

SHS Student Supplemental Handbook 2016-2017

Swainsboro High School

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Swainsboro, GA 30401

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The purpose of this handbook is to provide information regarding school policy and procedures to students and parents. This handbook is provided to you at no cost. However, the replacement cost will be \$5.00.

The information in this book was the best available at press time.
Watch for additional information and changes.

Property of:	
Address:	
Phone #	
In case of emergency, please notify:	
Name	Phone #

Swainsboro High School Alma Mater

Hail to thee,
Dear Swainsboro High
With your Black and Gold
We will ever
Love and Cherish,
Memories you enfold
Oft in Fancy we will Travel
Back to high school days
Live again with you in dreaming
Wake to Sing Your Praise

List of Contents

ALMA MATER	Authority of the Principal
ADMINISTRATION	Authority of the Teacher
MISSION	DISCIPLINE
GENERAL EXPECTATIONS	Positive Behavior Interventions and Supports
ATTENDANCE PROCEDURES	Progressive Disciplinary Procedures
Attendance	Behavior Referrals
Attendance Procedures	Conflict Resolution
Check In/Check Out Procedures	After-School Detention
Tardy Procedures	Tribunal Hearings
Excessive Absences and Attendance Appeal	Non-Traditional /Alternative Education Programs
Unexcused Absences and Truancy	Cell Phones and Other Electronic Devices
Social Worker Invention	Bring Your Own Device - Student Policy
BELL SCHEDULE	Netbook Discipline Policy
COUNSELING AND GUIDANCE	Special Discipline Conditions
Address Changes	EXTRACURRICULAR ACTIVITIES
Advisor/Advisee	Athletics
Awards, Honors and Scholarships	Clubs and Organizations
Career Center	Fund Raising
Graduation Exercises	Sportsmanship Rule
Graduation Policy	MEDIA CENTER
High School Graduation Requirements	POLICIES
Homework	Assemblies
Honor Graduates	Book Bags, Equipment Bags and Lockers
Honor Graduate Criteria	Bus Procedures
Promotion Requirements	Campus Littering
Seal of Endorsement	Care of Classrooms, Buildings, and Grounds
Senior Class Rank	Dress and Grooming
Student Information	Family Life Education
Transfer Grading	Financial Obligations
Withdrawal from School	Emergency and Disaster Procedures
CURRICULUM AND INSTRUCTION	Flowers and Gifts
After-School Program	Food
Course Syllabus	Insurance
Field Trips	Messages
Standardized Testing Program	Outside Food
SHS Testing Schedule	Parent-Teacher Conferences
Grades and Grading	Personal Property
Exam Exemptions	School Council
Honor Roll	School Day
Honors Classes	Selling Unauthorized Products
Hospital/Homebound Instruction	PARKING
Netbooks	STUDENT ILLNESS
Textbooks	TELEPHONE USE
Parental Involvement	VENDING MACHINES
Parents Right to Know Letter	WEATHER WATCH
CODE OF CONDUCT	
General Expectations	

ADMINISTRATION

Denise Warnock, Principal
Jansen Ware, Assistant Principal/Athletic Director
Rusty Kea, Assistant Principal
Tammy Gray, Instructional Coordinator
Clair Collins, Counselor
Monica Pace, Counselor
Mac Barron, Media Specialist

The administration, faculty and staff welcome you to Swainsboro High School – Home of the Tigers. Swainsboro High School has a long tradition of being a school of excellence. We hope that you will continue this tradition of doing and being the best.

This handbook has been developed to assist you in understanding rules, regulations, and procedures that govern SHS. Read it carefully with your parents so that you will be knowledgeable about the information it contains.

Mission: To graduate all SHS students with a meaningful diploma based on rigorous standards which ensures college and career readiness delivered by highly qualified educators.

GENERAL EXPECTATIONS OF STUDENTS

- *A student must present hall pass to be permitted in the hall after tardy bells during the school day. Failure to abide by this procedure could lead to disciplinary action from the SHS administration.*
- *Students are expected to leave the school campus immediately after the last class of the school day. The school building is closed from 3:30 p.m. until 7:00 a.m. Students involved in extracurricular activities should be with their coach or club sponsor after school hours.*
- *Cell phone use is prohibited in the school building from 7:00 a.m. until 3:15 p.m. See *Bring Your Own Device (BYOD) Policy* for more information on cell phone and electronic device usage.*
- *SHS students are expected to conduct themselves as ladies and gentlemen both on campus and at school-sponsored functions.*
- *No student has the right to interfere in any way with his/her classmates' right to learn. It is expected that each pupil will have personal conduct that will in no way interfere with the educational opportunities of other classmates.*
- *The school is not responsible for students' personal valuables. Students should not bring excess money or valuable property to school.*
- *Students are expected to report to class on time and with the necessary materials for class.*
- *Students will respect and obey all school staff members at all times.*
- *The principal will make and enforce such rules as are necessary for the efficient operation of the school, even though the rules are not specifically stated in the handbook or elsewhere. Students are expected to follow those rules.*

ATTENDANCE PROCEDURES

ATTENDANCE

1. *The Emanuel County Board of Education has set ten (10) school days as the maximum number a student may miss from any given course per semester. Students who miss more than ten (10) days and those who do not successfully appeal their absences will not be given credit for that course.*
2. *A student must be in class for at least half of the instructional period to be counted present. When a student is not in class, he or she must be marked absent.*

3. Absences can be excused for the following reasons:
 - A. Personal illness
 - B. Serious illness or death in the student's immediate family.
 - C. Governmental agency mandates
 - D. Religious holiday
 - E. Conditions rendering attendance hazardous to health or safety
 - F. Registering to vote or voting in a public election
 - G. 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 her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. § 20-2-692.1)
4. Students shall be counted present when they are serving as pages of the Georgia General Assembly
5. Classwork due to an unexcused absence can be made up at the teacher's discretion. If no grade is given to the class, the student with unexcused absences should not receive a grade.
6. The state of Georgia's Teen-age and Adult Driver Responsibility Act (TAADRA) requires that schools report students with ten (10) or more unexcused absences. This reports results in the suspension of the student's driver's license. The report will also prevent the student from acquiring a learner's permit or driver's license. The suspension is for one year or upon the date of the student's eighteenth birthday, whichever comes first.

ATTENDANCE PROCEDURES

1. Students who are absent from school are required to bring an excuse for their absence. The following must be written on the excuse:
 - A. first and last name of student
 - B. date of absence
 - C. reason for absence with documentation attached if required
 - D. parent/guardian signature
2. Excuses are presented to the Attendance Secretary at the Student Services window. The absence is documented as excused or unexcused and registered in Infinite Campus.
3. Students have FIVE (5) school days to bring their excuse after the date of the absence. After five days the unexcused absence will remain unchanged unless the excuse presented is from a medical professional.
4. If an absence is excused, it is the student's responsibility to obtain missed assignments. The number of days students have to make-up the work within a nine-week period will be outlined on the course syllabus.
5. No more than FIVE (5) parent-written excuses will be accepted per semester

CHECK IN/CHECK OUT PROCEDURES

1. Students who arrive at school after the tardy bell rings at 7:55 will report to the Student Services to receive a pass to class.
2. A student who arrives at school after 1st period needs to sign in the front office.
3. A student who needs to leave school before the end of the school day must either bring a note from home signed by a parent, including a current contact phone number to student services **before school** and receive an early dismissal form or have an adult whose name is on the information sheet come in and sign him/her out. **A student will not be permitted to check out of school early based on a telephone request.**
4. **Any student** who leaves school before the end of the day must sign out in the front office.
5. During final exams, students will not be permitted to check out until the end of the class period even if the student is exempt from taking the final. ALL CALL will NOT be used during exams for students to be dismissed.

