2024

SHILOH

2025

Parent/Student Handbook
Shiloh High School

4210 Shiloh Road
Snellville, Georgia 30039
Phone: 770-972-8471
Fax: 770-736-4345

Cappy Douglass
Principal

WEB PAGE: https://schools.gcpsk12.org/ShilohHS

The officers, employees and officials identified in this procedure/process/practice/manual/handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedure/process/practice/manual/handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.

BELIEFS

I. Safe and Respectful Learning Environment
II. High Expectations for All Students
III. Equitable Opportunities and Access for All Students

MISSION

Shiloh High School's mission is to motivate students to provide students with the knowledge and skills for excellence and lifelong learning. We create a secure environment where students feel safe, challenged, and empowered to confidently join the global community. By stimulating curiosity, integrating technology, and encouraging creativity, we motivate students to achieve their potential, think critically, and work cooperatively in a diverse society.

MASCOT

General

SCHOOL COLORS

Black, Silver, and White

SCHOOL HOURS

School begins at 7:05am and ends at 2:10pm.

Students should be out of the building by 2:30 pm each day unless they are under the direct supervision of a teacher, coach, or sponsor.

GCPS BOARD OF EDUCATION C ORE BELIEFS AND COMMITMENTS

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.

Shiloh High School Alma Mater

We love you, dear Shiloh High.

It is a name we are proud to bear.

As we spend our days of learning here,

We will strive and dare to care.

In your halls, we have gained a source of pride for all the world to see.

To Shiloh High School of Gwinnett, we ever true will be.

With pride and spirit, we reflect on our days at Shiloh High.

Where we grow in wisdom and in knowledge as our days go by.

We learn to reach and strive to grow to all that we can be.

To Shiloh High, we proudly hail our love and loyalty.

SAFE SCHOOLS HOTLINE / 1-877-SAY-STOP or 1-877-729-7867
ANONYMOUS – CONFIDENTIAL – TOLL-FREE – 24 HOURS A DAY/7 DAYS A WEEK
Report drugs, weapons, bullying, threats, or other safety issues.
Co-sponsored by the Georgia Department of Education and the Georgia Bureau of Investigation

CONFIDENTIAL HOTLINE: Help keep your school safe. If you think that someone is carrying a weapon, drugs, or alcohol, call **770-822- 6513**, 24 hours a day. You do not have to give your name.

SECURITY NOTICE: Students are notified that the school has the capability to use metal detectors and surveillance cameras if deemed necessary for the safety of students and school personnel.

SHILOH ADMINISTRATION
2024-2025

Principal: Cappy Douglass

Assistant Principals: Travonta Burgess: AD, Transportation, Title IX Investigator, Parking

Jasmine Clay: Testing Coordinator, Title I, Social Studies

Dr. Kimberly Dawson: 9th Grade Academy, IB, Science

Dr. Peryenthia Gore: Community School, Student Leadership

Donna Hill: MTSS Coordinator, Fine Arts, Foreign Language

Matthew Moon: Curriculum, Counselors, Math

Meshaun Vaughn: New Teachers, ELA, Title IX Coordinator, AP

New: Special Education, CTAE

Athletics/Activities	678-344-2440	Main Line	770-972-8471
Attendance	770-736-4349	Parking	770-736-4349
Check In/Out	770-736-4349	Registrar	770-736-4598
Clinic	770-736-4390	Transportation	678-344-2440
Community School	770-736-4351	9th Grade	770-736-4394
Counseling	678-344-2758	10th/11th Grades	678-344-2758
Curriculum	770-736-4354	12th Grade	678-344-2596

DISTRICT CALENDAR

Gwinnett County Public Schools
2025-26 SCHOOL YEAR CALENDAR

4 Independence Day (Systemwide Holiday)
22 Administrative Staff Meeting
24-25 Required Pre-planning/ Staff Development [#1-2]
28-31 Required Pre-planning/ Staff Development [#3-6]

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Winter Break (School Holidays)
2 Teacher Planning/Staff Development [#8-9] (Student Holiday)
5 Begin 2nd Semester [Day 92]
19 MLK Jr. Day (Systemwide Holiday)

1 Required Pre-planning/ Staff Development [#7]
4 First Day of School

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

6 Digital Learning Day #3
12-16 Student/Teacher Holidays (School Holidays)

1 Labor Day (Systemwide Holiday)
19 Digital Learning Day #1

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4-5 Early Release Elementary and Middle School
13 Digital Learning Day #4

9-13 Fall Break (School Holidays)
22-23 Early Release Elementary and Middle School

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 Spring Break (School Holidays)

4 Digital Learning Day #2
24-28 Thanksgiving Break (School Holidays)

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-20 Early Release for High School Exams
20 Last Day of School [Day 180]
21-22 Teacher Post-planning/ Staff Development [#9-10]
25 Memorial Day (Systemwide Holiday)

Note: GCPS will make up any inclement weather days by using Digital Learning Days, and/or extending the school day or year.

17-19 Early Release for High School Exams
19 End 1st Semester [Day 91]
22-31 Winter Break (School Holidays)

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12-Month Employee Holidays 2025-26

July 4	Independence Day
Sept. 1	Labor Day
Nov. 27-28	Thanksgiving
Dec. 23-31	Winter Break
Jan. 1	Winter Break
Jan. 19	MLK Jr. Day
April 10	Spring Holiday
May 25	Memorial Day
June 19	Juneteenth

First and Last Days of School
Teacher Planning/Staff Development/Student Holiday
Student/Teacher Holiday
Digital Learning Day

Shiloh High School 2024-2025 Bell Schedule		
A Day **Mon, Tues, Friday**	**B Day** **Wednesday**	**C Day** **Thursday**
HR/ELT 7:05-7:25 1st: 7:05-8:17	HR/ELT 7:05-7:25 1st: 7:25-9:11	HR/ELT 7:05-7:25 3rd: 7:25-9:11
2nd: 8:23-9:08	2nd: 9:17-10:52	8th- G Time 9:17-10:52
3rd: 9:14-9:59	5th: 10:57-12:29	4th: 10:57-12:29
4th: 10:04-11:36 Lunch: A: 10:04-10:24 B: 10:28-10:48 C: 10:52-11:12 D: 11:16-11:36	Lunch: A: 10:57-10:17 B: 10:21-11:41 C: 11:45-12:05 D: 12:09-12:29	Lunch: A: 10:57-10:17 B: 10:21-11:41 C: 11:45-12:05 D: 12:09-12:29
5th: 11:42-12:27	6th: 12:35-2:10	7th: 12:35-2:10
6th: 12:33-1:19 7th: 1:25-2:10	*Can't Hide That* *GENERAL PRIDE*	Educate Empower Excel

SHILOH HIGH SCHOOL, GCPS, STATE MANDATORY TESTING DATES

Below is the 2024-2025 testing calendar. To maximize student success, family trips, doctor's appointments, and other commitments should not conflict with these test dates. If your student is required to participate, please plan ahead to support your student.

Grade(s)	Test Name	Test Date(s)	Date Scores Expected in Parent Vue
Grade 9	MAP Growth Fall Assessment	08/12/24 - 08/23/24	09/16/24
Grades 9 - 11	1st Semester Interim District Assessments	10/07/24 - 10/25/24	10/25/24
Grades 10 - 11	PSAT/NMSQT	10/29/24	TBD
Grades 9 - 12	Georgia Milestones Winter Main Administration (3)--For Schools/Courses taught on the Accelerated Block Schedule	12/02/24 - 12/20/24	2/19/25
Grades 9 - 12	1st Semester Final District Assessments	12/12/24 - 12/20/24	12/20/24
Grade 9	MAP Growth Winter Assessment	01/06/25 - 01/17/25	02/07/25
Grades 9 - 12	ACCESS for ELLs **(1)**	01/08/25 - 02/25/25	05/15/25
Grades 9 - 11	2nd Semester Interim District Assessments	03/03/25 - 03/21/25	03/21/25
Grades 9 - 10	Gwinnett Writes Assessment	03/17/25 - 03/21/25	05/12/25
Grade 11	SAT School Day	03/18/25	TBD
Grade 11	GAA **(2)**	03/24/25 - 04/29/25	08/01/25
Grades 9 - 12	Georgia Milestones Spring Main Administration **(3)**	04/17/25 - 05/21/25	05/31/25
Grades 9 - 12	2nd Semester Final District Assessments	05/12/25 - 05/21/25	05/21/25
Grades 10 - 12	CTAE End of Pathways Assessments	03/24/25 - 04/04/25	N/A
Grades 9 - 12	Advanced Placement Exams	TBD	

(1) ACCESS for ELLs 2.0 – administered to all English Language Learners.

