student or as an eligible student (18 years of age or older), you may elect to withhold your consent for Gwinnett County Public Schools' use of photographs, audio recordings, and/or video recordings of you and/or your child. In order to withhold your consent for the disclosure of your and/or your child's photographs, audio recordings, and/or video recordings, you (parent/guardian of the student) or the eligible student must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook. The written notice must: (1) include the name of the student; (2) include a statement that the parent/guardian or eligible student is opting out of the release of photographs, audio recordings, and/or video recordings depicting the student; and (3) be signed and dated by the parent, guardian



or eligible student. Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis should you wish to continue to opt out of the release of photographs and recordings. Finally, please note that Gwinnett County Public Schools will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals who are not employed by, affiliated with, or under contract with Gwinnett County Public Schools. Please contact your local school administration or technology team if you have further questions regarding this topic.

## Privacy: Parents and Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment affords parents and eligible students rights and protections regarding instructional materials used in educational programs, surveys administered to students, and the conduct of certain physical examinations. The rights and protections established by the PPRA include:

- **Instructional Materials.** The parent or eligible student has the right to inspect any instructional material used as part of the educational curriculum for the student; and
- **Surveys.** The parent or eligible student has the right to inspect any survey created by a third party, prior to the administration or distribution of the survey and the right to opt the student out of participation in any such survey. In addition, before a student may be required to submit to a survey revealing “Protected Information,” the written consent of the parent or the consent of the eligible student is required. Finally, a minor student may not volunteer to submit to a survey revealing “Protected Information” without providing the parent of the student with prior written notice of the administration of the survey and an opportunity to opt out of the survey. “Protected Information” is information in the following categories:
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental and psychological problems of the student or the student’s family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating, and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
  8. Religious practices, affiliations, or beliefs of the student or parents.
- **Physical Examinations.** Parents have the right to notice of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law.

A parent or eligible student may contact the Executive Director

for Administration and Policy at 678-301-6005 to obtain a copy of Gwinnett County Public Schools’ policies and procedures developed pursuant to the PPRA.

A parent or eligible student who believes his or her rights under PPRA may have been violated may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

## Homeless Children and Youth

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. This law identified any student who lacks a fixed, regular, and adequate night time residence as homeless. It provides legal protections for children and youth in homeless situations to immediately enroll in, attend, and succeed in school and qualifying public preschool programs. It further provides provisions for student records maintenance and transfer, school of origin transportation, and appropriate dispute resolutions for homeless students. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including comparable services, such as Title I support, special education, gifted, English Learners (EL), vocational/technical, and public preschool education, as provided to other non-homeless students. Homeless children and youth will have access to needed services to support their academic achievement as they work to meet the same challenging standards to which all students are held. Please contact the district Homeless Liaison in the Office of Health and Social Services at 678-301-6882 for further information.

## Student Conduct Behavior Code

### Discipline Policy Statement

Gwinnett County Public Schools (“GCPS” or “District”) is committed to creating a safe, positive environment for all of our students, staff, parents, stakeholders, and community partners. GCPS will work to assure that all students and staff are well-motivated, fully aware of their potential, and dedicated to pursue excellence in academic knowledge, skills, and behavior. GCPS believes that all children can thrive in a safe learning environment. The District utilizes a range of activities to recognize, celebrate, and reward positive behavior at the classroom, school, and district levels.

In addition to this Student Conduct Behavior Code (“Code”), GCPS has various policies that govern conduct in the District. A copy of those policies can be obtained at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us) (click on the About tab, and then the links for Board of Education and Policies) or call the Office of the Executive Director for Administration and Policy at 678-301-6005.

### Purpose of the Code

GCPS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students.



GCPS does not permit corporal punishment.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students, and may be amended at any time. It is a place for GCPS to explain certain policies applicable to students.

### Scope of the Code

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:

- a. On school grounds at any time;
- b. Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
- c. When either the alleged perpetrator or the alleged victim is en route to and/or from school, or to or from a school activity, function or event;
- d. Off school grounds when the behavior of a student (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. (O.C.G.A. 20-2-751.5(c)).
- e. Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities;
- f. Off school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
- g. Off school grounds and when a student leaves without permission (AWOL) of a school official, or anytime Rule 10 would apply.

The rules of this Code do not apply to:

- h. Student speech that occurs off campus if the speech is at a non-school-sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.

### Equal Opportunity Statement

The District complies with all federal, state, and local laws, and provides an equal opportunity for all students. GCPS prohibits discrimination in admission, grading, discipline and any other activity based on race, creed, color, national origin, religion, ancestry, age, marital status, sexual orientation (known or perceived), gender identity expression (known or perceived), gender, handicap, nationality, or citizenship. All decisions of GCPS will be administered without regard to any of the categories listed on this page.

### Statement of Student Misconduct

The rules in this Code are designed to notify students (grades K–12) as to the types of behaviors that are not acceptable; nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to

be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

### References to the Official Code of Georgia Annotated

References to Title 16 of the Official Code of Georgia Annotated (O.C.G.A.) included in the Student Conduct Behavior Code do not require that the elements of the specific criminal code section referenced be proved beyond a reasonable doubt before schools may punish misconduct. Further, these code references do not impose any additional intent requirements upon schools pursuing discipline against students for the violation of this Code.

When a school rule is violated that may also be a violation of the law, the schools may notify the School Resource Officer (SRO) who will review the incident for possible criminal charges or notification of the District Attorney. Rules that require SRO notification are marked with an asterisk (\*).

### Student Dress Code

Students are required to dress appropriately for school. Each local school will establish and publish a dress code applicable to that school. In addition to the requirements established by the local school, prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment.

### Electronic Communications Devices

The Gwinnett County Board of Education (BOE) permits students to possess communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.

## Rights and Responsibilities

### Rights of Students

Students shall have the right to:

1. Pursue a successful education in a safe environment without disruption;
2. Receive fair and equitable treatment without discrimination in every aspect of the educational system;
3. Be treated respectfully and as an individual; and
4. Be informed of their rights, responsibilities and discipline policies.

### Responsibilities of Students

All students share with the administration and faculty responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

1. Attend school regularly, arrive on time, and bring materials;
2. Respect the personal, civil and property rights of others;
3. Put forth conscientious effort in classroom work and homework;
4. Groom and dress appropriately;
5. Have knowledge of and conform to school rules and regulations;
6. Not use indecent, obscene, or foul language; and

7. Report incidents or activities that may threaten or disrupt the school environment.

### Rights of Parents/Guardians

Parents shall have the right to:

1. Receive regular official reports or their child's academic progress;
2. Receive an explanation for the basis of any grade given by the teacher;
3. Request a conference with the teacher and/or principal;
4. Receive a prompt report of their child's attendance to class or school;
5. Bring, or have the District provide, an interpreter during disciplinary conferences or hearings, when a parent or student has limited English proficiency and the parent or student requests an interpreter or the school observes that a parent or student's limited English proficiency would deny them an opportunity to meaningfully participate in the conference or hearing; and
6. Appeal disciplinary actions of suspensions of 10 days or more.

### Responsibilities of Parents/Guardians

Parents/guardians shall have the responsibility to:

1. Ensure that their children between the ages of 6 and 16 enroll in schools regularly, on time, and for the whole school day in accordance with the laws of the State of Georgia;
2. Enroll their child in a private school if he is expelled from GCPS;
3. Present to school officials any concern in a calm, reasoned manner;
4. Work with the school on academic, disciplinary, or other related matters pertaining to their child;
5. Plan the time and place for homework assignments and provide necessary supervision;
6. Talk with their child about school activities and expected behavior;
7. Know the rules set forth in this Code and review them with their child; and
8. Ensure that their child receives the periodic student health examinations that are required by law.

### Rights of Victims in School-Related Offenses

Any person victimized by a GCPS student's violation of the Student Conduct Behavior Code may be called to testify to the facts of the incident as it relates to him or her if a student discipline hearing is held. Furthermore, any victim of a crime committed by a member of the GCPS community has the right to pursue criminal charges through the proper authorities.

### Glossary of Discipline Terms

**AWOL:** Refers to a student's unauthorized absence and/or leave from class, school, activity or event.

**Behavioral Correction Plan:** Refers to a set of behavioral intervention strategies devised for students who have been identified as chronic disciplinary problem students. (O.C.G.A. § 20-2-765)

**Behavior Intervention Plan (BIP):** A set of strategies to support special education students with inappropriate classroom behaviors.

**Bullying:** 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 substantial physical harm or visible bodily harm; b) substantially interferes with a student's education; c) is so severe, persistent, or pervasive that it creates an intimidating/threatening educational environment; or d) substantially disrupts the orderly operation of school. (O.C.G.A. 20-2-751.4) Retaliation for reports of bullying will not be tolerated and will be subject to independent disciplinary action. The prohibition against bullying includes off-campus cyberbullying that is (1) directed specifically at students or school personnel; (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

**Bus Suspension:** The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to and from school.

**Detention:** Keeping a student before or after school for a reasonable time or during school hours, such as lunch time.

**Disability:** A physical or mental impairment that substantially limits one or more major life activities of an individual.

**District:** Gwinnett County Public Schools

**Drug/Alcohol Program (CLFC Program):** This drug/alcohol education program is for 1st time offenders of Level II violations in Rule 7 of the Student Conduct Behavior Code. At least one parent must accompany the student at each of the four sessions (lasting two hours each). Not all Rule 7 violations will qualify for this program.

**Due Process:** A student is afforded oral or written notice of charges against him/her and is given an opportunity for a review, hearing, or other procedural rights in accordance with state and federal laws.

**Felony Drug Charge:** It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, middle school, secondary school, or school board used for elementary, middle, or secondary education. (O.C.G.A. Code § 16-13-32.4)

**Hearing Officer:** A system administrator, with no prior knowledge of the event, who conducts the proceedings for disciplinary hearings and makes the determination of rule violations and appropriate consequences.

**IEP:** An Individualized Education Program (IEP) supports a student with disabilities who requires specially designed instruction and related services.

**In-School Suspension (ISS):** A disciplinary measure that permits the student to attend school, but prohibits him or her from attending his or her regular classes. Students assigned to ISS are not permitted to participate in extracurricular activities on the date of their ISS assignment.

**Interim Alternative Program:** Any educational setting that is designed to accommodate the delivery of a special education student's IEP during a period of suspension from school.

**Long-Term Suspension:** The removal of a student from school for more than 10 days because the student has violated this Code.

**Manifestation Determination:** A review of a special education/504 student's program and disability to determine if misconduct is caused by, or has a direct and substantial relationship to, the disability.

