

# **COLLINS HILL HIGH SCHOOL**



## **STUDENT/PARENT HANDBOOK 2024-2025**

# **Confidential Tip Line**

**DRUGS, WEAPONS, ALCOHOL, or VIOLENCE**

**(770) 822-6513**

**You do not have to give your name.**

**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.**

**Help keep Collins Hill High School SAFE!**

## **DRUG FREE SCHOOLS STATEMENT**

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

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

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

## **BULLYING**



Bullying and Verbal Threats are against school rules and should be reported to an administrator or by calling (770) 822-6513.

NOTE: Bullying violations may result in a disciplinary hearing and possible expulsion from school!

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## **VISITOR POLICY**

Any visitor with legitimate business on school grounds must sign in at the Main Office and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. To ensure the safety and confidentiality of students, Gwinnett Public Schools limits classroom visitors to:

### **During School Hours:**

- The parents/guardians (or court appointed guardians) of current students
- Other family members of current students who are approved by the student's parent/guardian
- Those persons invited by the Gwinnett County Public Schools for official business.
- Students enrolled in hybrid online classes must sign out and leave campus when not scheduled for face-to-face classes.
- Due to space, we cannot accommodate visitors who wish to eat lunch with a student.

### **After School Hours:**

- No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

### **School Authority:**

- The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.
- Students should not bring student visitors to school.
- Parents and visitors should make appointments to see a teacher, the principal, an assistant principal, or a counselor or to visit their child's classes.
- School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under Georgia state law.

## **NON-DISCRIMINATION POLICY**

It is the policy of the School Board of Gwinnett County to offer the opportunity to students to participate in appropriate programs and activities without regard to color, creed, national origin (Title VI of the 1972 Educational Amendments), handicap (Section 504 of the Rehabilitation Act of 1973 and P194-142) or sex (Title IX of the Educational Amendments of 1976 and P194-482).

## **INDIVIDUALS WITH DISABILITIES SERVICE**

It is the practice of Gwinnett County Public Schools to provide appropriate instructional and related services for a free appropriate public education for individuals with documented disabilities. Individuals may contact their local schools for information regarding such services. Collins Hill High School wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any question regarding mobility impaired issues or handicapped access, please contact the front office.

# Collins Hill High School

50 Taylor Road

Suwanee, Georgia 30024

<https://www.gcpsk12.org/CollinsHillHS>

## **Office Phone Contacts**

Main Office	770-682-4100
Main Office Fax	770-682-4105
Community School	770-682-4132
Counseling Office	770-682-4106
Counseling Fax	678-377-3936
Athletic Director	770-682-4118



Twitter: **@collinshill**



Facebook: **@collinshillhs**



Instagram: **@collinshillhs**

## **Administrative Staff**

Principal	Lee Augmon
Assistant Principal for Scheduling	Bill McAuliffe
Assistant Principal for Student Leadership	Byron Mulkey
Assistant Principal for Testing	Rictoria Mickle
Community School Director	Paula Skinner
Activities/Athletic Director	Byron Mulkey

## **2024-2025 CHHS PTSA Board**

### **Co-Presidents**

Melody Frees  
LaShodia Smith

### **Vice Presidents**

Latonia Jenkins  
Nicole Simms  
Dr. Nancy V. Willis Brown  
Sharonda Williams

### **Secretary**

Tiara Proctor

### **Treasurer**

Calita Black

## **Administrators and Counselors**

### **Administrators:**

Dr. Shawn Lee (9th)	770-682-4131
Marcus Medina (10th)	770-682-4119
Amanda Gilbert (11th)	770-277-4540
Stacey Poteat (12th)	770-338-4759
Dr. Heather Childs (Cohort Support)	770-682-4106
Bill McAuliffe (Scheduling)	770-682-4101
Rictoria Mickle (Testing)	770-682-4119
Byron Mulkey (Athletic Director)	770-682-4134

### **Counselors:**

Hollingsworth: 9th grade  
Jackson: 10th grade  
Palmeri: 11th grade A - K  
Lawrence: 11th grade L - Z  
Fellers: 12th grade A - K  
Ludewig: 12th grade L - Z



The Collins Hill High School Counseling Staff offers a variety of services to students, parents, and faculty members. These opportunities exist to ensure that students are given the opportunity to explore their interests, satisfy graduation requirements, and plan future career objectives. The counselors plan and implement lessons and activities throughout the year. Counselors are available by appointment to assist students with academic/personal social, and career concerns. To make an appointment, go to [collinshillcounseling.com](http://collinshillcounseling.com) and click “Appointments”.

#### Services Offered:

*Academic advisement	*Career counseling	*Summer school
*Transcripts	*Individual counseling	information
*Dual Enrollment	*Scholarship	*New student
information	information	registration
*Core Curriculum lessons	*Financial aid	*Parent/teacher
in grades 9th-12th	information	conferences
*Annual College Fair	*Care team referrals	
*Academic skill building	*Mentoring program	
*Crisis intervention	*Informational	
*College information	meetings	
*Referral to other	*Apply to College Day	
services		

### **Transcripts and Records**

Students, parents, and graduates wishing to obtain record information and transcripts should contact the Records Clerk in the Counseling Office at 770-682-4106. Records of students transferring to other high schools will be sent upon request. Transcripts requested by students to be sent to colleges, technical colleges, specialty schools, organizations and personal copies will cost \$5.00 per transcript. Also, through [www.gafutures.org](http://www.gafutures.org), students can electronically request an official high school transcript for colleges and universities in Georgia.

#### Parents’ rights regarding GCPS school records:

- The right to receive this information in a format understandable to the student and parent;
- The right to inspect and review student records by parents (and in the case of a student over the age of eighteen, by the student) within 45 days of the request and the right to have the records explained;
- The right to copies of student records;
- The right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes;
- The right to request that material be removed from student records and the procedures for doing so;
- The requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances;
- The rights of separated or divorced parents and legal guardians pertaining to student records;
- The schedule of destruction of particular student records;

- The content, location and particulars concerning permanent records, official records and supplemental records.
- The student or parent may contact the local school for more information about the above list of rights.

### **Career Development Services**

The Collins Hill Counseling Staff utilizes the concept of career development as a theme for the organization and implementation of counseling services for students. Career development is a process which includes making decisions and preparing for meaningful work. The Collins Hill Academic Support and Advisement Program offers several career development activities and opportunities for students at each grade level. These activities range from career and personality assessments, information on graduation requirements, college and career planning, as well as information on dual enrollment. The counselors will implement the program through classroom lessons, small group, and individual counseling.

### **Academic Counseling Services**

Counselors present counseling core curriculum lessons regarding skill building, academic programs, career interests, types of diplomas, PSAT and SAT/ACT, Armed Services Vocational Aptitude Battery (ASVAB) testing, colleges, military, Dual Enrollment, Maxwell/Grayson Tech programs and career exploration.

During the fall, each senior will have an appointment with his/her counselor to discuss individual post-secondary plans. A senior letter outlining any remaining requirements will be completed and given to each student. A copy of this letter will be mailed directly home to parents.