(2) GAA – The Georgia Alternate Assessment is designed for students with significant cognitive disabilities who are unable to participate in the regular Georgia Milestones assessment program, even with maximum accommodations. Please check with your child's school for the student specific schedule.

(3) Georgia Milestones Assessment System. Please check with your child's school for the district specific schedule.

ACADEMIC HONESTY

Shiloh requires an academic environment that rejects cheating or any other form of dishonesty. An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life. Self-esteem and self-respect grow from meeting challenges with honesty and individual effort. Students earn respect for themselves and their academic work through academic integrity and ethical conduct. Recognition, understanding, and using academic integrity policies prepare students for college, careers, and post graduation.

ACADEMIC KNOWLEDGE & SKILLS (AKS)

Gwinnett County Public Schools is dedicated to pursuing excellence in academic knowledge, skills, and behavior for each student. The Academic Knowledge & Skills (AKS) outline what we, and our community, believe all children should learn at each grade level and in each subject or course. By setting these standards for our students, we are providing the greatest opportunity for their success, both in their education and in their future endeavors as adults. More information is located at www.gcpsk12.org.

ACCEPTABLE USE OF ELECTRONIC MEDIA

Failure to follow the guidelines established in school policy and the Gwinnett County Public Schools Student Conduct Behavior Code will result in disciplinary action that may include restricted or denied access to school computers and other instructional technology tools. Electronic Media Policy & Procedure information is provided in the Student Parent Handbook (GCPS), and Student Agenda Book (Section V. Student Conduct).

ACTIVITIES AND CLUBS GENERAL GUIDELINES

Shiloh offers many extracurricular activities for all levels of student involvement. Shiloh High School offers the opportunity for students to participate on various athletic teams and in academic activities. We believe that many opportunities for growth and enrichment can be found through student participation in athletics, academic clubs, service organizations, and career-focused activities.

Club sponsors should follow these general guidelines:

1. The club should have written guidelines for membership, purposes, and procedures.
2. A club's budget is generated by dues and fundraisers approved by the Athletic/Activities director.
3. The sponsor must attend all meetings and functions on campus.
4. All meetings and activities should be scheduled through the community school director.
5. All meetings will be held after school unless otherwise approved by administration.
6. The sponsor will check each student's permanent record to ensure that the student is eligible for club/activity membership.
7. Disciplinary infractions may result in temporary or permanent suspension of participation in extracurricular activities.

Attendance

- Students must attend school at least three full class periods to be eligible to participate in extracurricular activities for that day.
- Students who are serving In-School Suspension or Out-of-School Suspension are not allowed to participate in any extracurricular activities, including practice or games, on the date of the suspension.

Eligibility Regulations

- Team membership is subject to tryouts and Georgia High School Association regulations. In order to be eligible to compete in athletic, academic, or any extracurricular competitions, students must have passed at least five subjects the preceding semester and be on track for graduation. Sophomores must have five units, juniors must have eleven units, and seniors must have seventeen units. A student also must meet the residency requirement for athletics, i.e., live in the Shiloh school district.

ADVERTISEMENTS/POSTERS

Advertisements of non-school sponsored activities or functions are to be approved by Dr. Gore or the principal. Posters advertising school sponsored activities may be put up only after approval from the club or activity sponsor or administration and may only be placed on cork strips. No decorations are allowed on lockers. Damage done to the facility caused by placement of these posters will be the responsibility of the person/organization putting them up.

AFTER SCHOOL PROCEDURES

Parents and guardians are reminded that the school day ends at 2:10 pm. By 2:20 pm, all students should have exited campus or be under the direct supervision of a teacher, coach, or club sponsor. Procedures for students to follow if staying after school for a club or tutoring:

1. All students must leave the building at 2:10 p.m..
2. Students who have a re-entry pass, may re-enter the building through the Black and Silver outside gym door.
3. Sponsors, coaches, and staff will pick up their students from the BSG between 2:15 and 2:30 p.m.
4. Students who have not been picked up by 2:30 p.m. will exit the building and leave campus.
5. Any student loitering after school hours may be subject to disciplinary consequences.

ALCOHOL AND DRUG AWARENESS PROGRAM (ADAP)

All students enrolled in a health class are required to take and pass a state-mandated course on alcohol and drug awareness. On completion and passing this course, students are issued an ADAP certificate. Students may request a replacement certificate, between 6:45-7:00 a.m. and 2:10-2:20 p.m., from Ms. Simmons in the AD office for a fee of $5. There is a two (2) day turn around for this information. There is no charge for the ADAP verification.

ATTENDANCE

Student attendance is critical for achieving academic success and maximizing instructional time. Attendance responsibilities are shared between parents and students.

State law requires attendance at school from ages 6 to 16. It also authorizes strict penalties for non-attendance. Excused absences are defined by state law and include only the following areas:

1. Personal illness or when attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the 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 family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purposes of validating the absence.
3. A court order or an order by a government agency including pre-induction physical examination for service in the armed forces, mandating absence from school.
4. The observation of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to the student's health or safety.
6. Registering to vote or voting in a public election, this shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or parent or legal guardian prior such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
8. Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances.

9. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

Unexcused Absences: Absences are considered unexcused for reasons such as:

1. Missing Bus
2. Family Visits/Vacations/Trips
3. College Visits
4. Oversleeping
5. Power Outage
6. Car Trouble/Traffic/Accidents
7. Passport/Immigration
8. Babysitting
9. Running Errands
10. Skipping School
11. Family Emergency
12. Driving Tests
13. Dual Enrollment Orientation
14. Unspecified

Returning to School After Absence:
When a student is absent from school, they must bring a written note from the parent or guardian explaining the reason for the absence, the date(s) of the absence, and a daytime phone number for verification. Students have two days to provide the note. All notes are submitted to the Attendance Office for review. If a student forgets to bring a note, the absence is considered unexcused. To ensure timely and appropriate communication between the school and home, parents/guardians should promptly notify the school of any changes in the student's address or phone number as listed in school records.

Class work and tests missed due to unexcused absences may be made up within the unit window. Extension will be made at the discretion of the teacher.

Excessive Absences Protocol

A series of letters has been developed to communicate attendance expectations and inform parents about attendance issues and consequences. These letters will:

- Emphasize the importance of regular attendance
- Notify parents of students with excessive unexcused absences from previous year
- Inform parents when students under 16 years old have accumulated 5 unexcused absences (considered truant)

A student is deemed to have critical attendance when exceeding ten (10) absences in a semester without medical documentation. At this stage, the following interventions may be necessary:

- Requiring medical documentation for future absences
- Convening a Student Attendance Review Committee
- Referring the student to the school counselor
- Referring the student to the school social worker
- Referring the student to Juvenile Court
- Considering withdrawal from school

AWOLS (TRUANCY)
3.10 Rule 10: Unexcused Absences
Students who leave campus without checking out will be considered truant (AWOL). Students who skip a portion of a class, or classes will also be considered truant. Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out in the Attendance Office, even if classes have not yet begun. If a student is present at school but misses class due to illness and fails to notify the teacher or an administrator, the student will be considered AWOL. Students out of class without an ink signed pass from their teacher may be considered AWOL. **Any student who leaves campus without permission may have Driving/Parking privileges revoked. <u>Students who drive are not allowed to go to their vehicle during the school day.</u>**

A student is considered AWOL and subject to behavior consequences, including temporary or permanent revocation of campus parking privileges if he/she:

- Leaves campus without checking out
- Arrives to school late and fails to check-in through the Attendance Office
- Is absent from school without parent permission
- Skips a portion of a class, a full class, or several classes
- Is out of class without an ink signed pass from a teacher
- Fails to go to The Commons and stay in The Commons during assigned lunch period
- Goes to vehicle without permission

Consequences for AWOL will range from an administrative conference/warning to ISS/OSS. Excessive AWOLs will result in a County Attendance Contract, which could lead to a disciplinary hearing.