**Permanent Expulsion:** A student is removed from all GCPS property, activities, and events for an indefinite period of time. This action may be taken only by the Board of Education. School work may not be made up or credit earned.

**School Grounds:** Any property owned or utilized by the District.

**Sexting:** The sending and receiving of lewd or pornographic text messages.

**Short-Term Suspension:** The involuntary removal of a student from class attendance or school attendance for 10 days or less. Suspended students shall make up those assignments 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. Students are responsible for making arrangements and completing makeup work within the timeline specified by the local school.

**Student Disciplinary Hearing:** A hearing in which a hearing officer(s) or panel hears the evidence presented, determines if the student has violated any rules of the student behavior code, and, if so, what consequences are appropriate.

**Student Self-Reporting:** A self-report occurs when a student or his/her parent(s) or guardian promptly and voluntarily discloses to school personnel that the student has violated Rule 6 or 7. The student and/or parent(s) admit the mistake, and acknowledge that consequences will follow. There is no indication that the confession occurred because the student's violation was about to be discovered.

**Student Support Team (SST):** A school-based team usually consisting of a teacher, an administrator, a counselor, psychologist and/or social worker, and parents/guardians, that convenes to discuss issues (and make recommendations) related to a student.

**Theft:** Includes theft by taking, theft by receiving stolen property, and theft of lost or mislaid property.

**Trespass:** Entrance onto school grounds when prohibited.

**Waiver of Right to Attend Student Disciplinary Hearing:**

Parents may sign a waiver if they cannot attend or do not elect to attend the hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

**Weapon:** Any of the following but not limited to any knife, cutting instrument, cutting tool, nunchuku, firearm, shotgun, rifle, scissors and any other tool, instrument or object used to or intended to be used to inflict serious bodily injury to another member of the school community. This definition includes, but is not limited to, the use or intended use of pepper spray, mace or laser pointer to inflict serious bodily injury on another member of the school community.

## Important Student Discipline Information

The following is general information regarding discipline:

1. A principal, or other personnel designated to perform the duties normally performed by the principal, may suspend a student for violation of school rules or for any other act of misconduct or insubordination for a period not exceeding ten (10) school days.

Oral notice and an opportunity to discuss the matter with the principal or an assistant principal must be given to the student as soon as is practicable, and written notice (disciplinary referral) stating the reason for suspension shall be given to parents or guardians within a reasonable time, not to exceed two school days.

2. Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Gwinnett County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities on the date of their ISS assignment.
3. All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to Safety and Security.
4. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.
5. Students are prohibited from engaging in gang/hate group or hazing related activities in school (Safe Schools Policy).
6. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.
7. A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense where the student: (1) Directly violates the Student Conduct Behavior Code; (2) Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code; (3) Intentionally aids or abets another in a violation of the Student Conduct Behavior Code; or (4) Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even where the underlying actors are not students subject to the Code.
8. Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities or other law enforcement agencies may address the student's misconduct in accordance with state laws, in addition to the school system's administrative procedures and regulations.
9. Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.
10. Students who are under suspension or expulsion through



spring semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.

11. Students should recognize their responsibility to know the contents of this student discipline handbook and to ask the local school administration or staff for any clarification. All students, regardless of age, are subject to the rules and regulations of the Gwinnett County Public Schools. Each local school will review the contents of this handbook with its students.
12. State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
13. Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)
14. Students coming from DJJ (Department of Juvenile Justice) placement or incarceration for longer than 30 school days will transition through the GIVE Centers as a first step back towards their base school. The Office of Student Discipline and Behavioral Interventions shall determine the length of the transition.
15. During the regular school year, students who are on long-term suspension from their regular school and who are currently enrolled at the GIVE Centers are allowed to enroll in online courses, with approval of the GIVE Centers' administration. Students not enrolled at the GIVE Centers will not be allowed to enroll. GIVE students must pay for online classes taken during summer school.
16. After a disciplinary hearing has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.
17. The Unsafe School Choice Option provides students at schools classified as "persistently dangerous" with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named "persistently dangerous" or unsafe pursuant to State Board of Education Rule 160-4-8-.16.

***Note: All rules with asterisks may result in notification of the SRO for potential referral to the District Attorney.***

## **Rule 1 – Disruption and Interference with School**

No student shall cause or attempt to cause directly or indirectly disruption or interference with school by any means including but not limited to any of the following behaviors:

- 1A. Pull fire alarm;
- 1B. Occupy or block any area of the campus, prevent or attempt to prevent students from attending a class, school activity or event;

- 1C. Except under the direct instruction of the principal, block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent grounds;
- 1DA. School disruption. A student may not in any manner, by use of violence, noise, force, coercion, threat, intimidation, fear, passive resistance, insult, or other conduct, intentionally or unintentionally cause the disruption of any lawful mission, process, or function of the school; {24}
- 1DB. Class disruption. Student behavior that is repetitive or substantially interferes with the teacher's ability to teach and/or students' ability to learn;
- 1DC. Disorderly conduct. Any act that substantially disrupts the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff and others;
- 1E. Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- 1F. Urge, encourage, or counsel other students to violate any rules of the Student Conduct Behavior Code;
- 1H. Be on campus or enter the premises of a school without proper authorization of the superintendent, principal, or other school personnel;
- 1I. Dress inappropriately (including drug, alcohol, or tobacco advertisements, graffiti, etc.) (A list of each prohibited item is available at each local school);
- 1J. Willfully fails to leave the premises after being told to do so;
- 1Z. Other (list) \_\_\_\_\_

## **Mandatory Reporting of Repeated and Substantial Class Interference**

Teachers in Gwinnett County Public Schools are required to report any student's violation of the Student Conduct Behavior Code which repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of the students in his or her class to learn. Teachers shall report any such incidents to the principal or the principal's designee within one school day of the most recent occurrence of such behavior. Such report shall not exceed one page and shall describe the behavior. The principal or the principal's designee shall, within one day of receiving such report, send to the student's parents or guardians a copy of the report, and information regarding how the principal or the principal's designee may be contacted. O.C.G.A. § 20-2-737.

## **Student Removal from Class**

A teacher may remove or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to teach students in his or her class or the ability of other students to learn in the class. O.C.G.A. § 20-2-738 (a-h).

Where a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. § 20-2-738.

Each school will have a placement review committee. The place-



ment review committee shall be responsible for determining the appropriate placement of a student when the principal recommends that the student be returned to the classroom and the teacher withholds consent for the student's return. The placement review committee shall consist of three members, including two teachers and one alternate teacher chosen by the faculty and a member of the professional staff chosen by the principal. O.C.G.A. § 20-2-738(d).

## **Rule 2— Damage, Destruction, or Misuse of School Property or Equipment**

A student shall not cause or attempt to cause damage to school property or alter/misuse school technology or any other equipment, including accessing unauthorized areas on the computer. A student shall not steal or attempt to steal school property. A student shall not possess, sell, use, buy or transmit stolen school property or attempt to possess, sell, use, buy or transmit stolen school property.

The prohibited behaviors include, but are not limited to, the following:

- 2A. Damage or vandalize school property;
- 2BA. Steal school property (valued at less than \$300);
- 2CA. Engage in larceny/theft of school property (valued at \$300 or more);
- 2DA. Possess, use, sell, buy, or transmit stolen school property (valued at less than \$300);
- 2DC. Possess, use, sell, buy, or transmit stolen school property (valued at \$300 or more);
- 2I. Alter/misuse technology or any other equipment-hardware or software or school website/page;
- 2J. Engage in computer trespass (accessing unauthorized areas on the computer/software);
- 2JB. Accessing/altering school/teacher records;
- \*2K. Commit first degree arson - Knowingly damage or knowingly cause, aid, advise, encourage, hire, counsel, or procure another to damage, by means of fire or explosive, any building, vehicle, railroad car, watercraft, aircraft, or other structure: (a) that is insured without the consent of the insurer and the insured; or (b) under such circumstances that it is reasonably foreseeable that human life might be endangered.
- \*2L. Undertake breaking and entering and/or burglary;
- \*2M. Commit arson (by means of fire or explosive a person knowingly damages or knowingly causes, aids, abets, advises, encourages, hires, counsels, or procures another to do damage);
- \*2N. Rob or attempt to rob by using violence, threat, or intimidation;
- \*2O. Commit armed robbery (with intent to commit theft, a person takes property of another by use of any offensive weapon or any replica, article, or device having the appearance of such weapon);
- 2P. Compromising test security of an international, national, state, or county standardized test;
- 2Z. Other: (list) \_\_\_\_\_

## **Rule 3— Damage, Destruction, or Misuse of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use, buy, or transmit stolen private property on school grounds. Further, off school grounds, a student shall not cause or attempt to cause damage to private property belonging to a school employee where such theft or damage is on account of that school employee's performance of his/her official duties. A student shall not sell or buy or attempt to sell or buy personal property on school grounds. The prohibited behaviors include, but are not limited to, the following:

- 3AA. Damage or vandalize private property of another person (valued at less than \$300);
- 3AC. Damage or vandalize private property (valued at \$300 or more);
- 3BA. Steal private property of another person (valued at less than \$300);
- 3CA. Possess, use, sell, buy, or transmit stolen property (valued at less than \$300);
- 3CD. Possess, use, sell, buy, or transmit stolen property (valued at \$300 or more);
- \*3H. Commit first degree arson - Knowingly damage or knowingly cause, aid, advise, encourage, hire, counsel, or procure another to damage, by means of fire or explosive, any building, vehicle, railroad car, watercraft, aircraft, or other structure: (a) that is insured without the consent of the insurer and the insured; or (b) under such circumstances that it is reasonably foreseeable that human life might be endangered.
- 3J. Buy or sell personal property;
- 3LA. Engage in larceny/theft of private property (valued at \$300 or more);
- \*3M. Steal or attempt to steal a motor vehicle;
- \*3N. Rob or attempt to rob by using violence, threat, or intimidation;
- \*3O. Commit armed robbery (with intent to commit theft, a person takes property of another by use of an offensive weapon or any replica, article, or device having the appearance of such weapon);
- \*3P. Commit arson (by means of fire or explosive a person knowingly damages or knowingly causes, aids, abets, advises, encourages, hires, counsels, or procures another to do damage);
- 3Z. Other: (list) \_\_\_\_\_

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

### **Section A**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, undermining, or provoking nature to or about a school employee or in the presence of a school employee. This includes, but is not limited to, disrespectful conduct, insult, use of profanity, ethnic, racial, sexual, disability, or religious slur, or harassment and includes the development of a "hit list," "people to

kill,” “people to shoot,” or a statement about bringing a weapon to school and injuring people.

