

# BERKMAR HIGH SCHOOL

**2019-2020**

## **STUDENT HANDBOOK**



The contents of the handbook will serve as the guiding principles, processes, and procedures for Berkmar High School operation.

The processes and procedures within this handbook are certainly not all inclusive and may be edited as necessary during the course of the year.

This handbook should be used in conjunction with GCPS policies and procedures and the GCPS Student Conduct Behavior Code. It is your responsibility to review the contents of this handbook.

This handbook can be found on our website. Hard copies are available upon request.



## SECTION 1 – GENERAL INFORMATION GUIDE

<b>ACADEMIC CALENDAR</b>		
<b>August</b>	5	First Day of School
	27	3 Week Progress Report
<b>September</b>	2	Labor Day
	17	6 Weeks Progress Report
<b>October</b>	3	Parent Teacher Conference Night
	10, 11, 14	Fall Break
	14	Teacher Planning/Student Holiday
	15	9 Weeks Progress Report
<b>November</b>	5	12 Weeks Progress Report
	25 - 29	Thanksgiving Break
<b>December</b>	3	15 Weeks Progress Report
	20	End of Fall Semester/Final Grade of Semester
	23 - 31	Winter Break
<b>January</b>	1, 2, 3	Winter Break
	6	Begin 2nd Semester/ Students return to school System wide Holiday
	20	MLK Jr Day
<b>February</b>	28	3 weeks Progress Report
	14	Inclement Weather Make-up Day or Student Holiday
	17	Teacher Planning/Student Holiday
	18	6 Weeks Progress Report
<b>March</b>	13	Inclement Weather Make-up Day or Student Holiday
	30, 31	Spring Break
<b>April</b>	1, 2, 3	Spring Break
	10	9 Weeks Progress Report
	7	12 weeks Progress Report
	28	15 Week Progress Report
<b>May</b>	20	Last Day of School/Final Grade of Semester

### **Gwinnett County Public Schools Mission Statement**

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

### **Berkmar High School Mission Statement**

The mission of Berkmar High School is to graduate students who are prepared for college and careers.

### **Berkmar High School Vision**

The vision of Berkmar High School is to become an exemplary school where all teachers use best-practices consistently and pervasively so as to ensure that each student demonstrates mastery of a challenging world-class curriculum and apply his/her learning in a meaningful and authentic way.

### **ADDRESS AND/OR TELEPHONE CHANGE**

Any address or telephone change must be reported to the counseling office with proper documentation.

### **AFTER SCHOOL SUPERVISION**

In keeping with safety and security, all students, whether staying after school for studying, an extra-curricular activity, or waiting for a friend, **must** be under direct supervision of an adult sponsor. Students not with an adult sponsor **must** either report to the **Bus Lanes** to wait to be picked up **OR** leave Berkmar's campus (including the

athletic fields and parking lots) **and not return until the following academic day.**

## **BUS TRANSPORTATION**

Every student in Gwinnett County has the **privilege** of riding a bus to school. All students are expected to follow Gwinnett County Public School Bus Rules posted on all buses and reviewed monthly. If a student's behavior is inappropriate or threatens the safety of others, that privilege can be denied. The responsibility for transporting the student to and from school will then be provided by the parent.

Each student is assigned to a bus serving the student's residence area. Bus drivers are instructed to NOT pick-up or deliver students who are not assigned to their route. Students are not allowed to ride a different bus or get off at a different stop.

If a student would like to request permission to ride a bus within our cluster to a different residence, his/her parent must provide a note indicating the reason, a phone number where the parent can be reached for verification, and the name, phone number, and address of the parent at the location where the student is to be transported. This note must be submitted to the counseling office or registrar no later than 8 AM of the day the transportation change is requested. This note will then be faxed to the transportation supervisor's office for Berkmar Cluster for approval or denial. The student should check by 1 PM with the counseling office or registrar to receive a response.

Students are expected to report directly to and board their buses at the end of the day. An air horn will sound indicating that buses are about to depart. After the second horn sounds, bus drivers are instructed to close their doors. **As a safety precaution during bus dismissal, no student will be allowed to board a school bus once the door has been closed and the buses are in motion.**

## **School Bus Safety Guidelines and Procedures**

### **Student Behavior Management Plan**

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

#### **Prevention**

Prevention steps are used by the bus driver to educate the student about safe and appropriate riding behaviors, to clarify the bus driver's expectations for the students, and to assist students in successfully demonstrating safe riding habits every day. The bus driver will communicate and reinforce those expectations which are based on the School Bus Safety Guidelines. These guidelines are posted on all school buses. Assigned seating provides structure and a consistent routine while aiding in student behavior. All students are assigned seats at the beginning of the school year. Age-appropriate school bus safety education programs are included in the Health and Physical Education curriculum at the elementary and middle school levels. GCPS school bus drivers conduct simulated emergency evacuation drills with all grade levels on a monthly basis. Students in grades K–5 perform an actual emergency evacuation drill annually.