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

Rule 10	Description of Violation	Level
10A	Tardy to class	I, II or III
10B	Tardy to school	II or III
10C	AWOL from class	II or III
10D	AWOL form school	II or III
10E	Unexcused absence (failure to comply with compulsory school attendance law)	I, II or III
10Z	Other:	I, II or III

- **1st Offense: Red Slip (Re-entry conference with guardian), parent notification**
- 2nd Offense: Saturday School, written referral, parent notification
- 3rd Offense: 1 Day ISS, written referral, parent notification
- 4th Offense: 2 Days ISS, Counselor Referral, ***Rule 10 Attendance Contract***, parent notification
- 5th Offense: 1 Day OSS, written referral, parent notification, 30 day school suspension for parking and all extra curricular activities, parent notification
- 6th Offense: 3 Days OSS, referral written, ***SARC Meeting***, parent notification
- 7th Offense: 5 Days OSS, referral written, ***Behavior Correction Plan***, revocation of parking pass remainder of school year, 60 day suspension from all extra-curricular activities, parent notification
- 8th Offense: 5 Days OSS, referral written, **Red Slip, *Rule 12 Behavior Contract***, parent notification
- **9th Offense: Panel, OSS pending a Disciplinary Hearing (Parent Must Attend)**

BUS TRANSPORTATION

Students are permitted to ride only their assigned bus. Exceptions to this rule can be approved by a school counselor.

BUS NOTES

Students are required to ride their assigned bus. If a student's home address changes during the school year, the parent/guardian must update their student's address so that the student can be routed to the new address.

Permissive Transfers: Bus passes will not be issued to any student attending Shiloh High School on a permissive transfer.

CAFETERIA SERVICES
Shiloh High School offers excellent lunch and breakfast programs to its students and staff. Lunch lines operate on a self-serve basis allowing students a choice of items as well as portions to be served. Students may elect to serve larger portions of particular items but will be appropriately charged for these extra portions.

- Students are not allowed to leave campus for lunch.
- All food should remain in the cafeteria, unless admin permission is granted.
- Students are not allowed to bring in food from outside vendors.
- Food deliveries are not allowed (Uber Eats, DoorDash, etc.). Outside food will be stored until 2:20 in the 4C Suite. Food that is not picked up by 2:20 will be discarded at 2:20 p.m.
- Students leaving campus during this time will receive an AWOL disciplinary referral for 1 day of ISS.

CERTIFICATE OF ATTENDANCE
Students may request their certificate of attendance from the Attendance Office between 6:45-7:00 a.m. and 2:10-2:20 p.m. There is a two (2) day turn around for this information. The cost for the certificate of attendance is $5.00. There is no charge for the ADAP verification.

CHEATING
Cheating includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement. Cheating includes, but is not limited to, the following:

1. Looking at another student's answers or work or sharing answers on an independent assignment or assessment unless expressly permitted by the teacher.
2. Attempting to communicate information in any way during an independent assignment or assessment unless expressly permitted by the teacher.
3. Having cheat sheets or information written on the body or other personal objects.
4. Using programmed calculators or other electronic devices unless expressly permitted by the teacher.
5. Looking at quiz, test, or exam materials prior to their administration.
6. Sharing or receiving information regarding an assignment or assessment.
7. Failing to give credit when the ideas, words, or works of others are used.
8. Submitting work that is not created by the student. This includes, but is not limited, to file sharing (submitting the same work with different header, copying files to and from electronic devices and web tools, and/or receiving or purchasing solutions or works from others).
9. Taking or transmitting photographs of secure assignments or assessments.
10. ANY electronic device (including, but not limited to, cell phones and smart watches) visible during ANY assessment can be considered cheating. At no time during an assessment should an unauthorized electronic device be visible or accessible.

11. Cheating is inexcusable conduct and will be dealt with strictly. A zero will be given for the assignment. The teacher will contact the parent(s), and a record of the incident will be placed in the student's disciplinary file. On the second and future offenses, students will result in consequences in addition to a zero. Students may lose other privileges, positions, or opportunities as determined by the administration.

    Plagiarism: Plagiarism is the act of stealing, using, and/or representing another person's ideas or words as your own writing or ideas.

    Examples of plagiarism include but are not limited to:

    - Copying phrases, sentences or paragraphs without quotation marks and giving proper source information.
    - Paraphrasing or summarizing ideas without giving proper source information
    - Selling or giving work to another student to submit it as his or her own (contract cheating)
    - Asking someone or paying someone to create a work you intend to call your own (contract cheating)
    - Downloading or copying information from the internet or an AI program and submitting it entirely or partially as your own
    - Submitting another student's work as your own

    Shiloh Consequences for cheating/plagiarism:

    - Zero for the assignment
    - Teacher contacts the parents(s)
    - A record of the incident is placed in student's disciplinary file
    - Multiple offenses may result in consequences in addition to a zero
    - For more information about plagiarism and how to avoid it, please visit Plagiarism.org.

CHECK IN LATE
Check-In Procedure (late arrival):

If a student arrives after 7:05 am, they must enter through the Attendance Door located near the student parking lot. Upon entering, the student will:

1. Present a current, dated, and signed note from a parent or guardian stating the reason for the tardiness. The note should include a daytime phone number to reach the parent or guardian.
2. Have the tardy classified as excused or unexcused according to the same guidelines applied to student absences, and receive an admit note.

3. Present the admit note (tardy slip) to the teacher upon arrival to class.

Parent verification (presentation of a photo ID) is mandatory for checking students in or out. Student check-out is from 7:05 a.m. to 1:30 p.m. Students must be checked out in person by the parent/guardian/adult listed on the student's profile.

1. Students will check out from the Kiosk entrance, located on the side of the building near the theater. If a student does not check out through the Kiosk, he/she will be considered AWOL from class/school."
2. Student check-out is from 7:05 a.m. - 1:30 p.m.
3. Students must be checked out in person by the parent/guardian/adult listed on the student's profile.

CHECK OUT SICK

Students who become ill during the school day must go to the clinic before checking out.

1. If a student is too ill to remain at school, someone listed on the emergency contact information will be contacted by phone.
2. Student's must be checked out from the clinic, which is located near the Attendance Office.
3. Students who leave campus without checking out will be considered AWOL from school.

Students Attending Maxwell or Shiloh

1. If a student attends Maxwell or Grayson School of Technology in the morning and does not plan to return to Shiloh for the afternoon classes due to illness, doctor's appointment, etc., the student must check-out from the attendance office at Maxwell or Grayson. Failure to check-out can result in the student being considered truant for the classes at Shiloh.
2. If a student attends Shiloh for morning classes, and Maxwell or Grayson for the later part of the day and the student does not plan to attend the afternoon classes, the student must check-out at Shiloh before leaving campus. Failure to check-out can result in the student being considered truant from Maxwell or Grayson.

CLASS RANK

Class rank is based on the cumulative numerical grade average. The student's class rank is listed on the bottom of his/her transcript.

