



McClure Health Science High School

Student/Parent Handbook 2023-2024

Nicole Mosley, Principal

Lena Alonso, Assistant Principal

Dr. Jimmie McKinley, Assistant Principal

Dr. Tom Myers, Assistant Principal

Jessie Zaretsky, Assistant Principal

Mission: TO BE a world class Health Science High School, known for the quality of its learning experiences and the positive impact it has on the lives of students.

Vision: WE WILL advance the meaning and purpose in each student's life by providing relevant opportunities for college and career pathways that unfold into a promising future.

3921 Club Drive, Duluth, GA 30096

This handbook contains the best available information at time of its publication. Updates will be published on the McClure Health Science High School website as necessary.

ADMINISTRATION

Principal

Nicole Mosley

Assistant Principals

Lena Alonso

Dr. Jimmie McKinley

Dr. Tom Myers

Jessie Zaretsky

PHONE NUMBERS

- Main Office: 770-806-7900
- Attendance Office: 770-806-7935
- Counseling Office: 770-806-7857
- Clinic: 770-806-7926
- Title I Parent Center: 770-806-7911

TITLE IX

If you believe you are being mistreated on the basis of your race, color, religion, gender, age, national origin or handicap or you believe you are being sexually harassed, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's Division of Human Resources and Talent Management for assistance by writing or calling: Dr. Michelle Smith, Executive Director of Internal Resolutions and Compliance-Title IX Coordinator, Gwinnett County Public Schools, 437 Old Peachtree Road, Suwanee, GA 30024-2978, 678-301-6811.

Gwinnett county Public Schools (GCPS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. GCPS is expressly prohibited from subjecting any person to discrimination or harassment on the basis of his/her membership in a protected class by the following laws: Title VI and Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title I and Title II of the Americans with Disabilities Act of 1990; and Title II of the Genetic Information Nondiscrimination Act of 200

Gwinnett County Public Schools – FINAL 2023-24 SCHOOL YEAR CALENDAR

<p>4 Independence Day (Systemwide Holiday)</p> <p>19 Administrative Staff Meeting</p> <p>24-28 Required Pre-planning/ Staff Development [#1-5]</p> <p>31 Required Pre-planning/ Staff Development [#6]</p>	<p>JULY 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>1 Winter Break (School Holidays)</p> <p>2.3 Teacher Planning/Staff Development [#8-9] (Student Holiday)</p> <p>4 Begin 2nd Semester [Day 90]</p> <p>15 MLK Jr. Day (Systemwide Holiday)</p>
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Teacher Planning/Staff Development/Student Holiday
 Student/Teacher Holiday
 Digital Learning Day

SCHOOL YEAR CALENDAR

ACADEMICS AND INSTRUCTION

ACADEMIC LETTERS

Academic letters are available to students seeking a general academic diploma. Upperclassmen that have an overall 90 grade point average may earn an academic letter. These averages are calculated without rounding up scores.

CLASS RANK

Class rank is based on cumulative grade average at the end of each semester. The student's class rank is listed on his/her transcript.

FINAL EXAMS

Cumulative exams are given the last four days of each semester. We ask that parents and students avoid scheduling appointments on the final days of the semester due to review for and administration of final exams. Teachers will not give exams early. Students are not permitted to check out during an exam period. There are no checkouts on the three Final Exam Early Release Days (half days) of each semester. If a student misses an exam due to an excused absence, the exam can be taken on the announced Make-up day.

GIFTED PROGRAM

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for students who are intellectually advanced. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee. The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from public gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school. MSHS offers gifted level courses in some core subject areas at all grade levels. Any questions about the gifted education program should be directed to the Gifted Education Lead Teacher.

GOVERNOR'S HONORS PROGRAM

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising eleventh and twelfth grade students during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders. Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer while residing on a college campus.

GRADING SCALE

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0.0

GRADUATION

The graduation ceremony is by invitation to students in good standing who have met all credit requirements, as indicated in the senior letter/application distributed in the fall. Students must also have returned all textbooks, library books, and school issued items, and cleared all fines. Students who have met all requirements except for passing all parts of the Gateway Test may participate in graduation but they will receive a certificate of attendance rather than a diploma. Appropriate behavior before and during ceremonies is expected.