The prohibited behaviors include, but are not limited to, the following:

- 4AA. Oral threat/verbal assault (oral speech that creates, or is intended to create, a fear of physical harm);
- 4AB. Written threat;
- 4AC. Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults;
- 4AF. Use of profanity;
- 4AG. Ethnic, racial, sexual, religious, or disability slur;
- 4AL. Harassment. Repeated words (verbal or written), conduct, or action that annoys, alarms, or causes distress and serves no legitimate purpose;
- 4AM. Any expression (oral, written, or gesture) which has the effect of undermining the authority of the school employee or distracting staff and/or students from the learning environment, including writings of a threatening or provoking nature;
- \*4AN. Terroristic threats (threatening to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building);
- 4AO. Posturing to inflict physical harm. Any action or gesture directed toward a school employee that places the school employee in reasonable fear of immediate physical harm;
- 4AZ. Other: (list) \_\_\_\_\_

### **Section B**

A student shall not cause or attempt to cause physical injury or behave in such a way that could reasonably cause physical injury or make physical contact of a threatening or provoking nature to a school employee.

The prohibited behaviors include, but are not limited to, the following:

- 4BA. Behavior that could cause physical injury;
- 4BB. Behavior that unintentionally caused physical injury to employee;
- \*4BC. Intentional physical contact of an insulting or provoking nature to employee;
- \*4BD. Aggravated battery (maliciously causing bodily harm to another by depriving him or her of a member of his or her body, or by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof);
- \*4BE. Homicide/murder;
- \*4BF. Kidnapping (seizure, transportation, and/or detention of a person against his/her will);
- \*4BG. Voluntary manslaughter;
- 4BH. Enter without permission the private property of a school employee and/or deface/damage/vandalize such property;
- \*4BI. Intentional physical contact that caused physical harm to an employee;
- 4BZ. Other: (list) \_\_\_\_\_

Rules 4BA-4BZ also apply off school grounds when the misconduct by the alleged perpetrator is because of the school employee's performance of his/her official duties.

## **Intentional Physical Contact with a Teacher, Bus Driver, or Other School Employee**

Any student who intentionally makes physical contact of a threatening or provoking nature with a teacher, bus driver, school official, or other school employee shall be suspended and brought before a disciplinary hearing.

The minimum penalty for a student found in violation of Rule 4BC shall be suspension from public school until the end of the school year. Any hearing finding a student in violation of Rule 4BC may impose a more severe penalty at its discretion. This minimum penalty shall not be applied in conflict with federal law.

Any student found in violation of Rule 4BI shall be expelled from the public school system for the remainder of his or her eligibility to attend public school. The following exceptions apply:

- (1) The Board of Education, in its discretion, may allow a student found in violation of Rule 4BI to attend the alternative school;
- (2) The Board of Education, in its discretion and upon the recommendation of the disciplinary hearing, may allow a student in grades 6–8 to return to the public school system for grades 9–12;
- (3) The Board of Education, in its discretion, may allow a student in grades K–5 to return to the public school system;
- (4) Permanent expulsion will not be imposed where this penalty would infringe any right created under federal law; and
- (5) Permanent expulsion will not be imposed where the student acts in defense as provided in O.C.G.A. § 16-3-21 (O.C.G.A. 20-2-751.6; 20-2-751.4).

## **Rule 5— Abuse, Threats, Intimidation, Assault, or Battery by a Student on Another Student or to Any Other Person Not Employed by the School**

### **Section A**

Regardless of intent, a student shall not make oral or written communication, create a document, or make a symbolic gesture or contact of a threatening, distracting, or provoking nature to or about a person/student or in the presence of a person/student. This includes, but is not limited to, bullying, disrespectful conduct, insult, use of profanity; ethnic, racial, sexual, disability, or religious slur; or harassment and includes the development of a “hit list,” “people to kill,” “people to shoot,” or a statement about bringing a weapon to school and injuring people.

The prohibited behaviors include, but are not limited to, the following:

- 5AA. Oral threat/verbal assault (oral speech that creates, or is intended to create, a fear of physical harm);
- 5AB. Written threat;
- 5AC. Rude and/or disrespectful conduct including but not limited to symbolic gestures and insults;
- 5AD. Bullying; (See note **on page 17** on bullying and state law.)
- 5AF. Use of profanity;
- 5AG. Ethnic, racial, sexual, religious or disability slur;
- 5AL. Harassment. Repeated words (verbal or written), conduct, or action that annoys, alarms, or causes distress and serves no legitimate purpose;

- 5AO. Posturing to fight;
- \*5AR. Terroristic threats (threatening to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building);
- 5AZ. Other: (list) \_\_\_\_\_

State law defines “Bullying” as: 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 substantial physical harm or visible bodily harm; b) substantially interferes with a student’s education; c) is so severe, persistent, or pervasive that it creates an intimidating/threatening educational environment; or d) substantially disrupts the orderly operation of the school. Upon finding that a student in grades 6–12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. (O.C.G.A. 20-2-751.4) Retaliation for reports of bullying will not be tolerated and will be subject to independent disciplinary action. The prohibition against bullying includes off-campus cyberbullying that is (1) directed specifically at students or school personnel; (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a high likelihood of succeeding in that purpose.

## Section B

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause bodily injury to any student/person. A student shall not engage in any behavior that threatens the safety or well-being of another person or has the likelihood of provoking a fight.

The prohibited behaviors include, but are not limited to, the following:

- 5BA. Pushing and shoving;
- 5BB. Fighting;
- 5BC. Battery (intentionally causes substantial physical harm or visible bodily harm to another);
- 5BD. Behavior that could cause physical injury;
- 5BE. Behavior that caused physical injury to another student;
- 5BF. Physical contact of a threatening or provoking nature to another student;
- \*5BG. Aggravated battery (maliciously causing bodily harm to another by depriving him or her of a member of his or her body, or by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof);
- \*5BH. Homicide/murder;
- \*5BI. Kidnapping (seizure, transportation, and/or detention of a person against his/her will);
- 5BK. Hazing (as a condition or precondition of gaining acceptance, membership, office, or other status in any school or school organization, subjecting a student to an activity which endangers or is likely to endanger the physical

health or emotional well-being of a student, regardless of a student’s willingness to participate in such activity);

- \*5BM. Voluntary manslaughter; (O.C.G.A. 16-5-2)
- 5BZ. Other: (list) \_\_\_\_\_

## Rule 6— Weapons, Dangerous Instruments, and Explosive or Implosive Devices

A student shall not solicit to buy or sell, or buy or sell or possess, handle, transmit, threaten with or discharge/use, any object that can reasonably be considered or converted to and/or used as a weapon such as, but not limited to knives; guns; pellet guns; brass knuckles; fire works; lighters, tear gas, mace, explosives, pepper spray; bats, clubs, sticks (other than for athletics), or other instruments of a bludgeoning type; Chinese stars; razors; projectiles and the like.

The prohibited behaviors include, but are not limited to, possession of the following:

- \*6A. Knife less than 2 inches;
- \*6B. Knife 2 inches or more;
- \*6C. Handgun;
- \*6D. Rifle or shotgun;
- \*6EA. BB/pellet/airsoft/paintball gun;
- \*6EB. BB/pellet/airsoft/paintball rifle;
- \*6F. Toy or any look-alike gun;
- \*6G. Destructive device (bomb, grenade, mine, rocket, missile, pipe bomb or similar device);
- \*6H. Brass knuckles or metal knucks;
- 6I. Fireworks;
- \*6IA. Accelerants (any liquid aerosol, etc., which may be used to start or perpetuate a fire or other hazardous condition);
- \*6K. Tear gas, mace or pepper spray;
- \*6L. Bats, clubs, sticks (other than for athletics), or other instruments of a bludgeoning type;
- \*6N. Razors or razor blades;
- \*6O. Spring stick/expandable baton;
- \*6P. Blackjack;
- \*6Q. Nun chahka, nun chuck, nunchaku, shuriken, fighting chain, [any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely];
- \*6R. Throwing star, oriental dart, or any disc having two or more points or pointed blades which is designed to be thrown or propelled;
- \*6S. Taser/Stun gun;
- \*6Z. Other: (list) \_\_\_\_\_

## Possession of a Firearm, Dangerous Weapon, or Hazardous Object on School Property or at School Functions

Students are prohibited from possessing firearms (including a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical

charge), dangerous weapons (as defined by O.C.G.A. 16-11-121) or hazardous objects (as defined by O.C.G.A. 20-2-751), while on school property or at school functions. A student shall be excluded from school for one calendar year for possessing on school grounds or at a school function a firearm or a dangerous weapon (as defined by O.C.G.A. 16-11-121), provided that all hearing officers, tribunals, panels, administrators, the Superintendent, and the Gwinnett County Board of Education shall have the discretion to impose a lesser or more harsh, appropriate consequence on a case-by-case basis for any such offense. Any student possessing a hazardous object (as defined by O.C.G.A. 20-2-751), while on school property or at school functions, shall receive disciplinary consequences in the discretion of the hearing officer, tribunal, panel, administrator, the Superintendent, or the Gwinnett County Board of Education, and consistent with the Gwinnett County Board of Education's policies and procedures. See O.C.G.A. 20-2-751; 20-2-751.1.

## Rule 7— Drugs, Alcohol, and Tobacco

### Section A

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction, including, without limitation to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation caffeine pills, hallucinogenic drug, anabolic steroid, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, buy, or transmit, or attempt to sell, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician.

The prohibited substances and behaviors include, but are not limited to, the following:

- \*7AA. Alcoholic beverage or intoxicant of any kind;
- \*7AB. Amphetamine/methamphetamine drug [schedule II];
- \*7AC. Hallucinogenic drug [schedule I] {ex. peyote, PCP, etc.};
- \*7AD. Anabolic steroid [schedule III];
- \*7AE. Controlled drug or controlled substance {ex. Ritalin, Adderall, Phenobarbital, Percocet, OxyContin, Xanax, etc.};
- \*7AF. Marijuana (including synthetics)
- \*7AG. LSD [schedule I];
- \*7AH. Cocaine [schedule II];
- \*7AJ. Heroin [schedule I];
- \*7AK. Inhalants (any volatile solvents, aerosols, anesthetics, or volatile nitrites) [ex. glue, paint thinner, hair spray, Pam, ether, etc.];
- \*7AL. Over-the-counter (OTC) drugs (ex. NoDoz, Vivarin, asthma medicines, energy/diet pills, aspirins, herb pills, etc.);
- \*7AN. Look-alike substance (under the pretense);

- \*7AO. Marijuana (felony— selling— including possession of marijuana that is packaged for distribution or possession of one ounce or more);
- \*7AP. Offering, requesting and/or receiving of a substance;
- \*7AQ. Furnishing/providing/selling of a substance;
- \*7AR. Non-controlled prescription drug (ex. Prozac, Seroquel, Amoxicillin, etc.);
- \*7AZ. Other: (list) \_\_\_\_\_

Self-administration of asthma medication and prescription auto-injectable epinephrine is permitted with written parental approval and required documentation to the principal or his or her designee. See administrator for completion of proper county form/procedures.