CLINIC

The clinic worker is present in your child's school to act as a liaison between home and school regarding health concerns. Although the clinic provides this service, clinic workers are NOT registered nurses or medical assistants, therefore, they cannot diagnose or treat illness. Prompt arrival of the parent/legal guardian upon notification of your child's illness is extremely important. By working together and keeping contagious illnesses contained at home, we can strive to ensure the health and wellbeing of every student so that he/she can benefit from the educational program. Please remember to make sure the school knows how to reach you during the day.

Medications On School Campus Procedures

Gwinnett County regulations indicate that we must have permission in writing to administer medication to your child. This is a requirement for all medication that will be administered by the clinic worker. Please complete one form for each medication. A "Parent/Guardian Authorization to Administer Medication at School" form is available for your convenience on the school web site or in the clinic. The clinic does not store any kind of medication except for medications brought into the clinic by the parent for their child. The medication is then stored in a student file and only given to the student to whom it belongs. Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily often can be given before school, after school and at bedtime. If you have any questions about this procedure, please call the school clinic. All medications, both prescription and over the counter, must be accompanied by the medicine release form and brought to the school clinic by an adult. All medications must be in the unopened container.

Original Child Proof Container

Prescription medications must be in the labeled prescription bottle. Medication stored in envelopes, baggies, etc., will not be administered, and will be discarded. Medications must be picked up at the end of the year, or the school will dispose of them. Healthy students make better learners. Optimal education and optimal health can be achieved simultaneously. Your school clinic worker is an important team member who links health with learning so that your child can be successful at school.

Illness/Reasons to Keep Your Child Home From School

It can be hard to decide whether or not your child is too sick to go to school. You often may not be able to tell if your child is going to get better or worse during the school day. Also, if your child has had many complaints of pain in the past that have caused him/her to miss school, you should think about whether your child is avoiding school. It will be important

for you to talk to your child and find out the reason.

You should keep your child at home if your child might spread a contagious disease to other children or if your child is too sick to get through the school day. Children who are sick have a difficult time learning and may spread illness to others.

COLLEGE VISITATION: SENIORS
Seniors are permitted two college visits. A completed Pre-Arranged Absence Form must be brought to the Attendance Office at least two (2) days in advance of the visitation day. The senior will not be counted absent, and will be allowed to make up work if verification of the college visit is presented to the Attendance Office when the student returns from the absence. Verification from the college must be a letter on the stationery of the college. A brochure from the college or parking permit will not be considered verification.

COMPULSORY EDUCATION LAW
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.
Gwinnett County Public Schools has an attendance protocol in place. 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 5 unexcused absences is considered truant.

CONCURRENT ENROLLMENT IN A NON-GWINNETT COUNTY SCHOOL
Any student taking classes through non-Gwinnett County school programs may be responsible for End-of-Course. Assessments required for the second semester of the following classes: Algebra I, Biology, U.S. History, and 11th. Grade Language Arts. Contact your counselor or the Testing Office for more information. If the non-Gwinnett County Public Schools program requires that the final exam be proctored locally, employees of Gwinnett County Public Schools may not assume this responsibility.

CONTRIBUTIONS
Parents and guardians are given the opportunity to make financial contributions at the beginning of the school year to help support the academic program at Shiloh High School. These funds are over and above those provided by the Q.B.E. Act of 1985 and enable teachers to enhance student learning. No student will be denied access to or participation in a course funded by the Gwinnett County Board of Education.

COUNSELING OFFICE

The Shiloh High School Counseling Department offers a comprehensive program focusing on academic, career, and life skills development. Counselors are assigned based on students' last names. Appointments can be made by emailing the student's assigned counselor

Counseling Support:

Registrar: Esther Cade

Counseling Clerk: Thelma Armstrong

Grade	Assignment	Counselor
9th	A-K	Dr. Gizani Maxie
9th	L-Z	Dr. Nadege Azor
10th - 12th	A-D	Dr. Lawree Glenn
10th - 12th	E-K	Mr. Brian Haskins
10th - 12th	L-Q	Ms. Taryn Ellis
10th - 12th	R-Z	Ms. Modupe Salimonu
10th - 12th	Graduation Counselor, Dual Enrollment Coord.	Ms. Beyonka Adams

CREDITS REQUIRED FOR GRADUATION AND PROMOTION

Areas of Study Required Units

English/Language Arts	Must include 9th grade Language Arts and American Literature (11th grade)	4
Math	Must include Algebra: Concepts & Connections (Algebra I), Geometry: Concepts & Connections and Advanced Algebra: Concepts & Connections (Algebra II)	4

Science	Must include Biology, Chemistry, Physics, and required Science Elective	4
Social Studies	Must include World History, U.S. History, Economics and American Government	3
Modern/Classical Language, and/or Fine Arts and/or Technical Education	Any combination of Fine Arts, Career & Technical Education, or Modern/Classical Language** **Two (2) units of Modern/Classical Language are required for university admission in the state of Georgia	3
Health and PE	Must include Personal Fitness and Health	1
Additional Electives		4
TOTAL UNITS		23

PROMOTION REQUIREMENTS (To move to the next grade level)	
Grade	**Units Required**
9th to 10th	5
10th to 11th	11
11th to 12th	17
Graduation*	23
* Students must meet graduation rules and standardized assessment requirements as determined by state and district policies.	

DELIVERIES AND COMMUNICATION DURING SCHOOL

The school will not interrupt instructional time for any items dropped off for students. In addition, we can NOT accept deliveries such as outside food, balloons, flowers, etc. Students, including students returning from Maxwell, Grayson Tech, and other career internships, may not bring in outside food (including DoorDash, Uber Eats, and other restaurants). Outside food will be stored until 2:20 in the 4C Suite. Food that is not picked up by 2:20 will be discarded at 2:20 p.m.

DETENTION

If a student is scheduled for an Administrative Detention and fails to serve, he/she will receive additional consequences which may include additional Administrative Detentions, Saturday School, or in-school suspension (ISS).

Administrative Detentions may not be rescheduled except for medical emergencies. Late students are not permitted and will receive consequences for failure to serve.

Unexcused Failure to Serve Saturday School

Students who fail to serve the assigned day will be seen by an administrator and assigned ISS or OSS suspension. Late students are not permitted and will receive consequences for failure to serve.

DISCIPLINE

At the beginning of each school year, each student is provided with a "Student/Parent Discipline and Intervention Handbook." It is important that both students and parents become familiar with the discipline program that has been established by the Gwinnett County Board of Education.

SHILOH HIGH SCHOOL EXPECTATIONS

1. Students are expected to demonstrate Shiloh PRIDE: Prepared, Respectful, Integrity, Disciplined, Engaged. Therefore, students are expected to conduct themselves as mature young adults while on the Shiloh campus.
2. Students are expected to comply with reasonable requests of staff, including identifying themselves by name when asked.
3. Students are expected to remain seated in The Commons during lunch.
4. Students are expected to behave appropriately in the hallways.
5. Students must exit the building by 2:20 in the afternoons unless at a school-sponsored activity and supervised by a teacher or coach.
6. Students should remain in supervised areas once they arrive and while they are on campus. Students are not to loiter in the restrooms, stairwells, or outside of the building.
7. Students are expected to be in class when the bell rings.
8. Students must have a hall pass to be in the hall when class is in session.
9. Students may not wear anything which may make them unable to be identified.
10. Each restroom stall is intended for the use of a single student. Students found in the same restroom stall may be subject to disciplinary consequences.

DRESS CODE

Students at Shiloh High School are expected to dress in a manner that supports a positive learning environment, free of distractions and disruptions. They are expected to observe dress and grooming standards that align with the “Excellence by Design” atmosphere at Shiloh High School. Any attire or personal grooming that is considered contrary to good hygiene or disruptive to the educational process will not be permitted. If a student's attire is deemed inconsistent with promoting excellence, as determined by a school administrator, the student will be asked to correct it. Failure to comply will result in disciplinary action.