During the spring, each junior will have an appointment with his/her counselor to discuss remaining required classes as well as post-secondary plans. A credit evaluation checklist will be completed and given to each student. A copy of this checklist will be mailed home to parents.

Counselors meet with students and/or parents, based on referrals from parents and/or teachers, regarding academic difficulties. Other options include:

- Parent/Student/Teacher conferences.
- Student Support Team conferences to identify specific student needs.
- Referral agencies upon request.

### **College Application Process**

Please check our website, [www.collinshillcounseling.com](http://www.collinshillcounseling.com), for updated information on the college application process. Admission to college, university, or technical college is the student's responsibility. Admission is dependent upon furnishing personal information to the post-secondary institution when requested. Admission is contingent on the application arriving by the deadline and is dependent on meeting the college admission criteria. To apply:

1. Submit an application electronically through the post-secondary institution's website or [gafutures.org](http://gafutures.org). Follow the steps to complete the application and instructions for submitting transcripts, application fees, SAT/ACT scores, etc.

2. Complete a transcript request form in the counseling office. There is a \$5.00 fee for each transcript. Students can also send a transcript electronically through [gafutures.org](http://gafutures.org) for schools in Georgia and through [commonapp.org](http://commonapp.org).

### **Financial Aid/Scholarships**

For information on financial aid, be sure to visit the Georgia Student Finance Commission's website at [gfcf.georgia.gov](http://gfcf.georgia.gov), and the Free Application for Federal Student Aid (FAFSA) website at [fafsa.ed.gov](http://fafsa.ed.gov).

**Monthly Scholarship Roundup:** Check out the Collins Hill Counseling website ([www.collinshillcounseling.com](http://www.collinshillcounseling.com))

**College-Specific Scholarships:** Check out the college financial aid website. These are specific scholarships for the college you are interested in attending. Pay attention to deadlines- many of these scholarship's deadlines are in the Fall.

**Free Scholarship Search Engines\*:**

[www.fastweb.com](http://www.fastweb.com)

[www.bigfuture.org](http://www.bigfuture.org)

[www.scholarships.com](http://www.scholarships.com)

[www.cappex.com](http://www.cappex.com)

[www.athleticscholarships.net](http://www.athleticscholarships.net) ( student athletes)

[www.studentscholarships.com](http://www.studentscholarships.com)

[www.unigo.com](http://www.unigo.com)

[www.gafutures.org](http://www.gafutures.org)

**Georgia's Hope Scholarship Program:** Always check [www.gafutures.org](http://www.gafutures.org) for most up-to-date information on the Hope Scholarship eligibility. To determine HOPE eligibility, all Language Arts, Math, Science, Social Studies and Foreign Language will be used to determine HOPE average. This also means electives which are taught in academic departments. In addition, students graduating on or after May 1, 2017 and beyond must earn four rigor course credits.

- HOPE Scholarship: a student must graduate with a minimum of 3.0 GPA in academic courses (as calculated by GSFC) and meet specific rigor courses requirements.
- Zell Miller Scholarship: a student must graduate with a minimum 3.7 GPA in academic courses (as calculated by GSFC) along with a minimum combined score of 1200 on the math and reading portions of the SAT or a minimum composite score of 25 on the ACT (single national administration of either test) and meet specific rigor course requirements.
- HOPE Grant: this program is for students seeking a technical certification or diploma, regardless of the student's high school GPA or graduation date. This will cover a certain percentage of tuition at a Georgia public technical college or public college or university.

For more information on HOPE eligibility and GPA calculation, specific rigor course requirements, and to check your HOPE GPA, visit [www.gafutures.org](http://www.gafutures.org). Information above is subject to change upon the Georgia Student Financial Commission.

### **Psychological and Social Services**

Gwinnett County Public Schools provide Collins Hill students the services of a school psychologist and school social worker who offer the following:

- A. Psychological testing for placement into special programs.
- B. Individual counseling.
- C. Small group counseling.
- D. Consultation with teachers and parents.

## 2024-2025 Bell Schedule

1 <sup>st</sup> Period	7:10 - 8:05
2 <sup>nd</sup> Period	8:10 - 9:05
3 <sup>rd</sup> Period	9:10 - 10:05
4 <sup>th</sup> Period (Eagle Time)	10:10 - 10:40
5 <sup>th</sup> Period	10:45 - 12:10
<ul style="list-style-type: none"> <li>● 5A Lunch</li> <li>● 5B Lunch</li> <li>● 5C Lunch</li> </ul>	10:45 - 11:10 11:15 - 11:40 11:45 - 12:10
6 <sup>th</sup> Period	12:15 - 1:10
7 <sup>th</sup> Period	1:15 - 2:10

### **2024-2025 Calendars**

- \* See Collins Hill Website for updated Academic Support/Advisement and Instructional Calendars.  
 GCPS SY 24/25 Calendar: <https://www.gcpsk12.org/about-us/calendar>  
 Collins Hill High School: [CHHS Calendar](#)

# **Collins Hill High School's Mission and Vision**

**Mission:** The mission of Collins Hill High School is to pursue excellence in academic knowledge, skills, and behavior by providing meaningful and diverse learning opportunities for preparing our students to meet the challenges of the future as lifelong learners and responsible citizens.

**Vision:** Growing leaders through scholarship, service, and spirit.

## **Core Beliefs**

- All students can learn, and student learning is the chief priority of the school.
- All students must be active participants in their learning process.
- All students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- All students can apply academic knowledge and skills to solve problems and produce their highest quality work.
- All students should have the opportunity to develop leadership qualities and to acquire skills, which can be transferred to life experiences and future employment.
- All students should be provided an opportunity to learn in a safe, well-maintained environment.
- All students can become good citizens who respect cultural diversity and understand their rights and responsibilities as members of society.
- All students can become lifelong learners who make responsible life choices and set realistic goals.
- The continuous improvement of our school is a shared responsibility among students, faculty, parents, and community.

## **Code of Ethics and Integrity**

- I will be honest in my statements and actions.
- I will respect school staff, fellow students and myself.
- I will respect the beliefs of others.
- I will display good conduct and sportsmanship at school, on the bus and at school activities.
- I will respect the property of others.
- I will work to the best of my ability.
- I will use criticism in a helpful manner.
- I will promote school cleanliness and the upkeep of school property.
- I will make substitute teachers and visitors feel welcome.
- I will support school activities.

## **Rationale for Code of Academic Integrity**

Our goal for Collins Hill students is that education is an engaging and valuable experience in which students strive for the best with strong character and pride.

Establishing a code of academic integrity is important as we seek to grow character through honesty in our academic endeavors. This code develops a greater understanding for our faculty, administration, students, and parents of what constitutes cheating.

As we prepare students to function in society, we hope to instill in our students a sense of pride in only accepting credit where it is truly deserved. This not only promotes academic honesty, but it also develops personal integrity.