GATEWAY ASSESSMENTS

Gwinnett County Public Schools requires students to pass the Science and Social Studies Gateway Assessments. The Gateway Assessments measure students' ability to write effectively about Biology and/or Chemistry on the Gateway Science Exam and History on the Gateway Social Studies Exam. Students are provided several opportunities to retake the assessment should they not be successful the first time.

HEALTH CLASSES

During the semester, a unit in Family Life Education will be taught in health class. If a parent or guardian prefers that a son/daughter be exempted from this unit, the request for exemption should be made in writing to the principal.

HOMEBOUND/HOSPITAL/TELECLASS

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

HONOR GRADUATES

Students in all grades whose grade point average for the previous semester of high school course credit is 90.0% qualify for the Student Honor Roll (GPA is not rounded up). Students who have earned a cumulative average of 90.0% or higher at the end of the 1st Semester their senior year will be recognized as honor graduates. Grades lower than 90 will not be rounded up for this recognition.

HOPE GRANT

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

HOPE SCHOLARSHIP

The HOPE scholarship provides tuition assistance for qualified students in Georgia public colleges and technical schools. Specific eligibility requirements as outlined by the Georgia Student Finance Commission can be accessed on www.gafutures.org, as well as, the Free

Application for Federal Student Aid (FAFSA). The students must provide their social security number to the local school for Hope Scholarship registration.

MEDIA/ELECTRONIC PRESENTATIONS

Gwinnett County Public Schools uses and releases photographs, audio recordings, and/or video recordings taken or recorded at its facilities and events for educational, instructional, or promotional purposes as determined by Gwinnett County Public Schools for use in broadcast and media formats now existing or created in the future, including social media. These photographs and recordings often include depictions of students and/or parents engaged in instruction, school functions, and school activities. Any such photographs, audio recordings, and/or video recording shall become the property of Gwinnett County Public Schools and may be used or disclosed by Gwinnett County Public Schools or others with the consent of Gwinnett County Public Schools and /or its representation to students, parents, community members, or media outlets. By signing the response for acknowledging receipt of this student handbook, you consent to the foregoing. As the parent of a student, you may elect to withhold your consent for Gwinnett County Public Schools' use of photographs, audio recordings, and/or video recordings, you (the parent/guardian of the student) must notify the principal of the school the student attends in writing within 10 days of receipt of this handbook. The written notice must: (1) include the name of the student; (2) include a statement that the parent/guardian is opting out of the release of photographs, audio recordings, and/or video recordings depicting the students; and (3) be signed and dated by the parent or guardian. Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis should you wish to continue to opt out of the release of photographs recordings. Finally, please note that Gwinnett County Public Schools will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals who are not employed by, affiliated with, or under contract with Gwinnett County Public Schools.

PARENT PORTAL

The Parent Portal is an online resource that allows parents and guardians the ability to check their student's grades, attendance, and discipline. To participate, parents must register by completing a registration form and showing proof of identification in the front office or the parent center. Please contact the parent center for help or any questions with the parent portal. Parent portal can be access through the GCPS website at <https://go2.gwinnett.k12.ga.us>.

PROGRESS UPDATES

Students and parents can access academic, attendance and behavioral progress via the Parent Portal and Student Portal. Parents and Students can access grades on the GCPS website at www.gwinnett.k12.ga.us, by using the sign-in links at the top of the page. Parents who desire additional information about their student's progress, may email the teachers individually. Teachers will respond within 24 hours to emails.

PROMOTION CRITERIA

Students are assigned to grade levels based on the number of credits attained by fall semester. No adjustments of grade level assignments will be made during the school year; however, exceptions will be made for seniors who are on track to graduate. Students are assigned as follows:

- 10th Grade – 5 credits
- 11th Grade – 11 credits
- 12th Grade – 17 credit

REPORT CARDS

Report cards for the first semester will be mailed home in mid-January. Report cards for the second semester will be mailed home two weeks after the end of the spring semester.

