

# **COLLINS HILL HIGH SCHOOL**

**Vision, Integrity, Strength**



## **STUDENT/PARENT HANDBOOK 2011-2012**

**2010 & 2006 Georgia Athletic Director's Cup**

**2001 Georgia School of Excellence**

# **DRUGS, WEAPONS, ALCOHOL, & VIOLENCE**

## **Confidential TIP LINE**

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

**If you think that someone is carrying a weapon, drugs, or alcohol on school property, or if you believe that you have been the target of violence or threat of violence, or have witnessed violent or threatening conduct by another person, please call:**

**(770) 822-6513**

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

## **COLLINS HILL HIGH SCHOOL VISITOR POLICY**

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

### **During School Hours**

- The parents/guardians (or court appointed guardians) of current students
- Other family members of current students who are approved by the student's parent/guardian
- Those persons invited by the Gwinnett County Public Schools for official business

The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

Parents and visitors should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes.

### **After School Hours**

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

### **School Authority**

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

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# Collins Hill High School

50 Taylor Road

Suwanee, Georgia 30024

www.collinshill.org

|                                     |              |                                |              |
|-------------------------------------|--------------|--------------------------------|--------------|
| 9 <sup>th</sup> Grade Office .....  | 770-338-4759 | Academic Sup. & Adv. ....      | 770-682-4106 |
| 10 <sup>th</sup> Grade Office ..... | 770-682-4119 | Academic Sup. & Adv. Fax ..... | 678-377-3936 |
| 11 <sup>th</sup> Grade Office ..... | 770-277-4539 | Community School .....         | 770-682-4132 |
| 12 <sup>th</sup> Grade Office ..... | 770-682-4131 | Main Office .....              | 770-682-4101 |
| Athletic/Activity Director .....    | 770-682-4134 | Main Office Fax .....          | 770-682-4105 |

## ADMINISTRATIVE STAFF

Grade Level Administrators:

| 9 <sup>th</sup> Grade | 10 <sup>th</sup> Grade | 11 <sup>th</sup> Grade | 12 <sup>th</sup> Grade |
|-----------------------|------------------------|------------------------|------------------------|
| Peter Jones           | Nicole Androustopoulos | Tony Aguirre           | Vicki Hobbs            |
| Jeremy Watkins        | Stan Mayweather        | Dr. Kim Nichols        |                        |

Assistant Principal for Curriculum and Instruction: Shelia Sosebee

Assistant Principal for Special Education and Testing Assistant: David Jimenez

Assistant Principal for Testing: Craig Hanson

Community School Director: George Pringle/John Hudlow

Activities/Athletic Director: Roland Wallace

Academic Support and Advisement Counselors:

|                   |                  |              |             |
|-------------------|------------------|--------------|-------------|
| Paulina Krajewska | Margaret Cheeley | Leslie Dendy | Wanda James |
| Rasheedra Nelson  | Lisa Fay         |              |             |

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

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



# **BULLYING**

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

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

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

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

## **Collins Hill High School's Beliefs**

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

## DRUG FREE SCHOOLS STATEMENT

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

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

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

### STUDENT CODE OF ETHICS

#### *GUIDELINES FOR STUDENT BEHAVIOR:*

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

# **COLLINS HILL HIGH SCHOOL PARENT TEACHER STUDENT ASSOCIATION**

Dear Collins Hill Families,

Welcome to the 2011-2012 school term at Collins Hill High School as we join our students, their families and the teachers and staff in looking forward to another rewarding and enriching year here at Collins Hill.

Family engagement takes many forms in high school—boosters, academic or service groups, enthusiastic event attendee. One thing that we all have in common is desire to support our children. All of us assist with shaping young lives, building character and influencing the next generation of citizens and leaders. PTSA is dedicated to supporting and speaking for children, to assisting parents in developing the skills needed to raise and protect their children and to encouraging involvement in public schools.

The place to start is membership in the PTSA. Membership helps to support programs at Collins Hill but as important yet overlooked is the impact that your membership has in Georgia and Washington. Through our membership, we can have a powerful impact on our children's lives, be a greater influence over their education and continue a tradition of commitment that has been in place for more than 100 years. Please join us as we speak for every child with one voice.

Respectfully yours,

Andrea Burman & Carol Ranft  
PTSA Co-Presidents  
2011-2012

# **2011-2012 CHHS PTSA BOARD**

## **Co – Presidents**

Andrea Burman  
aburman@charter.net

Carol Ranft  
carol.ranft@gmail.com

## **Co –Vice Presidents**

Jeanette Harris  
jsmisha@msn.com

Cindy Schwarzer  
ccctams@BellSouth.net

## **Secretary**

TBA

## **Treasurer**

Tom Balog  
tomanddawn11@bellsouth.net

|                |                                    |                      |
|----------------|------------------------------------|----------------------|
| PTSA Meetings: | Thursday, September 1st            | Curriculum night     |
|                | Thursday, October 20 <sup>th</sup> | PTSA Meeting         |
|                | Thursday, January 12 <sup>th</sup> | Advisement Night     |
|                | Tuesday, March 13 <sup>th</sup>    | Election of Officers |

**CALENDAR  
COLLINS HILL  
HIGH SCHOOL  
2011-2012**



|                       |   |
|-----------------------|---|
| August 8              | First Day of School                                     |
| September 1           | PTSA/Open House/Curriculum Night                        |
| September 5           | Labor Day Holiday                                       |
| September 16          | End of First Six Weeks                                  |
| September 22          | Progress Reports Issued                                 |
| October 10            | Teacher Furlough/Student Holiday                        |
| October 20            | PTSA meeting  |
| October 22            | Homecoming  |
| October 28            | End of Second Six Weeks                                 |
| November 3            | Progress Reports Issued                                 |
| November 21-25        | Thanksgiving Holiday                                    |
| December 14, 15, & 16 | Early Release Days for Exams                            |
| December 19-30        | Winter Break  |
| January 2             | Teacher Planning/Professional Learning; Student Holiday |
| January 3             | Beginning of 2 <sup>nd</sup> semester                   |
| January 12            | PTSA/Advisement Night                                   |
| January 16            | Martin Luther King, Jr. Holiday                         |
| February 16           | End of Fourth Six Weeks                                 |
| February 17 & 20      | Student/Teacher Holiday & Presidents Day                |
| February 23           | Progress Reports Issued                                 |
| March 12              | Teacher Furlough/Student Holiday                        |
| March 13              | PTSA: Election of Officers                              |
| March 29              | End of Fifth Six Weeks                                  |
| March 30              | Student/Teacher Holiday                                 |
| April 2-6             | Spring Break  |
| April 12              | Progress Reports Issued                                 |
| April 26              | Spring Honors Program                                   |
| May 21, 22 & 23       | Early Release Days for Exams                            |
| May 23                | LAST DAY OF SCHOOL                                      |

# Bell Schedule

1<sup>st</sup> 7:10 8:05

2<sup>nd</sup> 8:11 9:06

3<sup>rd</sup> 9:12 10:07

4<sup>th</sup> 10:13 11:08 Lunch 4<sup>th</sup> 4A 10:07 10:35

4B 10:41 11:08

5<sup>th</sup> 11:14 12:09 Lunch 5<sup>th</sup> 5A 11:08 11:36

5B 11:42 12:09

6<sup>th</sup> 12:15 1:10 Lunch 6<sup>th</sup> 6A 12:09 12:37

6B 12:42 1:10

7<sup>th</sup> 1:15 2:10

\*\*\*Students will have lunch for ½ of 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> and Advisement/Guided Study during the other ½ of the same period.\*\*\*

# CURRICULUM / INSTRUCTION

## GRADING SYSTEM

A—100-90    B—89-80    C—79-74    D—73-70    F—69-0

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

**MAKE-UP WORK:** When a student has an *excused absence*, he/she must make up any work missed within (5) school days or according to a plan devised by the teacher if an extension is approved. It is the **student's responsibility**, before or after class, to arrange make-up work to be done outside the regular school day. If the work is not completed within five (5) days, or as otherwise arranged, the student receives no credit for the incomplete work. **All pre-assigned work will be due on the day of a student's return from an absence. Make up work will not be accepted if the absence is unexcused.** The five (5) day rule does not apply to long-standing due dates on assignments such as term papers or projects. In those cases, it is expected that the student turn in the assignment on his or her first day back to school.