## **Code of Academic Integrity**

Collins Hill High School Code of Academic Integrity covers many different aspects. It establishes and defines violations and penalties for dishonesty involving homework/classwork, tests/quizzes, research papers and essays, media center, computer use, and calculators.

Code Violations include, but are not limited to the following:

- Homework/Classwork: Teachers assign homework to reinforce classroom instruction and monitor progress or comprehension.
  - Copying or paraphrasing all or part of another's work
  - Allowing another to copy or paraphrase your work
  - Receiving help or working as a group on assignments unless the teacher has designated the assignment as collaborative
  - Turning in another's work as your own
- Tests and quizzes: Teachers give tests and quizzes as a method to ensure that a student understands a concept or idea.
  - Passing, receiving or discussing test/quiz questions/answers by any means
  - Copying or allowing someone to copy your answers
  - Possessing or using a "cheat sheet"
  - Obtaining a copy of test/quiz before it is administered
  - Possessing or using electronic devices unless the teacher has specified use of a device (absolutely no cell phones out during standardized testing)
  - Turning in another's test/quiz as your own
  - Obtaining an unfair advantage before or during a test/quiz including, but not limited to, looking at someone else's work, leaving books or notes open, signaling, deliberately and repeatedly choosing to miss classes through absences, tardiness or early dismissal to/from school to avoid taking a test or handing in an assignment.
- Research papers, projects, and essays: These assignments demonstrate a student's ability to use resources and elaborate on a concept through writing. It is IMPERATIVE that students correctly document or cite sources of information in order to avoid plagiarism. Plagiarism is the act of stealing, using, and passing off as one's own the writing, ideas, etc. of another.
  - Copying phrases, sentences, paragraphs or entire documents without using quotation marks and properly documenting the source
  - Paraphrasing or summarizing thoughts, ideas, or concepts without properly documenting the source
  - Sharing work products with other students without teacher permission.

- In order to provide a facility for research and collaboration, the Media Center/computer labs must be used correctly. It is important to remember that misuse of any Media Center resource deprives others from accessing information. Remember:
  - Computers should be used for instructional purposes.
  - Do not take materials out of the Media Center without properly going through the circulation desk.
  - Failing to return or renew Media Center materials by due date may result in late fees.
  - Cutting out, removing, or defacing pages or portions of pages from Media Center materials will result in damage fees.
  - Tampering with computers, computer programs, or databases in the Media Center/computer labs may be referred for disciplinary action..
  - Violating the Acceptable Use Policy for the Internet and attempting to get past security blocks may be referred for disciplinary action and possible legal action.

### **Academic Dishonesty (Cheating)**

Academic dishonesty is inexcusable conduct. A zero may be given to the student for the assignment involved, the teacher will contact the parents, and the student will be referred to the administration. Cheating violations on tests/major assignments and standardized tests will result in escalated consequences. Repeated offenses will result in escalated consequences as well. Additionally, the use of technology to duplicate and/or disseminate any form of assessment and/or answers could be treated as theft.

PLAGIARISM: Plagiarism is an act of academic dishonesty. It is a form of cheating and will be dealt with accordingly. Collins Hill High School defines plagiarism as a student taking credit for work that is not his or her own work. Examples of plagiarism include, but are not limited to:

- Buying or using any sort of paper or project from another person or service, such as those on the Internet, and turning it in as the product of your own work;
- Turning in someone else's work as your own with or without that person's knowledge (including the use of Artificial Intelligence);
- Copying from a source and using them without proper use of quotation marks/citations;
- Paraphrasing information from a source without proper citations.

Penalties for the Code of Academic Integrity violations may include, but are not limited to, one or more of the following:

- Zero on the assignment
- Discipline referral which could result in suspension (ISS or OSS)
- Loss of eligibility for Honor Graduate status (for violations during junior or senior year)
- Removal from student leadership role and/or honor society
- Parent/guardian contact and meeting with administrator
- Record on discipline file
- Loss of eligibility to exempt final exams (senior year)
- Counselors may either decline to provide a recommendation or can disclose to colleges/universities the student's academic dishonesty by way of college recommendations or midyear reports which could result in a college acceptance being rescinded.

\*\*Permission from Texas A&M University and Northwestern University was granted allowing use of portions of their Codes of Academic Integrity. Permission from Black Horse Pike Regional School District (Triton Regional High School) was granted to use any or all of its Honor Code.

\*\*Written for North Gwinnett High School, February 2003, CWY

\*\*1st Revision, January 2007, CWY

\*\*2nd Revision, July 2014, JCC

\*\*3rd Revision, July 2015, KSW Adapted with permission from North Gwinnett High School

## Curriculum & Instruction

### Grading Scale

A: 100% - 90%	B: 89% - 80%	C: 79% - 70%	U/F: 69%-0%
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### Incompletes

**Incompletes will not be given.** If a student has missed an assignment due to an excused absence, the grade of zero will be averaged in the place of that grade until the student makes up the work within a prescribed length of time. **Please see the MAKE-UP WORK policy below.** Incomplete work carried over into a new grading period and approved for make-up due to extenuating circumstances should be completed no later than the tenth day of the following semester.

### Make-up Work

**All pre-assigned work such as tests, term papers or projects will be due on the day of a student's return from an absence.** When a student has an *absence*, he/she must make up any work missed within (5) school days or according to a plan devised by the teacher if an extension is approved. It is the **student's responsibility**, before or after class, to arrange make-up work with the teacher. If the work is not completed within five (5) days, or as otherwise arranged, the student receives no credit for the incomplete work. Make-up deadlines may be adjusted for special circumstances. **Make up work may be recorded as zero(es) if the absence is unexcused.**

### Student Progress Reports

Parents are encouraged to register for the GCPS "Parent Portal" for continuous updates on student grades and attendance. At the 6 Week and 12 Week mark of each semester, a School Messenger reminder will be sent to remind parents to check the Portal. At the 9 Week midterm point, students will receive an inclusive written report of his/her current academic status for all courses. Reports must be signed by a parent/guardian and returned to the school at a specified time.

### Final Exams

**No exams will be given early.** Exams will be made up on teacher workdays following the end of a semester. Under severe circumstances, 1st semester exams may be scheduled within the first 10



days of the 2nd semester and 2nd semester exams may be scheduled during pre-planning or within the first 10 days of the next fall semester.

### **Report Cards**

Report cards for first semester will be mailed home within the first two weeks of the following semester. Report cards for the second semester will be mailed approximately 7 days after the semester ends.

### **Schedule Changes**

Year-long scheduling is in place, thus, there will be very little need for schedules to be adjusted at the beginning of the semester. The **only reasons** for requesting a change on the schedule review form are:

- A. The student has already received credit for the course.
- B. The student has not passed the prerequisite.
- C. The student has already failed the course under the assigned teacher.