SCHEDULE CHANGES

All students should follow the schedule that they received prior to or on the first day of school. Students and/or parents who desire a schedule change must make the request for a change immediately. Requests made after the first ten days of school will not be considered.

Class placements will be changed for the following reasons only:

- Student has already passed the course.
- Student has not passed the pre-requisite.
- Course needed is a graduation requirement.

Reasons for schedule changes that WILL NOT be approved:

- Request for a specific teacher.
- Changes in order to rearrange an existing schedule (i.e., students prefer physical education class in the afternoon rather than in the morning.)
- Change in electives.

SUMMER SCHOOL GRADUATION

In order to participate in the summer school graduation ceremony, all courses must be taken through Gwinnett County Public Schools (classroom instruction or Gwinnett Online Campus).

TEACHER-STUDENT ADVISEMENT

This program has been developed and implemented to support student's academic achievement and social skills. Activities will be conducted weekly during scheduled periods to provide important support to our students.

TEXTBOOKS/FINES

Students will be responsible for reimbursement to the school for lost or damaged textbooks.

TRANSFER CREDITS

Gwinnett County students desiring to take course work outside GCPS must provide the following documentation prior to receiving credit. An official transcript of course title, grade and credit awarded must be sent to the local high school records department. Students or parents must provide official accreditation documentation of non-Gwinnett programs to the receiving high school.

Grading scale for outside coursework must reflect the GCPS grading scale of 70% as the lowest passing grade for credit.

Policy P.JBCB states that the grade for a non-GCPS course for a graduating senior must be received by the school by May 1 preceding graduation.

School Accrediting programs directly accepted by Gwinnett County are as follows:

- SACS (Southern Association of Colleges and Secondary Schools)
- MSACS (Middle States Association of Colleges and Schools)
- NCACS (North Central Association of Colleges and Schools)
- NASC (Northwest Association of Schools and Colleges)

- WASC (Western Association of Schools and Colleges)
- GAC (Georgia Accrediting Commission)
- APSAC (Georgia Private School Accreditation Council)

Students who take courses NOT accredited by one of the organizations listed above must pass a GCPS final exam or End-of-Course Test in order to receive credit for the course.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian will be determined after the completion of the fall semester. A senior with the highest cumulative grade point average will be recognized as the Valedictorian. The student with the second highest cumulative grade point average will be recognized as Salutatorian. Both students must be enrolled at McClure Health Science High School and meet all current GCPS procedures for Valedictorian and Salutatorian.

ATTENDANCE

ABSENCES

The first day a student returns to school after an absence, he/she should bring a note signed by his/her parent or guardian including the date and the reason for the absence. The note must be presented to the Attendance Office. If a student has forgotten his/her excuse, he/she has until the second school day after the absence to present it; otherwise, the absence will be considered unexcused.

An absence will be unexcused unless it qualifies to be excused under one of the following areas as defined by state law:

- Students who are personally ill and whose attendance in school would endanger their health or the health of others.
- Students in whose immediate family there is a serious illness or death that would reasonably necessitate absence from school.
- Students who observe special and recognized religious holidays observed by their faith.
- Students who are mandated by order of governmental agencies (pre-induction physical examination for service in the armed forces or court order).
- Students who are expelled from school for short-term suspension.
- Students who are at least 12 years of age and are serving as pages in the General Assembly.
- Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health and safety.

TARDY TO SCHOOL/LATE CHECK-IN

Students who arrive at school after 7:10 a.m. should report directly to the Attendance Office. The student's tardy will be recorded and they will receive a pass to class. Appropriate consequences will be issued for unexcused and/or repeated tardies and/or late check-in.

TARDINESS TO CLASS

It is the expectation students arrive to class on time to engage in bell-to-bell instruction. All late students should go to the nearest tardy station to receive a tardy pass to class.