#### **Intervention**

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

- Verbal reminder— The bus driver will remind the student of the rule(s) not being followed.

- Talk individually to the student— The bus driver will discuss the unsafe/inappropriate behavior with the student.
- Reassign bus seat— The student’s seat will be reassigned to allow the driver to better monitor the student.
- Communication with parent/guardian:
  - Courtesy call to parent/guardian— A phone call to the parent is made by the bus driver, making him or her aware of the unsafe or inappropriate conduct, or
  - Parent Notification Form— The bus driver sends written notification of the student’s inappropriate or unsafe behavior to the parent/guardian for signature.
- Bus Discipline Form— The bus driver completes and forwards to the school administrator a bus discipline form for any major offense.

### **Consequences**

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

### **CLINIC & MEDICINES**

Berkmar High School maintains a clinic for students. Students who become ill or are injured during the school day should request a clinic pass from their teacher and go to the clinic. Students are not to go to the clinic between classes or during their lunch. Clinic personnel will contact the parent or the emergency contact listed on the clinic card as situations warrant. NOTE: Students with a fever of over 100 F should stay out of school until they are fever free for 24 hours without the use of medicine.

### **CLINIC INFORMATION FORMS**

For the safety and well-being of students, it is imperative that a clinic form be completed for every student. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the clinic. Emergency contacts must be made in writing by the parent prior to checking out a student.

### **MEDICATIONS**

State law forbids students from carrying any form of medication on them, including prescription medicine and all over-the-counter medicine such as Tylenol, Advil or cold/allergy medication. If it is necessary for a student to take medication at school, the medicine must be kept in the clinic and the parent must fill out the medication administration form. Medication Administration Forms are available on the school web site. Students with asthma may carry their inhaler with them providing they have a letter from their doctor stating that the student has been properly trained to self-administer the medication.

### **HEALTH CARE PLANS**

Many students have medical conditions such as serious allergies, asthma or diabetes. A health care plan is to be completed by the parent and returned to the clinic at the beginning of each school year.

### **COUNSELORS**

Students are assigned guidance counselors based upon their academies. Counselors are available to assist students with social, emotional, and academic issues. Their goal is to help each student become a productive citizen.

Students may make appointments by completing a Counselor Request form located in the their academies or online. Counselors will also be available during lunch periods in a designated area in the commons. Parents are also invited to contact their student’s counselor at 770-806-3700.

## **DELIVERIES TO SCHOOL**

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Messages are not to be delivered to students except in the case of a family emergency. Interruption of classes to deliver these items interferes with instruction. We do not deliver flowers or gifts to students until the end of the school day. Due to safety concerns, the school bus driver may not allow bouquets of balloons, flowers or other large items on the bus.

## **DRESS CODE**

The dress code is designed to reduce the likelihood of distraction or disruption to the daily academic focus. Berkmar High School should be considered a work place and students should dress accordingly. Instruction is interrupted when a student is referred to an administrator for inappropriate dress. **If in the judgment of the administration or staff a student is dressed inappropriately, the student will be required to change clothing. (Special Circumstances are addressed in writing to the Principal.)**

School Expectations:

1. No cleavage showing
2. No mid-drifts. Cover your stomach
3. No bottoms exposed
4. No thighs (shirts cover leggings). Cover your thighs.
5. No covered heads (hats, hoods, etc.)
6. No inappropriate pictures/text.

### **Dress Code Violation Consequence Protocol**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 Day Silent Lunch

3<sup>rd</sup> Offense – 2 Days Silent Lunch

4<sup>th</sup> Offense – 1 Day of Admin Detention

5<sup>th</sup> Offense – 2 Days of Admin Detention

6<sup>th</sup> and Subsequent Offenses – Immediate referral to administrator for appropriate consequence

**\*Students will also be required to change clothes with each violation. We will hold the inappropriate garment(s) until our clothes are returned washed and a parent and/or guardian comes to retrieve the confiscated item.**

## **ELECTRONIC DEVICES/CELL PHONES**

Students are permitted to use electronic devices before and after school, in between classes, and at lunch. Students are **not** permitted to use electronic devices **UNLESS** the classroom teacher permits their use. Devices include: cellular phones, radios, tape/CD players, MP3 players, pagers/beepers, walkie-talkie, video camcorders, laser pointers, I-Pods, ear-buds, and any other type of electronic equipment.