**Collins Hill High School cannot accommodate schedule changes for any other reason.**

Students, who meet the above-mentioned criteria, must request schedule changes through the Schedule Review Process at the beginning of the new semester. Changes in student schedules will not be made to move a student from one teacher to another or from one period to another unless the school must do so to balance class sizes. **THE SCHOOL RESERVES THE RIGHT TO CHANGE SCHEDULES TO BALANCE CLASS SIZE.**

### **Textbook Policy**

It is the policy of Gwinnett County Public Schools to administer a system of maintaining and controlling textbooks, library books, and media materials. Recognizing these materials represent a sizable financial investment, the system will establish rules and regulations, as it deems necessary, for the care and protection of these materials.

- These rules and regulations may include but are not limited to any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, library book, or media material at the replacement cost: withholding/ withdrawing certain privileges such as parking permits, dance and graduation tickets.

*Please Note: Books not turned in at the end of a semester/year class will be marked lost and the student will be assessed the cost of replacement.*

### **Request For Homework**

A student who will be out of school for three or more days is encouraged to check eCLASS and follow up with their teachers for assignments for the days he/she will be absent. The teachers must have *twenty-four hour notice*, and the student is expected to turn in all requested work *within five (5) school days upon returning to school* unless other arrangements have been made with the teacher.

### **Hospital/Homebound/Teleclass**

A student who has a medically diagnosed physical condition restricting him/her to his/her home or hospital for a minimum of ten consecutive school days may be eligible for Hospital/Homebound/Teleclass instruction.

Service to eligible general education (non-handicapped) high school students may provide three hours of homebound/teleclass instruction per week. Minimum service will provide instruction in the core subjects of mathematics and language arts. However, instruction in other areas may be provided based on the availability of funding to support instructional personnel. (The Homebound/Teleclass program is not structured or funded to replicate a student's entire course schedule.) Some courses are not suited for delivery through a homebound setting due to the technological and participatory demands of the course curriculum.

An evaluation of the student's eligibility is based on the student's medical diagnosis by a physician and by the duration of consecutive absences. Students who must be absent for ten consecutive school days or more, as certified by a physician, are eligible for homebound services. In the case of projected absences (e.g. subsequent to surgery) the request for services can be made prior to the occurrence of the absence along with the date a student may begin homebound instruction. The physician **MUST** give an approximate date the student may return to regular school. A request for homebound services must be accompanied by the principal's signature )or the signature of the principal's designee) and parental approval.

General education students whose absence is projected for more than 20 consecutive school days may be referred by the Student Support Team to review and develop reasonable and appropriate plans for meeting the student's educational needs. Such students, for example, may be referred for evaluation to determine eligibility for special education services, such as "Other Health Impaired" programming.

Students may meet with their guidance counselor upon their return to school as determined by the release date the student's physician provides.

### **Home and Private School Course Validation**

In accordance with the AdvancED Standard 3.4.9, please be aware that Gwinnett County Public Schools will validate competency, by course, before awarding Gwinnett County Public School credit for work completed at a home school or private school that is not accredited by the AdvancED or its equivalent. Examples: Middle States Association, North Central Association, New England Association, etc. Students entering a GCPS from a non-accredited private school or home school will be required to validate competency through testing.

### **Homeless Children and Youth**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I

Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact individual schools for further information.

### **Gifted Education Programs**

Gifted Education classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.

Referrals to the gifted program may come from teachers, parents, peers, the student her/himself or as the result of system-wide testing scores. A school's gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. Following the cutoff date at the end of a school year, a student's eligibility cannot be reviewed until the beginning of the next school year. A child may be referred once during grades K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

### **Academic Letter Requirement**

Students who had a 90 average for each semester of the preceding year at Collins Hill High School will be officially recognized. The students will receive a letter of recognition for his/her first year and will receive a pin for each subsequent year of recognition. (There will be no rounding of numbers to the next highest number in order to achieve eligibility for this academic recognition). Transfer students will be recognized for equivalent academic work earned at another school and will be eligible for a Collins Hill letter after one full year in attendance.

### **Honor Graduates**

Students achieving a cumulative numerical grade average greater than or equal to 90.0 will graduate with honors. Students will be recognized as honor graduates during the Spring Honors Program if they have achieved honor graduate status based upon their cumulative average at the end of fall semester of their senior year. Students may still achieve honor graduate status at the end of spring semester of their senior year. However, this will not be determined until after all exams have been taken and all grades submitted for the student body. For honor graduates in this category, cords will be awarded during graduation practice. These students may not appear as honor graduates in the printed graduation program but will be seated and called out as honor graduates during the graduation ceremony.

**\*\*\*There will be no rounding to the next highest number to achieve eligibility for this academic recognition.\*\*\***

## **Volunteer Hours**

Volunteer service cords for graduation are given to Seniors with 200 hours accumulated over their high school career. Volunteer hours will be facilitated through our PBIS program. Seniors must have all their hours turned in by April 30th to count towards this volunteer service cord.

## **Pathway Completion Recognition for Graduation**

CHHS, in order to recognize students at graduation for Pathway completion, has created a tiered recognition system. We offer many Pathway opportunities to our students and this is designed to applaud the hard work and dedication that students have put into their classes and our community.

In order to receive recognition for completion of Pathways at graduation and/or on a diploma, certain requirements must be met, with each level having more requirements than the previous.

Students may complete more than one Pathway however, paperwork for each Pathway must be completed separately. Forms must be submitted to the Counseling Office the Friday before Spring Break. Please check the website for links to the forms: <http://gcpsk12.org/Page/22526>.

## **Spring Semester Final Exam Exemption Policy**

**\*\*This policy is subject to change, based on GCPS Board policy and grading procedure.\*\*** Seniors graduating in the spring must meet the following criteria to exempt exams:

### **Academics**

Seniors must fulfill one of the following conditions:

- An average of 90 or above in a specific subject (in AP courses this would be WITH 10 points added) will exempt the student from that objective final exam only. If a performance exam is given, that exam will still be required and will count its full weight.
- If a student has honor graduate status, meaning the student has an overall average of equal to or greater than 90 going into spring semester, the student may exempt all objective exams, regardless of their average in the class. The performance final will still be required and will count its full weight.

**\*\*Students may NOT exempt Georgia Milestones (EOC Assessments)** that are required by the state of Georgia **or GCPS District Assessments**. However, if a senior qualifies for exam exemption in a class requiring an GA Milestone or a GCPS DA, they may exempt the local test given on the exam date.

**\*\*** If a student is eligible to exempt an exam, he/she may choose to take the exam. If the student chooses to take the exam, it will count the same as it does for all other students in the class. **\*\***

## **School Admission of Suspended or Expelled Students**

(Policy JDF) The Gwinnett County Board of Education may decide not to admit a student into the school system who has been suspended or expelled from another school system during the period of such suspension or expulsion.

Before an entering student will be excluded for the operative suspension or expulsion period, the Gwinnett County Board of Education will hold a pre-admission hearing to determine whether the cause for a particular student's suspension or expulsion from another school system would justify suspension or expulsion from the Gwinnett County Public Schools.

A certified copy of the other school system's order of suspension or expulsion shall be obtained.

If the student's conduct would have justified suspension or expulsion from Gwinnett schools, the student may be barred from admission for such time as is authorized by the school system's rules governing long term suspension. This same process will be used to determine school admission enrollment eligibility for students who pose a threat to the school community.