If a student is sent to the office due to a dress code infraction, instructional time is disrupted for the student, the teacher, and the other students in the class. Additionally, more time is lost if the administration decides that the clothing needs to be changed and the student must wait for a parent to bring a change of clothing. It is crucial for students to understand that time out of class will be considered unexcused.

The faculty and administration of Shiloh High School recognize that for the dress code to be effective, parents and students must attend to their clothing before leaving for school in the morning. Parents are encouraged to assist the school by regularly monitoring their student's attire. We request and appreciate the cooperation of students and parents in this regard.

Specific Dress Code Areas Addressed (This list is not all-inclusive):

1. Pants and shorts must always be worn at the waist and not be so large that they sag. "Muscle" shirts, sleeveless attire, undershirts cut like muscle shirts, exposed sports bras, or undergarments are unacceptable. Shirts must be worn at all times by all students while on the school campus.
2. In accordance with GCPS Board policy regarding weapons, gangs, and drugs, clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisements, or artwork. This includes offensive words and designs that depict or suggest violence, sex, hate groups, tobacco, drugs, and/or alcohol. This prohibition extends to depictions or suggestions of blood, death, and/or weapons.
3. Clothing associated with gang activity is not acceptable. Students are not allowed to display clothing or symbols identified by the Gwinnett County Police Gang Task Force as commonly associated with criminal gangs. Garments, bandanas, jewelry, body art, and tattoos that communicate criminal gang allegiance are not permitted at school, nor may any item be worn in a manner suggesting criminal gang affiliation.
4. Shorts, skirts, and dresses may NOT be shorter than four inches from the top of the knee or shorter than the tips of one’s fingers. No skirts, shorts, or pants with revealing slits/splits or holes are allowed. Items with holes above the knee must be worn with undergarments such as jeggings, leggings, or biker shorts to ensure that skin is not exposed. Running shorts are not permitted during regular school hours. Immodest or excessively short clothing is prohibited. Bottoms that fall below the waistline and are considered “sagging” are also not permitted. Cat suits and one-piece bodysuits are prohibited.

5. Headgear is prohibited in the building during school hours. Visors, hats, bandanas, head coverings, bonnets, hair picks, hair combs, sunglasses, and other items may not be worn or brought to school by students. Exceptions may be granted by the principal for religious or medical reasons.
6. The following articles of clothing are NOT allowed at Shiloh High School: bare midriff clothing, halter tops, strapless tops, backless tops, spaghetti straps, see-through or mesh clothing, tank tops, or any clothing that exposes undergarments. Shirts must cover the stomach, cleavage area, and back at all times.
7. Shoes must be worn on campus at all times. Bedroom slippers/shoes are not allowed.
8. For safety reasons, flip-flops and slides are highly discouraged from being worn on campus.
9. Blankets and pillows are not to be brought to school.

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:

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
2. 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.
3. Disciplinary actions as described by the Student Conduct Behavior Policy (Policy JDC) will be imposed on students who violate the standards of conduct. Employees should refer to Gwinnett County Public Schools' policies and procedures for pertinent disciplinary sanctions.
4. 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 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.

DUAL ENROLLMENT

Juniors and seniors who wish to participate in the Dual Enrollment program can potentially receive both high school graduation credit and college credit. Several options are available for students to participate in this program.

EARNING CREDITS
Gwinnett County Public Schools offers several means by which students may retake courses that have been failed during the regular school year. These programs include: School Plus programs offered through Phoenix High School, Gwinnett Online, Credit Recovery, and GCPS Summer School. GCPS believes that providing ways for students to make-up credits through its school system and based on its AKS will provide the best foundation for success in subsequent classes, standardized tests, and postsecondary education. Counselors, teachers, and administrators can advise students as to the appropriate GCPS classes required for graduation but cannot recommend or offer advice regarding other programs outside of Gwinnett County Public Schools. However, if these alternative programs are utilized, it is the responsibility of the student and/or parent to communicate this intent to the appropriate counselor, investigate the accreditation status of the program, and have an official transcript with the grade and credit earned sent to the Counseling Office. Graduating seniors must have classes completed by May 1 and verified by an official transcript.

ELEVATOR ACCESS
An elevator is available for those who are unable to use the stairs. The elevator is operated by key only. An elevator key may be checked out from the Clinic with the appropriate medical documentation.

EMERGENCY PREPAREDNESS PLAN
A comprehensive safety plan has been established for the welfare of all students. A copy of this plan is located in all administrative offices.

END OF COURSE (EOC)
End of Course tests will be given during the final weeks of 2nd semester in 11th grade Language Arts, US History, Biology, and Algebra I. These tests will count as 10% of the final grade and cannot be exempted.

ENROLLMENT OF NEW STUDENTS
When new students enroll, a counselor meets with the student to review the courses taken at the previous school and/or in previous years. Next, the Curriculum Office generates a schedule for the student. Teachers will be notified by the Registrar if a new student is being added to the class.

Every effort is made to place new students in the appropriate classes. However, difficulties do arise particularly for students who are transferring to us from another state. There may also be incidents where we do not offer the exact class(es) in which a student was enrolled at the prior school. If you have questions about the student's schedule, please email the assigned counselor and the Curriculum Office.

EXAMS/EXEMPTIONS (Graduating Seniors Only)
Students are not permitted to exempt a state End of Course Assessment. However, they can exempt a District Assessment (DA) as permitted by the county or course final. Students who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. The exam can improve the average but cannot lower it. Students in AP and IB courses can qualify to be exempt if their overall average is a 90 with the 10 points added. If a senior takes an EOC, they are exempt from taking the performance final for the course. In order to exempt a final exam, graduating seniors must meet the following criteria:

Honor Graduates: High school graduating seniors who have an overall "A" average, 90% or greater, will be exempt from taking local semester examinations for the second semester except when an EOC Assessment is required.

Seniors: High school graduating seniors who have an "A" average, 90% or greater, in a specific course may be exempt from taking a local second semester examination on a course-by-course basis.

EXTRA-CURRICULAR ATTENDANCE POLICY
A student must be marked present for the school day to participate in all extracurricular events held that evening, including practices, productions, athletic events, and other school-related activities. To participate in weekend events, such as dances, games, or plays, students must be present for the school day on Friday. For Prom attendance, students must be present for all periods the day before or the day of Prom. Students who are assigned to In-School Suspension (ISS), Out-of-School Suspension (OSS), or pending Tribunal on the day of an extracurricular activity may not participate in that activity. According to Georgia state regulations, students cannot miss more than ten days in any single class during the school year for school-related activities. However, students are allowed to make up any missed work due to participation in these activities.

FOOD SERVICES.
Students may put money on an account through mypaymentsplus.com. It is a debit account and may be used to purchase meals and a la carte items. Any amount of money can be put on an account at any time through the cashier stations. Students are allowed to charge up to $4.00, after which charging privileges are suspended. Charges are not allowed for supplemental or ala carte items.

FIELD TRIPS

- A student must obtain each of his/her teachers' signatures confirming their grade in the class. Failure to follow this procedure could result in disciplinary action.
- If a student is not passing all classes, has disciplinary consequences, or is otherwise not in good standing, at the time of the trip, he or she may not be permitted to attend.

- The student is responsible for making up any work missed during his/her absence. Parents and students should give careful consideration to participating in an off-campus activity if the student does not have a passing grade in all his/her classes. Students who are not passing all classes may not be allowed to participate in an off-campus activity.
- Lack of attendance and/or discipline history may also affect eligibility for participation.
- Parents and students should be aware that there is no guarantee of refunds for deposits or prepaid trips.

FINAL EXAM MAKE UP POLICY

Students absent for Final Exams will have 10 days (starting the first day of school for the next semester) to complete the exam. After 10 days, the grade will be recorded as a zero.