### **1. General Guidelines**

- If, in the judgment of the administration or staff, an electronic device interrupts instruction, solicits attention, and/or causes a disruption, the item will be confiscated and further disciplinary action may result.
- The administration strongly discourages bringing valuables to school. Berkmar High School is not responsible for theft, loss, or damage to these items.
- The use of these devices is a *privilege* and administrators can revoke this privilege any time they deem necessary.

### **Electronic Device Consequence Protocol**

1<sup>st</sup> Offense – Warning

- 2<sup>nd</sup> Offense – 1 Day Silent Lunch
  - 3<sup>rd</sup> Offense – 2 Days Silent Lunch
  - 4<sup>th</sup> Offense – 1 Day of Admin Detention
  - 5<sup>th</sup> Offense – 2 Days of Admin Detention
  - 6<sup>th</sup> and Subsequent Offenses – Immediate referral to administrator for appropriate consequence
- \*Students will also have the item confiscated until his/her parent can pick them up.**

### **ELEVATOR ACCESS**

The elevator is not for student use unless there is a legitimate reason the student is unable to use the stairs.

### **FOOD SERVICES – BREAKFAST & LUNCH**

Students are to report directly to their first period class upon arrival on campus. Students wishing to eat breakfast may report to the cafeteria or a satellite station to obtain breakfast (grab & go) and then report to their first period class. Students are **NOT** allowed to roam and/or gather in the halls in the AM.

Berkmar High School provides a wide range of meal options to its students. The food court approach features full meals, salads, nachos, sandwiches, and pizza. Students may put money on a debit account using their student ID number to purchase meals and a la carte items. Any amount of money may be put on an account at any time through the cashier stations. There is **NO CHARGING** allowed in high school. Money must be on the account to use it.

Students eligible for free or reduced lunch may obtain the proper forms from the counseling office or the cafeteria manager.

Students are encouraged to participate in the lunch program. All students must report to the cafeteria or designated areas approved by an administrator and remain there until their lunch period ends. **Students found outside of these approved areas during their lunch period will be considered AWOL and are to be referred to their administrator.** All students must help keep the cafeteria clean by depositing their trash in the garbage cans. Students not following this directive will be disciplined appropriately.

Students are not allowed to have outside food delivered to them at school, nor are students allowed to leave campus for lunch. Berkmar High School is **NOT** an “open campus.”

### **HALL PASSES**

Per our 10/10 rule, you are not permitted to leave class during the first 10 minutes and the final 10 minutes of each period except for emergencies or if sent for by administrators, counselors, etc. Please make every effort to use the restroom in between classes. With the reorganization of the building by grade levels as opposed to departments, you should have a shorter distance to travel making using the restroom in between classes more feasible. If you need to use the restroom during class, you will receive permission from your teacher, sign-out in his/her sign-out log, and take the appropriate lanyard or hall pass.

### **HOMELESS CHILDREN AND YOUTH**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protection for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free,

appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact individual schools for further information.

## **LOCKERS**

### **Student Locker Procedures**

**Lockers will only be sold through MyPayments Plus.** Students will not be permitted to purchase a locker rental with cash.

Students should be instructed to:

1. Purchase a locker rental via MyPayments Plus.
2. Bring the receipt of purchase to Lynda Marshall in 6.116.
3. Ms. Marshall will then issue them a locker.

## **LOST AND FOUND**

Items found in and around the buildings will be secured in the Media Center and kept for a limited time. Bringing valuables to school is **strongly** discouraged by the administration.

## **LUNCHES – See FOOD SERVICES**

## **MEDIA CENTER**

The Media Center is open Monday-Thursday 6:45 a.m. – 6:00 p.m. and Friday 6:45 a.m. – 2:10 p.m. There will also be some selected Saturdays from 8a.m. – 12:00 p.m. The Media Center houses books and audiovisual materials that are circulated using a network automation system. There are more than 30 computers in the Media Center with Internet access. The media homepage allows access to various databases that the county subscribes to and includes links to GALILEO and the Gwinnett County Public Library.

Students must abide by the Acceptable Use Policy when using technology in the Media Center. Students use their current year Berkmar I.D. card for checking out books. Three non-fiction or fiction books may be checked out at a time for a maximum of three weeks and renewed when needed. Only the person whose name appears on the I.D. card is authorized to use it, and all materials checked out with that card are the responsibility of that person. Fines of 10 cents/school day are charged for fiction and non-fiction books returned late. Reference books are for overnight checkout only and must be returned before 7:30 a.m. the following day. Overnight fines (reference books) are \$1.00 per day. All fines will not exceed \$5.00. Students will be admitted to the Media Center during a class period with a lanyard or pass signed by a teacher. **All students will sign in** when entering the Media Center unless a class is entering together with teacher. Cell phones may only be used for academic purposes.