### Section B

A student shall not possess, sell, use, transmit, buy or solicit any drug-related paraphernalia which includes, but is not limited to, pipes, water pipes, clips, rolling papers, or any other items related to drug use or depicting drugs or drug use except where such items are related to approved curriculum.

The prohibited paraphernalia include, but are not limited to, the following:

- \*7BA. Pipes, water pipes, clips, rolling papers, or other objects used for drug use;
- 7BB. Photographs, drawings or depictions of drugs, drug use, or objects used for drug use;
- 7BZ. Other: (list) \_\_\_\_\_ }

### Section C

A student shall not possess, sell, use, transmit, buy or solicit tobacco products, or tobacco paraphernalia such as, but not limited to, matches, lighters, pipes, rolling papers and the like.

The prohibited paraphernalia include, but are not limited to, the following:

- 7CA. Tobacco products (ex. cigarettes, electronic cigarettes (any type), dip, snuff, cigars, liquid nicotine— regardless of biological source, electronic cigarette vapors— with or without nicotine, etc.);
- 7CB. Tobacco paraphernalia (ex. matches, lighters, rolling papers and the like);
- 7CZ. Other: (list) \_\_\_\_\_

## Rule 8— Disregard of Directions or Commands

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel. The prohibited behaviors include, but are not limited to, the following:

- 8A. Failure to follow directions or commands of staff;
- 8B. Failure to follow written directions, local school rules or regulations;
- 8C. Failure to serve an administrative consequence (ex. Administrative Detention, Saturday School);
- 8Z. Other: (list) \_\_\_\_\_



## Rule 9— Sexual Misconduct/Indecency

A student shall not engage in any act of sexual harassment of a physical nature or verbal nature. A student shall not perform any act of indecent exposure, lewd exposure, gesture or lewd caress or indecent fondling/touching of the student's own body or the body of another person, or any act of sexual intercourse. A student shall not use any inappropriate gestures that mimic or imply sexual acts or engage in any acts of "streaking" or "mooning" as those terms are commonly understood. Such acts will not be regarded lightly or considered pranks.

A student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including any non-curricular sexually explicit printed or non-printed materials; or a student shall not possess, view, copy, sell, buy, or transmit printed or non-printed pornographic materials including, but not limited to, non-curricular materials depicting the human male or female genitals or buttocks with less than a fully opaque covering or any portion of the female breast with less than a fully opaque covering.

The prohibited behaviors include, but are not limited to, the following:

- 9A. Sexual harassment. Deliberate and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature that are repeated or a single incident of a sufficiently serious nature to create a hostile environment;
- \*9B. Lewd (sexual) exposure (any act of) (This includes "streaking" and "mooning.");
- 9C. Obscene and/or indecent gestures or gestures that mimic or imply sexual intercourse;
- \*9D. Lewd caress or indecent fondling/touching of the student's own body;
- \*9E. Lewd caress or indecent fondling/touching of the body of another person;
- \*9F. Sexual intercourse;
- \*9G. Oral sex or any act of sodomy;
- \*9H. Aggravated sexual battery;
- \*9I. Pornographic materials. Possession or transmission by any means of descriptions, images, recordings, or other materials involving the display of genitals, pubic areas, buttocks, or breasts.
- \*9IB. Sexually Exploitative/Sexually Explicit materials. Possession or transmission by any means of descriptions, images, recordings, or other materials involving (a) sexual acts of any type, (b) exposure of the genitals, pubic area, breasts or buttocks of a minor, or (c) other graphic sexual content.
- \*9IC. Recording images of intimate areas. Recording, possession, and/or transmission of images of students or employees that are of a sexual nature and that were taken without the consent of the student or employee;
- 9J. Kissing or any act of intimacy;
- \*9K. Aggravated child molestation;
- \*9L. Aggravated sodomy;
- \*9M. Rape;
- \*9N. Sexual battery (Intentional physical contact with the intimate parts of the body of another person without the consent of that person);

- \*9O. Allowing another student/person to commit a lewd or indecent act to the body of oneself;

- \*9Z. Other: (list) \_\_\_\_\_

Note: Sexting (sending and receiving of lewd or pornographic text messages) will be handled under rules 9I, 9IB, and 9IC and may result in a range of consequences from suspension to referral to a disciplinary hearing.

## Rule 10— Unexcused Absences

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official. A student may not leave school grounds prior to the end of the school day, after his or her initial arrival on campus, without the permission of a duly authorized school official.

The prohibited behaviors include, but are not limited to, the following:

- 10A. Tardy to class;
- 10B. Tardy to school;
- 10C. AWOL from class (Absent without official leave);
- 10D. AWOL from school;
- 10E. Unexcused absence (Failure to comply with compulsory school attendance law);
- 10Z. Other: (list) \_\_\_\_\_

## Rule 11— Other Conduct Which is Subversive to Good Order

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes, but is not limited to, violation of local school rules, violation of state and federal law, involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A. § 16-15-3 and §16-15-4, providing false information to school personnel, unauthorized possession or inappropriate use of laser pointers, and electronic communications devices (including CD Players, MP3 players, video games, and televisions), loitering or trespassing, providing false information to or about school personnel, or community misconduct that would be so serious as to pose a threat to the school community.

A student shall not hold oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Taskforce by one's mode of dress, means and method of communication including the use of hand signs, or the possession or publication of gang writings/symbols.

Subject to the rules listed below, the Gwinnett County Board of Education permits students to possess electronic pagers or communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.

The prohibited behaviors include, but are not limited to, the following:

- 11A. Violation of local school rules (state specific rule);
- \*11C. Criminal gang-related activity (as defined by O.C.G.A. 16-15-3 and 16-15-4) including but not limited to:

- (1) Conduct or participate in a criminal street gang through criminal gang activity as defined in O.C.G.A. 16-15-3;
  - (2) Acquire, maintain, directly or indirectly, through criminal gang activity or proceeds derived there from any interest in or control of any real or personal property of any nature, including money;
  - (3) Engage in, directly or indirectly, or conspire to engage in criminal gang activity while acting as an organizer, supervisor or other position of management with regard to a criminal street gang;
  - (4) Cause, encourage, solicit, or coerce another to participate in a criminal street gang;
  - (5) Communicate, directly or indirectly, with another any threat of injury or damage to the person or property of the other person or to any associate or relative of the other person with the intent to deter such person from assisting a member or associate of a criminal street gang to withdraw from such criminal street gang;
  - (6) Communicate, directly or indirectly, with another any threat of injury or damage to the person or property of the other person or to any associate or relative of the other person with the intent to punish or retaliate against such person for having withdrawn from a criminal street gang;
  - (7) While employed by or associated with a criminal street gang commit any offense enumerated in O.C.G.A. 16-15-3 with knowledge that members of such criminal street gang have committed one or more of such offenses; or
  - (8) Commit any offense enumerated in O.C.G.A. 16-15-3 with the intent to maintain or increase his or her status or position in a criminal street gang;
- 11E. Provide false information and/or forgery;
  - 11F. Cheating;
  - 11G. Gambling;
  - 11H. Plagiarism;
  - 11I. Foul language (profane or vulgar language not directed at another person) on school property or at a school sponsored event;
  - 11K. Laser pointers;
  - 11L. Unauthorized use during school hours of electronic devices including but not limited to: tape recorders, radios, CD players, MP3 players, video games, and televisions;
  - 11N. Loitering;
  - 11O. Criminal trespassing;
  - 11P. Community misconduct that would pose a threat to the school community. Any off campus behavior of a student which (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student's continued presence at school a potential danger to person or property at school or which

disrupts the educational process;

- 11S. Other Felony: (list) \_\_\_\_\_  
Behavior of a student which could result in the student being charged criminally with a felony or which could result in a felony criminal charge if committed by an adult;
- \*11T. Holding oneself out as a member of a criminal street gang identified by the Gwinnett County Gang Taskforce by more than one of the following: one's mode of dress, means and method of communication including the use of hand signs, the possession of a publication of gang writings/symbols, or admission of membership;
- \*11U. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or school employee toward a student.
- 11Z. Other Non-Felony: (list) \_\_\_\_\_

## **Rule 12— Repeated Violations/Misbehavior/ Chronic Disciplinary Problem Students**

Students who chronically disrupt or repeatedly violate other school rules may be charged with repeated violations of school rules or misbehavior. This rule applies after remediation attempts, including the development and implementation of a student disciplinary and behavioral correction plan.

- 12A. Chronically disrupt or repeatedly violate other school rules;
- 12Z. Other: \_\_\_\_\_

The student and parent must be notified in advance that once the student has been placed on a Rule 12, all subsequent violations will lead to an escalation in consequences and may lead to an independent Rule 12 charge and a disciplinary hearing.

## **Rule 13— School Bus Infractions**

No student shall cause or attempt to cause (either directly or indirectly) a disruption or interference with a school bus by any means including but not limited to any of the following behaviors:

- 13A. Disruption of school bus. A student shall not in any manner use violence, force, fear, threat or other conduct to disrupt or interfere with a bus driver's ability to operate a bus safely;
- 13B. Throwing objects at the driver;
- 13C. Failure to follow directions, rules or regulations;
- 13D. Use of mirrors, lasers, flash cameras or any other lights or reflective devices during the operation of a school bus without the permission of the driver;
- 13E. Posturing to fight;
- 13F. Fighting;
- 13G. Diverting or distracting the driver's attention;
- 13H. Throwing objects on the bus or out the bus window;
- 13I. Excessive noise;
- 13J. Use of any electronic device during the operation of a bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones;
- 13Z. Other (list): \_\_\_\_\_

**Note:** All other GCPS rules still apply while on the bus or at the bus stop.

Safety is the first priority while transporting students to and from school. While on a bus, the bus driver/manager is the school official who has supervisory responsibility of students. Drivers must be able to concentrate on their driving at all times. A momentary distraction from their concentration can lead to a serious accident resulting in injury or death. The safety and well-being of each student depend on everyone following the standards of conduct outlined in this Code. That safety is why certain infractions have a different level of consequence or are singled out as a school bus infraction.