TARDY PROCEDURES

First Period Tardies

1. If tardy to school, students report to the Student Services window in the commons area to receive a pass to class.
2. The attendance clerk will change the unexcused absence to a tardy.
Students will receive behavior points for tardies as covered in the point system.

EXCESSIVE ABSENCES AND ATTENDANCE APPEAL

An administrator will oversee the attendance appeal process. He/she will be assisted by an attendance committee composed of teacher, counselors, and/or administrators.

If a student has more than 10 absences in a class and is passing the class, he or she must follow the attendance appeal process as follows:

1. Two weeks before the end of the semester, students with 10 or more excused or unexcused absences in any class must pick up an appeal form from the assistant principal's office; have it signed by a parent or guardian, and return the form to the office.
2. Students and their parents will be notified of the date and time that the Attendance Committee will meet.
3. The student and a parent or guardian must meet on the designated day with the committee.
4. The Attendance Committee will have all documented excuses on file at the attendance appeal.
5. Students and parents will be informed at the end of the semester if credit will be given in classes with excessive absences.

UNEXCUSED ABSENCES AND TRUANCY

Emanuel County Board policy states that any student with more than 5 unexcused absences is considered truant. The following process will be used if a student is truant:

1. 3-5 Unexcused Absences: Teacher intervention; phone contact
2. 5 Unexcused Absences: Counselor makes contact; phone contact; letters mailed, notes sent home by student; parent conferences; discussion concerning attendance during Response to Intervention (RTI) meetings and Individualized Educational Program (IEP) meetings.
3. 8 Unexcused Absences: Counselor makes Social Worker Referral
 - 3 Unexcused Tardies/Early Releases is the equivalent to 1 Unexcused Absence
 - Excessive Excused Absences: In the event a child has 10 or more excused absences with an excuse being written by the parent, a counselor or social worker, the designated administrator and the parent will meet to address reason for the absences. This excludes written excused absence from Health Care Providers. In some cases, a referral is made to Truancy court; in others, there may be a need for interventions from outside agencies.

Social Worker Interventions:

1. Attend RTI/IEP meetings to address issue of attendance
2. In the event there is an open DFCS case, Social Worker will contact case worker for assistance in addressing the problem.
3. In the event the student is involved with DJJ, probation officer will be contacted
4. In some cases, letters will be sent or home visits will be made.

BELL SCHEDULE

Bell Schedule			Lunch with Block III		
Block	Begins	Ends		Begins	Ends
Students Enter Halls	7:35	Report to 1 st Block	1 st Lunch	11:20	11:50
First Bell	7:47		2 nd Lunch	11:50	12:20
Warning Bell	7:52		3 rd Lunch	12:25	12:55
1st Block	7:55	9:25 Breakfast to Go	4 th Lunch	12:55	1:25
Warning Bell	9:32				
2nd Block	9:35	11:10			
Warning Bell	11:12				
3rd Block	11:15	1:25			
Warning Bell	1:27				
4th Block	1:30	3:05			

Advisement Bell Schedule			Lunch with Block III		
Block	Begins	Ends		Begins	Ends
1st Block	7:55	9:10	1 st Lunch	11:20	11:50
Advisement	9:15	9:50 Breakfast to Go	2 nd Lunch	11:50	12:20
2nd Block	9:57	11:12	3 rd Lunch	12:25	12:55
3rd Block	11:17	1:25	4 th Lunch	12:55	1:25
4th Block	1:30	3:05			

2016-17 Advisement Days – Aug 1 (arrival), Aug 17, Sep 7 & 21, Oct 12 (grades) & 19 (PSAT/ASVAB), Nov 9, Jan 11 (grades), Feb 8, Mar 1 & 22 (grades), Apr 19

Club Day Bell Schedule			Lunch with Block III		
Block	Begins	Ends		Begins	Ends
Students Enter Halls	7:35	Report to 1 st Block	1 st Lunch	11:20	11:50
First Bell	7:47		2 nd Lunch	11:50	12:20
Warning Bell	7:52		3 rd Lunch	12:25	12:55
1st Block	7:55	9:25	4 th Lunch	12:55	1:25
Club A	8:55	9:25 Breakfast to Go			
Warning Bell	9:32				
2 nd Block	9:35	11:10			
Club B	10:40	11:10			
Warning Bell	11:12				
3 rd Block	11:15	1:25			
Warning Bell	1:27				
4 th Block	1:30	3:05			

2016-17 Club Days – Aug 5, Sep 2, Nov 4, Dec 2, Jan 6, Feb 3, Mar 3 and May 5 (Oct 14 and Apr 14 if needed)

COUNSELING AND GUIDANCE

The counseling department consists of the following with their areas of responsibility:

Clair Collins – 11th & 12th Grades
 Monica Pace – 9th & 10th Grades

Theresa Pressey – Guidance Secretary

Swainsboro High School has a comprehensive guidance and counseling department. It is designed to be the primary source of student services. Counselors are available to assist students with the instructional program as well as personal matters. In addition to academic and career planning, the guidance office serves as a referral system to agencies within the community that address health, psychological, and social needs.

Information concerning standardized testing is available through the guidance department. The PSAT/MNSQT, and ASVAB are given each fall. Applications are available in the guidance office. Information is also available about financial aid, scholarships, and other opportunities. The counselor will also provide guidance in study skills, test-taking skills, and personal-social concerns. SHS counselors are available to all students, parents, faculty, and staff.

ADDRESS CHANGES

If a student moves during the school year, he or she must report a change of address and telephone number to the guidance secretary, Mrs. Pressey.

ADVISOR/ADVISEE

All students will be given an academic advisor to assist in developing an educational plan. This will provide the student with consistent encouragement and help. Parents are encouraged to visit the school to meet with their child's advisor. Advisement sessions will be held periodically.

AWARDS, HONORS AND SCHOLARSHIPS

- **Academic Award:** This award is presented to the top students in grades 9 – 12. To be eligible, a student must have been on the honor roll each nine weeks and have an average of 90 or better. There is no rounding up.
- **D.A.R. Good Citizen Award:** This award is presented by the local D.A.R. to a senior selected by faculty and seniors.
- **Zell Miller Scholarship:** Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia.
- **Senate Youth Program:** This program was created for outstanding high school students to help broaden their knowledge and understanding of Congress and the legislative process in our nation's Capital and to dramatize, in particular, the crucial role The Senate performs in the maintenance of our government. Each high school selects a student to participate in the program. Following system-wide competition, the finalist competes at the region level. Region finalists then compete at the state level.
- **STAR Student and STAR Teacher:** Each year, the top academic senior is named the STAR student. To obtain the STAR nomination, a student must have the highest score in one sitting on the Scholastic Assessment Test (SAT) taken on any grade level through the November test date of his/her senior year and be in the top 10 students of his/her class based on grade point average. Each STAR student then names a STAR teacher. The program is sponsored by the Professional Association of Georgia Educators (PAGE) and the Georgia Chamber of Commerce. Additional information is available in the guidance office.
- **Honor Graduate:** Honor graduate status is determined at the end of the third nine weeks of the twelfth grade. Seniors must have a cumulative average of 90.0 or better.
- **Scholarship:** The school guidance counselor has information about scholarship.
- **Highest Academic Average:** This award is presented to students with the highest averages in their classes.