### **State Law**

Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts and whether they currently are serving a suspension or expulsion from another school, the reason for the suspension/expulsion, and the term of the consequence. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if s/he and the parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration (O.C.G.A. 20-2-670).

### **Voluntary Student Contributions**

Contributions are not compulsory. A grade may not be withheld or course credit denied because of non-payment of contributions.

## **GCPS Discipline Code**

Students are required to follow all local school rules found in the Collins Hill High School Student/Parent Handbook and in the Gwinnett County Board of Education Student Rights and Responsibilities Student/Parent Discipline Handbook. These rules are designed to notify students/parents as to the types of behaviors that are unacceptable. However, every specific type of misconduct may not have been included. A student may expect to be disciplined for misbehavior which negatively affects the mission of the school even if no specific rule is written for that misconduct.

### **Jurisdiction of the School**

A student on his/her way to or from school, at any school related activity or event, or at any school event held away from the school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in the student conduct behavior code.

### **Suspensions**

Students under short-term suspension, in-school or out-of-school, (1-9 days), long-term suspension (10 or more days) or expulsion are not allowed on any Gwinnett County school campus or to attend any school activity, function, or event.

### **Illegal and/or Banned Items**

A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school.

### **Searches**

School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, school 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 of the student being in violation of an offense in the Student Conduct Behavior Code.

### **Accomplice**

Students found guilty of being an accomplice to any violation of the Student Conduct Behavior Code are subject to the same penalties as students who are actively involved in committing such offenses.

### **Escalation of Consequences**

Administrators will not repeatedly assign the same consequence for rule violations. Students should expect escalation in severity of consequences based upon the type and frequency of violations.

### **Discipline: Rights and Responsibilities**

The discipline code as specified in the county student/parent discipline handbook was developed with involvement by representative students, teachers, and parents. It is based on the idea that you, as a student, have certain rights and responsibilities. You have the right to pursue an education in an orderly environment free of distractions or disruptions by other students. You also have the responsibility to conduct yourself in such a way that other students can also learn in an orderly atmosphere. You have the right to know exactly what is expected of you. You have the responsibility to live up to those expectations.

This discipline code ensures that you will know what is expected of you and what actions will be taken if rules are violated. The code will be administered fairly, firmly, and consistently. It then becomes your responsibility as a young adult to control your actions and to be mature in making decisions about your behavior.

### **Students and Employees' Grievance Procedure**

If you believe that school employees, on the basis of your race, color, religion, gender (sex), national origin, or handicap, are mistreating you, you have a complaint and a remedy. Please tell

any school employee in whom you have confidence, most particularly the principal, a guidance counselor, or trusted teacher that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's Title IX coordinator for assistance by writing or calling:

Title IX Coordinator  
Gwinnett County Public Schools  
437 Old Peachtree Road NW  
Suwanee, GA 30024-2978  
(678) 301-6000

## **Local Discipline Code**

In addition to the previously stated student behavior code of the Gwinnett County Board of Education all students will adhere to the following rules of Collins Hill High School.

### **Silent Lunch/Restricted Detention**

Students who receive a Silent/Restricted Lunch Detention must report on time. Silent Lunch Detention is served during a student's lunch. Students who come to detention late, do not follow the rules, or fail to attend will receive escalated consequences.

### **Saturday School Detention**

Saturday School Detentions will be held twice a month. Detention will be held in either 2 hr. block (8AM-10AM) or a 4hr block (8AM-12 PM). Students are expected to arrive on time, check in, bring assignments to work on, and follow instructions. No electronics will be allowed without the permission of the proctor. If students do not arrive on time or follow instructions they will receive escalated consequences.

### **Attendance and Tardy Procedures**

Collins Hill High School encourages and promotes good attendance. Regular attendance in school develops good habits that will carry over later in life. Good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of parents and students.

### **Absence Policy**

State law requires attendance at school from age 7 to 16. It also authorizes strict penalties for non-attendance. Excused absences are defined by state law and include only the following areas:

- Personal illness: individuals whose attendance in school would endanger their health or the health of others,
- Death or serious illness of an immediate family member,
- Recognized religious holidays,

- Student under orders from a government agency,
- Service as a page in the Georgia General Assembly,
- Conditions rendering school attendance impossible or hazardous to students' safety/health,
- Registering to vote or are voting, for a period not to exceed one day.
- Military leave of a parent and/or guardian

Collins Hill High School will allow junior and senior students to have up to 5 days to be used as college visitation days. This visit is considered a pre-arranged absence.

Chronic absenteeism can seriously jeopardize a student's success in school. Please note that after 10 consecutive absences a student will be withdrawn if the school has not been contacted by the parent/guardian.

### **Procedure for Absences**

On the day the student returns to school, he/she must bring a note signed by a parent/guardian explaining why the student was absent from school. The note should include the student's first and last name, student number, grade level, date, reason, parent signature, and phone number for verification. Parent notes will be accepted for up to 10 excused all-day absences per school year and/or 6 late check-ins per school year. Thereafter, the school may request the following additional documentation for absences/check-ins:

- Note from health care provider
- Court or government mandated papers
- Funeral documentation

The note/documentation must be turned in to the attendance office. The absence will be classified according to the policy as either excused or unexcused.

- If 30 or more minutes of a class are missed, the student is considered absent for that class.
- If the student fails to bring a note excusing the absence, the student will be given one additional day to present the note or the absence will be considered unexcused. Work may not be made up for unexcused absences.
- A student must be present for 3½ periods in order to be counted present for the day.

### **Pre-arranged Absences**

These absences are recorded as unexcused absences by state definition. If parents find it necessary for students to miss school due to an out of town trip (limit 3 days per year), absences must be approved by the administration. If approved, the student may make up missed work. College visitation days will require written verification from the campus visited.

- Procedures for Pre-arranged Absences (follow steps in order)
  1. Obtain a prearranged absence form from the attendance office three or more days prior to the absence.
  2. Fill out the form and obtain a parent/guardian's signature.
  3. Return the form to the attendance office.

### **Tardy to School Policy**

All students are expected to be in school and/or classes on time. This means in the classroom before the tardy bell rings. Students are considered tardy from the ringing of the 7:10 a.m. bell until 7:30



a.m. Please be aware that the state of Georgia does not excuse heavy traffic and/or poor weather conditions as a reason for being tardy to school (see Absence Policy for excused absences per state law).

#### **Procedure for Check-ins:**

1. Report directly to the attendance office upon arrival on campus.
2. Bring a note signed by parent/guardian stating the reason for the late arrival. Include a date, reason for tardy, parent signature and a phone number for verification. After six tardies to school, a parent or guardian may be required to check in their student or the student must bring in a doctor's note at the time of check-in.
3. Attendance personnel will classify the tardy and give the student the appropriate pass to class.