If a student is found to have engaged in bullying or other acts of physical violence such as physical assault or battery of another person on the school bus, a meeting with the student's parents or guardian and appropriate school officials will be required in order to develop a school bus behavior contract for the student. (O.C.G.A. 20-2-751.5)

**Note:** Any student who receives an in-school suspension for a bus infraction may forfeit his or her bus-riding privileges on the day(s) of suspension.

**Note:** All rules with asterisks may result in notification of the SRO for potential referral to the District Attorney.

## Gwinnett County Public Schools Code of Conduct for Athletes

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

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

The Code of Conduct goes into effect on the first day a student joins a GCPS high school athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session.

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

All consequences listed in this Code of Conduct are minimum standards. The coach has the discretion to set consequences over and above the minimum standards.

### Code of Conduct Violations and Consequences

**VIOLATION A:** *Long-Term Suspension (exceeding 10 days, 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:

- a. School officials determine that the student did not commit the act(s) or other felony conduct; or
- b. Local prosecutors dismiss or drop all pending charges and petitions; or
- c. The student pleads guilty to a misdemeanor charge, in which case refer to Violation D listed in this Code; or
- d. 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:

1. Self-admitted involvement by the student
2. Witnessed student involvement by the sponsor, coach, or any staff member
3. Parent admission of their student's involvement in tobacco, alcohol, or other drugs
4. Verified by official police report given to the school
5. 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:**

- 1st Offense – Consequence determined by approved local school athletic/extracurricular policy
- 2nd Offense – Suspension from athletic extracurricular competition for a minimum of 10% of the remainder of the season
- 3rd Offense – Dismissed from team 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*

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

- 1st Offense – Consequence determined by approved local school athletic/extracurricular policy
- 2nd Offense – Suspension from athletic extracurricular competition for a minimum of 20% of the remainder of the season
- 3rd Offense – Suspension from all athletic extracurricular activities for the remainder of the school year

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

##### **Consequences:**

In-School Suspension – Participation may resume when student is released from ISS. Student cannot participate on the day he or she is released from ISS.

Out-of-School Suspension (Short-term, not exceeding 10 days) – Participation may resume after suspension is served. (Policy JDD)

#### **VIOLATION F: *Hazing***

Hazing (as a condition or precondition of gaining acceptance, membership, office, or other status in any school or school organization, subjecting a student to an activity which endangers or is likely to endanger the physical health or emotional well-being of a student, regardless of a student's willingness to participate in such activity.)

All instances of hazing will be immediately referred to administration.

## **The GIVE Centers**

### **The purpose of the Gwinnett InterVention Educational (GIVE) Centers is to:**

- At the discretion of the hearing officer(s) or Board of Education, provide an education opportunity for those students whose unacceptable behavior has excluded them from the regular school program for more than 10 days.
- Reduce the number of students being totally excluded from a middle or high school education.
- Provide suspended students an alternative to total school exclusion and provide them the opportunity to improve their behavior and return to the regular setting.

### **Length of school sessions**

- All students at the GIVE Centers will be required to attend the entire daily sessions, unless he or she is participating in another joint enrollment program.
- Students must make plans to arrive no earlier than 15 minutes before classes begin, and they must report to their classrooms upon arrival to campus. They must not remain outside the building before and after school. They must leave immediately when school ends for the day.

### **Miscellaneous facts about the GIVE Centers**

- There are two locations, GIVE Center East (Lawrenceville) and GIVE Center West (Norcross).
- Transportation is not provided, with the exception of transportation for special education students as required by law.
- Students in grades 6–12 may attend the GIVE Centers.
- Students enrolled at the GIVE Centers are allowed to enroll in online courses.
- Students are required to wear a staff-approved uniform.

## **Student Misconduct: Range of Consequences**

The decision to charge a student for violation of this Student Conduct Behavior Code shall be made by the administration of the local school. The range of consequences for misconduct that can be assigned by a local school administrator and staff may include:

### **Level I Discipline (Minor Consequences)**

Level I discipline is used for minor acts of misconduct which

interfere with the good order of school. Following appropriate teacher intervention, students may be referred to an administrator. Consequences range from an administrative conference to three (3) days of out-of-school suspension.

### **Level II Discipline (Major Consequences)**

Level II discipline is used for intermediate acts of misconduct which interfere with the good order of school. Students should be referred to an administrator. Consequences will involve any combination of in-school or out-of-school suspensions ranging from four (4) to nine (9) days.

The only exception to this “combination” shall be for those first-time offenders of the Level II violations listed in Rule 7. Those first-offenders may receive a nine-day, out-of-school suspension, which will be reduced to three days if the student and parent opt to participate in the Creating Lasting Family Connections (CLFC) Program.

### **Level III Discipline (Severe Consequences)**

Level III discipline is used for serious acts of misconduct. Students should be referred to an administrator. The consequence for these acts of misconduct is up to a 10-day, out-of-school suspension pending a disciplinary hearing for long-term suspension, placement in an alternative program, or permanent expulsion.

### **Alternative Disciplinary Consequences**

A student subject to a short-term suspension or to long-term suspension may be provided with the opportunity to reduce the period of suspension by completing alternative disciplinary consequences. The decision to allow a student the opportunity to reduce the period of suspension shall be at the discretion of the administrator or hearing officer determining the consequence imposed as a result of the student's misconduct. The student shall have the option to complete the alternative disciplinary consequences or to serve the full term of his or her suspension. The following alternative disciplinary consequences are authorized: (1) Attend the Creating Lasting Family Connections (CLFC) Program or a similar program; (2) perform community service; or (3) pay restitution.

## **Student Disciplinary Hearings**

A student disciplinary hearing heard by a disciplinary hearing officer(s) has been established by the Gwinnett County Board of Education (BOE) to handle all acts of misconduct of students enrolled in the school system that may warrant long-term suspension or expulsion. Disciplinary hearing procedures are governed by the State of Georgia Public School Disciplinary Tribunal Act. (O.C.G.A. 20-2-750)

### **Composition of Hearings**

- A hearing officer will listen to disciplinary hearings involving two or fewer students. For hearings involving more than two students, the hearing officer may hear the case with one or more assisting hearing officers.
- Hearing officers are county administrators trained in conducting disciplinary hearings.
- Hearing Officers hear evidence concerning charges of misconduct that have been brought against students which, if proven, may require greater than ten (10) school days and up to one (1) calendar year suspension with a recommendation of permanent expulsion.



- When two or more students are charged with violating school rules arising from a single incident or essentially the same set of facts, a single hearing may be conducted to address the rule violations for all the students involved so long as a single hearing is not likely to result in confusion for the hearing officer(s) or substantially prejudice one student.

### Hearing Proceedings

All hearings are recorded electronically. Hearings before a student disciplinary hearing officer(s) are confidential and are not open to the public. Staff and student witnesses to a particular case may be requested and/or subpoenaed by the school system to testify on its behalf at the hearing. Subpoenas for witnesses are obtained from the Office of Student Discipline and Behavioral Interventions. It is the responsibility of the student or parent/guardian to deliver subpoenas to the witnesses and arrange for their transportation to the hearing.

The evidence presented at a disciplinary hearing may be physical (drugs, weapons, discipline record, written statements, etc.), as well as testimony from witnesses. At the hearing, the student or parent/guardian has the right to be represented by an attorney, obtained at his/her own expense. If an attorney is going to represent the student, the Office of Student Discipline and Behavioral Interventions must receive notice at least one school day prior to the hearing to arrange for an attorney for the school system to be present. If parents require the services of an interpreter, they should request these services from the local school at least two full days prior to the discipline hearing.

### How Decisions Are Made

The disciplinary hearing officer(s) will determine whether the student was or was not in violation of the Student Conduct Behavior Code and will determine the appropriate consequences. The hearing officer(s) may consider only the evidence the officer(s) regards to be relevant to the charges in question in making a determination of whether a rule has been violated. The hearing officer(s) is allowed to give the presented evidence whatever weight the officer thinks is warranted.

The disciplinary hearing officer(s) will review the student's school records if he or she is found in violation of the Code. Both parties are given the opportunity to make a closing or summary statement. The hearing officer(s) convenes privately to decide the appropriate consequences. The hearing is concluded when the hearing officer(s) reads his or her decision. A letter and other information regarding the decision will be sent to the student or parent/guardian within five (5) working days after the hearing is held.

### Appeals

The Board of Education may voluntarily review any decision of a student disciplinary hearing; however, reasonable notice of an intent to review shall be given to the pertinent student and parent or guardian. Additionally, the Board of Education for Gwinnett County shall consider appeals from student disciplinary hearing decisions. Pendency of appeal to the Board will not ordinarily prevent the commencement of the period of suspension or expulsion prescribed by the student disciplinary hearing officer(s).

The Superintendent, or designee, (along with the Executive Director of Academic Support) may review any student disciplinary hearing that is subject to review by the Board of Education pursuant to an appeal or a recommendation of permanent expulsion. In reviewing any student disciplinary hearing, the Superintendent's designee may recommend an amendment or reversal of a hearing

officer's finding. This recommendation will be submitted to the Superintendent for consideration and/or action.

In addition, the Superintendent may, in his discretion, permit a student to return to school pending the outcome of an appeal; this would occur only where the Superintendent believes that there is a substantial likelihood that the student will ultimately prevail on his appeal.

No new evidence and no oral argument may be presented to the Board on appeal and all consideration on appeal will be based on the record of the proceedings at the hearing of the student disciplinary hearing and the written appellate arguments filed by the parties. Notice of appeal shall be in writing and filed in the Superintendent's Office in care of the Office of Student Discipline and Behavioral Interventions. Notice of appeal or legal arguments of the appellant must be received in the Office of Student Discipline and Behavioral Interventions no later than 20 calendar days from the date the decision is rendered. The Board may take any action it determines appropriate, and any decision of the Board shall be final.

### Long-Term Suspension Re-entry Requirements

At the end of a student's term of suspension, the student who fails to attend an alternative school program or is not given the option to attend an alternative school program or is terminated because of misconduct, will have a readmission review at the local school before the student may be enrolled.

The student must provide the following, and this information should be faxed to the Office of Student Discipline and Behavioral Interventions (770-513-6840).

- Submit a 500-word essay reviewing the incident that brought the student before a disciplinary hearing, discussing what the student learned from the incident, what the student would do differently in the future, why the student's education in GCPS is important, a description of the student's aspirations, dreams, and goals, and who can help the student achieve these goals.
- Submit three letters of reference from people other than a relative, attesting to the student's good behavior and fitness to return to school;

The Office of Student Discipline and Behavioral Interventions will inform local school officials when the student has satisfied the requirements and a readmission review can be held at the local school.