**PROGRESS REPORTS/DEFICIENCY REPORTS:** After the 30th and 60th day of each 90-day semester, each student will receive an inclusive written report of his/her current academic status for all courses. Reports must be signed by a parent/guardian and returned to the school at a specified time.

**FINAL EXAMS:** No exams will be given early. Exams will be made up on teacher workdays following the end of a semester. Under severe circumstances, 1st semester exams may be scheduled the first week of the 2nd semester and 2nd semester exams may be scheduled during pre-planning of the next Fall semester.

**REPORT CARDS:** Report cards for first semester will be given to students within the first two weeks of the following semester. Report cards for second semester will be mailed approximately 7 days after the semester ends.

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

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

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

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

**ACADEMIC DISHONESTY (Cheating):** Academic dishonesty is inexcusable conduct. A zero will be given to the student for the assignment involved, the teacher will contact the parents, and the student will be referred to the administration. Subsequent offenses will result in escalating consequences.

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

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

**REQUEST FOR HOMEWORK:** A student who will be out of school for three or more days is encouraged to e-mail their respective teachers for assignments for the period of time he/she will be absent. The teachers must have *twenty-four hours notice*, and the student is expected to turn in all requested work *within five (5) school days upon returning to school*. Homework cannot be requested while student is absent due to suspensions.

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

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

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

school. A request for homebound services must be accompanied by the principal's or principal's designee's signature and parental approval.

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

General education students are provided a Re-Entry Pass preceding their return to the local school. This is based on the recommended duration projected by the physician.

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

**SCHOOL ADMISSION OF SUSPENDED OR EXPELLED STUDENTS:** (Policy JDF) The Gwinnett County Board of Education may decide not to admit a student into the school system who has been suspended or expelled from another school system during the period of such suspension or expulsion.

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

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

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

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

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

## **EXAM EXEMPTION POLICY SECOND SEMESTER ONLY:**

- In order to exempt a final exam, the student must be in a senior homeroom and graduating in the spring graduation ceremony.
- Seniors must fulfill either A or B below to be eligible to exempt the **objective** exam:
  - A. An average of 90 or better in a specific subject will exempt the student from that objective final exam only; (A letter will be distributed to all seniors the 2<sup>nd</sup> semester which will indicate a date toward second semester's end by which this condition must be met. If the student's grade falls below an A after that point, they will be required to take the Final Exam). This student will be required to take the GCPS performance exam which will count its full required weight.
  - B. If a student has achieved honor graduate status, meaning the student has a cumulative grade point average greater than or equal to 90.0 at the end of Fall semester, the student may exempt all objective exams. Performance exams are still required and will count as a daily grade.

Students may **NOT** exempt End of Course Tests (EOCT) that are required by the state of Georgia. However, if a senior qualifies for exam exemption in a class requiring an EOCT, they may exempt the local school test given on the exam date.

If a student has been suspended, out-of-school, any time during their senior year, he/she will **NOT** be eligible to exempt exams.

If a student is eligible to exempt an exam, s/he must turn in or pay for lost textbooks for that class prior to exam day. Also, the student must have clearance from the Media Center that he/she has no books outstanding. All extra and co-curricular obligations must be cleared with respective coaches, directors or sponsors. All parking fines must be cleared up.

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

Students who transfer from another school after second semester has begun are not eligible to exempt exams.

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

Referrals to the gifted program may come from teachers, parents, peers, the student her/himself or as the result of system-wide testing scores. A school's gifted eligibility team reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. Following the cutoff date at the end of a school year, a student's eligibility cannot be reviewed until the beginning of the next school year. A child may be referred once during grades

K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

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

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

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

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

# OFFICE OF ACADEMIC SUPPORT & ADVISEMENT

The Collins Hill High School Counseling Staff offers a variety of services to students, parents, and faculty members. These opportunities exist to ensure that students be given the opportunity to explore their interests, satisfy graduation requirements, and plan future career objectives. The counselors plan and implement guidance activities throughout the year, which are listed below under Counseling Services. In order to provide students with individual assistance, the counselors divide the student body alphabetically based upon the student’s last name. Students are divided as follows:

|                   |           |
|-------------------|-----------|
| Paulina Krajewska | A-Cre     |
| Lisa Fay          | Crf - Hr  |
| Wanda James       | Hu - Mi   |
| Leslie Dendy      | Mj - Sg   |
| Rasheedra Nelson  | Sh-Z      |
| TBA               | ESOL      |
| Margaret Cheeley  | 9th Grade |

The counselors schedule their days by appointment. This provides a structure that will allow them to see students effectively while limiting the amount of out of class time for students. Parents can make appointments by calling their child’s counselor at 770-682-4106. Students can request appointments in the counseling office.

**SERVICES OFFERED:**

- Academic Advisement
- Transcripts
- Summer School Information
- Academic Skill Building
- Crisis Intervention
- College and Technical College Information
- Parent Informational Meetings
- Referrals
- Career Guidance
- Psychologist/Social Worker
- Individual Counseling
- Scholarship and Financial Aid Information
- New Student Orientation
- Phoenix HS Advisement
- Peer Mediation
- Care Team Referrals
- Mentoring Program
- Small Groups

**TRANSCRIPTS AND RECORDS:**

Students, parents, and graduates wishing to obtain record information and transcripts should contact the Records Clerk in the Counseling Office at 770-682-4106. Records of students transferring to other high schools will be sent upon request. Transcripts requested by students to be sent to colleges, technical colleges, specialty schools, organizations and personal copies will cost \$2.00 per transcript. Also, through GAcollge411.org, students can electronically request an official high school transcript for colleges and universities in Georgia.

Parents' rights regarding GCPS school records:

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

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

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

Psychologists and social workers at Collins Hill High School are at the school one day each week.

**CAREER GUIDANCE SERVICES:** The Collins Hill Counseling Staff utilizes the concept of career development as a theme for the organization and implementation of guidance and counseling services for students. Career development is a process which includes making decisions and preparing for meaningful work. The Collins Hill Academic Support and Advisement Program offers several career development activities and opportunities for students at each grade level. These activities range from self-assessment to career planning.

The counselors will implement the program through classroom, small group, and individual guidance. Career Cruising is a career exploration and planning tool that is used to explore careers, interest inventories, and nationwide college information including admission requirements, athletic scholarships, and financial aid. Career Cruising is accessed through all computers at Collins Hill High School and is now available on the internet at: [www.careercruising.com](http://www.careercruising.com). You will need the following information to access this program at home: **User ID: collinshill Password: high**

**ACADEMIC GUIDANCE AND COUNSELING SERVICES:** Counselors are available by appointment to assist students with academic concerns:

Counselors present classroom guidance sessions regarding skill building, academic programs, career interests, types of diplomas, PSAT and SAT/ACT, Armed Services Vocational Aptitude Battery (ASVAB) testing, colleges, military, technical colleges, joint enrollment and career exploration.

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

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

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

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

**GENERAL POST-SECONDARY SCHOOLING INFORMATION:** Admission to college, university, or technical college is the student's responsibility. Admission is dependent upon furnishing personal information to the post secondary institution when requested. Admission is contingent on the application arriving before deadline date and is dependent on meeting the college admission criteria. To apply:

Thoroughly complete all admission applications in ink or typed print, attach required check and/or photographs, and mail directly to the post-secondary institution. Students can also submit an application electronically through the post-secondary institution's website or GAcademy411.org. Simply follow the steps to complete the application and instructions for submitting transcripts, application fees, etc.

Complete a transcript request form in the counseling office. There is a \$2.00 fee for each transcript. Students can also send a transcript electronically through GAcademy 411.org for schools in Georgia.