Attendance Policy and Procedures

Statement of Policy

The responsibility of school attendance is that of both parents/families and students. School attendance is important as it underscores the significance of learning and the importance of obtaining an education in our ever-evolving society. Regular school attendance also correlates strongly with improved grades and it helps students develop good work habits that will carry over in life. To aid students in being academically successful, attendance is required for attainment of the Academic Knowledge and Skills (AKS) standards. The Superintendent has designated the minimum levels of attendance in procedure consistent with state standards.

Definitions:

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

Compulsory Attendance - Official Code of Georgia (O.C.G.A.) 20-2-690.1(a): Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.

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

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

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

1. Personal illness or attendance in school endangers a student's health or the health of others. (i) Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
2. A serious illness or death in the student's immediate family necessitating absence from school. (i) In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences.)
6. A period not to exceed one day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.

7. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.

8. Public school students visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat supporting posting as a member of the armed forces of the United States or the National Guard are allowed five excused absences per school year.

9. Students who are in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the department of Human Services will be counted present for any day, portion of a day, or days missed from school when attending court proceedings related to that student's foster care.

10. A student who participates in the Student Teen Election Participant (STEP) program will be counted as present and given full credit for the school day during which the student served in the STEP program.

CHECKING IN

Students arriving after 7:10 a.m. must enter the school through the rear doors and proceed directly to the Attendance Office to check in prior to attending class. See Attendance Policy.

Late arriving students must present a note signed by a parent stating the reason for tardiness, which will be verified. A note (parent, doctors, court, etc.) must be presented at the time of checking in. Unexcused check-ins may result in disciplinary consequences.

CHECK OUTS/EMERGENCY

Students who leave during the school day due to illness or emergency shall follow routine check out procedures. Students shall not leave campus unless appropriate family contacts have been made by MSHS staff.

PRE-PLANNED CHECK OUTS

If a student has a note from the parent requesting permission for the student to leave school for an appointment, the students should present the note to the Attendance Office and sign out at the appropriate time.

COUNSELING OFFICE

The school counseling department provides an important system of support for students, parents, teachers, and administrators. Counselors work with students individually, in small groups, and through classroom guidance activities. Parent meetings are held throughout the year to provide both parents and students with information specific to each grade level to facilitate an on-time graduation. Students are assigned counselors according to their last name.

Counselor Cases

1. Ms. Carreon (First time 9th graders)
2. Mr. Howell (10th -12th graders with last names A-K)
3. Ms. Rowe (College & Career Readiness)
4. Ms. Tinsley (10th -12th graders with last names L-Z)

APPOINTMENTS

Students are able to visit the Counseling Office to request an appointment with their counselor. Students may also email their counselor with questions, and it is open for drop-in appointments during lunches. A counseling appointment is considered instructional time and is not a class absence. **The counseling office is open 7:00 a.m. – 3:00 p.m.**

CRISIS HELP NUMBERS

- Abused Women’s Services & Shelter: 770-963-9799 (24 hours)*
- Alanon, Alateen: 404-685-9040
- Child & Elder Abuse Reporting: 770-995-2122
- Department of Family and Children’s Services: 855-422-4453
- Gwinnett Sexual Assault Center: 770-476-7407 (24 hours)*
- SAFE House: 770-995-7620
- Suicide Prevention Hotline: 770-963-8141 (Business Hours); 770-985-2495 (24 hours) The United Way: 2-1-1

*Available 24 hours; help also available at any Quick Trip

The Four-Year Plan and Career Clusters/Pathways

The Four-Year Plan takes into consideration your academic abilities, career goals, interests, and plans for additional education beyond high school. The purpose of the plan is to familiarize you with graduation requirements and to get you thinking about life after high school... What you want to do with your future, where you want to go, and what you need to do in high school to make it happen. Each spring, you’ll register for classes for the next year. Your teachers will advise you about a recommended course selection and level of difficulty, based on your prior academic performance. As a result, your initial plan might change with future registrations. While teachers, counselors, advisors, and administrators will make every effort to give you the best advice, ultimately, you are responsible for taking the correct courses for graduation. Make sure your parents know your plans and keep them updated on your progress toward meeting requirements for graduation. Talk to your counselor or advisor if you have any questions. The following list of required courses and course sequences is designed to help you as you develop your Four-Year Plan. Please keep in mind that these sequences may be modified to accommodate special circumstances. However, the majority of students will adhere to the course sequences listed below. Unless noted, you would take a full year (1 credit) of the designated course.