#### **Unexcused Tardies/Check-ins**

All students are expected to be in class on time. This means in the classroom before the tardy bell rings, otherwise you are tardy. If a student is not in the classroom on time, the teacher will mark the student as tardy. **If a student misses five minutes (or more) of class without a valid pass, they are considered AWOL.** Consequences for unexcused tardies may include: silent lunch, Saturday School, in-school suspension, and out-of-school suspension and will escalate as tardies are accumulated.

#### **Unexcused Semester Tardies/Check-ins Policy:**

- 1st-7th Offense(s) - Warning
- 8th Offense - Silent Lunch **and** loss of parking for a week
- 9th-10th Offense(s)- Admin Detention, AIT Meeting **and** loss of parking pass for 2 weeks
- 11th +- Admin discretion, parent conference, **and** loss of parking pass for one semester with no refunds to be given.

#### **Unexcused Absences**

A student shall not be absent from school, from any class or other required school function during school hours, except for illness or any other providential cause.

#### **AWOLs** (Absent from school or class without permission)

From the time a student arrives on campus in the morning until school dismisses at 2:10 p.m. each student is required to clear it through the attendance office before leaving the school grounds. Students who leave campus without checking out or who are absent from school without their parents' knowledge will be considered AWOL. Students who skip a class(es) will also be considered AWOL. **If a student misses five minutes (or more) of class without a valid pass, they are considered AWOL.** Consequences for AWOL infractions may include: silent lunch, Saturday School, in-school suspension, and out-of-school suspension and will escalate as AWOLs are accumulated.

#### **AWOL/Skipping Class:**

- 1st Warning **and** loss of parking for a week
- 2nd Offense - Silent Lunch **and** loss of parking for an additional week

- 3rd Offense- Saturday School for 2 hours, referral to AIT, and loss of parking for two additional weeks
- 4th Offense- Saturday School for 4 hours, Rule 10 Contract, parent conference, **and** loss of parking pass for one semester with no refunds to be given.

### **Early Dismissal / Checkout Policy**

Any student needing to leave campus during the day for any reason must check out through the attendance office. The last check out time is 1:45pm. Contact with a parent or guardian will be required before a student is released from school even if the student is 18 or older. Parents, please notify the guidance office of any changes to their student information - especially changes in emergency contact numbers.

#### **Procedure for Check Outs:**

1. Picture I.D. will be required of the person checking out the student.
2. If the absence is a planned check-out:
  - a. Prior to first period, present the attendance office personnel with a note from a parent/guardian requesting permission to check out. The note should include a phone number for verification. **Check-outs via phone call or email will not be allowed through the attendance office.**
  - b. A hall pass will be given to the student with the time of day to report to the attendance office.
  - c. If the parent has not been contacted for verification, the parent must come inside to check the student out.
  - d. If the parent was contacted for verification, when the student returns to the attendance office at the designated time to be released, the attendance personnel will instruct the student to meet the parent at a designated area.
3. In the event of an emergency/illness:
  - a. Students should not use their cell phones to call parents when they are ill. Instead, the student should get a pass from the teacher and report to the clinic. Clinic staff will contact the parent/guardian.
  - b. The parent/guardian must come in with ID to pick up the student.
  - c. In the event of an emergency, the parent/guardian must come in with proper ID to check the student out.
  - d. Students will meet parent/guardian at a designated area.
4. No checkouts during final exams.
5. No checkouts after 1:45 p.m.
6. If the student is present at school but misses class due to illness and does not notify a teacher or staff member, the student will be considered unexcused from class.

**Excessive Check Outs:** After a student has accumulated five (5) check-outs per semester, a parent or guardian will be required to come to the attendance office to check the child out. A student who checks out of school repeatedly may have parking privileges revoked at any time.

### **School Function Absence Policy**

If a student is absent from any class due to a school function, the student is responsible for missed work in the class.

**Procedure for School Function Absences:** Get the appropriate teacher signatures on the In/Out-of-School Activity Form. Contact the teacher for all make-up work and turn it in based on the school make-up policy.

## **General Information**

**Advertisements/Posters:** Advertisements of non-school sponsored activities or functions will not be allowed. Posters advertising school sponsored activities may be put up only after approval from the administration. These posters should be placed on walls only and not on doors, lockers or other painted surfaces. Damage to the facility caused by placement of these posters will be the responsibility of the person/organization putting them up.

**Bus Notes:** Students wishing to ride a different bus must present a note from the parent to the attendance office for verification **BEFORE 1ST PERIOD**. Please include the following information in the note: Student's name, name of person riding with, date, the route number, a parent signature and a parent phone number for verification.

**Cafeteria Services:** CHHS offers an excellent breakfast and lunch program to students. Student meals are .30 (reduced) and \$1.75 (full pay) for breakfast, .40 (reduced) and \$2.75 (full pay) for lunch. All meals are expected to be paid in full at time of purchase. It is strongly suggested that funds be deposited on a student's account prior to meal service at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). However, cash and/or checks will be accepted at time of purchase. If a student does not have enough money on his/her account, he/she will be allowed to charge up to \$4.00. Charges are not allowed for supplemental or ala 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 school via phone call, letter or email. Charging for meals will not be allowed after April 30th. For those families who qualify, free and reduced meal applications will be available online in July or through the Cafeteria office at any time.

- **Cafeteria Behavior:** Students are expected to behave in a courteous manner in the cafeteria. Breaking in line, throwing food or objects, leaving trays or trash, standing on tables or chairs, or making loud noises are not acceptable. It is the responsibility of each student to clean up the area that (s)he uses during lunch. Trash cans will be provided for this purpose. If a student misbehaves then (s)he will be assigned consequences.
- **Food Deliveries:** Food deliveries are **not** allowed during the school day. This includes UberEats, DoorDash and other delivery services. If food deliveries arrive, the food will be confiscated and held in the front office until the end of the school day.

### **Clinic Procedures:**

- **Check-Out Policy:** The clinic is available for illnesses or injuries that occur during school hours. If a student is too ill to remain at school, a parent/guardian will be contacted to pick his/her child up. The clinic must obtain parent/guardian permission before releasing any student to anyone other than the parent/guardian (or allowing the student to drive him/herself), unless it is an emergency.
- **Health Management Plans:** If it has been indicated that a student has a current medical problem, a completed health management plan should be on file in the clinic. These forms help provide the medical information needed to best care for the student while at school, and they must be updated each school year. The forms are available in the clinic.
- **Medications:** Taking medication (prescription and over-the-counter) during school hours is discouraged, but if the student needs medication at school:
  - The medication must be provided by a parent/guardian.
  - An Administration of Medication Request form must be filled out by a parent/guardian and on file in the clinic. The form is available in the clinic or can be downloaded from the CHHS website.
  - Parents/Guardians must bring in medications in the original container for storage in the clinic. Medication in envelopes or baggies will not be accepted.
- **Inhalers:** Students carrying prescribed inhalers throughout the day must have an Asthma Action plan, signed by a parent/guardian, and a physician, on file in the clinic. The form is available in the clinic or can be downloaded from the CHHS website.
- **Epi-Pens:** Epinephrine (Epi-Pen) is a cardiac drug and must be stored in the clinic. An Allergy plan, signed by a parent/guardian, must be on file in the clinic if Epi-Pen is indicated for treatment of allergic reaction. If a student must keep an Epi-Pen with him/her at all times, per physician's recommendation (rather than stored in the clinic), the student must have an Allergy plan, signed by a parent/guardian and a physician, on file in the clinic. The form is available in the clinic.