CAREER CENTER

Career-development materials are available to help students understand the application of what they are learning, to give meaning to the educational process and help them make reasonable decisions during and after formal schooling. The counselors are available to assist students in the utilization of career-center resources.

GRADUATION EXERCISES

Graduation exercises will be held at the end of the school year. The student who completes requirements for graduation at the end of the first semester will receive his/her diploma at May graduation but may request a letter

from the principal stating that he/she has met all requirements for graduation. The student may be allowed participate in the commencement exercise and any other senior activity; however, under no circumstances should the student participate in athletic, scholastic, and/or in-school competition. If he/she chooses to participate in graduation activities, it is the student's responsibility to:

1. Request a calendar of graduation-related events from the principal's office.
2. Comply with all instructions, such as attending practice; making advance payments; ordering cap and gown, invitations, and rings; and meeting other senior responsibilities. Noncompliance may void all the rights and privileges of the student.

Fifth- and sixth-year seniors who complete requirements for graduation at the end of the first semester may participate in the commencement exercises at the discretion of the principal. Seniors must be on campus for classes they are taking and leave campus immediately after classes. Fifth- and sixth-year seniors are allowed at the discretion of the SHS administration.

Participation in graduation exercises may be revoked by school administration for conduct which may be perceived as disruptive to the school environment. Participation in graduation exercises are at the discretion of the administration. **Records of discipline, attendance, and other information may be used to determine participation in the graduation exercise.**

GRADUATION POLICY

Swainsboro High School recognizes the importance of providing a comprehensive, well-balanced curriculum for all students. Upon completion of a chosen curriculum, students having acquired the necessary Carnegie units and having passed the graduation exam are eligible to receive a high school diploma. Students completing a chosen curriculum and having acquired the necessary Carnegie units but failing to have passed the required state assessments are eligible to receive a certificate of performance rather than a diploma.

Students must:

- A. Comply with the attendance policy established by the Emanuel County Board of Education.
- B. Comply with all graduation-related instructions, including attending graduation practice; making advance payments on graduation essentials; ordering rings, caps, gowns, and invitations; and meeting all other senior responsibilities.
- C. Pay all debts owed to the school prior to the group senior picture being made in May.

Noncompliance with any of the above stated responsibilities may void all graduation rights and privileges of the student. Students who lack units of coursework may attend school as a regular student during the next school term and upon successful completion of remaining coursework will be eligible to receive the appropriate diploma or certificate in the graduation ceremony at the end of the school term in which course work is accomplished.

HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation Rule
1 common set of requirements for all students
28 total units required for all students
4 units of English Language Arts required for all students <ol style="list-style-type: none"> 1. 9th Grade Literature 2. 10th Grade Literature 3. 11th Grade Literature (American) 4. 12th Grade Literature (British)
4 units of Mathematics required for all students <ol style="list-style-type: none"> 1. Coordinate Algebra 2. Analytical Geometry 3. Advanced Algebra 4. 4th Math meeting GaDOE criteria
4 units of Science required for all students
4 units of Social Studies required for all students

1. World History 2. Government/US History I 3. US History II 4. Economics
1 unit of Health and Physical Education .5 unit each
A total of 3 units required from: CTAE and/or Foreign Language and/or Fine Arts for all students (Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same foreign language. DTAE institutions (Technical College System of Georgia) do not require foreign language for admission.)
8 additional electives units for all students
Units Required for Emanuel County Schools 28

HOMEWORK

Parents and students should realize that homework is an integral part of the educational experience. It is a reinforcement of the classroom and may affect the final grade. Students will be assigned homework on a regular basis and should make every effort to complete it on time.

HONOR GRADUATES

The valedictorian will be the honor graduate with the highest GPA in the senior class, and the salutatorian will be the graduate with the second highest GPA in the senior class. To be eligible for either, a student must have completed 16 units of coursework at Swainsboro High School. Swainsboro High School will recognize all honor graduates. They will be identified in the graduation program, wear gold stoles, and lead the senior class in the commencement procession.

Swainsboro High School encourages qualifying students to participate in joint enrollment and post-secondary options programs. Grades earned in these courses will count toward high school graduation. **There will be no rounding up of averages.**

Honor Graduate Criteria

Honor graduate status is awarded to students who have a grade point average of 90 or above for course work attempted through the third nine weeks of the senior year. Honor graduates are expected to maintain high academic standards for the remainder of the year and conduct themselves in a manner becoming an honor student.

Grades earned in dual enrollment programs will count toward high school graduation and will be used in computing honor graduate status. Due to misalignment of dual enrollment grade reporting dates, senior second semester grades will not be used in computing honor graduate status.

PROMOTION REQUIREMENTS

- A. For 9th grade students to advance to the 10th grade, they must earn at least 6 units with 3 units being in academic classes.
- B. For 10th grade students to advance to the 11th grade, they must earn at least 13 units with 6 units being in academic classes.
- C. For 11th grade students to advance to the 12th grade, they must earn at least 20 units with 10 units being in academic classes.
- D. Grade 12th A student must earn a total of 28 units.

Academic classes are defined as math, language arts, science, and social studies.

Individual education programs for special needs students include standards for promotion where students are not capable of meeting the regular criteria.

SEAL OF ENDORSEMENT

High school preparation for college allows students to earn a formal seal of endorsement. The Emanuel County

Board of Education requires a college-preparatory program for all students for a rigorous academic experience. A formal seal of endorsement from the Georgia Board of Education will be awarded to those students who successfully complete the endorsed course of study. In addition to the college-preparatory seal of endorsement, a technology/career-prep seal is also awarded to students who successfully complete a program of study that is articulated with a technical school.

SENIOR CLASS RANK

One official class rank will be compiled. It will be computed at the end of school and will include the seniors who have scheduled a grading program to be completed at the end of the first and/or second semester. In case two or more students have the same (exact) rank, order should be as follows:

Rank	Name	Average
73	Joe Smith	82.460
74	Sue Jones	82.322
74	Tom Doe	82.322
75	Mary Lewis	82.208

The final averages are not rounded. Joe Smith would not have a final average of 82.5.

STUDENT INFORMATION

Each student is given a student information sheet to be taken home and completed by a parent/guardian. This sheet provides contact, transportation, emergency, and medical information as well as names of individuals who are authorized to check the student out of school. It is the responsibility of the student to keep these forms updated and accurate throughout the school year.

TRANSFER GRADING

A numerical (65, 85, etc.) transfer is counted, per se. A letter grade (A, B, etc.) is converted to a numerical grade using the grading scale shown on the transfer records. If no grading code is shown, the Emanuel County grading scale is to be used.

WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw from school or transfer to another school, parents must accompany students. The guidance office will handle all withdrawals. Students must return all textbooks, Netbooks and accessories, clear all fees, and return all military equipment. No recommendation or transfer of credits will be given until the necessary form is returned. Grades and other information will be inaccessible for other schools or job recommendations unless a student clears his record.

CURRICULUM AND INSTRUCTION

The SHS instructional program operates on an 18-week block semester system. The school year is divided into four 9-week grading periods. The curriculum is governed by the requirements of the State Department of Education, Georgia Accrediting Commission and Southern Association of Colleges and Schools. All courses carry one (1) unit of credit.