Career Clusters/Pathways

Georgia students choose a Career Cluster/Pathway to pursue in high school. Under this model, you— with the help of parents, teachers and guidance counselors— will choose a Pathway in one of 17 Career Clusters, or in the areas of Advanced Academics, World Language, or Fine Arts. You can select your Pathway based on what you want to do after graduation and take a core set of classes and electives based on your chosen field. You have the freedom to switch Pathways or Clusters if you

discover a particular area is not your passion. You can choose Pathways that lead to two-year, four-year, or technical colleges, or directly into careers.

The Four-Year Plan Worksheet should be used while you review the course descriptions. Gifted and Honors sections are designated in selected subjects by local schools.

Language Arts – 4 Units

- 9th Grade Literature and Composition
- 10th Grade Literature and Composition
- 11th Grade American Literature and Composition* or AP English Language and Composition with American Literature focus
- 12th Grade British Literature and Composition or AP English Language and Composition or AP English Literature and Composition or Critical Literacy

Mathematics – 4 Units

See the Recommended Math Sequences chart for GCPS' four recommended math sequences. The classes you take each year will depend on which sequence you are following. Math is a required course every year. An End of Course assessment is required for Algebra I* or the accelerated equivalent.

Science – 4 Units

- Biology*
- Chemistry or AP Chemistry
- Physics or AP Physics I
- Approved 4th Science course

Social Studies – 3 Units

- World History or AP World History
- U.S. History* or AP U.S. History
- Economics or AP Macroeconomics or
- AP Microeconomics (½ Unit)
- Political Systems or AP American Government (½ Unit)

Health and Physical Education – 1 Unit

- Personal Fitness (½ Unit) and Health (½ Unit) or JROTC (3 Units)

Modern or Classical Language*, Fine Arts, Career and Technical Education** – 3 Units

- Any combination.
- *Note: At least 2 units of the same Modern or Classical Language are required for admission to University System of Georgia schools. Be aware of requirements for colleges you are interested in attending.

Additional Required Electives – 4 Units

- Any combination.

*State-mandated End of Course (EOC) assessment required.

DUAL ENROLLMENT

The Dual Enrollment program gives qualified high school students the opportunity to earn college credits. Students are “concurrently” enrolled in high school and college, full time or part time. Students earn both college and high school credits needed for graduation while working toward a college degree. Please access www.GaFutures.org for specific guidelines. Contact the counseling office for more details.

RECORDS TRANSFER

Copies of a student’s educational record may be transferred to officials of other schools in which the student seeks to enroll. Please note that we are unable to fax student records. Effective July 1, 1977, Georgia law requires:

Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian execute a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.

STUDENT RECORDS

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school’s failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County policies on their compliance with the law, or to request the opportunity to inspect and review your child’s records, contact your child’s school.

Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records. The rights include: the right to receive this information in a format understandable to the student and parent; the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to have the records explained; the right to copies of student records; the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes; the right to request that material be removed from student records and the procedures for doing so; the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances; the rights of separated or divorced parents and legal guardians pertaining to student records; the schedule of destruction of particular student records; the content, location and particulars concerning permanent records, official records and supplemental records.

TRANSCRIPT REQUESTS

Students may request a copy of a transcript in the counseling office for a fee of \$5.00 that is paid on mypayments.com plus. Transcripts require a 72-hour turnaround time

CLINIC INFORMATION

For the safety and well-being of students, it is imperative that a clinic card be completed for every student each school year. This card must include the student's 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. This card must be on file before students are allowed to check out, otherwise a parent will have to come to school to check the student out.