**FINANCIAL AID:** For information on financial aid, be sure to read the **Georgia Student Financial Aid Handbook and the Free Application for Federal Student Aid (FAFSA)**. These publications are available through the Georgia Finance Commission, local high schools and all colleges and technical colleges. The forms are usually available in January of each year.

The Georgia Student Finance Commission offers assistance with the Free Application for Federal Student Aid. Call 770-414-3000 for assistance. The Federal Financial Aid Department has a toll free number: 1-800-433-3243. For hearing impaired: TDD 1-800-730-8913.

## **FINANCIAL AID ~ 5 BASIC STEPS**

1. In early fall, apply for admission to all considered colleges, universities or technical colleges. No financial aid can be offered until the student has been accepted into a school.
2. Check private sources for scholarships. Explore possible sources such as employers, vocational rehabilitation, church, and civic organizations. Utilize career lab resources.
3. Apply directly to the post-secondary school for aid. Write to the Director of Financial Aid for an application and information on grants, loans, scholarships, work-study and co-op.
4. Complete a **FAFSA** as soon as possible. **This cannot be postmarked before January 1 of your senior year. Completing your federal income tax form will make this process easier.**
5. Be sure to respond to any communication received from a college/technical college financial aid office.

**HOPE SCHOLARSHIP/GRANT PROGRAM (Helping Outstanding Pupils Educationally):** This is Georgia's unique program that rewards high school students with financial assistance in degree, diploma, or certificate programs at any Georgia public or private college, university, or technical college. Parents and students may call the Georgia Student Finance Commission. For more information about HOPE, call 770-724-9030 or 1-800-546-HOPE.

The financial aid office at each post secondary school can provide information on tuition costs, residency determination, and course work eligible for HOPE assistance. Students may also meet with their counselors to discuss HOPE options.

## Academic Support & Advisement Calendar 2011- 2012

|                  |  |
|------------------|--|
| <b>August</b>    | Registration                                       |
|                  | Orientation  |
| <b>September</b> | Senior Parent Night                                |
|                  | Senior classroom guidance                          |
|                  | Senior appointments                                |
| <b>October</b>   | Senior classroom guidance                          |
|                  | Senior appointments                                |
|                  | Sophomore classroom guidance                       |
|                  | Freshman parent night                              |
|                  | Freshman classroom guidance                        |
| <b>November</b>  | Senior appointments                                |
|                  | Freshman classroom guidance                        |
| <b>December</b>  | Parent/Student Financial Aid Meeting               |
|                  | First Semester Exams                               |
| <b>January</b>   | Junior classroom guidance                          |
|                  | Junior appointments                                |
|                  | PTSA Advisement/College Night                      |
| <b>February</b>  | Registration Advisement                            |
|                  | Post Secondary Options Parent Information Meeting  |
|                  | Peer Leading Interviews                            |
|                  | Junior appointments                                |
|                  | Sophomore classroom guidance                       |
|                  | Freshman classroom guidance                        |
| <b>March</b>     | Registration Advisement                            |
|                  | Junior appointments                                |
|                  | ASVAB (Armed Services Vocational Aptitude Battery) |
| <b>April</b>     | Freshman classroom guidance                        |
| <b>May</b>       | Articulation Meetings: 8 <sup>th</sup> grade       |
|                  | AP Exams   |
|                  | Summer School Advisement                           |
|                  | Second Semester Exams                              |
|                  | Graduation   |

## STATEWIDE & COUNTY TESTING DATES 2011-2012 SCHOOL YEAR

|                     |  |
|---------------------|--|
| 9/12 – 16/2011      | High School Graduation Tests - Retest LA (9/12), MA (9/13), SC (9/14), SS (9/15), Make-Ups (9/16)                          |
| 9/27/2011           | High School Graduation Writing Test: Main Administration   |
| 9/28/2011           | High School Graduation Writing Test: Make-up   |
| 10/12/2011          | PSAT—All 10 <sup>th</sup> grade students and juniors who pay   |
| 10/25 – 26/2011     | High School Gateway Retest: SC/LA (10/25), SS/LA- (10/26)  |
| 11/ 7 – 11/2011     | High School Graduation Tests – Retest (LA (11/7), MA (11/8), SC (11/9), SS (11/10), Make-Ups (11/11)                       |
| 12/5-16/2011        | End of Course Tests (EOCT)   |
| 1/17/2012-3/2/2012  | ACCESS Testing   |
| 2/29/2012           | High School Graduation Writing Test Retest   |
| 3/1/2012            | High School Graduation Writing Test Makeup   |
| 3/19/2012-3/23/2012 | High School Graduation Tests: Main Administration—LA (3/19), MA (3/20), Science (3/21),SS (3/22). MAKE UP—All areas (3/23) |
| 4/16 and 4/18/2012  | Gateway Testing: Main Administration - (4/16—SC/LA & 4/18—SS/LA)   |
| 4/17 and 4/19/ 2012 | Gateway Makeup (4/17 SC/LA & 4/19—SS/LA)   |
| 5/7-18/2012         | AP Exams   |
| 4/30- 5/18/2012     | End of Course Tests (EOCT)—Specific subjects to be aligned with AP Exam schedule   |

## OPTIONAL TEST DATES 2011-2012 SCHOOL YEAR

| TEST | TEST DATES   | REGISTRATION DEADLINES          |
|------|--------------|---------------------------------|
| PSAT | October 12   | Juniors must register at school |
| SAT  | October 1    | September 9, 2011               |
| SAT  | November 5   | October 7, 2011                 |
| SAT  | December 3   | November 8, 2011                |
| SAT  | January 28   | December 30, 2011               |
| SAT  | March 10     | February 10, 2012               |
| SAT  | May 5        | April 6, 2012                   |
| SAT  | June 2       | May 8, 2012                     |
| ACT  | September 10 | August 12, 2011                 |
| ACT  | October 22   | September 16, 2011              |
| ACT  | December 10  | November 4, 2011                |
| ACT  | February 11  | January 13, 2012                |
| ACT  | April 14     | March 9, 2012                   |
| ACT  | June 9       | May 4, 2012                     |

## IMPORTANT STUDENT INFORMATION REGARDING DISCIPLINE

- Students are required to follow all local school rules found in the Collins Hill High School Student/Parent Handbook and in the Gwinnett County Board of Education Student Rights and Responsibilities Student/Parent Discipline Handbook. These rules are designed to notify students/parents as to the types of behaviors that are unacceptable. However, every specific type of misconduct may not have been included. A student may expect to be disciplined for misbehavior which negatively affects the mission of the school even if no specific rule is written for that misconduct.
- A STUDENT ON HIS/HER WAY TO OR FROM SCHOOL, AT ANY SCHOOL RELATED ACTIVITY OR EVENT, OR AT ANY SCHOOL EVENT HELD AWAY FROM THE SCHOOL IS UNDER THE JURISDICTION OF SCHOOL AUTHORITIES AND IS SUBJECT TO THE RULES AND REGULATIONS AS STATED IN THE STUDENT CONDUCT BEHAVIOR CODE.
- Students under short-term suspension, in-school or out-of-school, (1-9 days), long-term suspension (10 or more days) or expulsion are not allowed on any Gwinnett County school campus or to attend any school activity, function, or event.
- A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in his/her possession, in his/her locker, in a student's vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school.
- **School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, school lockers, and their vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion of the student being in violation of an offense in the Student Conduct Behavior Code.**
- Students found guilty of being an accomplice to any violation of the Student Conduct Behavior Code are subject to the same penalties as students who are actively involved in committing such offenses.
- Administrators will not repeatedly assign the same consequence for rule violations. Students should expect escalation in severity of consequences based upon the type and frequency of violations.
- State Law (OCGA 40-5-22) requires schools to notify the Department of Public Safety, so the Department can determine whether a student's driving license is to be suspended if:
  1. Student has quit school without parent/guardian permission
  2. Student has 10 or more consecutive unexcused absences from school
  3. Student has been suspended for:
    - a) Threatening, striking or causing injury to school personnel
    - b) Possession or sale of drugs/alcohol on school property
    - c) Possession or use of a weapon on school property

## DISCIPLINE: RIGHTS AND RESPONSIBILITIES

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

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

### **STUDENTS AND EMPLOYEES' GRIEVANCE PROCEDURE**

If you believe that school employees, on the basis of your race, color, religion, gender (sex), national origin, or handicap, are mistreating you, you have a complaint and a remedy. Please tell any school employee in whom you have confidence, most particularly the principal, a guidance counselor, or trusted teacher that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's Title IX coordinator for assistance by writing or calling:

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

## **LOCAL DISCIPLINE CODE COLLINS HILL HIGH SCHOOL**

In addition to the previously stated student conduct behavior code of the Gwinnett County Board of Education, all students will adhere to the following rules of COLLINS HILL HIGH SCHOOL.