## Welcome To Our Tobacco-Free School

**School district policy prohibits the use of tobacco products at all GCPS facilities/campuses, by all students, staff, and visitors, 24 hours per day, seven days per week.**

**Thank you for your cooperation!**



## Drug and Alcohol Programs

### Creating Lasting Family Connections (CLFC) Program

Creating Lasting Family Connections (CLFC) is a drug/alcohol education program for first-time offenders of Level II violations in Rule 7 of the Student Discipline Code. Not all first offenders will qualify for this program. This program could allow the student to reduce his or her term of suspension.

All four, two-hour sessions are in the evening and must be completed in sequential order. Further information regarding this program can be obtained from the Office of Student Discipline and Behavioral Intervention or by calling:

**Collins Hill Community School**    **Norcross Community School**  
Phone: 770-682-4132                      Phone: 770-447-2643

**Shiloh Community School**  
Phone: 770-736-4351

## Selected Board Policy Information

### Search and Seizure (Policy JCAB)

- To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.
- As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available beforehand to the student.
- A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary actions.
- All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student’s age and gender and the nature of the infraction.
- In the event the search of a student’s person, his/her personal possessions, vehicle, or locker reveals a violation of federal, state or local law, law enforcement authorities may be notified so that they may take appropriate action.

### Interrogations

The principal of each school in Gwinnett County Public Schools, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to investigate properly and impose appropriate administrative action for student misconduct.

### Drug-Free Workplace (Policy GAMA)

The Board of Education provides a drug-free workplace and professes that the use of illicit drugs and the unlawful possession and use of tobacco and alcohol are wrong and harmful. Employees are prohibited from using or displaying drug, alcohol, and tobacco products in front of students while the employee is on duty during the normal school day or while on duty at any school- or system-sponsored function.

## Selections from Georgia Code of Laws and GCPS Processes

### Georgia Gun and Weapons Laws

O.C.G.A. 16-11-127.1 provides that it is generally unlawful for any person to carry to or to possess or have under such person’s control while at a school safety zone, school function, or school bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who is not a licensed weapons holder who violates this subsection shall, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than 10 years, or both. Any licensed weapons holder who violates this subsection shall, upon conviction thereof, be guilty of a misdemeanor.

For the purposes of this Georgia Code section, the term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, and any other knife having a blade of two or more inches, straight-edge razor, razor blades, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind and any stun gun or taser.

As noted on page 17 under Rule 6 of our district’s Student Conduct Behavior Code:

*A student shall be excluded from school for one calendar year for possessing on school grounds or at a school function a firearm or a dangerous weapon (as defined by O.C.G.A. 16-11-121), provided that all hearing officers, tribunals, panels, administrators, the superintendent, and the Gwinnett County Board of Education shall have the discretion to impose a lesser or more harsh, appropriate consequence on a case-by-case basis for any such offense. See O.C.G.A. 20-2-751; 20-2-751.1*

### Acts of Violence against School Personnel

Any person who commits the offense of battery against a teacher or other school personnel, while engaged in the performance of official duties or while on school property shall, upon conviction thereof, be punished by imprisonment for not less than one nor more than five years or a fine of not more than \$10,000, or both (O.C.G.A. § 16-5-23.1).

### Chronic Discipline Problems

Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal or designee shall notify—by telephone call and by either Certified Mail or statutory overnight delivery with return receipt requested or First-Class Mail—the student’s parent or guardian of the disciplinary problem; invite such parent or guardian to observe the student in the classroom situation; and request at least one parent or guardian to attend a conference with the principal/designee or the teacher or both to devise a disciplinary and behavioral correction plan. A parent or guardian of a student found to have engaged in threatening, bullying, or any other inappropriate conduct on a school bus must meet with local school officials for the purpose of forming a school bus behavioral correction plan. (O.C.G.A. § 20-2-764; § 20-2-765 and § 20-2-751.5)

## Definition of a Disciplinary Referral

For the purposes of determining standing for chronic discipline behaviors, a disciplinary referral shall mean any referral of a student that results in either an in-school suspension (ISS), assignment to the opportunity room (OR), or out-of-school suspension (OSS).

**\*Note:** For the purposes of Chronic Behavior/Rule 12, tardy referrals shall not count as a referral, regardless of consequence.

## Definition of Chronic Misbehavior

The law (O.C.G.A. 20-2-764 and 20-2-765) allow school districts to identify students who have chronic behavior problems. In GCPS, a student with a chronic behavior problem is defined as one who receives four (4) or more disciplinary referrals during any school year.

## Summary of the 7-Step Plan

For any given school year, the following steps will be taken to address each disciplinary referral a student receives that involves (results in) a suspension (In-School Suspension or Out-of-School Suspension):

- Referral #1: Parent is given written notification of violation and consequence.
- Referral #2: Parent is given written notification of violation and consequence.
- Referral #3: Parent is given written notification of violation and consequence; notified of consequences for next (4th) referral.
- Referral #4: Invite parent to help develop a Behavioral Correction Plan.
- Referral #5: Possible Rule 12 Notification Charge (principal's discretion).
- Referral #6: Possible Rule 12 Notification Charge (principal's discretion).
- Referral #7: Student *must* be placed on a Rule 12.

Additional information on the 7-step plan:

- The 7-step plan is a guideline and it can be modified in individual cases at the discretion of the Office of Student Discipline and Behavioral Interventions.
- Modifications to the 7-step plan may be used with students entering the district with lengthy discipline/criminal records. Schools may consult the Office of Student Discipline and Behavioral Interventions about an appropriate sequence of steps for these students.

## Behavioral Correction Plan

After a student receives his or her fourth (4th) disciplinary referral during a given school year, the following steps should be taken:

- Notify the parents/guardians that the student has been identified as having a chronic behavior problem.
- With input from the parent, develop a Behavioral Correction Plan.
- Implement the interventions to provide support to the student.
- Monitor the plan and evaluate (formally or informally) the interventions. (Consider assigning a staff member to monitor/mentor the student and his or her progress with the plan.)

## Consequences of Crime and Underage Sexual Conduct

Parents and guardians are encouraged to inform their children regarding the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

## School Clubs and Organizations

In accordance with OCGA § 20-2-705, information regarding the names of clubs/organizations, mission/purpose of the clubs/organizations, names of faculty advisors, and descriptions of planned activities may be found on the school website. This information also may be obtained, if requested, from the local school. Parents and guardians should review this information and inform the school if he or she declines permission for his or her student to participate in a club or organization, using the form available in the back of this handbook.

## Earning High School Credit by Testing Out

*(Changes to the state assessment program may result in changes to the information listed below. Please check with your school for updates.)*

A student may demonstrate subject area competency by testing out of any course that has an associated End of Course (EOC) assessment. A unit of course credit is awarded to students who reach the performance level of "Distinguished Learner" on an EOC prior to taking a specific EOC course. Students have only one opportunity per course to test-out. At this time, a student may only earn up to three credits by testing-out. Students must meet the following requirements for earning course credit through testing-out:

- a. Not currently or previously enrolled in the course.
- b. Have earned a grade of B or better in a content area course that is the same content area of the course for which the student is attempting the EOC.
- c. Received a teacher recommendation from a teacher in the same content area.
- d. Received parent/guardian permission as stated by the local Board of Education.

Students who do not reach the performance level of "Distinguished Learner" when attempting to test-out must enroll in and complete the associated course and retake the EOC even if the student makes a passing grade on the EOC during the testing-out attempt. Students who are currently enrolled, or who have been previously enrolled, in a higher-level course are not allowed to earn credit by later attempting to test-out of a lower level course. For example, a student already taking AP Physics may not earn credit for Physical Science by testing out. Course credit of students who test-out of a course is reported in the same way as the course credit earned through completing courses. Local boards of education may develop policies related to utilizing grade equivalent scores in the calculation of the student's Grade Point Average (GPA). Under NCAA requirements, units of credit earned through testing-out using the EOC will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships. For more about State Board of Education Rule 160-5-1.15 Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades, go to the Georgia Department of Education website.

## Online Learning Options

In accordance with O.C.G.A. § 20-2-319.1 through 20-2-319.4, parents should be aware of the following items relative to online learning:

- Districts will allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken in lieu of any of the regular six periods, then the school will pay for the course. If an online course is chosen in addition to the regular school day, the student will be subject to the cost of tuition.
- O.C.G.A. § 20-2-319.3 mandates the creation of an online clearinghouse of online courses and their providers to give parents and students the ability to search the clearinghouse for availability of online courses and providers. Guidelines for what constitutes high-quality online courses also are included.

## Accessing Georgia's Online Clearinghouse:

The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse, go to: [http://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx)

**Step 1:** Type in the course you need (for example, 9th grade Literature).

**Step 2:** Type in your zip code. You will then see a list of the online providers in Georgia who have the course you selected. The names of program providers have been linked for users to access their site for registration information.

**Step 3:** Utilize the provider's site to register the student in the selected online course.

**Step 4:** Once you have selected an option for your course, contact your local GCPS school counselor for assistance.

## DRUGS, WEAPONS, ALCOHOL, & VIOLENCE Confidential TIP LINE

# 770-822-6513

(You do not have to give your name.)

**Help keep your school safe!** If you think that someone is carrying a weapon, drugs, or alcohol on school property, or if you believe that you have been the target of violence or threat of violence, or have witnessed violent or threatening conduct by another person, please call the tip line.

### Other Important Telephone Numbers for Reporting:

#### Violence/Threats/Crime—

First, call Local School Principal, then call Safety & Security at 770-513-6715

#### Student Discipline—

First, call Local School Principal, then call the Office of Student Discipline and Behavioral Interventions at 770-513-6607

#### Racial Discrimination/Sexual Harassment—

First, call Local School Principal, then call Title IX Coordinator at 678-301-6811



## Gwinnett County Public Schools Are No Bullying Zones

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition and the penalties shall be included in the Student Code of Conduct for all schools within the school system. See Policy JCD and the Student Conduct Behavior Code.