CLINIC POLICY

The clinic worker is present in your child's school to act as a liaison between home and school regarding health concerns. Some health conditions may require that additional documentation be kept on file at your local school. Please complete any forms that pertain to your child and return them to your school. Please use the following link to obtain the following medical forms:

- [Administration of Medication Request Form](#)
- [Allergy Emergency Plan Form](#)
- [Asthma Management Plan & Medication Form](#)
- [Home Treatment Recommendations for Head Lice](#)
- [Parent's Request and Authorization for Auto-Injectable Epinephrine Form](#)
- [Reasons to Keep Your Child Home from School](#)
- [Student Clinic Card Form](#)

MEDICATIONS ON SCHOOL CAMPUS

All medications, both prescription and over the counter, must be brought by an adult to the clinic with the appropriate medicine release forms. All medications must be in the original unopened medication bottle. Prescription medications must be in the labeled prescription bottle.

Medications must be picked up at the end of the year, or the school will dispose of them.

DRESS CODE

DRESS CODE VIOLATIONS

McClure Health Science High School is the premier Health Science High School experience in Georgia. In an effort to maintain this standard, we encourage students to present themselves in a way that promotes professionalism in dress. The following guidelines were created to help inform decisions when deciding what to wear to school.

At McClure Health Science High School, the clothing that is selected to wear should not diminish our daily academic focus. Our core business of teaching and learning is disrupted when a student has to be referred to an administrator for dress that does not promote professionalism. If a student is dressed in a style that does not promote professionalism based on the discretion of a school administrator, the student will be asked to correct the situation. Failure to comply will result in a discipline consequence.

Medical scrubs and medical uniforms are permitted on a daily basis. Students are encouraged to purchase these items from the school store.

Prohibited dress shall include any attire that depicts, promotes, or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment.

Clothing that does NOT promote an image of professionalism is an outfit that...

- Shows cleavage
- Shows midriff
- Shows bottoms/ upper thighs
- Shows undergarments
- Includes head covering (hats, doo rags, headbands that cover the full head, etc.)
- Includes inappropriate pictures/texts (clothing that depicts, prompts or advertises gang affiliation, illegal activity, illegal drugs, alcohol or tobacco, sexual references, offensive words or designs, and other clothing which is disruptive to the learning environment)

Clothing that DOES promote an image of professionalism is an outfit that...

- Covers your chest
- Covers your stomach
- Covers your bottom/ upper thighs
- Covers your undergarments
- Has appropriate content on shirts
- Uncovers your head unless for religious purposes

GENERAL INFORMATION

BULLYING POLICY

Any student who is considered to be “bullying” other students with oral, written, cyber or physical threats or threatens the safety of any student, staff, faculty member or community member will receive a discipline consequence. Bullying is considered a threat and disruptive to the educational function of the school.

BUS POLICY

Gwinnett County Public Schools provides a service of transportation for students to and from school. Students must abide by all policies, procedures and disciplinary rules on the way to the bus stop, while at the bus stop and en route to and from school. Violation of county rules, policies or procedures may result in disciplinary action that may include revoking bus riding privileges.

Students are not allowed to ride any other bus than the assigned bus to the student’s home address. In the case of an emergency, a student will be allowed to ride an alternate bus if a note from the student’s parent/guardian is submitted to the Front Office before school begins. The note must include the emergency situation and a contact number.

CAFETERIA

[Lunch Nutrition GCPS Website.](#)

Forms for free and reduced lunches are available from the cafeteria manager or the front office or online. A new application for free or reduced lunch must be submitted within the first 30 days of school each year. **Outside food may not be delivered during the school day. Students may not leave campus for lunch.**

CLUBS AND ORGANIZATIONS

A complete listing of McClure Health Science High School clubs, organizations and athletic teams is available on the McClure Health Science High School website at:

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

CIVIC'S SEAL

COMMUNITY SERVICE SEAL

The purpose of awarding a Community Service Seal is to make high school students more aware of the community in which they live and to offer avenues for them to learn about the interdependence of mankind.

The seal can be earned by completing a minimum of 100 hours during their high school career. Students are required to complete 250 hours of service to wear a cord at graduation. Service hours must be earned outside of the 7:00 – 1:50 school day. Service hours may be earned during the summer prior to each school year. The top 10% of the Senior class will be recognized at Honors Night.