## **MEDICINES/CLINIC – SEE CLINIC**

## **PARKING**



For the 2019 - 2020 school year, the lower lot (closest to Pleasant Hill Road) will be used for student parking. A parking decal is now \$50.00 for the entire school year. You may pay for the Parking decal by using MyPaymentsPlus. Second, we are numbering the parking spaces. When you receive your decal, it will be numbered and you must park in the same space every day. First come, First served for numbered spaces. Students must purchase a parking decal in order to park on campus. Decals can be picked up from Mrs. Najour, room 8.334.

Berkmar has limited parking. Priority campus parking consists of seniors, juniors and Modified Day students. Berkmar students who attend other educational campuses (Maxwell, Grayson, Phoenix, etc.) must still purchase a parking permit. Parking permits are valid only for the person and vehicle identified by the school's records. Lost or severely damaged parking decals must be replaced. There will be a \$5 administrative fee.

Students are not to park in nearby business areas or subdivisions adjacent to campus without the property owner's written permission. Remember, cars parked elsewhere are subject to the laws and/or policies of that property.

Poor attendance or excessive tardiness may result in the loss of parking / driving privileges. This loss may be temporary or permanent depending on the outcome of the tribunal.

The parking lot is off limits to all students during the day unless the student is authorized to leave or has written permission from an administrator.

Parking is not permitted in any driveway area, curbs along any street or any area not designated for parking on campus. Once you received your decal, you will have a numbered space to use each day. No parking in Handicapped parking unless the appropriate decal or tag is displayed for that vehicle. Students are to park only in student authorized parking areas.

## **STUDENTS PARKING LOTS**

- There is a designated parking area for Berkmar students. You must have the appropriate parking decal to park within the designated lots. Parking tickets will be issued to all violators. Since parking spaces are numbered, you will receive a ticket if you are parked in someone's parking space.
- Faculty parking lots are reserved for faculty and staff only. Those lots are as follows : Tennis Courts lot, Main Field house lot, Main Gym lot, Main Bus drop off/pick up area, and Middle-Lot (across from the flag pole).
- If an area is not mentioned above, it is considered a no parking area

## **PERSONAL PROPERTY**

Students are responsible for their own personal property. Students should avoid bringing valuables or large amounts of money to school. Do not leave backpacks, purses, cell phones, watches, rings, wallets, etc. unattended. Thefts should be reported immediately to a teacher or an administrator. If any student is involved in a theft, administrative and/or criminal consequences could result.

## **STUDENT ID CARDS**

Every student will be issued a student picture I.D. card at the beginning of the school year.

### **Student ID Cards**

1. All students must have an ID card with them and present it to any staff member who asks to see it. This is for the protection of all Berkmar students and to identify those who are not enrolled.
2. ID cards will be required for admission to certain extra-curricular activities such as evening dances.
3. Students are provided with an original ID card at no cost. Please report to Mr. Crumpton in room 8.203 to get replacement cards for a \$5.00 fee.

4. Students participating in any extracurricular activities must have an ID card.

### **VISITORS**

1. All school visitors are required to enter through the main entrance and sign-in at the front desk to receive a visitor's badge. Please be prepared to provide identification and a clearly stated purpose for the visit.
2. At the end of your visit, return to the front desk to sign-out.
3. Visitors for social/non-school business-related purposes (friends, former students, etc.) are not permitted during school hours.
4. A 24-hour notice will be required for all classroom visits. Requests for classroom visits should be scheduled through the principal and/or departmental assistant principal.
5. A 24-hour notice will be required to have lunch with your child. Requests for lunch visits should be scheduled through the principal and/or grade level assistant principal. Outside food is not permitted.

## **SECTION 2- ACADEMICS AND INSTRUCTION**

### **CHEATING/PLAGARISM/ACADEMIC DISHONESTY**

The Berkmar faculty and administrative staff consider cheating by students inexcusable conduct that will be dealt with strictly. The use of an electronic device during local, district, state, and national testing is prohibited and could be considered cheating. The teacher will contact the parents advising them of the incident and student may be given an alternative assignment and/or assessment. A referral will be sent to the administrator and they will issue the student a warning; however, subsequent offenses may result in escalated consequences.