**ADMINISTRATIVE DETENTION/SATURDAY SCHOOL:** Students who receive Administrative Detention (2 hrs.) and/or Saturday School (4 hrs.) must report on time. Students who come to detention and/or Saturday school late, do not follow the rules, or fail to attend will receive escalated consequences.

### **ATTENDANCE/TARDY POLICIES AND PROCEDURES**

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

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

- Personal illness: individuals whose attendance in school would endanger their health or the health of others,
  - Death or serious illness of an immediate family member,
  - Recognized religious holidays,
  - Student under orders from a government agency,
  - Service as a page in the Georgia General Assembly,
  - Conditions rendering school attendance impossible or hazardous to students' safety or health,
  - Registering to vote or are voting, for a period not to exceed one day.
  - Military leave of a parent and/or guardian
- Collins Hill High School will allow senior students to have up to 3 days to be used as college visitation days. This visit is considered a pre-arranged absence.
- Chronic absenteeism can seriously jeopardize a student's success in school. Please note that after 10 consecutive absences a student will be withdrawn if the school has not been contacted by the parent/guardian.

**PROCEDURE FOR ABSENCES:** On the day the student returns to school, (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, the date of absence, reason, parent signature, and phone number for verification.

The completed note must be turned in to the student's homeroom grade level office.

9<sup>th</sup> **1.006**

10<sup>th</sup> **1.209**

11<sup>th</sup> **2.047**

12<sup>th</sup> **3.020**

The absence will be classified according to the policy as either excused or unexcused based on the guidelines above.

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

**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 appropriate grade level office three or more days prior to the absence.
2. Fill out the form and obtain a parent/guardian's signature.
3. Have the grade level administrator review the request.
4. Return the form to the appropriate grade level office.

**TARDY TO SCHOOL POLICY:** All students are expected to be in school and/or classes on time. This means in the classroom before the tardy bell rings. Students are considered tardy from the ringing of the 7:10 a.m. bell until 7:40 a.m. Please be aware that the state of Georgia does not excuse heavy traffic and/or poor weather conditions as a reason for being tardy to school (see Absence Policy, p. 25, for excused absences per state law).

**PROCEDURE FOR CHECK-INS:**

1. Report directly to the appropriate grade level office upon arrival on campus.
2. Bring a note signed by parent/guardian stating the reason for the late arrival. Include a date, reason for tardy, parent signature and a phone number for verification. After five tardies to school, a parent or guardian will be required to check in their student or the student must bring in a doctor's note at the time of check-in. If neither of the two requirements is met, the tardy will be considered unexcused and appropriate action will be taken.
3. Attendance personnel will classify the tardy and give student the appropriate permit to class.

**UNEXCUSED TARDIES TO CLASS POLICY:** If a student is not in the classroom on time, then the student must go to the nearest grade level office. At this location, the student will obtain a pass and then return to class. The student will not be allowed into class without the pass. If a student fails to get a pass, fails to attend class, or does not report to the nearest grade level office in a timely manner, the student will be considered AWOL (absent without official leave/permission).

**UNEXCUSED TARDIES:** All students are expected to be in class on time. This means in the classroom before the tardy bell rings, otherwise you are tardy.

**Tardy To Class:**

- 1st –3rd Offense: Warning
- 4th Offense: 2 hour Administrative detention.
- 5th Offense: 2 hour Administrative detention and suspension of parking for 2 weeks.
- 6th Offense: 4 hour Saturday School and suspension of parking for 4 weeks.
- 7th Offense: ISS x 1 and suspension of parking for 9 weeks.
- 8<sup>th</sup> Offense: ISS x 2 and suspension of parking for remainder of semester.

- Suspension of parking privilege is ONLY affected by first period tardies.
- After the 8th offense the consequence issued to a student will be at the discretion of administrator; suspension of parking privilege for the remainder of the school year may occur.

**Unexcused Check-in:**

- 1st offense: Warning
- 2nd offense: Warning
- 3rd offense: 2 hour Administrative Detention
- 4th offense: 2 hour Administrative Detention and 2 week suspension of parking privilege
- 5th offense: 4 hour Saturday School and 4 week suspension of parking privilege
- 6<sup>th</sup> offense: 4 hour Saturday School and 6 week suspension of parking for remainder of semester

*\*After the 6th offense, the consequence issued to a student will be at the discretion of administrator.*

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

**TRUANCY/AWOL (Absent from school or class without permission)**

Duration of the detention will be commensurate with the amount of school missed.  
(minimum of 2-hour detention)

- 1st-3rd Offenses: Administrative Detention and/or Saturday School
- 4th and Subsequent Offenses: Administrator Discretion

**If an AWOL involves leaving campus by vehicle, the student(s) involved will lose parking privileges for the remainder of the school year.**

**TRUANCY/AWOL: From the time a student arrives on campus in the morning until school dismisses at 2:10 p.m., (s)he is required to clear it through the appropriate grade level office before (s)he leaves the school grounds. Students who leave campus without checking out or who are absent from school without their parents' knowledge will be considered truant. Students who skip a class or classes will be considered AWOL. Students who miss school for invalid reasons will also be considered truant.**

**EARLY DISMISSAL (CHECKING OUT) POLICY:** Any student needing to leave campus during the day for any reason must check out through the appropriate grade level office. Contact with a parent or guardian will be required before a student is released from school.

**PROCEDURE FOR EARLY DISMISSALS:**

*If the absence is a planned check-out:*

1. Prior to first period, present the appropriate grade level office personnel with a note from a parent/guardian requesting permission to check out. The note should include a phone number for verification.
2. A hall pass will be given to the student with the time of day to report to your grade level office.
3. If the parent has not been contacted for verification, the parent must come inside to check the student out.
4. If the parent was contacted for verification, when the student returns to the grade level office at the designated time to be released, the attendance personnel will instruct the student to meet the parent at a designated area.

**Parents, please notify your child's grade level office of any changes to their student information/clinic card- especially changes in emergency contact numbers!!!**

**CHECK OUT PROCEDURE IN THE EVENT OF AN EMERGENCY/ILLNESS:**

- Student must obtain a pass from the teacher to go to the clinic or grade level office to call a parent/guardian.
- The parent/guardian will be contacted for permission.
- The student will be given a check-out form and the attendance personnel will sign the student out.
- Student will meet parent/guardian at a designated area.
- Student must always officially sign out in the appropriate grade level office.
- If the student is present at school but misses class due to illness and does not notify the teacher or report to the appropriate grade level office, the student will be considered unexcused from class.
- If the student does not have a clinic card, the parent/guardian must come to school in person to check the student out.
- Picture I.D. will be required of person checking out the student.

**EXCESSIVE EARLY DISMISSALS:** After a student has accumulated five (5) check-outs per semester, a parent or guardian will be required to come to the appropriate grade level office to check the child out. A student who checks out of school repeatedly may have his/her parking privileges revoked at any time.

**SCHOOL FUNCTION ABSENCES POLICY:** If a student is absent from any class due to a school function, the student is responsible for missed work in the class.

**PROCEDURE FOR SCHOOL FUNCTION ABSENCES:** Get the appropriate teacher signatures on the In/Out-of-School Activity Form. Contact the teacher for all make-up work and turn it in based on the school make-up policy.