## Notice to Students

Students found in violation of the rules listed below will be subject to appropriate disciplinary action

	Level I	Level II	Level III
<b>Rule 1</b>	1B, 1C, 1DB, 1E, 1F, 1H, 1I, 1Z	1A, 1DA, 1DB, 1DC, 1J, 1Z	1A, 1DA, 1DC
<b>Rule 2</b>	2BA, 2DA, 2I, 2J, 2Z	2A, 2BA, 2CA, 2DA, 2DC, 2I, 2J, 2JB, 2P, 2Z	2A, 2CA, 2DC, 2JB, 2K, 2L, 2M, 2N, 2O, 2P
<b>Rule 3</b>	3AA, 3BA, 3CA, 3J, 3Z	3AA, 3AC, 3BA, 3CA, 3CD, 3J, 3LA, 3M, 3Z	3AC, 3CD, 3H, 3LA, 3M, 3N, 3O, 3P
<b>Rule 4</b>	4AC, 4AF, 4AG, 4AM, 4AZ, 4BA, 4BB, 4BZ	4AA, 4AB, 4AC, 4AF, 4AG, 4AL, 4AM, 4AO, 4AZ, 4BA, 4BB, 4BH, 4BZ	4AA, 4AB, 4AC, 4AL, 4AM, 4AN, 4AO, 4BC, 4BD, 4BE, 4BF, 4BG, 4BH, 4BI
<b>Rule 5</b>	5AA, 5AB, 5AC, 5AD <sup>1</sup> , 5AF, 5AG, 5AL, 5AO, 5AZ, 5BA, 5BD, 5BE, 5BZ	5AA, 5AB, 5AC, 5AD <sup>1</sup> , 5AF, 5AG, 5AL, 5AO, 5AR, 5AZ, 5BA, 5BB, 5BD, 5BE, 5BF, 5BK, 5BZ	5AR, 5BB, 5BC, 5BE, 5BG, 5BH, 5BI, 5BK, 5BM
<b>Rule 6</b>	6A <sup>2</sup> , 6B <sup>3</sup> , 6EA <sup>3</sup> , 6EB <sup>3</sup> , 6F, 6N <sup>3</sup> , 6Z	6A <sup>2</sup> , 6B <sup>3</sup> , 6EA <sup>3</sup> , 6EB <sup>3</sup> , 6F, 6H, 6I, 6IA, 6K, 6L, 6N <sup>3</sup> , 6O, 6S, 6Z	6A <sup>2</sup> , 6B, 6C, 6D, 6EA, 6EB, 6F, 6G, 6H, 6K, 6L, 6N, 6O, 6P, 6Q, 6R, 6S
<b>Rule 7</b>	7BB, 7BZ, 7CA, 7CB, 7CZ	7AA, 7AF, 7AK, 7AL, 7AN, 7AP, 7AQ, 7AR, 7AZ, 7BA, 7BZ	7AA, 7AB, 7AC, 7AD, 7AE, 7AF, 7AG, 7AH, 7AJ, 7AK, 7AL, 7AN, 7AO, 7AP, 7AQ, 7AR
<b>Rule 8</b>	8A, 8B, 8C, 8Z		
<b>Rule 9</b>	9C, 9I, 9J, 9Z	9A, 9B, 9C, 9D, 9E, 9F, 9G, 9I, 9IB, 9IC, 9J, 9O, 9Z	9A, 9B, 9D, 9E, 9F, 9G, 9H, 9IB, 9IC, 9K, 9L, 9M, 9N, 9O
<b>Rule 10</b>	10A, 10B, 10C <sup>4</sup> , 10D <sup>4</sup> , 10E, 10Z	10C <sup>4</sup> , 10D <sup>4</sup>	
<b>Rule 11</b>	11A, 11E, 11F, 11G, 11H, 11I, 11K, 11L, 11N, 11T, 11U, 11Z	11C(1–8), 11O, 11P, 11S, 11T, 11U, 11Z	11C(1–8), 11P, 11S
<b>Rule 12</b>			
<b>Rule 13</b>	13C, 13D, 13E, 13G, 13H, 13I, 13J, 13Z	13A, 13B, 13C, 13D, 13E, 13F, 13G, 13H, 13I, 13J, 13Z	13A, 13B, 13F

**Level I Discipline:** Consequences range from an administrative conference to 3 days out-of-school suspension.

**Level II Discipline:** Any combination of in-school and/or out-of-school suspension ranging from 4 to 9 days.

**Level III Discipline:** Consequences involve up to 10 days of out-of-school suspension pending a disciplinary hearing for consideration of long-term suspension, placement in an alternative program, or permanent expulsion.

Note: Bus suspensions (when the student is still allowed to attend school) are defined by the following Levels:

Level I: Bus suspension 1–5 days

Level II: Bus suspension 6 or more days

Level III: Discipline hearing

<sup>1</sup> Note on Rule 5AD: O.C.G.A. 20-2-751.4 requires a third incident of bullying in a school year to be treated as a Level III rule.

<sup>2</sup> Note on Rule 6A: This rule may (at the school's discretion) be treated as a Level I in cases involving self-reporting elementary, middle, and high school students.

<sup>3</sup> Note on Rules 6B, 6EA, 6EB, and 6N: These rules may (at the school's discretion) be treated as a Level I or Level II in cases involving self-reporting elementary, middle, and high school students. Elementary students who are not self-reporters and are

in violation of rules 6B, 6EA, or 6EB may (at the school's discretion) be treated as a level II or III. Students in violation of 6N may (at the school's discretion) be treated as a Level II or III.

<sup>4</sup> Note on Rule 10C and 10D: Violations of these rules may be treated as Level II with the approval of the Office of Student Discipline and Behavioral Interventions.

## School Bus Safety Guidelines and Procedures

### Student Behavior Management Plan

GCPS provides bus safety education for students on how to keep themselves safe in and around the school bus. The Student Behavior Management Plan is a three-part program that helps the bus driver achieve appropriate student behavior on the school bus. The following information outlines the plan's three components— prevention, intervention, and consequences.

### Prevention

Prevention steps are used by the bus driver to educate the student about safe and appropriate riding behaviors, to clarify the bus driver's expectations for the students, and to assist students in successfully demonstrating safe riding habits every day. The bus driver

will communicate and reinforce those expectations which are based on the School Bus Safety Guidelines. These guidelines are posted on all school buses.

Assigned seating provides structure and a consistent routine while aiding in student behavior. All students are assigned seats at the beginning of the school year.

Age-appropriate school bus safety education programs are included in the Health and Physical Education curriculum at the elementary and middle school levels. GCPS school bus driver conduct simulated emergency evacuation drills with all grade levels on a monthly basis. Students in grades K–5 perform an actual emergency evacuation drill annually.

### Intervention

Intervention steps are used by the bus driver to correct unsafe or inappropriate behaviors. The level of intervention will depend on the severity of the misconduct.

- Verbal reminder— The bus driver will remind the student of the rule(s) not being followed.
- Talk individually to the student— The bus driver will discuss the unsafe/inappropriate behavior with the student.
- Reassign bus seat— The student's seat will be reassigned to allow the driver to better monitor the student.
- Communication with parent/guardian:
  - Courtesy call to parent/guardian— A phone call to the parent is made by the bus driver, making him or her aware of the unsafe or inappropriate conduct, or
  - Parent Notification Form— The bus driver sends written notification of the student's inappropriate or unsafe behavior to the parent/guardian for signature.
- Bus Discipline Form— The bus driver completes and forwards to the school administrator a bus discipline form for any major offense.

### Consequences

When prevention and intervention steps are unsuccessful in improving the student's behavior, a bus discipline form is submitted by the bus driver to the school administrator. The administrator is then responsible for issuing appropriate consequences for the student. Serious offenses may lead to suspension from the bus or from school.

### Safety Procedures

The following School Bus Safety Procedures are posted on all GCPS school buses:

- Students will follow directions of the bus driver.
- Students should be at the bus stop five minutes **before the scheduled bus arrival time**, waiting in a safe place, clear of traffic, and 12 feet from where the bus stops.
- Students will wait in an orderly line and avoid playing.
- Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they have looked in both directions for traffic— left, right, left.
- Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up object.
- Students will go directly to assigned seat when entering the bus, and keep the aisles and exits clear.
- Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
- Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
- Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
- Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
- Students will not extend head, arms, or objects out of the bus windows.
- Students will be totally silent at railroad crossings.
- Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
- Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Only in the event of an emergency, as determined by the principal or his/her representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent/guardian. The school administrator may provide a Bus Pass granting permission.
- Students will keep their bus clean and in good, safe condition.
- Students are allowed to "Bring Your Own Device" (BYOD), but shall be prohibited from using such device during the operation of a school bus in a manner that interferes with the communication equipment or the bus driver's operation of the school bus. The bus driver may allow wearing of headphones with an audio system on a case-by-case basis as long as it is in accordance with local school rules.
- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

### Student Bus Stop Assignment

- Students are automatically assigned to the bus stop closest to their home address.
- Parents are responsible for their student's safety while walking to and from the bus stop and while waiting at the bus stop.
- Bus stops are set in Gwinnett County to be used by elementary, middle, and high school students. A student's bus stop may be changed for safety reasons that may include, but are not limited to, a sex offender moving into the area, construction, police/gang activity, etc.
- The locations of bus stops are determined by the Transportation Supervisor and the Routing Department. The safety of all students is the first consideration when determining bus stop locations.
- The school bus will travel streets or street segments that are at least 3/10 of a mile long and which provide a safe turnaround area for the bus. Doorside pick-ups and drop offs will be provided to students who reside on high speed roadways (40+ mph) without sidewalks or a safe walking path. Students are not permitted to cross multi-lane roads.

- Schools will need to require verification of address from parents when a driver, team leader, and/or Transportation Supervisor suspects that a student has moved. For the student's safety, Transportation may return students to school when it is obvious that they no longer live at the address of record.
- Students are to be standing at the bus stop five minutes prior to the bus arrival time. Students are not to be waiting in the house or car. Running to the bus stop is a very dangerous practice and could result in injury.
- Requesting a change to the bus stop for personal preferences is not allowed.
- A Bus Pass may be issued by the school for emergency situations only.
- Drivers are expected to deliver students to their assigned bus stop unless they have an official Bus Pass stating otherwise.
- Alternate Address Forms are available for students who attend daycare five days a week. These forms can be found on the GCPS website under the Schools tab. Click on Transportation at the bottom of the page and then scroll to "Forms and Information."

## Parent Information Regarding Safe Schools

The school district is committed to providing a safe environment for students, staff, and visitors. It works closely with national, state, and local safety personnel— police, fire, emergency medical services, emergency management agencies, and public health— to ensure our schools are well prepared for an emergency.

School Resource Officers, or SROs, are police officers employed by the school system. These officers are housed at all Gwinnett high schools and some middle schools. In addition to policing school campuses, these officers focus on educating students and staff on safety issues and working with school administrators on school safety plans.

In addition, GCPS updates its district and school emergency operations plans annually. These plans, which are approved by the Gwinnett County Office of Emergency Management, are the guides to help staff and our public-safety partners respond swiftly should a crisis occur in our schools.