### **COLLEGE/SCHOLARSHIPS**

HOPE Scholarships and grants are available to all Georgia students that meet the minimum requirements and plan to attend a Georgia state university or college. For information about HOPE including grade point calculation, go to: [GA.College411.org](http://GA.College411.org). For other scholarship information, go to: [Fastweb.com](http://Fastweb.com)

### **COMPUTERS AND LOCAL AREA NETWORKS ACCEPTABLE USE POLICY**

The use of any computer network or individual computer is a privilege, not a right, and may be temporarily or permanently revoked at any time for abusive conduct. Such conduct would include the placing of unlawful information on a system, the use of abusive or otherwise objectionable language in either public or private documents and/or acts of sabotage that are likely to result in the loss of work or damage to the network or computers.

Disciplinary action will be taken in cases of network or computer abuse. Depending upon the severity of the offense, it is possible that referral to a disciplinary panel will be made. Remember: The fact that a user "can" perform a particular action does not imply that he "should" take that action. In a network environment (or on stand-alone computers) it is unlawful and/or unethical to:

1. Use the computer to harm other people.
2. Interfere with another person's computer work.
3. Use a computer to steal.
4. Gain unauthorized access to school information and/or other people's files, programs, or computer.
5. Copy software for which you have not paid.
6. Purposefully damage or down the network, including (but not limited) the introduction of a virus which results in lost work or a damaged system.

7. Damage or destroy the operating system or applications.
8. Steal or damage computers and network equipment (cables, connectors, keyboards, etc.).
9. Gain unauthorized access to online resources by using someone else's password.

**\*Students who are found to be non-compliant with building and/or district's acceptable use policies may be subject to disciplinary actions.**

Unacceptable Internet use will consist of, but not be limited to the following:

1. Transmitting, accessing, printing, downloading or uploading any material which might be deemed pornographic, obscene, sexually explicit, indecent or vulgar.
2. Transmitting, accessing, printing, downloading or uploading any material, which might be deemed abusive, hateful, degrading, demeaning, derogatory or defamatory.
3. Vandalizing, damaging, disabling or gaining unauthorized access to another person's property, files, data or materials.
4. Vandalizing, damaging, disabling or gaining unauthorized access to district – or building – owned computer systems, files, data or program.
5. Accessing, printing, downloading or uploading personal web pages.
6. Engaging in any commercial or business activity.
7. On-line game playing.
8. Printing, downloading or uploading information from a personal storage drive without permission.
9. Visiting and/or participating in chat rooms.
10. E-mail (without teacher supervision)
11. Downloading programs or other files not approved by the technology department.
12. Installing any unauthorized programs.

### **COURSE PLACEMENT**

Course placement is determined through previous class work, achievement test scores and teacher recommendation. Prior to registration, content area teachers and counselors will advise students and give them the opportunity to select electives based on availability.

#### **COURSE SCHEDULE CHANGE REQUEST:**

1. There are only two reasons for a student to receive a schedule change: 1) the student has already received credit for the course, 2) the student is taking a course out of sequence. If any of these reasons exist, see your teacher/counselor immediately.

### **CREDITS**

Students may earn up to 8 credits or units per school year, and an instructional day consists of 4-8 classes. On There are two semesters in an academic year; therefore, each student can earn one half credit per semester per course.

### **CREDIT RECOVERY**

Students receiving grades between 60-69 may be eligible for Berkmar High School's online Credit Recovery Program offered during Academy Time and afterschool. To earn credit, students must complete a series of online instructional modules and earn a passing score on a cumulative assessment. Students may only take up to **4** semesters of Credit Recovery during a school year. Please note that while Credit Recovery grades help students get back on track for graduation, the classes do not count for NCAA clearinghouse and may impact a student athlete's opportunity to earn a scholarship. The cost is \$20.00, which will be refunded after the completion of the program. See Ms. Graves for more information.

**ELIGIBILITY:** (ATHLETIC & EXTRA-CURRICULAR ACTIVITIES)

Students participating in extracurricular activities must pass five subjects in the semester preceding participation and be on track for graduation. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible and cannot participate for one semester and until they pass five subjects the semester prior to participation. All first time ninth graders are automatically eligible the first semester. The local school athletic director may answer additional information regarding participation in extracurricular activities.

**FINAL EXAMS**

Final exams will be given the last 4 days of each semester. Avoid scheduling appointments and travel during the final days of the semester because of review for and administration of final exams. Exams will **not** be given early. Students will not be permitted to check out during an exam period. If a student misses an exam due to an excused reason, the exam can be taken on the announced make-up day. **Students may not use pre-arranged absences on exam days.** **Second Semester** Final Exam Exemption forms can be picked up in Ms. Walter's office.

**Second Semester Final Exam Exemption (seniors only)**

Seniors with a 90 or above in a course at exam time and 3 or less absences during the school year will be exempt from taking their second semester exam in that course. This exemption is for local exams only. Students will still have to take their course's district assessment.