AFTER-SCHOOL PROGRAM

Teachers at SHS provide before and after-school academic tutoring throughout the school year. Please refer to the specific teacher's course syllabus for times and days.

COURSE SYLLABUS

Each classroom teacher will provide students with a class syllabus. The syllabus will include a brief course description and outline, grading procedures, and make-up policy.

FIELD TRIPS

Field trips are for the purpose of providing enrichment to the regular instructional program. However, students having excessive absences and/or chronic misbehavior, as well as those who are assigned to ISS/OSS, may not

participate. The student must have a signed permission form from each teacher to miss that teacher's class.

STANDARDIZED TESTING PROGRAM

State mandates require student participation in a wide array of assessments. The purposes of the testing program include monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming. Several of the assessments are utilized as part of the system's promotion/retention policy. Below is a list indicating the specific tests to be administered in the Emanuel County System during the 2016-2017 school year. Specific details related to each test are provided. Additional information is available in the counselor's office.

SHS TESTING SCHEDULE

Midterms:

1st Semester - September 29 and 30, 2016
2nd Semester - March 16 and 17, 2017

Finals:

1st Semester - December 15 – 3rd and 4th
December 16 – 1st and 2nd
2nd Semester - May 25 – 3rd and 4th
May 26 – 1st and 2nd
Senior Finals May 18 – 3rd and 4th
May 19 – 1st and 2nd

Georgia Milestone End of Course Test (EOC) – counts 20% of final semester grade

1st Semester – Dec 7 - 16, 2016
2nd Semester – May 9 - 19, 2017
Summer Retests June 19 - 23, 2017

EOC Winter 2016 Winter Test Administration

Wednesday, December 7 – ELA Parts 1 and 2
Thursday, December 8 – ELA Part 3
Friday, December 9 – Math Parts 1 and 2
Monday, December 12 – Makeup Day
Tuesday, December 13 – Social Studies Parts 1 and 2
Wednesday, December 14 – Science Parts 1 and 2

EOC 2017 Spring Test Administration

Tuesday, May 9 – ELA Parts 1 and 2
Wednesday, May 10 – ELA Part 3
Thursday, May 11 – Social Studies Parts 1 and 2
Friday, May 12 – Math Parts 1 and 2
Monday, May 15 – Makeup Day
Tuesday, May 16 – Science Parts 1 and 2

Georgia Alternate Assessment (GAA)

September 6, 2016 – March 24, 2017

ACCESS for English Language Learners

January 17 – March 3, 2017

PSAT (Preliminary Scholastic Assessment Test) – 10th grade
October 19, 2016

ACT

October 22, 2016 and February 11, 2017 @ SHS

End of Pathway Assessment (EOPA) For students who have completed three courses within a CTAE pathway

1 st Semester	November 14 - 18, 2016
	November 28 – December 2, 2016 (Make-ups)
2 nd Semester	April 17 – 28, 2017

GRADES AND GRADING

Each nine-weeks' average will be determined by grades derived from a combination of activities, including assignments (i.e., homework, class work, reports, projects, and compositions), daily participation, notebooks, quizzes, and both unit and weekly tests.

Grades will be calculated in the following manner:

- Daily/Homework = 25%
- Quizzes = 25%
- Tests = 30%
- Midterm Project = 20%

All students will be required to take a comprehensive exam at the end of each nine-week grading period.

Semester credit will be calculated at the end of the semester. Final averages for each course are calculated using the following formula:

Average of 1st and 2nd nine weeks = 80%

End of Course Test or Final = 20%

GRADING SYSTEM:

Numerical grades will be used on report cards and permanent records.

A	100-90
B	89 - 80
C	79 - 70
F	Below 70

Students will receive a report card at the end of each nine-week grading period. Progress reports will be issued at the mid-point of each nine-week grading period.

EXAM EXEMPTIONS

Students will be exempt from finals if they:

1. have an A and no more than 3 absences per semester
2. have a B and no more than 2 absences per semester
3. have a C and 0 absences

*Only exception is if a student scores distinguished on EOC

**3 tardies to class count as an absence for the purpose of exemption

HONOR ROLL

Honor Roll

A student with a 90 average overall shall be recognized on the Honor Roll. There will be no rounding up to 90.

Star Honor Roll

A student with all "A's" in all courses shall be recognized on Star Honor roll.

HONORS CLASSES

Requirements for Honors Classes:

Students currently enrolled in an honors class must maintain an overall semester average of 85 or above and make at least an 80 on the EOC or final whichever is applicable to be recommended for the next honors course in the sequence of study for that subject.

Students enrolled in a college prep class must maintain an overall semester average of 90 or above and make at least an 80 on the EOC or final whichever is applicable to be recommended for the next honors course in the sequence of study for that subject.

HOSPITAL/HOMEBOUND INSTRUCTION

Students who will be absent from school for an extended period of time due to illness may be eligible to participate in the hospital/homebound instruction program. The guidance office should be contacted to make arrangements for this program.

NETBOOKS

In 2010, Swainsboro High School was the recipient of an ARRA eTextbook Grant which, among other items, provided the school with 950 Netbooks for student and teacher use. Netbooks will be issued as classroom sets to all core course teachers (Math, Science, Language Arts, and Social Studies). Additional sets of Netbooks are available for loan to non-core classrooms as needed.

In addition, any individual student who has homework requiring use of a textbook may check out either a hard-copy text or a Netbook from the Media Center for use at home. Netbooks checked out in this manner will be due the following morning before school. Due to the limited number of remaining Netbooks, the Media Center will require a homework slip from a teacher, indicating that text-driven homework is required for that day, before any Netbook will be checked out to a student. Failure to return Netbooks promptly will result in disciplinary action.

TEXTBOOKS

All textbooks furnished free of charge to students shall remain the property of the state or Emanuel County School System. At the completion of each course of study, or at the instructions of the principal or teacher in charge, such textbooks shall be returned as directed. These books must be used for several years. If a student damages or loses a state-owned textbook, he/she must pay for a replacement. The parent, guardian, or other person having custody of a child to whom such textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks. It is the responsibility of the student or his/her parents, guardian, or persons having legal custody of the child to pay for lost or damaged textbooks before the issuance of a replacement. Teachers will inspect all textbooks issued to their students at the end of each semester or year. Fines will be assessed if the book has been damaged according to the extent of the damage. When a student loses his book, he will be assessed for that book before another is issued to him. Discount 15% for each year used. All books will be turned in to the principal's office.

Netbooks and accessories are available to students whose parents participate in Netbook Orientation and sign permission forms allowing their student to use a Netbook.

PARENTAL INVOLVEMENT

School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one (1) parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to the school from a suspension or

expulsion, the school will request at least one (1) parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. Such notification will be by telephone and by mail. The law allows the Board of Education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine not to exceed \$500.00 on a parent or guardian who willfully disobeys an order of the court under this law.

PARENTS RIGHT-TO-KNOW LETTER

Advising Parents of the Right to Know Information about a Teacher's Qualifications as Required by NCLB
[Section 1111(6) (A) ESEA.]

August 1, 2016

Dear Parent(s)/Legal Guardian(s):

Your child attends Swainsboro High School (SHS), which receives Federal Title I funds to assist students in meeting state achievement standards. Your child's school has met these standards in Mathematics and English Language Arts and has been removed from the Needs Improvement List.