GA FUTURES

GA Futures is a very useful site for all high school students as well as parents. It contains career, college and financial aid information. It also has a parent section, a section to practice for the SAT, ACT, ASSET and the COMPASS, as well as a section to create a student profile, which will help students complete all types of applications when they are seniors. The website is www.GAfutures.org. Another website useful for students to explore careers, colleges and scholarship information is www.virtualjobshadow.com This site also contains an excellent career survey to help students discover careers that might interest them. Personal profiles can be created and saved.

Other Websites:

- www.A2Zcolleges.com - career, college, athletics and financial aid information
- www.collegeboard.com - register for the SAT, practice for the SAT and get college information
- www.actstudent.org - register for the ACT, practice for the ACT and get college information
- www.gsfc.org - the Georgia Student Finance Commission is the “one-stop shop” for Georgia residents looking for scholarships and other forms of financial aid for college
- www.shilohhighschool.org - Shiloh’s website where you can check the Counseling site for college and scholarship information

GIFTED EDUCATION PROGRAMS (GIFTED AND TALENTED EDUCATION)

The Gwinnett County Public Schools gifted education program serves students in grades K - 12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades, and Gifted

Program at the high school level. Any teacher who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.

Gifted 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. Contact Rita McGill or Dr. Kimberly Dawson regarding questions/concerns.

HALL PASSES

The first and last ten minutes of class will be a restricted time period where hall passes are issued for urgent matters only and at the teacher's discretion. Students may not be outside of their assigned classroom without a pass that is signed by a staff member. All passes must indicate the student's name, time the student left class, destination, and must be signed by a staff member. A pass only entitles the student to walk the most direct path to and from the intended destination, including but not limited to the restroom nearest the classroom. Students not following the guidelines above may be considered AWOL.

HALLWAY TRAFFIC

For safety and smooth traffic flow, students should ensure they are not blocking the hallways. Sitting in hallways is not permitted before, during, or after school. Students should walk on the right side of the hallways and stairs.

HARASSMENT/BULLYING

Harassment and/or bullying are not tolerated. If a student feels that he/she is being harassed or bullied by another student, it should be reported immediately to a teacher, counselor, or administrator. Bullying and verbal threats are against school rules and should be reported to an administrator or by calling 1-877- 729-7867. NOTE: Bullying violations may result in a disciplinary hearing.

HONOR GRADUATES

Shiloh High School will recognize Honor Graduates based on their cumulative GPA at the end of the first semester of their senior year, using a 90.00 (not rounded) cumulative GPA scale. To qualify as an Honor Graduate, a student must have completed a full year (two semesters) of core courses at Shiloh High School. Students transferring from a non-accredited institution must meet this requirement to be considered for class rank, honor graduate status, or membership in any Shiloh honor society.

Seniors who earn a cumulative grade point average of 90 or above for their coursework in high school will be awarded the distinction of Honor Graduate at graduation ceremonies. Those identified at the end of the Fall semester will receive a gold cord at Honors Night in the Spring. Those achieving this status at the end of the Spring semester will also be recognized at graduation.

★ *VALEDICTORIAN AND SALUTATORIAN*

The student named Valedictorian will be the senior with the highest overall cumulative average at the end of the first term of the senior year, and the Salutatorian will be the senior with the second highest overall cumulative average. This rank is determined midyear only. To be eligible, both students must be enrolled at Shiloh High for the 1st and 2nd semesters of their junior and senior years. The Valedictorian and Salutatorian must not have been found in violation of cheating and must have no disciplinary referrals resulting in In-School Suspension or Out-of-School Suspension. In the case of an appeal, the decision of the appeals committee will be final.

HOMEBOUND/HOSPITAL
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 instruction. Please contact the Assistant Principal for Special Education for more information.

HOMEWORK
The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension and remediation of instructional objectives, and practice of skills. A student who will be out of school for three or more consecutive days should contact teachers directly or check the teacher's eClass page to collect homework assignments for the period of time he/she will be absent. The student is expected to turn in all requested work by the end of the unit.

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 One 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.

HOPE GRANT

The HOPE Grant is available for Georgia residents seeking a certificate or diploma who are attending a branch of the Technical College System of Georgia or a unit of the University System of Georgia. Students are eligible for the Hope Grant regardless of grade point averages.

IMMUNIZATION

All students must be properly immunized and have the official Georgia immunization form on file in the registration office. Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to withdrawal from Shiloh High School.

INSTRUCTION

Objectives

Students will be provided with a course syllabus containing the AKS objectives for each instructional unit. This ensures students know what is expected of them by their teachers so they can study effectively.

Incompletes

Incompletes will be entered as 0's until the assignment is made up. Late work and do-overs will be accepted until the end of each unit.

Late Work

Grading will not be based on the behavior. It will be based on mastery of the AKS. The teacher will accept any missing work while in the unit of study up to the administration of the unit assessment. Students should complete all NTI's by the end of the unit assessment. The teacher will schedule one make-up/retest opportunity for tests (80 or below). Exceptions are at the discretion of the teacher. Departments can collaborate to administer retake/makeup assessment sessions after school. Teachers should utilize the contact log to communicate all make-up efforts to keep students and parents informed.

Make-Up Work

When a student has an excused absence, he/she must make up any work missed by the end of the unit. It is the student's responsibility to see that this is done at the teacher's convenience, outside the regular class period. If the work is not completed by the end of the unit (or according to the teacher's plan), the student may receive a zero for the uncompleted work. Students are responsible for work missed while on a field trip.

Pass to Play!

Shiloh High School offers the opportunity for students to participate on various athletic teams and academic activities. Team eligibility and consistent membership is subject to

tryouts and Georgia High School Association regulations. In August 2008, The Georgia High School Association adopted eligibility standards for participation in High School athletics. See your coach or guidance counselor to check your eligibility status.
Students must be present at least half of the school day in order to participate in or attend any extracurricular activity that afternoon or evening. This includes practices or rehearsals. Extenuating circumstances may be appealed through the administration.

Progress Reports

Parents of students who are in danger of failing will be notified in writing (progress reports) or by a parent phone call. After six weeks of each semester, progress reports are given to each student stating academic progress at that time. A second progress report is issued after the twelfth week, giving the cumulative average.

Report Cards

Report cards are issued at the end of each semester. At the end of the school year, report cards are mailed home.

LOST AND FOUND

Items found in and around the building will be locked in a closet and kept there for no longer than 10 business days. Items can be claimed during lunch. Found articles should not be taken off the campus. Cell phones and other valuable items will be turned in at the 4C Suite Clerk. Shiloh High School is not responsible for cell phones, headphones, shoes, or other items.

MEDIA CENTER

The purpose of the Shiloh High School Media Center is to provide students and staff with access to a variety of research tools and useful information to enrich and supplement the educational process.

- *Hours*
  - Monday – Thursday: 6:45 AM to 3:00 PM
  - Friday: 6:45 AM to 2:30 PM
- *Computers*
  - It is expected that all students use the Media Center computers for schoolwork. Personal email, surfing the Internet for fun, and similar non-academic activities will not be permitted. Payment is expected for printing in the Media Center. Black-&- white prints are 10¢ per page and color prints are 25¢ per page. To enable students to find quality information on the Internet, GCPS pays for student access to excellent educational databases. Home access passwords for these databases are available at the Media Center circulation desk and on the student's eClass page.
- *Books*

    - To borrow a book, students must provide their GCPS student number or show their school ID card. A student may borrow up to three books at a time. For fiction and non-fiction books, the loan period is ten school days; however, reference books are for overnight check-out only.
- *Fines*
    - Fines are charged when a book is returned past the due date. Fines can be avoided by renewing the loan on the book before it is due. The late fee for fiction and non-fiction books is 10¢ per day. The maximum fine that will be charged for a single late book is $5.00. Full payment for lost books is expected. The replacement cost for a fiction or non-fiction book is set by the county at $20 per book. The replacement cost of a reference book is set at $50.00.