**GRADE SCALE**

- A = 90 and Above
- B = 80-89
- C = 74-79
- D = 70-73
- F = Below 70

**HOMEBOUND INSTRUCTION**

Homebound instruction is available for students who are ill and will be absent at least ten (10) consecutive school days. An application supported by a doctor's recommendation is necessary for placement into this program. Accepted students receive instruction at home via "telecasts" programs for prescribed core academics. A request for homebound services should be directed to the student's counselor.

**HOMEWORK REQUESTS**

Students who have been absent 3 or more consecutive days may request homework assignments through individual teachers. Please allow 24 hours for teachers to respond to a request. Homework can be picked up in the front office.

**PROMOTION POLICY**

Class placement is made at the beginning of each academic school year and is based on the number of credits earned.

### **PROGRESS REPORTS**

Progress reports are issued to students at the completion of the 3<sup>rd</sup>, 6th, 9th, 12th, and 15th week of each semester.

### **REPORT CARDS**

Report cards are issued twice each year. Students receive their first semester grades at the beginning of the second semester. At the end of the school year, report cards will be mailed approximately one week after the last day of school.

### **SCHOOL PLUS (Phoenix High/Gwinnett Online Campus)**

Students who wish to make-up failed or missing course work may do so through Berkmar High School, Phoenix High School, Gwinnett Online Campus and summer school. These courses are offered to students for a fee outside of regular school hours. See your Guidance Counselor for more information.

### **TESTING (Assessments)**

Students in Gwinnett County Public Schools participate in standardized tests throughout the school year.

**Gateway** – Students are required to pass the Gwinnett County Gateway Test before their graduation from a Gwinnett County High School. The Science Gateway will be administered in the spring of the tenth grade year. The Social Studies Gateway will be administered in the spring of the 11th grade year. The Gateway assessment measures a student's ability to write effectively about science and social studies curricula. If failed, students may retake the science or social studies test until successful. The test is administered multiple times before the spring of the 12th grade.

**END OF COURSE ASSESSMENTS** – As part of the Georgia Milestones Assessments System, students in high school will participate in a series of assessments in specific subject areas: 9th Grade Literature & Composition, American Literature & Composition, Coordinate Algebra, Analytic Geometry, Physical Science, Biology, US History, and Economics. These assessments count towards a percentage of a student's final grades.

### **TEXTBOOKS**

Gwinnett County Public Schools furnishes all textbooks. The student should not deface it in any way. The book issued must be returned in a reasonable condition or the student will be required to pay for the book or damages. Failure to pay for lost or damaged books or other academic materials issued by the school may result in the student being prohibited from participating in school activities including, but not limited to, homecoming, prom, and graduation.

### **ATTENDANCE/TARDY POLICIES & PROCEDURES**

Student attendance is critical to the attainment of high academic achievement and efficient use of instructional time. School attendance is the responsibility of both parent and student.

#### **AWOL (absent without OFFICIAL leave)**

If a student is tardy to class by 6 minutes or more and/or leaves campus or the classroom without permission the student is considered AWOL and will be dealt with administratively.

### **CHECKING INTO SCHOOL**

Students who report to school after 7:05 a.m. must report to the Front Office Attendance Desk for check-in.

Any student needing to leave campus during the day for any reason must check out through the Attendance Office.

Please be aware that students will not be permitted to check themselves out, even if they are over the age of 18. A parent, legal guardian, and/or approved adult must be present to check out a student. If a parent or legal guardian is not present, we are only permitted to release students to individuals who are listed as approved contacts in our system.

Please be sure to update your list of approved contacts as we will no longer call parents to receive approval for a checkout. In order to prepare for a safe, afternoon dismissal, student checkouts end at 1:45 pm.

### **COLLEGE VISITS (seniors only)**

Berkmar High School Seniors have up to 3 days (excused) to be used as college visitation days if pre-arranged through the attendance office. The college visit form may be picked up in the attendance office and will need to be completed, in advance, and signed by teachers, parents, and the student. This visit is considered a “school activity”.

### **SCHOOL FUNCTION ABSENCES PROCEDURE**

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

### **PROCEDURE FOR SCHOOL FUNCTION ABSENCES**

Contact each teacher for all make-up work and turn it in based on the school’s make-up policy.

### **EXCESSIVE ABSENCES**

A letter will be sent to the parent/guardian of students who have missed 5 days of school and another at the 7<sup>th</sup> day. If a student misses 10 days, a letter will be sent home for a scheduled conference. Berkmar High School encourages and promotes good attendance. Regular attendance in school develops good habits that will carry over later in life. Good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of parents and students.