At Swainsboro High School, we are very proud of our teachers and feel they are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in No Child Left Behind. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at Swainsboro High School at 478-237-2267 or email me at dwarnock@emanuel.k12.ga.us.

Sincerely,
Denise Warnock, SHS Principal

CODE OF CONDUCT

GENERAL EXPECTATIONS

The Emanuel County Board of Education has adopted a policy which requires all schools to adopt Codes of Conduct that requires students to conduct themselves in a manner that facilitates a learning environment for themselves and other students at all times. These standards for behavior require students to respect each other and school district employees to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district.

This school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students will be governed by policies, regulations, and rules set forth in the handbook.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;

- On vehicles provided for student transportation by the school system.

Authority of the Principal: The principal is the designated leader of the school and, in conjunction with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he/she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

Authority of the Teacher: The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the student in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Also, students may be disciplined for conduct off campus that is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct, to be supportive of it in their daily communications with their children and others in the community, to participate in school activities such as Boosters and to be actively involved in the behavior support process designed to promote positive choices and behavior.

DISCIPLINE

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

All schools in the Emanuel County School System will model and implement Positive Behavior Interventions and Supports (PBIS). Students who exhibit positive behaviors of being responsible, being respectful, and being safe will be rewarded periodically for their successes. This includes pep rallies, assemblies, programs, parties and other recognitions. Students with 5 or less behavior points will be recognized every 2 to 3 weeks with a PBIS recognition.

One of the most important lessons that a proper education should yield is discipline. At Swainsboro High School, we believe that it is the shared responsibility of the home and the school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Swainsboro High School students are expected to put forth their best effort and to conduct themselves in a manner that will promote a safe, orderly learning environment at all times. Any behavior that causes the learning atmosphere to be disrupted or that infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. ALL actions requiring administrative disposition will be dealt with on an individual basis. Dispositions may be increased or decreased depending upon administrative discretion. Law enforcement or other agencies may be called in at the discretion of the administration.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline

process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention
- Placement in an Alternative Education Program
- Short-term Suspension (In-School or Out of School)
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials.

The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Behavior Referrals

Most teachers utilize a point system for tracking classroom behavior. Under the tracking system if a student accumulates 15 or more teacher points in one week, he/she will receive a behavior referral for student incivility. During the school day, the principal or designee will call the parent/student to discuss the purpose(s) and consequence(s) for the behavior referral. Because all conferences with teachers and administrators are scheduled conferences, all parents are strongly encouraged to schedule a conference when the principal or designee calls. Conferences can be scheduled in the morning from 7:30 a.m. until 7:50 a.m., or in the afternoon from 3:00 p.m. until 3:30 p.m. with an administrator or teacher. Conferences may also be scheduled during the teacher's plan time. That information may be obtained from the front office. The student will receive a copy of all behavior referrals and it is his/her responsibility to notify the parent if the administrator cannot reach the parent. Major infractions will be handled on a case-by-case basis and may forego the teacher behavior referral process. **Students with discipline referrals may be kept from attending certain school sponsored events such as pep rallies, assemblies, recognitions, etc.**

In cases of chronic student incivility and /or other misconduct referrals which are not under the state discipline matrix, the following progressive discipline procedures will be followed:

A Collaborative Review can be held at any time.

The *First Behavior Referral* may result in an administrative warning.

The *Second Behavior Referral* will result in one (1) to three (3) day(s) of in-school suspension.

The *Third Referral* will result in one (1) to three (3) day(s) of in-school suspension.

The *Fourth Referral* may result in one (1) day of out of school suspension.

The *Fifth Referral* will result in one (1) day of out of school suspension. A required *parent/student/teacher/principal conference must occur before the student returns to school.*

The *Sixth Referral* will result in a two (2) day out of school suspension. A required *parent/student/principal conference must occur before the student returns to school.* A student behavior contract will be completed at this time if not already in place. It will be reviewed if already established.

The *Seventh Referral* will result in a two (2) day out of school suspension. A required *parent/student/principal conference must occur before the student returns to school.* The student behavior contract will be reviewed.

The *Eighth Referral* will result in a three (3) day out of school suspension. A required *parent/student/principal conference must occur before the student returns to school.* A chronic disruption letter will be imposed at this point.

The *Ninth Referral* will result in a three (3) day out of school suspension. A required *parent/student/teacher/principal conference must occur before the student returns to school.* The chronic disruption letter will be reviewed at this conference.

The Tenth Referral will result in an out of school suspension pending the outcome of the Collaborative Review or Tribunal.

CONFLICT RESOLUTION

Students have a process by which they may disagree with a teacher without creating a more difficult situation. The following steps must be used to seek a proper solution:

1. The students will not challenge the authority or judgment of the teacher during the class period nor in the company of other students.
2. The student will quietly accept the accusation, grade, assignment, or subject of disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The request may be made before or after school.
4. During the appointed meeting, the opinion of the student may be described in a calm manner. The student will listen carefully to the opinion of the teacher concerning the circumstance. If after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to a parent/guardian. If the parent/guardian feels that the conflict is not resolved, an appointment should be arranged with the teacher. If the conflict remains unresolved, a conference with the administration should be scheduled.

AFTER SCHOOL DETENTION (ASD)

ASD may be assigned by a teacher or administrator as outline in the code of conduct matrix. ASD will be held Monday – Thursday in the assigning teacher’s classroom from 3:10 – 4:10. Failure to report to ASD will result in one day ISS.

NON-TRADITIONAL/ALTERNATIVE EDUCATION PROGRAM

The Crossroads Alternative School addresses the general educational needs of students who have been unsuccessful in a traditional school setting. Crossroads Alternative School will serve as an alternative learning environment for students in grades 6-12 who have been referred to an alternative education setting. The program is a technology driven, individualized, competency-based program designed to meet the educational needs of all students. The primary curriculum is Odyssey Ware. Students and parents/guardians will complete an interview as part of the intake process. All parties must agree to the structured terms of the agreement. Upon acceptance, students will attend a non-traditional school day.

Graduating seniors who attend the Crossroads Alternative School due to disciplinary reasons are not allowed to participate in any Board of Education graduation activities. This does not include students who elect to attend by choice.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Use of cell phones, earbuds or earphones, cell phone accessories, and other electronic devices are not allowed anywhere other than in the cafeteria during lunch. Use in the hallways or classroom is not permissible, including change of classes. Any cell phone, cell phone accessory, or electronic device visible anytime other than lunch will be confiscated. Cell phones and devices hidden by students that are powered “on” and discovered by audible means (ex: vibration, ringing, beeping, etc.) will also be confiscated by search. Cell phones will be returned after school hours and only to a parent named on the student information sheet.

Consequences for cell phone use:

- 1st offense – Cell phone confiscated for 2 school days. (example: Monday – returned Wednesday; Tuesday returned Thursday, Wednesday returned Friday, Thursday or Friday – returned Monday)
- 2nd offense – Cell phone confiscated for 5 school days.
- 3rd offense – Cell phone confiscated for 10 school days.
- 4th offense – Cell phone confiscated for remainder of school year and 3 days ISS.
-

Refusal to give the electronic device to School Board employee will result in an automatic Major offense. Swainsboro High School is NOT responsible for the theft, damage, or loss of cell phones or accessories after confiscation.

Cell phones or cameras containing indecent, nude, or pornographic pictures or videos; or photos of drugs, weapons, acts of violence or gang-related activity will be confiscated and kept indefinitely or turned over to the School Resource Officer or other law enforcement agency.