MEDIA RELEASE FORM

By signing the Response Form in the Student/Parent Handbook, parent's consent to GCPS recording or taking images of their student at GCPS facilities for possible use in a range of communications, including submission to news outlets and use in GCPS social media and other communication channels. As the parent of a student, parents may elect to withhold their consent for GCPS's use of photographs, audio recordings, and/or video recordings of the student. To withhold consent, the parent/guardian or the eligible student must notify the principal in writing within 10 days of receipt of this handbook. 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.
3. Be signed and dated by the parent, guardian, or eligible student. Written notice will be effective for the current school year only.

NUTRITION PROGRAM

Students are no longer allowed to charge their lunch unless approved by the Cafeteria Manager or Assistant Manager before purchase. Please keep track of your account by going to www.mypaymentsplus.com to view your account as well as place money on the account at any time using credit, debit card, or your checking account. If you would like to apply for free or reduced lunch, please visit www.schoollunchapp.com

ONLINE CAMPUS

Online courses are offered as School PLUS classes or through Gwinnett Online Campus, outside a student's regular class schedule. Students may take courses to get ahead or to make-up a class previously failed. These courses have teacher-directed deadlines, due dates, and examinations. Although students must have counselor's approval, online classes and/or recovery classes are not the school's responsibility. Students must contact Gwinnett Online Campus to discuss these classes.

PARENT LIAISON
The Parent Liaison facilitates various programs and services:

- Welcoming and assisting parents with a student-specific needs
- Managing the operations of the Shiloh High School Parent Center
- Providing training for parents on educational materials
- Assisting parents in understanding Title I, school accountability, AKS, report cards, learning compacts, assessments, and graduation progression,and more
- Orienting new parents to the school
- Creating opportunities for parental involvement in their student's education
- Coordinating academic-based workshops and learning opportunities for parents at flexible times
- Organizing a volunteer program, including recruiting and providing continuous training for volunteers

PARENT PORTAL

The Parent Portal is a program to allow parents and guardians the ability to check their child's grades, attendance, and discipline during the current school year. To participate, parents must register by completing a registration form (also located on the school website) and showing proof of identification at the school's Main Office.

PARKING
Parking is a privilege and is for Juniors and Seniors only. Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. *NO REFUNDS WILL BE ISSUED*. In order to receive a parking permit, a permit has to be purchased on MyPaymentsPlus and the student must provide a copy of a valid Driver's License and an up-to-date proof of Insurance. The parking hang tag must be visible at all times. In the event a student must drive a temporary vehicle to school, please notify the parking lot attendant upon arrival. Personal notes left on the dash are not acceptable. Unauthorized vehicles will receive a parking ticket and could be towed.
Parking permits may not be sold, traded, or transferred from one student to another. Any student who sells, trades, or gives his parking pass to another student will have his parking privileges suspended for the rest of the school year. The student who receives the unauthorized parking permit will have their parking privileges suspended for the school year.
Efforts are made to ensure parking lot security; however, Shiloh 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.
Student Drivers Check Out Form (click here): A parent or guardian of a student driver must complete the Check Out Form, ensuring that their valid and current ID has been uploaded as well as a verification contact number. All information needs to be

received by the attendance office by 10:00 a.m. and confirmed by 11:00 a.m., in order to check out the student.

1. Drivers and passengers must leave their vehicles and parking lot immediately upon arrival and report to their classrooms.
2. **Students are not allowed to go to their vehicle during the school day**. No one may enter the parking lot during the day (except those students that are scheduled to leave) without written permission from the Administration. ***Vehicles are not considered lockers.***
3. The Administration has the right to search your vehicle as deemed necessary under reasonable suspicion. Such searches may be conducted without notice, without student consent, and do not require a search warrant.
4. Busses and pedestrians always have the right of way.
5. Be courteous and cautious.
6. **Speed limit is 10 mph**
7. No loud mufflers, tire squealing, fast starts, "doughnuts," reckless driving, or loud radios will be tolerated. Cell phones cannot be used while driving.
8. Students are not allowed to ride in the back of any pick-up truck or on top of vehicles.
9. After leaving school, students should not return without written permission.
10. No smoking while arriving in, leaving, or walking through the parking lot.
11. Any reassignment of parking spaces can only be done by the Administration.
12. Your vehicle must occupy no more than 1 space.
13. All vehicles must have a Shiloh Parking Hang Tag to park on school campus.
14. Teachers cannot give you permission to park on campus. Any special parking arrangements must be approved through the Administration.
15. Students are expected to comply with all State of Georgia Traffic Rules and Regulations and Road Safety Rules while on school property.

****Discipline, grades and attendance also play a part in whether a student's parking permit may be revoked. Excessive tardies can also result in the students parking being revoked.**

PBIS: POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Shiloh High School is committed to helping every student succeed in the classroom and in all aspects of their lives. PBIS (Positive Behavioral Interventions and Supports) is designed to teach and motivate students to make the personal choices necessary to thrive in our society. We reinforce positive choices through various acknowledgments throughout the school year. Our school-wide PBIS Matrix is PRIDE: **P**repared **R**espectful **I**ntegrity **D**isciplined **E**ngaged Students can earn points for their positive behavior choices in these five expectations. Points become currency that students can use at the PBIS store, to enter giveaways, entry into semester-end celebrations, and more exciting incentives. The number of stamps required for specific items will be indicated to your students.

PHOENIX HIGH SCHOOL

Phoenix High School exists to serve the needs of high school students who prefer a non-traditional setting or who need to retake failed classes. The academic year is divided into four nine-week mini semesters. Students may contact Phoenix High School to find out about the cost of the classes. Phoenix is accredited by the Southern Association of Schools and Colleges. Prior to registration, students must consult a counselor to obtain a signed course registration form. Students who have withdrawn from their home school to attend Phoenix on a full-time basis may not participate in the graduation ceremony of their home school. Phoenix students participate in the Phoenix graduation ceremony upon completion of course requirements. For a full- time Phoenix student to graduate from his/her home school, the student must withdraw from Phoenix and enroll in his/her home school for the student's entire final semester of high school.

PICK-UP AND DROP-OFF

Drop-off for students is restricted to the back lot that you enter campus from Bethany Church Road. The front drive of the school is for bus use only and should not be used to drop off students or pick them up at any time.

PRE-ARRANGED ABSENCES

(College Visits, Out of Town Travel)

The Gwinnett County Board of Education strongly advocates attendance for the entire year in order for the student to obtain a maximum benefit from the educational opportunities offered. If a parent decides to allow his/her student to miss school for travel, a college visit (seniors only), or for a reason considered unexcused by [6] the State, the Board will consider the absence from school as unexcused.

However, if the absence has been pre-approved by the school, the student may make up the work missed during the absence. A pre-approved absence requires the student to give written notification to the Attendance Office in advance and must include the date and reason for the absence. The student is then given a Pre-Arranged Absence Form to be completed by the parent and teachers.

Students will not be approved for more than five school days each year for pre-arranged absences (2 days for college visits).

It is the student's responsibility to make arrangements within five (5) school days to make up the work. Any previously assigned projects or term papers that are due during the absence must be turned in to the teacher the first day the student returns to class. Any work assigned by the teacher and not made up by the student will receive zeroes. The teacher has no responsibility for giving the student special instruction over the work missed, and the teacher has the right to decide whether to give the make-up assignments in advance or following the absence.

PROGRESS UPDATES

Students and parents can access up to date information on their academic, attendance, and behavioral progress via the Parent or Student Portal. Links to the portals are available on the school's website. If you desire additional information about your student's progress, please email the teachers individually. Our teachers will respond within 24 hours to emails. If you are not registered for the Parent Portal, please visit the Family Engagement Center of the school to be registered.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not appropriate and will result in school consequences.