**Please note:** Students accruing more than 10 **unexcused Absences** will be ineligible to participate in school-related activities during the day and after school (i.e. prom, homecoming dance, senior week activities, pep rallies, etc.) *Fees paid in advance for these activities will not be refunded in the event a student surpasses the 10th unexcused absence.*

### **ABSENCE POLICY**

State law requires attendance at school from age 6 to 16. It also authorizes strict penalties for non-attendance. Chronic absenteeism can seriously jeopardize a student’s success in school. Please note that after 10 consecutive absences a student will be withdrawn if the school has not been contacted by the parent/guardian. Students 16 and

over enrolled for the school year, who do not attend school for ten (10) consecutive days, and the school is not notified of the absence by a parent and/or guardian, are considered withdrawn.

Excused absences are defined by state law and include only the following areas:

- Personal illness: individuals whose attendance in school would endanger the health or the health of others,
- Death or serious illness of an immediate family member,
- Recognized religious holidays,
- Student under orders from a government agency,
- Service as a Page in the Georgia General Assembly,
- Conditions rendering school attendance impossible or hazardous to students' safety or health,
- Registering to vote or are voting, for a period not to exceed one day.
- Military leave of a parent and/or guardian

### **PROCEDURE FOR ABSENCES**

On the day the student returns to school, (s)he must bring a note signed by a parent/guardian explaining why the student was absent from school. The note should include the student's first and last name, student number, grade level, date of absence, reason, parent signature, and phone number for verification. The completed note must be turned in to the Attendance Office. The absence will be classified according to the policy as either excused or unexcused based on the guidelines above.

If the student fails to bring a note excusing the absence, the student will be given one additional day to present the note or the absence will be considered unexcused. A student must be present for 2 periods in order to be counted present for the day.

### **PREARRANGED ABSENCES**

These absences are recorded as unexcused absences by state definition. If parents find it necessary for students to miss school due to an out of town trip (limit 5 days per year), absences must be approved by the administration. If approved, the student may make up missed work. College visitation days will require written verification from the campus visited.

### **PROCEDURE FOR PREARRANGED ABSENCES (follow steps in order):**

1. Obtain a prearranged absence form from the Attendance Office three or more days prior to the absence.
2. Fill out the form and obtain a parent/guardian's signature and teachers' signatures.
3. Return the form to the Attendance Office.

### **TARDY TO SCHOOL & CLASS PROCEDURE**

All students are expected to be at school and in classes on time. This means in the classroom before the final bell sounds (have to be in the room before the bell tone ends). Students are not considered tardy to school until after 7:05 AM. Please be aware that the state of Georgia does not excuse heavy traffic and/or poor weather conditions as a reason for being tardy to school.

1. There will be NO warning bell. Students are expected to transition to their next class immediately once dismissed.

2. Students are considered tardy if:
  - a. They arrive to school after 7:05 a.m. **Students arriving late to school must have a parent/guardian sign them in to be excused.**
  - b. They are **not in class** by the time the final bell sounds (have to be in the room before the bell tone ends).
3. Tardy students should
  - a. Report directly to the closest Location (4.109, 6.116, 8.115 or Front Office Attendance Desk).
  - b. Report directly to class once he/she receives a tardy pass
4. Tardy students that fail to get a pass and/or fail to attend class will be considered AWOL (absent without leave/permission).
5. Students arriving at the closest Tardy Calculator location more than 6 minutes after the tardy bell or arriving to class more than 6 minutes after receiving a pass will be considered AWOL. Students arriving more than 6 minutes late to school and fail to sign in are considered AWOL.

#### **Tardy Consequence Protocol**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 Day Silent Lunch

3<sup>rd</sup> Offense – 2 Days Silent Lunch

4<sup>th</sup> Offense – 1 Day of Admin Detention

5<sup>th</sup> Offense – 2 Days of Admin Detention

6<sup>th</sup> Offense – Immediate referral to administrator for appropriate consequence

#### **ABSENT WITHOUT LEAVE (AWOL) PROCEDURE**

Students are considered AWOL if

- a. they arrive to a Tardy Calculator location more than 6 minutes after the tardy bell or arrive to class more than 6 minutes after receiving a pass
- b. they are in an area of the building other than what is listed on their pass (i.e. have a pass for the restroom but are caught at the vending machines)
- c. they leave class without permission
- d. they arrive late to school but never check in at the check-in/check-out office.