BRING YOUR OWN DEVICE – STUDENT POLICY

Electronic Devices

Use of certain devices is permitted at Swainsboro High School as described below. Electronic devices are classified as disruptive, non-disruptive, and mobile phone devices. Permissibility of each type of device is described as follows:

Disruptive Electronic Devices

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices **are not permitted in any** area of SHS.
 - Use of cameras on non-disruptive devices and cell phones to take **still pictures or video is not permitted** on school grounds, including transportation, unless under the direct supervision of a classroom teacher, counselor, or administrator.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
 - Use of any electronic device in a classroom or other area of SHS not authorized by school personnel.
 - Listening to video or audio (this includes use of ear buds or ear phones).
3. Ear buds and earphones **may not be used or worn** in any hallway or commons area between the hours of 7:30 a.m. and 3:30 p.m.

Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disruptive devices are (a) laptops, (b) net books, (c) tablets, & (d) e-readers.
3. These devices may be used:
 - a. During classroom instruction and in the Media Center as ***permitted and directed*** by school personnel.
 - b. During an approved privilege period as ***permitted and directed*** by school personnel.

Cellular Phones

1. Use of cellular phones (including smart phones) for the purpose of **text or voice** communication is **not permitted** during school hours.
2. Cellular phones may only be used as directed by school personnel. Otherwise, cellular phones are to be turned off or muted during school hours.

Consequences of inappropriate use of electronic devices

1st offense – Device confiscated for 2 school days.

2nd offense – Device confiscated for 5 school days.

3rd offense – Device confiscated for 10 school days.

4th offense – Device confiscated for the remainder of the school year.

- *Refusal to relinquish a device violating this policy will result in an automatic Class II offense.*
- *SHS is not responsible for the theft, damage, or loss of a device brought to campus.*

Internet Connection

Students must have an acceptable use policy signed and on file at SHS. Students may connect to the internet using their internet provider.

Articles of Value

Large sums of money or articles of great value should not be brought to school. This is for the protection of the owners. The school cannot be responsible for money or valuable items that are brought to school. If a student has to bring club money or fund-raising to school, the student is to turn it in to the sponsor as soon as he/she arrives at school. Students are reminded that it is not a good practice to keep valuables or money in lockers.

Theft

Theft is a crime of opportunity! Students are directed not to leave their Smartphone or any other electronic device

unattended. Putting one of these items on a table, in a class, etc. and walking away invites theft. Taking one of these items to the gym and placing it on the bleachers, in a book bag or in an unsecured locker invites theft. SHS administrators receive reports daily of thefts due to the owner of these items leaving them unattended. **DO NOT LEAVE THESE ITEMS UNATTENDED!** SHS staff routinely warns students they must keep an eye on their electronic devices. It takes less than a minute for a theft to occur.

NETBOOK DISCIPLINE POLICY

1. Students who use Netbooks improperly in a classroom are subject to the disciplinary actions outlined below. Improper use includes:
 - a. Using or attempting to use Netbooks when a teacher or other school employee has requested that Netbooks not be used
 - b. Failing to log in to the computer monitoring software web site at the beginning of class, or intentionally logging out for the purpose of using the Netbook in an unapproved manner
 - c. Using the Netbook to access any unauthorized web site (i.e. *Facebook*), check email, or play computer games, either on line or through use of a storage device, during instructional time
 - d. Using a Netbook for access to answers for assessment questions, unless specifically allowed by a teacher (cheating on tests/quizzes, etc.)
 - e. Submitting class work, homework, projects, assessments or any other piece of work electronically that was not produced by the student or with the student as a participant (copying the work of others)
 - f. Using the Netbook to threaten, intimidate, malign, harass or bully a teacher, school employee, student, or any other person, or to participate in any other activity that might reasonably disrupt the educational process.
 - g. Switching, stealing or intentionally removing Netbooks or accessories not issued to the student, including removing/switching bar codes, batteries, name labels, etc.
 - h. Intentional damage/vandalism to Netbook and/or accessories
 - i. Allowing repeated, serious damages to a Netbook and/or accessories to occur through misuse and/or lack of reasonable care

Disciplinary procedures are based on the severity of the action:

a-c are to be documented on behavior point form

Habitual – loss of netbook privileges, by discretion of administration

d-e

Cheating or submission of work done by others but claimed as original work by the student will result in disciplinary action based on cheating policy.

f

Bullying will result in disciplinary action based on Georgia law. All other offenses will be disciplined based on discretion of administration.

g-i

Loss of netbook privileges for remainder of school year or enrollment in Swainsboro High School, at the discretion of the administration

SPECIAL DISCIPLINE CONDITIONS

Any student who accumulates more than ten (10) absences per semester, who is failing all classes, and who has to be disciplined for uncooperative or disruptive behavior after losing credit will be subject to withdrawal from school for the remainder of the term if said student is sixteen (16) years of age or older.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

GHSA rules state that a student is eligible to represent his/her high school when he/she:

1. Is a regular student carrying four (4) units of work counting toward graduation.
2. Is on track for graduation.
3. Has passed three (3) of four (4) subjects counting toward graduation the previous semester.

4. Is not playing for a non-school team at the same time.
5. Will not be nineteen (19) prior to May 1 preceding the year of participation.
6. Is not a migrant pupil of less than a year's standing. (A migrant pupil is a student who changes high schools without his or her parents having moved to the new school service area.)
7. Has had a physical examination.
8. Has not participated in an unauthorized game or contest, nor signed a professional contract.
9. Is eligible to participate in athletics for four (4) consecutive years from the student's original date of entry into the ninth grade.

NOTE: Students must be present at least 1/2 of the school day (two class periods) in order to participate in after-school practice sessions or school events unless special approval has been given by the principal.

CLUBS AND ORGANIZATIONS

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

The following school sponsored clubs will be in operation during this school year.

- Academic Team – Mac Barron
- Art Club – Lucy McNeely
- Beta Club – Cindy Riner
- Chess Club – Mac Barron
- Family, Career, and Community Leaders of America (FCCLA) – Cindy Daniels
- Fellowship of Christian Athletes (FCA) – New athletic trainer
- Future Business Leaders of America (FBLA) – Kelli Torpy
- Future Farmers of America (FFA) – Ashley Henry & Faith Patrick
- iFocus – Dr. Eric Robertson
- JROTC – Lee Sirmans & Phillip Robinson
- Student Council – Amy Way and Amanda Freeman
- Technology Student Association (TSA) – Jess Bush
- 21st Century Leaders – Sandra Mason

FUND RAISING

Fund raising activities by organizations/groups that are not part of the school program or school system will not be permitted in the schools or on the school grounds during school hours. This includes any non-school activity that is solicited from or contributed to by students. No candy/snack/drink sales are permitted except 30 minutes after the school day ends.

SPORTSMANSHIP RULE

Any student that brings embarrassment to SHS while participating in an extracurricular activity will face possible disciplinary action from the SHS administration. Any student who is ejected from a game will face disciplinary action from the principal in addition to the punishment that is handed out by the GHSA and the coach.

MEDIA CENTER

The administration, faculty, and staff at Swainsboro High School would like to convey our belief that it is imperative that all students have access to the services of the media center at SHS.