**Educational Records of Students:** Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County's policies on their compliance with the law, contact your child's school. To request the opportunity to inspect and review your child's records, contact your child's school. Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice.

**Dress Code:** Collins Hill High School strives towards excellence in all we do. In an effort to maintain this standard, we encourage students to present themselves in a way that promotes excellence in dress. At Collins Hill, the clothing that is selected to wear should not diminish our daily academic focus. Our core business of teaching and learning is disrupted when a student has to

be referred to an administrator for dress that does not promote school excellence and pride. If a student is dressed in a style that does not promote excellence based on the discretion of a school administrator, the student will be asked to correct the situation. Failure to comply will result in a discipline consequence.

**Clothing that does NOT promote an image of excellence is one that...**

1. Shows cleavage
2. Shows full midriff
3. Shows bottoms
4. Shows upper thighs
5. Shows undergarments
6. Includes inappropriate pictures/text
7. Includes head covering (hats, bandannas, etc.)

**Clothing that DOES promote an image of excellence is an outfit that...**

1. Covers your entire chest
2. Covers to your navel
3. Covers your entire bottom
4. Covers entire upper thighs
5. Covers your undergarments
6. Has appropriate content on shirt
7. Uncovers your head unless for religious/medical purposes

**Collins Hill High School administration and staff would like the cooperation of the students and parents in reviewing the student's dress to ensure it meets the following dress code guidelines before the student comes to school.**

**Electronics:** Students may not use cell phones, smart watches or any other personal electronic device during class, unless it is a part of the instructional activity.

- Individual teachers may have specific classroom guidelines for electronic devices, and students are expected to comply with those guidelines.
- Students can have electronics and headphones out during class transitions and during lunch, but students must ONLY have one earbud or headphone on so they can hear staff instructions, emergency announcements, etc.
- COLLINS HILL HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED PERSONAL PROPERTY.

**Food and Drink in the Classroom:** Students are not allowed to have open food, gum, or drinks in the classroom or hallways. For safety reasons, glass containers/bottles are not allowed. Damage done to carpet, furniture or equipment as a result of this food/drink will be the responsibility of the student(s) bringing this food into a classroom. Clean up or restitution of damaged items will be required.

**Forgery:** Students shall not forge a signature or provide any false information on attendance notes, progress reports, report cards or any school related document.

- **Action to be taken:**

- 1st Offense: In-School Suspension
- 2nd Offense: Administrative discretion

**Insurance (school):** If you wish to purchase student accident insurance for the school year, ask for an information brochure and mailing envelope from the school office. The following two types of student insurance policies are available:

1. Coverage while the student is at school
2. Full-time coverage (24 hour)

**Loitering and Smoking:** Smoking, vaping, and/or loitering on sidewalks or areas adjacent to school property will not be allowed. Students should be reminded that all school rules will be enforced when they are coming to and from school. Refer to the discipline handbook for specific rules and consequences. Students should not be on campus after school unless present due to a school sponsored activity (see Gwinnett Co. B.O.E. Discipline Handbook).

**Parking Lot Monitoring and Security:** Efforts are made to ensure parking lot security; however, Collins Hill High School and Gwinnett County Public Schools assume no responsibility for damages, loss, or theft. If a car accident occurs on campus, it is up to the individuals involved to report the accident to school officials and the police to settle damages.

**Tobacco Use Policy:** POSSESSION, DISTRIBUTION AND/OR USE OF TOBACCO, VAPOR PRODUCTS and/or Tobacco Paraphernalia ON SCHOOL GROUNDS OR AT A SCHOOL SPONSORED FUNCTION: **No student shall possess or use tobacco in any form or tobacco paraphernalia including but not limited to lighters, matches and rolling papers. See Gwinnett County B.O.E. Discipline Handbook, Rule #7 for details.**

**Transportation:** The Gwinnett County School System provides bus transportation to every student enrolled in school, provided the student lives within the county and attends the appropriate school within his/her school attendance zone. For information regarding routing or other bus concerns, please contact the Collins Hill cluster transportation supervisor at 770-338-4722.

High school students who live within a mile and a half of the school may have limited service. Any questions regarding time and location of stops within a mile and a half of the school can be directed to the bus supervisor and/or the appropriate grade level office.

- Leaving campus if not riding a bus after school: No student will be allowed to walk off campus and return to ride a bus to go home. Students should board buses immediately after being dismissed from 7<sup>th</sup> period class. Buses will not stop to pick up students after leaving the campus.

**Visitors:** All persons who are not students or faculty members of Collins Hill High School must have the expressed permission of the administration to be on campus or in the school buildings during school hours. Visitors to the school or campus should check in at the main office, sign in, and receive a visitor pass to be worn during the duration of their time on campus.

**Work-based Learning and Suspensions:** If a work release student receives ISS, (s)he is to remain in ISS for the entire school day. For both ISS and OSS the hours worked will not count toward the hours required for work credit.

## **Media Center and Technology Usage Policies**

**Hours of Operation:** The Media Center is open each school day from 6:30 a.m. to 2:45 p.m. Before and after school hours are for reading, researching, collaborating, and creating.

**Circulation Policies:** Students may check out up to five books and may keep them for three weeks. Books may be renewed as long as they have not been reserved for another patron.

**Fines for Overdue Books:** 5 cents per school day with a maximum fine of \$3.00 per book. Seniors with outstanding books or fines must clear their account before they can participate in the graduation ceremony. Students will be unable to attend school dances with outstanding fines.

**Coming to the Media Center:** Students should sign in and sign out using the computers near the entrance. Students do not need a pass before or after regular school hours. **Students DO need a pass during school hours.**

### **Media Center Guidelines:**

1. Food & beverages (except water) are not allowed in the Media Center. No water is allowed near computers.
2. Treat the furniture and technology with respect and leave it as you found it.
3. Be considerate of others by maintaining an environment conducive to collaborating, working, and learning.
4. Computers are to be used for academic purposes.
5. Students who are not working or who are causing an unnecessary distraction will be asked to leave and may be referred for disciplinary action.

### **Technology Policies**

Use of school-owned devices at Collins Hill High School is a privilege that enhances learning. Devices for research and productivity are very valuable resources for every student. Students are asked to responsibly use the labs and equipment including, but not limited to, chromebooks, tablets, monitors, keyboards, mouse, all connecting wires, scanners, printers, switch boxes, etc. Violations include:

- Attempting to breach security blocks
- Purposely introducing a virus into a computer
- Causing a computer to malfunction
- Accessing and/or corrupting anyone else's stored data
- Making changes to or erasing anyone else's work
- Submitting another's work
- Downloading from the Internet a research paper, article or copyrighted image/work in its entirety or in part to submit as your own work

- Asking/Paying someone to write a research paper/essay for you
- Selling/Giving someone a research paper to submit as his/her own
- Violating the Acceptable Use Policy for the Internet including tampering with computer hardware or software.