*Topical issues continue in alphabetical order through the remainder of this section.  
Please see the index in the back to locate items of interest quickly.*

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

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

**CAFETERIA SERVICES:** Collins Hill High School offers an excellent breakfast and lunch program to students and staff. Student meals are \$1.25 for breakfast, \$2.25 for lunch. All meals are expected to be paid in full at time of purchase. It is strongly suggested that funds be deposited on a student's account prior to meal service at [www.mealpayplus.com](http://www.mealpayplus.com). However, cash and/or checks will be accepted at time of purchase. If a student does not have money to cover the cost of his/her meal they will be asked to pay for it themselves, borrow money from a friend, or speak to the Cafeteria Customer Service Manager about charging on that day only. No a la carte purchases (water, extra servings) are ever allowed to be charged. For those families who qualify, free and reduced meal applications will be available at registration and through the Cafeteria office at any time.

**CAFETERIA BEHAVIOR:** Students are expected to behave in a courteous manner in the cafeteria. Breaking in line, throwing food or objects, leaving trays or trash, standing on tables or chairs, or making loud noises are not acceptable. It is the responsibility of each student to clean up the area that (s)he uses during lunch. Trashcans will be provided for this purpose. If a student shuns his/her responsibility then (s)he will be assigned consequences.

## **CLINIC PROCEDURES**

**Clinic Cards:** Students must have a current signed clinic card on file in order to check out through the clinic. Please list any past/current medical problems on the back of the clinic card.

**Check-Out Policy:** The clinic is available for illnesses or injuries that occur **during** school hours. Students must have a valid pass before coming to the clinic. If a student is too ill to remain at school, a parent/guardian will be contacted to pick his/her child up. The clinic must get parent/guardian permission before releasing any student to anyone other than the parent/guardian **unless it is an emergency**.

**Health Management Plans:** If it has been indicated on the back of the clinic card that a student has a current medical problem, a completed health management plan (available from the clinic) should be on file in the clinic. These forms help provide the medical information needed to best care for your child while at school, and they must be updated each school year.

**Medications:** Taking medication (prescription and over-the-counter) during school hours is discouraged, but if the student needs medication at school, a parent/guardian must complete a Gwinnett County Administration of Medication Form. The form is available on the CHHS website. All medications **MUST** be in the original container and stored in the clinic. Medications in envelopes or baggies will not be accepted. All medications must be brought to the clinic by a parent/guardian.

**Inhalers:** Students carrying prescribed inhalers with them throughout the day must have an Asthma Action Plan, signed by a parent/guardian **and physician**, on file in the clinic. The form is available on the CHHS website.

**Epi-Pens:** Epinephrine (Epi-Pen) is a cardiac drug and must be stored in the clinic. If it is medically necessary for an Epi-Pen to be carried by a student throughout the day, rather than stored in the clinic, **proper documentation from a physician MUST** be on file in the clinic. Additional documentation for students requiring an Epi-Pen includes an Allergy Emergency Plan and a Hypodermic Injection Consent Form, signed by a parent/guardian. The forms are available from the clinic.

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

1. Headgear – Headgear is prohibited and must be kept out of sight in the building. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, combs, rakes, curlers, picks or any other head covering. \*Exceptions for religious or medical reasons to be granted by the grade level office with proper documentation.
2. Shirts/Blouses/Tops/T-shirts – Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, tank tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless, or tube tops. Rips or holes are not allowed in shirts/tops. Boys are not to wear sleeveless shirts (except in P.E.).
3. Shorts/Skirts/Pants – shorts and skirts must be a mid-thigh length. Holes or rips are not allowed above the knee for pants or jeans. No sagging pants which reveal undergarments.
4. Shoes - Health regulations and safety factors require that shoes be worn at all times at school (bedroom shoes are not allowed).
5. Undergarments should not be visible.
6. Pajamas, sleepwear, or blankets of any kind are not allowed to be worn to school.
7. Stretch lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited (except in dance class or P.E.).
8. A shirt of proper length and style must be worn under the overalls at all times. No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity expressed or implied. No student clothing or accessories shall be disruptive, have caused past disruption to the school environment or could be used as a weapon.
9. Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Task Force as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates

gang affiliation. All students should be dressed in a symmetrical fashion.

10. Jewelry or accessories that are considered heavy and/or bulky that could pose a danger to others are not permitted to be worn at school. This includes, but is not limited to, wallet chains, jewelry, such as spiked rings, spiked bracelets, two or three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags.
11. Any student dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. A student wearing clothing or accessories not described in these rules but which become distracting to the learning environment or identified as gang-attire will receive a written warning in advance of any disciplinary action. Consequences for dress code violations start at Step One on the Disciplinary Scale. **Determination of dress code violations is at the discretion of the administration.**

**ACTION TO BE TAKEN FOR STUDENT DRESS CODE VIOLATIONS:** Students who wear inappropriate clothing must obtain appropriate clothing to be admitted to class. Inappropriate clothing may be held in the office until the end of the day or until loaned clothing is returned.

1st offense: Administrative detention (2 hours)

2nd offense: Administrative detention (2 hours)

3rd offense: Saturday school (4 hours)

Repeat violations are at administrator discretion and may include ISS and OSS.

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

**ELECTRONICS:** Students MAY NOT use cell phones, music players, games or any other personal electronic device during classes. Such devices must be kept in book bag/handbag/pocket and MAY NOT be visible nor audible in any classroom or instructional area.

**ACTION TO BE TAKEN:** Upon request of a staff member, the student is immediately to turn off and put away electronic item in his/her book bag, handbag or pocket. A referral will be sent to the appropriate grade level office. **STUDENTS SHOULD NOT BRING EXPENSIVE ELECTRONIC DEVICES TO SCHOOL. STUDENTS ARE ULTIMATELY RESPONSIBLE FOR ANY LOSS, DAMAGE OR THEFT OF THEIR PERSONAL PROPERTY.**

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

**ACTION TO BE TAKEN:** Teacher discretion.

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

**ACTION TO BE TAKEN:**                   1st Offense:   In-School Suspension  
  2nd Offense:   Administrator discretion

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

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

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

**LOCKERS:** Lockers are made available to students on a rental basis. Locker rental fee is \$3.00 a year per locker. Students are responsible for the care of the locker assigned to them. It will be the responsibility of the student to reimburse the school for any damage done to the locker. Locker problems should be referred to the student's grade level office. Physical education lockers are available for use during the student's physical education class period only. Students are encouraged to bring a lock and use it during their class period.

**LOST AND FOUND:** Items found in and around the building will be brought to the 10<sup>th</sup> grade student management office, room 1.209, and will be kept there for a limited period of time. **The school and school staff are not responsible for any lost, damaged, or stolen personal property or school property issued to the student. Please consider carefully if it is necessary to bring items of value to school, such as electronics, jewelry, or cash.**

**PARKING PROCEDURES AND REGULATIONS:** Eligible seniors are those who have completed 16 credits towards graduation. Student driven vehicles must have a school issued permit (permanent or temporary) in order to park on campus for any reason. This includes the state issued handicapped permits and spaces. Seniors will be considered for parking privileges based upon the following:

**PRIORITY SYSTEM:** Only seniors will be eligible to park unless the student falls in the #1 priority condition:

1. Students who must leave campus during the day for a class requirement. Attending Maxwell High School or Phoenix does not fall into this category.
2. Students who have an overall A average.
3. Students who have perfect attendance in the spring semester of their junior year.
4. Students who are willing to share. (Seniors may not share with juniors.)
5. Students who have a B average and below.