1. The media center is open Monday thru Thursday from 7:30 a.m. until 4:00 p.m. and 8:00 a.m. until 3:15 p.m. on Fridays. Permits are required during class time and lunch. Students must have a permit from a subject-matter teacher to use the media center during class periods. Permits are necessary for the school

- administration to know where students are at all times.
2. The media center has a limited amount of space to serve the student body of SHS. Students using the media center are expected to show respect for fellow students' rights when using equipment and materials. This means sharing resources and not disturbing those who are trying to complete projects or study.
 3. Books are checked out for two weeks with an ID number. All books should be returned to the book drop in the circulation desk. Overdue lists are issued to make teachers aware of which students have overdue materials.
 4. All students must have an Internet permission form on file with the media center in order to use the computers in the media center or the Netbooks. Students are expected to follow the guidelines established by the Emanuel County Board of Education for using the internet. Violating the BOE acceptable user guidelines will result in the loss of computer privileges.
 5. Students should ask for assistance when using the computer equipment. Students should not change the desktop or any of the settings of the computer.

POLICIES

ASSEMBLIES

Students are expected to conduct themselves properly during assemblies and to show proper courtesy to speakers and guests. Unwarranted acts in assembly such as whistling, booing, or stamping feet are out of order. Students are asked to cooperate by:

1. Entering front doors of auditorium.
2. Sitting in assigned grade sections.
3. Not sitting on the stage or around the walls.
4. Following directions from faculty and staff.

Improper conduct at assemblies will result in loss of privilege to attend in the future, as deemed appropriate by the administration.

*Code of Conduct will be strictly enforced at all assemblies.

BOOK BAGS, EQUIPMENT BAGS AND LOCKERS

Students are allowed to bring book bags to school. **Please understand that book bags can be searched at any time by an administrator.** Equipment Bags for Athletics/Band/Clubs should be given to the sponsor for keeping by 7:55 A.M. **It is essential for students who enroll in physical education to bring a small padlock to secure items in P.E. lockers. Students should remove padlocks daily to allow other students to use the locker facilities in the gymnasium.**

BUS PROCEDURES

Riding the bus is a privilege, conditional on appropriate behavior. All notes to ride a bus with another students must be presented to the Attendance Clerk upon the student's arrival at school on the day the student needs the note approved. The note must include (1) a phone number where a parent can be reached during the school day for verification and (2) the physical address/bus number where the student will be dropped off. Verified notes must be picked up before the end of school day and given to the bus driver upon boarding the bus.

CAMPUS LITTERING

Students are not to litter the campus with soft drink cans, cups, bottles or containers, food wrappings or food bags. These items are not to be brought on campus in the mornings and will be confiscated when seen. Repeat violations will result in campus clean-up day.

CARE OF CLASSROOMS, BUILDINGS, AND GROUNDS

All students are expected to do their part in keeping Swainsboro High School clean and attractive. No food or drinks (excluding bottled water) will be allowed in the classroom areas or parking lots during school hours. Please use trash cans!

DRESS AND GROOMING

Students are expected to comply with the Emanuel County School's Dress Code while in attendance at school. This includes wearing items in the adopted school dress code. This policy addresses requirements for normal school days and dress down/spirit days. The appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal hygiene, neatness, and conservative standards of dress and appearance. When questionable the school principal or the principal's designee will make the final determination of whether a student's attire or appearance is in conflict with the system policy.

No caps or hoods, including athletic gear, may be worn in the building.

No cold weather gear with a hood (hoodies) are to be worn in the building before Fall break and after Spring break.

• High School students who participate in pathway programs that have prescribed uniform requirements may wear those uniforms throughout the school day provided that the uniforms meet the individual program requirements

Compliance

The correction plan below has been established to address incidents of noncompliance to the Dress Code Policy.

Incident #1.

Warning, parental contact, and remedy clothing

Incident #2.

Loss of privileges, after-school detention, or ISS

Incident #3.

Violation will be addressed in accordance with the Code of Conduct which provides for various consequences depending on a student's discipline record and the severity of the offense.

No student will be considered non-compliant with the dress code policy under the following conditions:

1. During the first 2 weeks after a student transfers from another system or school within the system-
2. When the principal authorizes dress down days or gives special permission-
3. When instructors/advisors have obtained permission through the principal and require students to dress in uniforms such as band, ROTC, sports teams, etc.

Guidelines for dress down/spirit days

1. Hair should be fixed in an appropriate manner. No extreme or unnatural colors (i.e., pink, blue, etc.) or Mohawks are acceptable. Hair must be a natural shade or tone. In addition, no hats, caps, sun visors, combs, scarves, rollers or bandannas are to be worn. Sunglasses may not be worn inside. (Exceptions can be made with the principal for prescription glasses.)
2. No see-through garments; sheer see-through, or mesh see-through garments. Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
3. Shirts may be unbuttoned three buttons down for polo shirts and only 2 buttons down for all other. No skin may be shown between the button line and the belt line. No midriff type clothing is allowed.
4. Clothing such as belts, flaps, etc., must be buttoned or buckled. No chains or chained wallets.
5. Dresses, skirts, shorts, skorts, culottes, and other similar garments shall be no more than 2 inches above the knee cap (measurement will be taken from top of the slit).
6. Students are required to wear safe and appropriate shoes at all times. No bedroom shoes, hee-lies, stilettos, high heels (heels no taller than 3 inches) or similar type shoes are allowed at school. Flips flops and athletic shoes are not permissible in labs due to safety issues.
7. Tank shirts and halter tops are not to be worn. Cleavage must not show - no low cut clothing. Sundresses that are cut low in the front or lower than the shoulder blades in the back are not allowed. No cut-out areas

in sundresses are allowed.

8. No clothing or jewelry bearing advertisements of alcohol or tobacco products or offensive, obscene, or vulgar language will be allowed. The Emanuel County Board of Education interprets this to include references of a sexual nature, either symbolic or implied, such as "Big Johnson" tee shirts; references to contraception; and insufficiently attired caricatures of individuals. Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal. Georgia law prohibits tattoos for persons under 18 years of age. No visible tattoos are allowed.
9. All shirts that are three inches below the natural waist must be tucked into pants. (Exceptions may be made for seasonal jackets, coats, sweaters and sweatshirts of appropriate size that are in accordance with the policy). No trench coats.
10. Pants legs must not drag the floor. Students are expected to wear clothing in a normal fashion. For example, shorts/pants must be worn with the waistband around the waist. Skinny jeans, athletic shorts, leggings, jeggings, or exercise/yoga pants are not permitted.
11. No visible body piercing except ears (limit to three per ear in the lobe area). Students are not permitted to wear mouth grills and fronts.
12. No torn, ripped, cut or cut-off clothing of any fashion that is not properly hemmed will be allowed.
13. The principal shall have the authority to interpret dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy.

Updated 7/16/2014

Dress Code Violations

Students that are in violation of the student dress code during the school day will be sent directly to an administrator and then to ISS if the violation is not corrected immediately. Teachers should allow a student to correct minor violations. Once in ISS, the student will attempt to contact a parent to inform the parent/guardian of the violation. If the parent/guardian cannot be reached, the student will be issued a dress code violation document that must be returned on the following school day signed by the parent, or the student will face further consequences. Once a student has been documented by ISS as a dress code violator, the student will be released to class if the dress code violation has been corrected. On the 4th and subsequent violations, students will be kept in ISS the remainder of the day and not be allowed to return to school until a parent conference has been held with the administration.

Any time missed out of class for a dress code violation is unexcused.