**District Google Accounts:** The use of GCPS Google accounts and school chromebooks are privileges. Failure to abide by the following guidelines may result in revoking these privileges, discipline consequences, and/or financial responsibility.

**Chromebook Usage:**

- Do not attempt to modify the appearance, settings, or operation of any school-owned device.
- Tampering with or vandalizing hardware, software, or data will not be tolerated.
- No food or drink is allowed while using school technology.
- Students should only use the device assigned to them.
- If a student notices something wrong with the device or witness threatening or offensive use of accounts, they must report it to the teacher or technology coordinator immediately.
- Only @gwinnett.k12.ga.us accounts should be used on school devices - no personal accounts.
- Students will communicate only in ways that are kind, responsible, respectful, and lawful. Bullying will not be tolerated.
- Devices should be handled with care. Students may be held financially responsible for damage to devices caused by vandalism or lack of care

**Google Account Usage:**

- The primary purpose of the student Google accounts is for students to communicate with staff, access resources related to school, and collaborate with other students on activities.
- Students are responsible for messages sent from their accounts.
- Students will not use Google accounts to bully, harass, or threaten others.
- Students will not use Google accounts to share work that is not a collaborative activity.
- Students will report any unusual activities to the school's technology coordinator.
- Students will not use email to send chain letters, viruses, or hoaxes.
- Email accounts are filtered and messages written containing inappropriate language or content will be flagged.
- Student email is GCPS property. Users should not have any expectation of privacy in any electronic message created, sent or received with the school account.
- Student Google accounts will be removed from the system after a student leaves GCPS. If necessary, GCPS, at its discretion, may close the accounts at any time.

**Other Online Resources Used at CHHS:** To accommodate BYOD and to supplement the eClass online curriculum and instruction tool, online resources will be used in many classes. Please be aware that since neither GCPS nor CHHS own these supplemental web sites, we cannot be held responsible for their content nor the content on any sites to which they may link. Students may be required to create individual user accounts on these sites. Should a parent request that their student not have access to these type resources, they should do so in writing within 10 days of enrollment at CHHS.



## **Technology: Acceptable Use Policy for Students**

The GCPS Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student e-mail use 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 email access via GCPS technology and networks to be private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

**ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use may result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools.**

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS

technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

GCPS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies using programs, utilities or personal hotspots.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and 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 actions 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.

## Directory of School Sponsored Activities

Go to the Collins Hill High School website to find information about the various extracurricular activities offered at Collins Hill. Please see the faculty sponsor listed if you have any questions. *There may be some student led interest groups which are not affiliated with CHHS but meet on campus.*

**Extracurricular Activities Eligibility Requirements:** The following regulations apply to all students who participate in competitive extracurricular activities. Examples are: all individual and team sports, cheerleading, literary meets, band competitions, chorus competitions, drama competitions, and academic bowls.

1. All students participating in extracurricular activities must be on track to graduate and meet academic eligibility requirements each semester. Students participating in Georgia High School Association (GHS) events must meet GHS requirements.
2. To be eligible to participate and/or try-out for an activity, a student must meet all eligibility requirements, be in regular attendance and be taking a minimum of five (5) subjects toward graduation. Seniors in Joint Enrollment must follow GHS guidelines.
3. A student has eight (8) consecutive semesters of eligibility from the date of first entry into ninth grade.
4. The following are the yearly criteria for eligibility:
  - a. First year, first semester 9<sup>th</sup> grade students are eligible for first semester.
  - b. To be eligible after the first semester, students must have passed 5 classes.
  - c. To be on track, second year students must have earned 5 Carnegie Units.

- d. To be on track, third year students must have earned 11 Carnegie Units.
- e. To be on track, fourth year students must have earned 17 Carnegie Units.
- 5. All out-of-season practice is prohibited by this policy during the school year. The officially adopted dates of the GHSA shall be followed. Spring football practice is permitted during the month of May for ten consecutive school days as provided for in the GHSA calendar.
- 6. Homecoming courts, superlatives, and similar activities that are determined by a vote of the student body and do not occur over an extended period of time are exempt; however, these activities may have their own individual requirements.
- 7. Students wishing to participate in any after school extracurricular activity must be counted present on the day of participation.
- 8. Students will not be allowed to attend or participate in extracurricular activities while assigned OSS or ISS. This includes any school-related activities that may be held before or after school and those activities held on the school campus or any other facility.

## Athletics

Collins Hill High School offers students the opportunity to participate on various athletic teams. Most team membership is subject to tryouts and all are required to meet the Georgia High School Association (GHSA) regulations. Each participant must have a current physical exam and show evidence of insurance coverage. The following list of coaches is subject to change at the Athletic Director's discretion.

FALL SPORTS	COACH	EMAIL
CHEER	KATIE BIRKHEAD	katie.birkhead@gcpsk12.org
CROSS COUNTRY - BOYS	HEATHER HUNTING	heather.hunting@gcpsk12.org
CROSS COUNTRY - GIRLS	HEATHER HUNTING	heather.hunting@gcpsk12.org
DANCE	NATALIE DOLLAR	natalie.dollar@gcpsk12.org
FLAG FOOTBALL	ANGEL ESTRADA	angel.estrada@gcpsk12.org
FOOTBALL	DREW SWICK	drew.swick@gcpsk12.org
SOFTBALL	KALI DALTON	kali.dalton@gcpsk12.org
VOLLEYBALL	TAMI WOYTEK	tamra.woytek@gcpsk12.org
WINTER SPORTS	COACH	EMAIL
BASKETBALL - BOYS	TY BAUMGARDNER	ty.baumgardner@gcpsk12.org
BASKETBALL - GIRLS	KEVIN LONG	kevin.long@gcpsk12.org
SWIM/DIVE	JENNIFER WEAVER	jennifer.d.weaver@gcpsk12.org
WRESTLING	JOSEPH EDWARDS	joseph.edwards@gcpsk12.org

SPRING SPORTS	COACH	EMAIL
BASEBALL	BRYAN LINNELL	bryan.linnell@gcpsk12.org
GOLF -BOYS	KALI DALTON	kali.dalton@gcpsk12.org
GOLF- GIRLS	KALI DALTON	kali.dalton@gcpsk12.org
LACROSSE - BOYS	KYLE MARTIN	kyle.martin@gcpsk12.org
LACROSSE - GIRLS	LOU SHRECKENBERGER	louis.shreckenberger@gcpsk12.org
SOCCER - BOYS	JAMIE GLEESON	james.gleeson@gcpsk12.org
SOCCER - GIRLS	KATIE MCADAMS	katie.mcadams@gcpsk12.org
TENNIS	JEFF CAMPBELL	jeff.campbell@gcpsk12.org
TRACK	HEATHER HUNTING	heather.hunting@gcpsk12.org