**PARKING VIOLATIONS AND FINES:**

1. Failure to display hanging tag - \$6.00
2. Parking in unassigned student parking area - \$6.00
3. Parking in the faculty parking area, bus lane, or Walnut Grove Elem. - \$8.00
4. Reckless driving (spinning tires, speeding, etc.) - \$10.00
5. Excessive parking or driving violations - revocation of parking privilege

## PARKING RULES

1. Parking permits must be hung on rear view mirror.
2. School officials have the right to search a student's car, if necessary.
3. Pedestrians and buses have the right of way, always yield.
4. Drivers should obey the 10 mph speed limit.
5. Drivers and passengers must leave their car immediately upon arrival and enter the school building, no loitering.
6. Students who have been assigned a parking permit are responsible for all fines and violations pertaining to the parking space assigned.
7. A vehicle may not occupy more than one space.
8. Loud mufflers, tires squealing, fast starts or loud radios will not be tolerated. Parking privileges will be reviewed and may be revoked.
9. Students may not enter their car during the school day.
10. A student must not use a vehicle to break school rules.
11. Parking permits may be revoked if student has chronic absenteeism, AWOL's or frequent tardies.
12. Parking tickets will be issued for infractions .
13. If a student violates any one of the following rules, the parking permit automatically will be revoked:
  - a. Possession of drugs, alcohol, or weapons in your vehicle; and
  - b. Driving dangerously on campus at any time.
14. Student driven vehicles must have a **school issued permit** (permanent or temporary) in order to park on campus for any reason. This includes the state issued handicapped permits and spaces.
15. If a student uses his/her vehicle to transport anyone from school grounds without permission of school authorities and/or are AWOL, the following will occur:
  - a. First offense: Parking suspension for two (2) weeks and disciplinary action.
  - b. Second offense: Parking revoked for the year and disciplinary action.

### **PLEASE NOTE THE FOLLOWING:**

1. Towing of a vehicle for repeated parking violations may result after a student has been warned.
2. Students not parking in an approved school parking lot are subject to having their vehicle towed at owner's expense.
3. The parking space and permit are property of CHHS and **MAY NOT** be transferred or sold.

### **PARKING SUSPENSIONS**

(also see unexcused tardies section)

1. Parking will be suspended for two (2) weeks if: 8<sup>th</sup> unexcused tardy to school or 4<sup>th</sup> unexcused check-in.
2. Parking will be suspended for four (4) weeks if: 9<sup>th</sup> unexcused tardy to school or 5<sup>th</sup> unexcused check-in.
3. Parking will be suspended for remainder of semester if: 10<sup>th</sup> unexcused tardy to school or 6<sup>th</sup> unexcused check-in.
4. Parking will be revoked for remainder of school year if: 11<sup>th</sup> unexcused tardy to school or 7<sup>th</sup> unexcused check-in.
5. After the 11<sup>th</sup> unexcused tardy to school and/or 7<sup>th</sup> unexcused check-in, the administrator has discretion of the consequence. Reckless driving in the parking lot may require a revocation of all parking privileges.

**SPRING HONORS PROGRAM:** The Collins Hill Spring Honors Program is usually held the last week in April of each year. This prestigious ceremony recognizes students in grades 9–12 who have excelled within the academic areas at Collins Hill. These awards are not based strictly on students making the honor roll but on outstanding achievement within the curriculum areas. Additionally, seniors will have a section of the program devoted to recognizing the honor graduates and seniors who are receiving special distinguished senior awards. Because the seniors earn so many scholarships, only school based scholarships are awarded at this program. Parents of students who will receive awards will receive their invitations around the middle of April.

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

These rules and regulations may include but are not limited to any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, library book, or media material at the replacement cost:

1. Withholding of all grades, diplomas, records, or certificates of progress until restitution is made.
2. Withholding/ withdrawing certain privileges such as parking permits.

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

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

**ACTION TO BE TAKEN:**

- |                          |  |
|--------------------------|--|
| 1st offense:             | 3 days ISS   |
| 2nd offense:             | 3 days OSS   |
| 3rd Offense:             | 9 days OSS reduced to 3 days of OSS if student and parent/guardian complete the Towards No Tobacco (TNT) program |
| 4 <sup>th</sup> Offense: | OSS and may be referred to Disciplinary Panel Hearing.   |

**TRANSPORTATION:** The Gwinnett County School System provides bus transportation to every student enrolled in school, provided the student lives within the county and attends the appropriate school within his/her school attendance zone. For information regarding routing or other bus concerns, please contact Ms. Cathy Shrader, Transportation Supervisor, at 678-407-7675.

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

**LEAVING CAMPUS IF NOT RIDING BUSES AFTER SCHOOL:** No student will be allowed to walk off campus and return to ride a bus to go home. Students who ride first load should board buses immediately after being dismissed from 7<sup>th</sup> period class. All other students who ride second load, walk, drive, get picked up, or stay after school for any reason should remain in 7<sup>th</sup> period until the second dismissal bell. Buses will not stop to pick up students after leaving the campus.

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

**WORK RELEASE STUDENTS AND SUSPENSIONS:** If a work release student receives ISS, (s)he is to remain in ISS for the entire school day. For both ISS and OSS the hours worked will not count toward the hours required for work credit.

# MEDIA CENTER POLICIES

**HOURS OF OPERATION:** The Media Center is open each school day from 6:30 a.m. to 3:30 p.m. Before and after school hours are for serious research, reading, studying, checking out books, and homework.

**CIRCULATION POLICIES:** Students may check out up to five books and may keep them for two weeks. Books may be renewed as long as they have not been reserved for another patron. Reference books and videos may be checked out for overnight use. They must be checked out at the end of the school day and returned before first period the following school day. Back issues of magazines may be checked out and articles may be photocopied in the Media Center for 10 cents per page.

**FINES FOR OVERDUE BOOKS:** 10 cents per school day with a maximum fine of \$6.00 per book. Fines on Reference books and videos are \$1.00 per day with a maximum fine of \$10.00 per item. Seniors with outstanding books or fines must clear their account before they can participate in the Graduation ceremony. Students will be unable to attain a parking spot with outstanding fines.

**COMING TO THE MEDIA CENTER:** Students coming to the media center during the regular school day are required to have a pass from a teacher. This includes lunch time. Students should sign in and sign out using the computers near the entrance. **Students do not need a pass before or after regular school hours.**

## **MEDIA CENTER RULES:**

1. No food or drinks allowed in the Media Center.
2. Students should remember that the Media Center is a place for students and staff to work. Students are expected to be considerate of others by maintaining a quiet atmosphere. Students who are not working or who are being too loud will be asked to leave and may be referred for disciplinary action.
3. **The Media Center's computers are available for school-related work, not for gaming, and should be used respectfully.** Students who do not follow these guidelines will be asked to leave their computer and may be referred for disciplinary action.

**Additional information is available on the Media portion of the Collins Hill website:**

**<http://www.chhsmediacenter.com>**

## DIRECTORY OF SCHOOL SPONSORED ACTIVITIES\*

To make the most of your high school experience, get involved! The following is a list of many of the extra and co-curricular opportunities here at CHHS and partial descriptions of some of their requirements. There may be tryouts or further requirements for participation in some of the activities. [The Collins Hill website has a current listing of active clubs and organizations.](#)

|                        |               |                        |
|------------------------|---------------|------------------------|
| Ac: Academic           | Ath: Athletic | CE: Career Exploration |
| Ser: Service to Others | Soc: Social   | Comp: Competitive      |

\*There may be some student led, interest groups which are not affiliated with CHHS but meet on the CHHS campus.