Indecent Dress - Swainsboro City and Emanuel County have adopted ordinances which address public indecency, therefore dress code violations, such as but not limited to sagging pants, which are deemed indecent will be addressed in the following manner:

- 1st Offense - ISS with parent contact
- 2nd Offense - Suspended until student returns with a parent for a mandatory parent-administrator conference. Parent and student will confer with an administrator and be reminded of the mandatory 3rd offense consequences and 4th consequences outlined in the student handbook.
- 3rd Offense - Will be regarded as blatant defiance and the student will be assigned OSS with parent contact.
- 4th Offense - Formal complaint filed with local law enforcement due to student's chronic non-compliance with dress code ordinance

FAMILY LIFE EDUCATION

The health curriculum includes AIDS prevention, nutrition education, human reproduction, aid, safety and drug awareness. For more information, refer to Emanuel County School Policy IDB: "Comprehensive Health and Physical Education Program."

FINANCIAL OBLIGATIONS

All financial responsibilities must be cleared by the student each year. Students who fail to meet their financial obligations will not be able to obtain a copy of their permanent record, have a transcript mailed from the school office, participate in graduation exercises (even though eligible), and/or receive an Emanuel County high school diploma (even though otherwise eligible). Students with financial obligations may be denied the opportunity to

participate in extracurricular and co-curricular activities for which monies are owed from prior year(s). All debts incurred by the student during the semester will be paid by the end-of-the-semester final exams. Any student who pays a fee and has the check returned for insufficient funds will be charged a fee of \$15.00. The principal's office will not cash personal checks for students.

EMERGENCY AND DISASTER PROCEDURES

Fire and severe weather drills will be conducted periodically during the school year. Each classroom will have an evacuation plan posted. The following rules should be observed during the fire drills:

1. No talking or playing during drill.
2. Do not take books or other articles from the room.
3. Move quickly, quietly, and carefully from classrooms to designated areas.

In case of a tornado drill, the following will apply:

1. Move to designated areas of hallways.
2. Protect the head.
3. Stay away from windows.

FLOWERS AND GIFTS

Flowers, balloons, gifts, cards, etc. will not be delivered to students during the school day. Students, parents, or friends desiring to give these items should make arrangements to have them delivered to the home of the student.

FOOD

No food deliveries will be allowed. See "Outside Food" for more details.

INSURANCE

Swainsboro High School offers an accidental insurance program for all students to purchase, if desired. Athletes, cheerleaders, and band members should have school day insurance, and others are strongly urged to have the program. A brochure can be requested by parents at the beginning of the school year. Parents will have the opportunity to take out the insurance if desired. A link for the insurance is found on the Emanuel County Schools website www.emmanuel.k12.ga.us. Members of all athletic teams are required to purchase school insurance or have parents or guardians sign a waiver of insurance form before they can participate in any team practices or games.

MESSAGES

Only in an extreme emergency may students be reached during school hours. Office phones are reserved for official business and should not be used by students.

OUTSIDE FOOD

Students are not to order food from outside restaurants during school hours. Neither parents nor students may bring food from outside restaurants to students at school. Students are not allowed to leave campus for lunch.

PARENT-TEACHER CONFERENCES

Dialogue and communication is critical for the success of the students at Swainsboro High School. Teachers are expected to make contacts on a routine basis and will ask for conferences if it is felt to be necessary. Parents who desire to speak with a teacher may call the teacher, a guidance counselor, or an administrator to set a parent-teacher conference. SHS closes at 4 p.m. Appointments to meet with a staff member after 4 p.m. must be scheduled in advance. In most instances, conferences will be set one day prior to the meeting.

PERSONAL PROPERTY

Students are responsible for their own personal property. Great care should be taken not to leave purses, watches, billfolds, etc., in places where they may be misplaced. Theft from the locker room, cafeteria, library, or any classroom should be reported immediately to teachers or the administration. SHS discourages students from carrying large amounts of money during the school day. The school will not accept responsibility for loss due to theft.

SCHOOL COUNCIL

In an effort to improve the academic achievement, to solve difficult education problems, and to share ideas for school improvement, House Bill 1187 provides for the creation of a school council at each school. Members of the school council will provide advice, recommendations, and assistance while representing the community of parents and businesses.

SCHOOL DAY

The school day for students transported to school by county school buses starts once the student boards the bus and does not end until departure from the bus in the afternoon. For students who walk to school or provide their own transportation, the school day starts with their arrival on campus and terminates with their departure from school grounds. Student disciplinary rules (Student Code of Conduct) describe behaviors prohibited during school hours, on the campus of Swainsboro High School or any other school of the Emanuel County School System during school hours or otherwise, at school related functions and activities, whether at home or away, on Emanuel County school buses, and at Emanuel County school bus stops.

SELLING UNAUTHORIZED PRODUCTS

Students caught selling unauthorized products on the school grounds will have both the money and the goods confiscated and not returned. The second offense of this nature will result in disciplinary action.

PARKING

Students who drive a motor vehicle on campus must park in student designated areas only. Students must register their vehicle in A-100 office. The driver must also present proof of insurance and license verification. Students must rent a parking spot for \$5 for the school year. **Students are not to park in areas reserved for faculty/staff parking and/or visitor parking.**

Students are reminded that extreme caution must be taken at all times when driving on campus. Speeding and reckless driving will be considered a police matter and tag numbers will be reported to the department for appropriate action. The SHS Administration reserves the right to search all vehicles driven and parked on school campus.

The following will govern use of the parking lot:

1. Cars should be locked the entire day for owner protection.
2. No one is to be in the cars or the parking lot at any time. Cars cannot be used as school lockers. Students will not be allowed to return to their cars during the school day without special administrator permission or unless leaving school.
3. Traffic regulations are to be observed at all times when entering and leaving the parking lot. School speed limit is 10 m.p.h.
4. All cars without permits may be towed away at owner's expense.
5. Cars that are restricted from Swainsboro High School property are restricted on an indefinite basis.
6. Students are to park in designated asphalt areas (student parking lot), never in front of the school.
1st offense – Warning
2nd offense – Fine
3rd offense – Parking Permit revoked
4th offense – Car towed at owner's expense
7. When students arrive at school and park their cars, they are to leave the parking lot immediately. There should be no loitering in cars.
8. Alcohol, drugs, or weapons are prohibited in all vehicles on school property.
9. From 7:30 a.m. until 8:00 a.m. parking lot is enter only. Cars will not be allowed to leave during this time.
10. The administration of Swainsboro High School reserves the right to search vehicles at any time.
Options for improper use of motor vehicles include the following:
 - A. Loss of campus parking privileges
 - B. In-school suspension or out-of-school suspension

- C. Tow-away at owner's expense
- D. Notification of legal authorities

Loitering and/or visiting will not be tolerated after school hours. Students who drive or ride with a student driver should move promptly to their vehicles and exit the campus in a safe, orderly fashion.

STUDENT ILLNESS

Students who become ill during the school day are to report to the School Nurse. Contact with a parent or guardian must be made before a student leaves school.

TELEPHONE USE

The office telephone is for business use only and is not to be used by the students except in cases of emergency. All calls concerning sickness and checking out should be handled through the School Nurse.

VENDING MACHINES

Swainsboro High School is not responsible for money lost in vending machines. Vending machines should only be used before or after school or designated times set by administration.

WEATHER WATCH

The first condition for making a decision to close schools is safety. When severe weather occurs, parents should monitor radio news reports or contact the local school to learn about closings or changes. Announcements will be made prior to 6:30 A.M. when possible.