#### **AWOL Consequence Protocol**

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – 1 Day Silent Lunch

3<sup>rd</sup> Offense – 2 Days Silent Lunch

4<sup>th</sup> Offense – 1 Day of Admin Detention

5<sup>th</sup> Offense – 2 Days of Admin Detention

6<sup>th</sup> Offense - Immediate referral to administrator for appropriate consequence

#### **DISCIPLINE**

#### **FIGHTING/BULLYING**

Fighting, bullying, or any aggressive behavior is prohibited. Students are encouraged to seek solutions through conflict resolution or peer mediation in lieu of physical or verbal conflicts. If a student engages in a conflict of



any nature, consequences will be enforced. Charges may be filed with the police department when students engage in physical aggression/fighting.

### **HARASSMENT**

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

State law defines Bullying as: 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily injury or harm or 3) any intentional written, verbal, or physical act, which a reasonable person would perceive a being intended to threaten, harass, or intimidate that: a) causes substantial physical harm, b) substantially interferes with a student’s education, c) is so severe, persistent or pervasive that it creates an intimidating/threatening educational environment or d) disrupts the orderly operation of school. (O.C.G.A. 20-2-751.4)

### **SUSPENSIONS**

An administrator may suspend a student out-of-school (OSS) for up to 10 days. The student may be suspended for an accumulation of offenses as well as a major offense. Suspended students may make up all major assignments that include tests, mid-term exams, final exams, and etc.

Students serving out-of-school suspension are not allowed on any Gwinnett County School campus **AT ANY TIME DURING THEIR SUSPENSION**, including after school activities and events.

### **GCPS CODE OF CONDUCT FOR ATHLETES**

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

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

The Code of Conduct goes into effect on the first day a student joins a GCPS high school athletic team. The Code remains in effect for the entire calendar year, including time when school is not in session. The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the student misconduct. All consequences listed in this Code of Conduct are minimum standards. The coach has the discretion to set consequences over and above the minimum standards.

### **STUDENT/PARENT DISCIPLINE HANDBOOK**

The Gwinnett County Board of Education authorizes publication of the GCPS Student/Parent Handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for

parents, students, school personnel, visitors, and citizens. The handbook is provided to better support schools and improve communication with students and families. Students receive a copy of this book in their Advisement class.

### **Consequence Levels and Range**

#### **a. Level 1 – Minor Infractions & Consequences**

- i. Following appropriate teacher intervention, students may be referred to an administrator.
- ii. Examples of Level 1 Infractions include:
  1. Dress code violations, failure to follow directions, tardies/AWOL, etc.
  2. Consequence range from Warning to 3 Days OSS

#### **b. Level 2 – Major Infractions & Consequences**

- i. Students should be referred to an administrator.
- ii. Examples of level 2 infractions include:
  1. Stealing property valued less than \$100, possessing lighters/matches, etc,
  2. Consequence range may involve a combination of ISS or OSS suspensions from 4 to 9 days.

#### **c. Level 3 – Severe Infractions & Consequences**

- i. Students should be immediately referred to an administrator
- ii. Examples of Level 3 infractions include:
  1. Arson, physical contact/injury to staff, weapon violations, etc.
  2. Consequence range is up to 10 days OSS pending a disciplinary hearing for consideration of long-term suspension, placement in an alternative program, or permanent expulsion.

#### **d. Some consequences can fall into multiple levels depending on the infraction.**

### **Escalation of Discipline Consequences**

- a. The following represents *general* BHS guidelines for the escalation of discipline consequences and may vary per student. These guidelines are for **non-attendance** related infractions. Attendance related infractions are not used in the infraction count total.
  - iii. The 1<sup>st</sup> -3<sup>rd</sup> referrals are handled with teacher and administrator interventions and consequences.
  - iv. By the 4<sup>th</sup> referral, a behavior contract is issued.
  - v. A Rule 12 notification is optional between the 5<sup>th</sup> -6<sup>th</sup> referrals but is mandatory at the 7<sup>th</sup> referral.
    1. Rule 12 notifications are for chronically disruptive students and serve as a final warning.
    2. Any referral received after a student is placed on a Rule 12 notification could result in a disciplinary panel.
    3. Rule 12 notifications are only effective for a school year.

4. Students on a Rule 12 may be placed on an accelerated behavior contract the next year but the Rule 12 is not immediately carried over.

### **Earning High School Credit by Testing Out**

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

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

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

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

### **Online Learning Options**

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

- Districts will allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken in lieu of any of the regular six periods, then the school will pay for the course. If an online course is chosen in addition to the regular school day, the student will be subject to the cost of tuition.

- O.C.G.A. § 20-2-319.3 mandates the creation of an online clearinghouse of online courses and their providers to give parents and students the ability to search the clearinghouse for availability of online courses and providers. Guidelines for what constitutes high-quality online courses also are included.