| ACTIVITY                     | FUNCTION  | REQUIREMENTS  |
|------------------------------|-----------|---|
| Academic Team (JV & Varsity) | Ac, Comp  | Interest in Academic Competition                          |
| Art Club                     | Soc, CE   | Interest in Art   |
| Band (Marching)              | Comp, Ac  | Member of Band program                                    |
| Astronomy                    | Ac        | Interest in Astronomy                                     |
| Basketball                   | Ath       | GHSA Eligibility and Tryout                               |
| Baseball                     | Ath       | GHSA Eligibility and Tryout                               |
| Beta Club                    | Ser, Ac   | 90 GPA after completion of 9th grade                      |
| Black Heritage Club          | Ser, Soc  | Interest in Black Heritage                                |
| Cheerleading                 | Ath, Comp | GHSA Eligibility and Tryout                               |
| Chorus                       | Ac, Comp  | Varying requirements for various choirs                   |
| Color Guard                  | Comp      | GHSA Eligibility and Tryout                               |
| Creative Writing Club        | Ac        | Interest in Creative Writing                              |
| Cross Country                | Ath       | GHSA Eligibility  |
| Dance Company                | Soc, CE   | Interest in Dance and by audition only                    |
| DECA                         | Ac, Comp  | Enrollment in Marketing Program                           |
| Dream Team                   | Ser       | 2nd semester 9-12, application, interview, teacher rec.   |
| Football                     | Ath       | GHSA Eligibility; no cuts                                 |
| French Club                  | Soc       | Open to all former and present French students            |
| French Nat. Honor Soc.       | Ac, Soc   | 92 GPA in French, 2nd Sem. French III; 3.0 overall GPA    |
| FBLA                         | Ser, Comp | Enrollment in business class                              |
| German Club                  | Soc       | Open to all former and present German students            |
| German Honor Society         | Ac, Soc   | German III or above, 90 in last 3 consec. sems. of German |
| Golf Team                    | Ath       | GHSA Eligibility and Tryout                               |
| Interclub Council            | Ser       | Club Representatives                                      |
| H.A.L.O.                     | Ser       | Interest in community service                             |
| Junior Cabinet               | Ser, Soc  | Teacher recommendation                                    |
| Key Club                     | Ser, Soc  | 2.5 GPA and teacher recommendation                        |
| Lacrosse                     | Ath       | GHSA Eligibility and Tryout                               |
| Latin Club                   | Ac, Soc   | Open to all former and present Latin students             |
| Latin Honor Society          | Ac, Soc   | Latin III or above, 90+ in Latin & 8 service points       |

| <b>ACTIVITY</b>            | <b>FUNCTION</b> | <b>REQUIREMENTS</b>                                       |
|----------------------------|-----------------|---|
| Literary Magazine          | CE              | English teacher recommendation                            |
| Literary Team              | Ac, Comp        | GHSA Eligibility and audition                             |
| Math Team (JV & Varsity)   | Ac, Comp        | Interest in Math  |
| Mock Trial                 | Comp            | 14 yrs.+ old, GHSA Eligibility                            |
| Mu Alpha Theta             | Ser, Ac         | 90 in all math courses; completion of Honors Alg. II      |
| National Art Honor Society | Ac              | Finish 9th grade, 1 semester of visual arts, 80 GPA       |
| National History Club      | Ac              | Interest in History                                       |
| National Honor Society     | Ac, Ser         | Compl. 3 semesters of HS, 94 GPA, faculty review          |
| News: Video Production     | Ac              | Interest in video production                              |
| Newspaper                  | Ac, Ser, Soc    | 83 GPA; interest in journalism, sponsor                   |
| Nu Delta Alpha             | Ac, Soc         | Dance Honor Society                                       |
| Oceanography Club          | Ac              | Interest in oceanography                                  |
| Orchestra and Strings      | Ac, Comp        | Member of CHHS orchestra; high profic. of instrum.        |
| Quill and Scroll           | Ac              | Journalism Honor Society                                  |
| Peer Leadership            | Ser             | Teacher nomination; selection for training class          |
| Reflections for PTSA       | Comp            | Submit entry in lit, vis. arts, photography, and/or music |
| Riflery                    | Ath             | GHSA Eligibility and Tryouts                              |
| Science Club               | Comp            | Interest in science                                       |
| Science Nat. Honor Society | Ac              | Academic achievement in science, teacher recomm.          |
| Science Olympiad           | Ac, Comp        | Interest in science                                       |
| Senior Cabinet             | Ser             | C average or better; 2 teacher recommendations            |
| Soccer                     | Ath             | GHSA Eligibility and Tryouts                              |
| Softball                   | Ath             | GHSA Eligibility and Tryouts                              |
| Spanish Club               | Ser, Soc        | Open to all former and present Spanish students           |
| Spanish Nat. Honor Society | Ser             | Span. III or above, 92+ in last 3 sems., teacher recom.   |
| Student Government Assoc.  | Ser             | Elected by student body                                   |
| Swim Team                  | Ath             | GHSA Eligibility  |
| Technology Student Assoc.  | Comp            | Enrolled in at least one tech ed class                    |
| Tennis Team                | Ath             | GHSA Eligibility and Tryouts                              |
| Theatre Society            | Soc             | Interest in theatre                                       |
| Track and Field            | Ath             | GHSA Eligibility  |
| Tri-M Music Honor Society  | Ser             | Grade in current music and overall GPA considered         |
| Volleyball                 | Ath             | GHSA Eligibility and Tryouts                              |
| Wrestling                  | Ath             | GHSA Eligibility; no cuts                                 |
| Yearbook                   | Ac              | 10th-12th; teacher recommendation/sponsor approval        |

## EXTRACURRICULAR ACTIVITIES ELIGIBILITY REQUIREMENTS

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

1. All students participating in extracurricular activities must be on track to graduate and meet academic eligibility requirements each semester. Students participating in Georgia High School Association (GHSA) events must meet GHSA requirements.
2. To be eligible to participate and/or try-out for an activity, a student must meet all eligibility requirements, be in regular attendance and be taking a minimum of five (5) subjects toward graduation. Seniors in Joint Enrollment must be certain to follow GHSA guidelines.
3. A student has eight (8) consecutive semesters of eligibility from the date of first entry into ninth grade.
4. The following are the yearly criteria for eligibility:
  - First year, first semester 9<sup>th</sup> grade students are eligible for competition first semester.
  - To be eligible after the first semester, students must have passed 5 classes.
  - To be on track, second year students must have earned 5 Carnegie Units.
  - To be on track, third year students must have earned 11 Carnegie Units.
  - To be on track, fourth year students must have earned 17 Carnegie Units.
5. All out-of-season practice is prohibited by this policy during the school year (July 18 through the end of the school year for students). The officially adopted dates of the GHSA shall be followed. Spring football practice is permitted during the month of May for ten consecutive school days as provided for in the GHSA calendar.
6. Homecoming courts, superlatives, and similar activities that are determined by a vote of the student body and do not occur over an extended period of time are exempt; however, these activities may have their own individual requirements.
7. Students wishing to participate in any after school extracurricular activity must be counted present on the day of participation.
8. Students will not be allowed to attend or participate in extra-curricular activities while assigned OSS or ISS. This includes any school-related activities that may be held before or after school and those activities held on the school campus or any other facility.