Service is not restricted to, but may include, community, hospital, church, scout or club activities that help those who are in need. Fundraising activities, other than for charitable causes, do not count for the seal. Hours worked for a commercial business for purposes other than charitable causes are not valid. Service to family members in special situations (such as babysitting) may be considered but are not guaranteed to count toward the Community Service Seal (please attach a letter of explanation and speak with the Service Seal Coordinator).

All service must be accurately recorded on the Community Service Seal Activity Log including name of organizations involved, description of service, dates, volunteer hours and signatures of adult supervisors.

Possible sources for community service may come from local service organizations and school personnel or ideas from the Community Service Center, but must meet with the approval of the Service Seal Coordinator.

The community service log is due to the Service Seal Coordinator in March of the senior year.

Rising ninth grade students may begin earning service hours during the summer preceding their ninth grade year.

DELIVERIES TO SCHOOL

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction. We do not deliver flowers, gifts, or fast food lunches to students.

DRIVER'S LAW

All students 15 through 17 years old are required to bring a notarized Certificate of Attendance when applying for a driver's license or permit. Certificates of Attendance are available in the Main Office and there is a minimum 24-hour turnaround time to process the form. The cost of having this form processed is \$3 and must be paid at the time the form is presented to be processed. This form certifies that a student has not missed ten or more unexcused absences in the current and/or prior school year.

Students who need attendance verified AND a replacement ADAP form will be charged \$5 for both forms.

ELEVATOR ACCESS

An elevator is available for those who are unable to use the stairs. Students must have an Administrator's written permission to obtain access to the elevator. Go to the Clinic for a pass.

EMERGENCY PREPAREDNESS PLAN

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

FOOD SERVICES

Parents/Guardians wishing to provide money to students for their lunch account must utilize www.MyPaymentsPlus.com. Parents/Guardians must create an account, then may load funds for

meals which is then used as a debit account to purchase meals and a la carte items. Students are allowed to charge up to \$7.50, after which charging privileges are suspended.

HOMELESS CHILDREN AND YOUTH

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title One Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

INDIVIDUALS WITH DISABILITIES

It is the practice of McClure Health Science High School to provide instructional and related services appropriate in order to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact any office for information regarding mobility impaired issues or handicapped access.

IN-SCHOOL SUSPENSION

Students who violate the rules and/or regulations of McClure Health Science High School or the Gwinnett County Public Schools may be assigned In-School Suspension (ISS). Students are to follow the rules of ISS. Any violation of the rules of ISS may result in Out-of-School Suspension.

Failure to report to ISS as assigned may result in Out-of-School Suspension. Any student that is absent the day(s) of assigned ISS should report to ISS upon returning to school. Failure to do so may result in Out-of-School Suspension.

OUT-OF-SCHOOL SUSPENSION

Students who violate the rules and/or regulations of McClure Health Science High School or the Gwinnett County Public Schools may result in Out-of-School Suspension (OSS). Students may not be on any Gwinnett County Public Schools' property during Out-of-School Suspension at any time, including attending extracurricular activities.

PARKING

A limited amount of parking is available on campus for students. Parking on campus is a privilege. Certain rules and regulations are expected of the student to maintain this privilege. Students who choose to park a vehicle at McClure Health Science High School must purchase a parking permit for \$70.00 per year or \$30.00 after spring break. No refunds will be issued.

Students who purchase a parking permit will receive a decal that they must always display on the car. No student may obtain a parking permit for another student or give someone else permission to use his/her parking privileges. Refer to the parking permit application for necessary documentation in order to obtain a parking permit and for parking rules/regulations and eligibility guidelines.

The student who purchased the parking decal originally is the only person allowed to use that decal. If a decal is stolen or lost, replacement decals will be issued at the same cost as the original decal and there will be no refund for replacement decals if the original decal is found.