REGISTRATION

Each February, students will register for courses for the following year. Classroom teachers are responsible for advising their students concerning course requirements and recommending placement in the appropriate course. Department heads and administrators will provide teachers with the information needed to register students. Counselors are available to help students with individual course needs. During March through May, students and their parents are given an opportunity to check their course selections and request changes, if necessary.

RESIDENCY

Parents or guardians must provide proof of residency within the district and attendance zone when enrolling a student initially in a school. Shiloh High School reserves the right to request updated residence information at any point throughout the school year.

RESTORATIVE LUNCH

Students who violate school rules may be assigned lunch detention.

RIGHT TO SEARCH

In efforts to ensure the safety and welfare of students and school personnel, school authorities possess the authority to conduct a reasonable search of students, including but not limited to their possessions, lockers and 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 a reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, local school rules or any illegal, unauthorized, or contraband materials.

If found, authorities may search a student's locker/vehicle 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 found in the Gwinnett County Board of Education Student/Parent Handbook.

SCHEDULE CHANGES

Students have opportunities to verify and confirm their courses prior to the start of the school year. Schedule changes will be made the first three days of the semester. Schedule changes will be limited to the following reasons:

1. The student previously passed the course he/she is scheduled to take while at Summer School, School PLUS, or at Phoenix;
2. The student must have a course to meet graduation requirements for Spring or Summer graduation;
3. The school made an error in scheduling
4. The change is necessitated by an IEP, 504 plan, or administrator request.

SCHOLARSHIPS AND FINANCIAL AID

The Hope Scholarship and the Zell Miller Scholarship are available to Georgia residents who have demonstrated academic achievement. Specific eligibility requirements as outlined by the Georgia Student Finance Commission can be accessed on www.gafutures.org. Additionally, the Free Application for Federal Student Aid (FAFSA) is available online at www.gafutures.org. The form may be completed in October of the student's senior year.

STUDENT RECORDS

Gwinnett County Public Schools provide the student and his or her parents/guardians with important rights pertaining to student records through policy "JR." These rights include:

- the right to receive this information in a format understandable to the student and parent;
- the right to inspect and review student records by parent (and in the case of students over the age of 18, by students) 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 is removed from the 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; and
- 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.

STUDENT IN GOOD STANDING

Certain privileges are extended to "students in good standing," including parking permit eligibility, class officer election qualifications and office, and participation in such activities as pageants and some extracurricular clubs and activities. A student shall be considered "not in good standing" if any of the following conditions apply:

1. The student has excessive absences or tardies.
2. The student has repeated or serious disciplinary referrals including academic dishonesty.
3. The student has unfulfilled obligations or school debts, including but not limited to, lost books, overdue library or parking fines, unreturned athletic equipment or other school owned property, unpaid financial obligations, or un-served detentions.

TARDIES TO CLASS *10A, 10B tardy to class (Level 1), tardy to school (Level I)

All students are expected to be in school and/or class on time. This means being inside the classroom before the tardy bell begins to ring. Students will be given a warning for the first two tardies. After the third unexcused tardy, students will be disciplined according to a hierarchy of responses assigned by the administration. Tardies are monitored per semester.

Shiloh High School Tardy 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 after the ringing of the 7:05 AM bell.

Students arriving at school after 7:05AM must sign in the Office of Attendance/Student Services Office before proceeding to class. Report directly to the Student Services office upon arrival on campus to check in.

Excused Tardies Policy:
Students will only be given an excused tardy pass if the reason for arriving to class after 7:05AM meets the Excused Absence policy guidelines.

Unexcused Tardies Policy:
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 the student is not in the room on time, then the student must go to the nearest Tardy Station. At this location, the student will obtain a pass and then be sent to class. The student will not be allowed into class without the pass. If a student fails to get a pass and/or

fails to attend class, the student will be considered AWOL (absent without leave/permission).

Consequences for Unexcused Tardy to Class: cumulative total of tardies, not per class and parent notification will occur each time after the first violation:
1st Offense: Warning
2nd Offense: Warning with parent contact
3rd Offense: Following Day Detention 2:30PM - 3:30PM (Mon-Thurs)
4th Offense: Saturday Detention 7-11:00 AM (Intervention/referral to see administrator)
5th Offense:Red Slip- Restorative Parent Conference
6th Offense: Saturday Detention 7-11:00 AM (Intervention/referral to see administrator)
7th Offense: 2 Days In School Suspension, 30-day Parking Suspension
8th Offense: 3 Days In School Suspension
9th Offense: Red Slip- Restorative Parent Conference
10th Offense: 2 Days Out of School Suspension, 60-day Parking Suspension
11th Offense: 3 Days Out of School Suspension
12th + Offense: The consequence issued at the discretion of administrator
Failure to serve any consequence will be 1 day suspension

TEXTBOOKS
Students are responsible for reimbursing the school for lost or damaged textbooks. To take exams on the regularly scheduled exam day, students must turn in or pay for the textbooks issued to them. If a textbook is lost, students should see the teacher of that class or visit Ms. Simmons in the AD office for the replacement cost. Payments for lost textbooks can be made on MyPaymentsPlus.com, and a copy of the payment page should be printed as proof of payment. If the textbook is found later, a refund will be issued by the county in the form of a check.
According to Gwinnett County School Board procedure, lost or damaged textbooks must be purchased through the school at the full, current price. Purchasing textbooks from other markets (online, bookstores) is not an option. Failure to settle lost or damaged textbook issues may result in the loss of privileges, such as participation in extracurricular activities, school privileges (including parking), and/or delays in issuing grade reports, diplomas, transcripts, or certificates of progress.

TRANSFER CREDIT
Credit will be awarded from accredited schools only. The definition of an accredited school is one that is accredited by or holding provisional status from the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Southern Association of Independent Schools and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council and/or one of the following regional accrediting agencies:

- Middle States Association of Colleges and Schools (MSA)

- New England Association of Schools and Colleges (NEASC)
- North Central Association of Colleges and Schools (NCA)
- Northwest Association of Schools and Colleges (NASAC)
- Southern Association of Colleges and School (SACS)
- Western Association of Schools and Colleges (WASC)
- The Alabama Independent School Association

Grades transferred to Gwinnett County Public Schools from home school or a non-accredited, public/private school for courses required for graduation in Gwinnett County Public schools will be accepted upon the student passing a locally/state developed examination for each course for which credit is requested. It is the student's responsibility to take the appropriate tests, so please check with your counselor to determine how to take them.

If a student scores 70% or better on the exam or exams, the grade(s) will be recorded on the transcript as pass (P) and credit will be awarded; however, these courses will not be calculated in a student's grade point average. Scores under 70% will not be recorded on the transcript and no credit will be awarded.

TRANSFER OF RECORDS

Copies of a student's academic and discipline records will be transferred to officials of other schools or school systems in which the student seeks to enroll. Parents should notify the Registrar by completing a withdrawal form. This form is available in the counseling office and should be completed prior to moving. Withdraw packets can be picked up by the parent approximately 48 hours after completing the withdrawal paperwork.

VISITORS

All individuals who are not students or faculty members of Shiloh High School must obtain permission from the administration to be on campus or inside school buildings. Visitors are required to register their visit in the official log book or computer located in the main lobby, in accordance with Gwinnett Board of Education policy. A visitor's identification badge will be issued and must be worn at all times while on school property. After completing their visit, visitors must return their identification badge to the main lobby to clear the logbook or computer.

VOLUNTARY STUDENT CONTRIBUTIONS

Voluntary monetary contributions help support various programs and activities at Shiloh High School. They are not required of any student, and individuals will not be adversely impacted if they do not contribute. Contributions may be made through MyPaymentsPlus.

TITLE IX COMPLAINTS AND SEXUAL HARASSMENT

Shiloh High School treats reports concerning sexual harassment or a violation of Title IX in a serious manner.Reports should be filed with the Local School Title IX Director, Travonta Burgess or Meshaun Vaughn.