## Emergency Preparation in GCPS

As a parent, you can feel confident that when you send your children off to school that you are sending them to a safe, orderly place. Our schools are safe because our school communities work hard to ensure safety.

- Each year, school administrators review and make any necessary modifications to their school's Emergency Management Plans.
- Each school has key staff members with assigned roles and responsibilities to perform during an emergency.
- The school system's emergency response plan is modeled on the National Incident Management System (NIMS) that has been developed by the Department of Homeland Security.
- Every school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.
- Students take an active role by following rules and reporting those who do not.

The Board considers the appropriate, sensitive, and timely response by school staff to crisis situations to be of utmost im-

portance. Emergencies may occur at schools at any time. It is the objective of school personnel to respond in a way that will minimize the impact of the situation upon students and staff.

## Safe Schools Plans/Required Drills Policy

Each local school is charged with implementing the Safe Schools Plans developed by the district and conducting training for staff to familiarize them with the school emergency plans. Each school has a Safe School Team which provides leadership in carrying out the plans. The team shall be composed of appropriate school personnel, such as principal, assistant principals, counselors, grade level chairs, department heads, coaches, and selected teachers.

Each local school shall develop, periodically update, and implement specific plans for that particular campus. The District Safe Schools Plan shall include, but is not limited to, guidelines for actions to deal with the following specific hazards: injuries and illnesses, fires, thunderstorms, tornadoes, floods, hurricanes, winter storms, hazardous materials, earthquakes, utility failures, bomb threats, civil disturbances, terroristic acts, and nuclear emergencies. The plans also require drills, as appropriate, for emergencies arising from these hazards. It also shall include provisions for communicating information on emergency preparedness procedures to staff and students appropriate for their grade level.

## Everyone has a Role...

Ensuring school safety is everyone's responsibility— staff, students, parents, and the entire community. Please report any safety concerns you may have to your school principal. In addition, ask your local school about its safety plan.

One important role you can play in keeping schools safe is to tell someone about illegal behavior or concerns you may have. Gwinnett County Public Schools operates a Drug/Alcohol/Violence Tipline. Call 770-822-6513 to make a report. You do not have to give your name when calling this confidential tip line.

## Frequently Asked Questions on Safety

### *As a parent, how can you prepare for a school emergency?*

The number-one step that you can take to prepare for a school emergency is to provide accurate emergency contact information to your child's school and notify the school if your information changes.

### *What should I do during a school emergency?*

During a crisis, your first response might be to pick up the phone to call the school. However, a high volume of calls may bog down the phone system. When a school emergency occurs, a parent can get important information by doing one or all of the following:

- 1) Visit [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us) or your local school website.
- 2) If your school is affected, the district's notification system, **SchoolMessenger**, will send out a notice. Check your messages.
- 3) Monitor local television and radio for news alerts.
- 4) Tune into the school system's cable TV station.

During an emergency, you will want to get important information and directions from school officials before going to the school. You can be confident that accurate and timely information will be released to parents, the public, and the news media during any emergency incident.

### *What is a lockdown?*

During a **hard lockdown** all school interior doors are locked and students are confined to their classrooms and no entry or exit of the

school is allowed. This takes place if there is a threat or possible threat inside the school. During a **soft lockdown** all exterior doors are locked. This takes place if the threat is outside of the school. In some cases, parents could be admitted into the school with proper identification.

***How will I know if a school is in a hard lockdown?***

The main entrance will be locked.

***If the school is in a soft lockdown, what type of identification will I need to enter the school and/or pick up my child?***

If it is deemed safe to allow others to enter the building, you or your designated emergency contact will need to show a proper form of identification, such as a driver's license or valid photo identification.

***Who determines whether or not a school should be evacuated?***

In the event of an emergency at or near the school, school leaders follow the direction of law enforcement and emergency response agencies in determining whether or not to evacuate the facility.

***What does shelter-in-place mean?***

Shelter-in-place means taking refuge in a small, interior room in the school, remaining there until it is safe to release students. This is a precaution to keep our students safe from hazardous materials that may have been released into the atmosphere. (This is not the same thing as going to a shelter in case of a storm.) This procedure is implemented if it is determined that evacuation or dismissal could possibly place students at risk.

***If the school is evacuated, how will I be able to locate my child?***

Each school has a procedure for helping parents to reunite with their child during a school emergency. Parents will be directed to a specific location where they will be required to show proper identification. Remember, a student can generally only be released to an adult who is documented as an emergency contact. If you are a noncustodial parent, you must be listed on your child's emergency contact information as a guardian and you will be required to show proper identification.

***In regard to school emergencies, what should my child know?***

Important rules for students during a school emergency are:

- 1) Follow the directions given by the teacher or principal.
- 2) Before using a cell phone, make sure it is safe to do so.
- 3) Do not leave the school campus unless instructed to do so. In an evacuation situation or if school is dismissed early, follow the directions provided by the principal.

## **Responsible Use of Electronic Media for Students**

Gwinnett County Public Schools (GCPS) recognizes that the use of technology is prevalent in society. Students and staff have access to the Internet, cell phones, games, and a variety of personal technology devices. Students and staff utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create and innovate. Staff members utilize these same resources as a means to effectively engage students, motivate student learning, and collaborate with colleagues.

When using GCPS technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts to be used for legitimate educational purposes will be subject to monitoring and

review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Inappropriate use of GCPS technology or network access is a violation of the Student Conduct Behavior Code.

Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources, including using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such use can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies. Such disciplinary actions may include confiscation of technology being used inappropriately if an incident occurs.

## **Bring Your Own Device (BYOD)**

Gwinnett County Public Schools is a "Bring Your Own Device" (BYOD) district. This program is designed to support teaching and learning through safe, efficient, and monitored wireless access. If your child's school or class is participating in BYOD, then students are allowed to bring mobile devices with the expectation they will be used as a supplemental instructional resource. The BYOD access may be limited to certain schools, areas, and zones, based on the school's identification of instructional need.

To participate in the use of BYOD resources, all users must agree to use the school network when available, and not personal mobile data service providers, on their devices. Using the school network ensures a filtered, appropriate solution that is optimized for BYOD use. GCPS is not responsible for any damages, fees, lost functionality, support, or costs that may be the result of students or staff members participating in BYOD. This is a voluntary program, and students will not be penalized if they do not participate. Whether the device is owned by a parent, student, staff member, or school, the user of the device is responsible for protecting the device at school, on the bus, or at school functions.



## Response Form

I have received a copy of Gwinnett County Public Schools' 2017–18 Student/Parent Handbook. The contents of the handbook (including information on attendance, discipline, extracurricular activities, responsible use of technology, and all Annual Notices to parents, including Parent Right to Know, FERPA, and PPRA) have been reviewed with me by school officials. I understand my rights and responsibilities as a student enrolled in Gwinnett County Public Schools and consent to the terms of the Student/Parent Handbook.

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*Student Name*


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*Name of School*


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*Date*

I acknowledge receipt of the Student/Parent Handbook for my student. I have reviewed the contents of the handbook with my student and consent to the terms of the Student/Parent Handbook. In addition, I have reviewed on the school's website (or obtained and read a copy from a school) the listing of extracurricular activities available to my child.

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*Signature of Parent/Guardian*


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*Date*


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## Attendance Protocol Form

*By September 1 of each school year or within 30 days of a student's enrollment in the school, the parent, guardian, or other person having control or charge of each student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age 10 or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences for non-compliance to the school system's policy. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance if it sends a copy of the statement via Certified Mail-return receipt requested or First-Class Mail to the parent, guardian, or other person who has charge or control of a child or children.*

I understand the Compulsory Education Law (O.C.G.A. 20-2-690.1) states that every parent, guardian, or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Failure to do so is punishable by a fine, community service, or a combination of the penalties.

I also understand that Gwinnett County Public Schools has an attendance protocol in place and that schools will inform parents and students of attendance expectations and the consequences for excessive unexcused absences, including notice to parents of their student's excessive absences. A pattern of absences could put a student at risk of not achieving grade level/course AKS. Under state law, a student with more than ten (10) unexcused absences is considered truant.

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*Student Signature*


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*Date*


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*Signature of Parent/Guardian or Student 18 Years or Older*


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*Date*


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## Extracurricular Activities

I have reviewed the school's web site and I am aware of the extracurricular activities available to my child. (If Internet access is not available, parents should ask for a copy of this list from the school.) Of the activities/clubs listed on the website, I do not want my child to participate in the following:

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*Signature of Parent/Guardian*


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*Date*

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# GCPS' Parent Portal: The go-to source for Gwinnett parents

In today's information age, a wide variety of information is available at your fingertips. GCPS' Parent Portal serves as a valuable resource for information about your child and his or her academic career, all on a secure connection. Imagine being able to access key school information, safely and securely, anytime from anywhere... all you need is a computer with Internet access and a user ID and password. To start a new Parent Portal account, contact your local school for information about obtaining a user ID and password.

## MYeCLASS for Students...

GCPS' Student Portal is MYeCLASS. The Student Portal is an online environment that gives students access to their online course pages; a selection of digital textbooks that correspond to the individual student's class schedule; additional resources, such as links to websites that support what students are learning; the online research library; a media catalog; databases of general reference materials; eBooks; and their grades.



Students log into MYeCLASS using their GCPS student number and the password they create at the beginning of the school year. MYeCLASS is available around the clock, from any device with an Internet connection. Find a link from the GCPS home page at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us).

## Bring it



MYeCLASS

smartphone • tablet • laptop

## Bring Your Own Device...

*But what device should students bring?* In GCPS, more and more instructional activities can be enhanced when students bring their own personal devices (cell phones, tablets, laptops, etc.) to class. As you consider the value of this experience and the opportunity for your child to use a personal device at school, here are some features to consider:

Features	Laptop	Chromebook	Tablet
Recommended for...	Any level, but preferred for middle or high school	Any level, but preferred for upper elementary, middle, or high	Best for elementary, especially lower grades
Screen Size	9" or higher	9" or higher	7" or higher
Memory/RAM	4GB or higher	2GB or higher	N/A
Storage	128GB minimum	16GB minimum (32GB optimal)	16GB minimum (32GB optimal)
Battery Life	7 hours or better	7 hours or better	7 hours or better
*Wireless	802.11 A/B/G/N or AC	802.11 A/B/G/N or AC	802.11 A/B/G/N or AC
Operating System	Windows 7 or higher Mac OS - OS X 10.8 or higher	Chrome OS 7077.x	iOS 9 or higher Android 5.0 or higher

\*Wireless: N or AC is preferred

STOCK #90816



**Gwinnett County Public Schools**

437 Old Peachtree Rd., NW

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