No student is allowed in any parking lot at any time except when arriving on campus or leaving campus. Upon arrival at school, students should go directly to the building and not remain in the parking lot or return to the parking lot without permission. Vehicles brought on campus are subject to search by school officials.

Violations of parking regulations may result in revocation of parking privileges, having the vehicle towed off campus and/or receiving a parking ticket. Vehicles without appropriate parking permits will be given one warning. If corrective action is not taken, the vehicle may be towed.

PROOF OF RESIDENCY AND IMMUNIZATION

The parent or guardian of the student must provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. All students must be properly immunized and have the official Georgia immunization form on file in the counseling office. Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to withdrawal from McClure Health Science High School.

TITLE I OFFICE

Title I of the Every Student Succeeds Act (ESSA) of 2015 (formerly known as ECIA, ESEA or Chapter 1, No Child Left Behind Act) is the largest federally funded educational program. ESSA, authorized by Congress, provides supplemental funds to school districts to assist schools with the highest student concentrations of poverty to meet school educational goals. Schools qualify for Title I based on demonstrating that the enrollment of the school has a sufficiently high percentage of economically disadvantaged students. Title I funds must be used to promote:

- High academic/achievement for all children;
- A greater focus on teaching and learning;
- Flexibility to stimulate local initiatives coupled with responsibility for student performance;
- Improved linkages among schools, parents and communities.

If you have questions or would like to be an active parent, please contact the Parent Center at McClure Health Science High School.

VISITORS

Students are not allowed to have visitors during the school day. Parents or others with business at McClure Health Science High School must check- in and obtain appropriate identification in the main lobby.

WORK PERMITS

Procedures for obtaining work permits are available in the Main Office. Work permits are prepared after normal school hours and require a 24-hour turnaround. Students who are sixteen years of age or older are no longer required to obtain a work permit.

STUDENT GUIDELINES FOR MEDIA CENTER USE

The MSHS Media Center is open Monday – Friday from 6:30 a.m. to 2:30 p.m. (Please note: The Media Center is occasionally closed after school for meetings.) Students may come to the Media Center with a signed pass anytime during the school day. If students would like to come to the Media Center during lunch, they will need to get a pass that morning from the Media Center.

The Media Center staff is happy to help with research, technology projects, and reading recommendations, so don't hesitate to ask!

- Students may check out up to five (5) books at a time and keep them for three weeks. Items may be renewed as available.
- Students are charged \$0.10 per day for overdue books. Students will not be able to check out another book until their record is clear. Students are encouraged to take care of fines as soon as possible so that they can keep your checkout privileges.
- Students are held personally responsible for items checked out under their student number. Students should NOT check books out for other people or share their student ID number with friends.
- If a student loses a library book, the cost to replace it is \$20 for a hardback book and \$10 for a paperback book.
- Printing costs \$0.10 per page for black and white and \$0.25 for color.
- Food and drink are not allowed in the Media Center.
- Students who need to use technology equipment, such as digital still or video cameras, projectors, or scanners, should see a media specialist to reserve these items in advance. ● All students are expected to abide by the GCPS Acceptable Use of Electronic Media Policy.

Student resources available at home: You will find many resources through MY eCLASS. Your teachers' Course Pages contain information about your classes. You will find access to many databases in the Online Research Library on your student portal dashboard, along with passwords to the databases. For information about the McClure Health Science Media Center and its resources, go to the MSHS website at <https://www.gcpsk12.org/mcclurehealthsciencehs>

RESPONSIBLE USE OF ELECTRONIC MEDIA FOR STUDENTS

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission, and goals established by the Board and for the purpose of AKS instructional support.

All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, ethical, and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (email). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student email use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS email private or confidential in any way.

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

ACCESS IS A PRIVILEGE—NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools. Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system wide procedure. Building administrators shall establish a process for informing students and staff about the district and local school Responsible Use Procedures.

The definition of GCPS information and data resources will include any computer, server, or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROMs, DVD-ROMs, computer peripherals, or other storage media, that is owned and maintained by the GCPS. The “user” of the system is the student using GCPS technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

GCPS technology and electronic resources must not be used to:

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

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary action, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.