# ATHLETICS

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

| FALL SPORTS          |  |
|----------------------|--|
| FOOTBALL             | Kevin Reach, Head Coach<br>John Alexander                      Sean Calhoun                      Ray Groshek                      Nathan Koerner<br>Bob Little                                  Larry Massey                      Justin Meyer                      Brandon Myhand<br>Brian Pierson                              Ben Reaves                      Brian Simmons                      Todd Welborn |
| CROSS COUNTRY        | Andrew Hudson, Boys/Girls Head Coach<br>Assistants: Jessica Mueller, Richard Ramsey  |
| SOFTBALL, FAST PITCH | Paul Pierce, Head Coach<br>Nicole Frank, JV<br>Assistants: Rob Culpepper, Nicole Frank, Megan Marchman   |
| VOLLEYBALL           | Scarlett Straughan, Head Coach,<br>Varsity Assistant: Ashley Watson; Julie Smith, JV; Mindy Greenstone, 9 <sup>th</sup> Grade  |
| CHEERLEADING         | Pam Greer, Varsity Football/Basketball, & Competition<br>Allison Jimenez, Varsity Football/JV Basketball & Competition<br>Erica Dawson, JV Football & Competition<br>Christina Rollins, 9 <sup>th</sup> Football/Basketball  |
| WINTER SPORTS        |  |
| BASKETBALL-BOYS      | Eric Nathan, Head Coach<br>Assistants: Brad Hayes, Bryan Parker  |
| BASKETBALL-GIRLS     | Scott Wild , Head Coach<br>Assistants: Mindy Greenstone, Kristen Moore, Paula Skinner, Scarlett Straughan  |
| WRESTLING            | Josh Stephen, Head Coach<br>Assistants: Robert Baker, Mike Ciciarelli, Justin Meyer  |
| SWIMMING             | Jenny Weaver, Head Coach, Micah Porter, Assistant Coach  |
| SPRING SPORTS        |  |
| BASEBALL             | Paul Pierce, Head Coach<br>Assistants: Rob Culpepper, Nathan Koerner, Bryan Parker   |
| SOCCER               | Drew Prentice, Boys Head Coach<br>Roger Warner, Boys JV<br>Jeff Tinklepaugh, Girls Head Coach<br>Angela Dean, JV Girls   |
| GOLF                 | Bob Warman, Head Coach, Brett Savage, Assistant Coach  |
| TRACK                | Andrew Hudson, Boys Head Coach<br>Brad Frilot, Boys JV<br>Richard Ramsey, Girls Head Coach<br>Jessica Mueller, Girls JV  |
| TENNIS               | Wade Dykes, Boys Varsity Head Coach, Joe Peters, JV Boys & Girls<br>Stephanie Cookson, Varsity Girls Head Coach  |
| RIFLERY              | Ray Gormally, Head Coach; Eugene Vo, Assistant Coach   |
| LACROSSE             | Ryan Keefer, Boys Head Coach<br>Travis Pearre, Girls Head Coach<br>Assistants; Jason Appling, Megan Marchman   |

# VOLUNTEER SERVICE RECOGNITION

Students may receive the following awards based on their service from March 1, 2011 to February 29, 2012 (unless otherwise indicated):

## Yearly Awards (Based on 2011-2012 hours)

- 50 hours: Eaglet Award
- 100 hours: Bronze Presidential Service Award
- 175 hours: Silver Presidential Service Award
- 250 hours: Gold Presidential Service Award

## Senior Awards (Based on Total Hours 9<sup>th</sup>-12<sup>th</sup> grade)

- 200 hours: **Graduation Cord**  
(Seniors only\*- Reflection Required- see below)
- 500 hours: Soaring Eagle Award  
(Total Cumulative Hours; for Seniors only\*- Reflection Required-see below)

\*Graduation cords are given to Seniors with **200 hours** accumulated over their high school career. Seniors with **500 hours** or more are presented with the *Soaring Eagle Award*. Students **MUST** complete a Post-Service Reflection at the end of the year in order to be recognized for either of these awards. See Volunteer Center BEFORE March 1<sup>st</sup> for reflection options.

## Scholarships (SENIORS ONLY)

These scholarships are awarded to Seniors who have not only been actively involved in volunteering at Collins Hill, but have also been chosen based on the reflection they create documenting their volunteering experience. \*Students must complete a Post-Service Reflection at the end of the year in order to be eligible for these scholarships.

*Beth Thompson Spirit of Service Award*: A \$1000 scholarship awarded to one senior each year who represents the true spirit of service. The criteria for this honor require that the student have a minimum of **200 cumulative hours** of service with a wide variety of volunteer experience. It also requires that their actions and reflections demonstrate that they volunteer for true and honest reason, because they have a spirit of service and because they make a difference.

***Tara Termes Leadership Initiative Scholarship:*** A \$1000 scholarship awarded to one senior each year who plans, organizes, and executes a major Volunteer Center event, fundraiser, or service project. This senior will also be responsible for **documenting at least 50 hours of service (their Senior Year)** and providing a detailed outline of the project they led (including all details of the event and how it went).

***Essence of Caring Scholarship:*** A \$500 scholarship is awarded to a Senior, who is chosen based on their end-of-year reflection. Student **must have documented at least 50 hours of service** (for their Senior year). Selections are judged by the Georgia College & State University and Collins Hill GIVES staff.

### **How do I turn these hours in?**

- 1) Fill-out a Student Profile/Volunteer Information Sheet and return it to the Volunteer Center (which is located next to the Media Center).
- 2) Pick-Up a “log sheet” from the Volunteer Center/print a “log sheet” off of the CHHS website to begin recording the volunteer hours/fundraisers that you are participating in (each log sheet can record 5 events).
- 3) Try to turn your hours in as soon as you have filled-up the sheet.
- 4) Our “Volunteer Year” runs from March 1<sup>st</sup> to February 29<sup>th</sup>. All hours must be turned-in to the Volunteer Center. March 1<sup>st</sup> is the cut-off point for turning in previous hours earned and for receiving awards at the “Cheers for Volunteers” Banquet.
- 5) There are TWO important “TURN-IN” dates to remember:

**March 1<sup>st</sup>** = deadline to turn-in all hours from March 1<sup>st</sup>,2011-February 29<sup>th</sup>,2012

**March 31<sup>st</sup>** = deadline to turn-in the Reflection to the Volunteer Center

- 6) “Cheers for Volunteers” Banquet is on April 26<sup>th</sup>, 2012, 5:00 P.M., at Collins Hill High School. Student will receive invitations.

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

## **Acceptable Use of Electronic Media for Students**

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

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

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

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

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and

the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to on-line 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 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

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

Students may only access software that has been authorized by GCPS' Division of Information Management and authorized by a teacher or staff member for use.

- 🖨 Students may not download, install or store software on any school computer or network location.
- 🖨 Students may not download, install or store files on any school computer or network location without permission from a teacher or staff member. This includes any music or video clips or files.
- 🖨 Students may not make changes to any computer, network, or programmable calculator settings. Students may not possess or use any hardware or software that could be used to probe, bypass, or otherwise interfere with the security of the network or devices connected to the network.
- 🖨 **Internet usage is for educational purposes only** and must only be used with permission from a teacher or staff member. E-mail can only be used when it is related to the curriculum and only under the supervision of a

teacher or staff member.

- ☒ Accessing social networking sites at school is prohibited.
- ☒ Students are not allowed to have food, candy, drinks or water bottles at any computer workstation located in classrooms, media center, computer labs, or mobile labs.
- ☒ Students may not use CD's, portable drives, or other storage media at CHHS without permission of a teacher or staff member.
- ☒ Students must adhere to all copyright laws. This includes but is not limited to copyrights for music, video, photographs, and written or other published materials.
- ☒ Students should keep their passwords confidential. Students will be held responsible for any guideline violations committed under their login.
- ☒ Students shall not attempt to gain unauthorized access to another student's files, the school's network, prohibited internet content, and confidential information or to any computer system beyond their authorized use.
- ☒ Students may not instruct other students on breaking computer network security or modifying hard drives.
- ☒ Students may not tamper with any system, network or wiring hardware. This includes, but is not limited to, the removal of mice, keyboards, speakers or any other peripheral device.
- ☒ Students may not connect devices to a computer without the permission and direct supervision of a teacher or staff member.
- ☒ The computer network of CHHS is the property of CHHS and Gwinnett county schools. It is intended to support the academic, educational and research efforts of CHHS students and may not be used to:
  - Support or advertise a commercial enterprise or business.
  - Support or advertise a personal business.
  - Support personal use not specific to the mission of the institution.
- ☒ CHHS/GCPS technology use is at no time considered private or personal and is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

Failure to acknowledge receipt of the AUP by a completed signature sheet will result in denial of technology privileges.

## **Software Used at CHHS**

The official software of GCPS includes the Microsoft Windows operating system for Intel based computer systems and the Microsoft Office Suite (Excel, Word, Access, Power Point). Student projects made in other software packages may not be able to be opened at school. As a general rule, documents made in other software titles may be saved as rich text (.rtf) or plain text (.txt) and may be opened here at school, although the formatting of fonts and layouts may be lost in doing so. Currently, our school operates using Windows 7 and Office 2007.

| <b>IF YOU NEED:</b>                             | <b>GO TO:</b>                                  |
|---|--|
| Academic Letters                                | Respective Grade Level Office                  |
| Accident Insurance Form                         | Main Office                                    |
| Academic Advisement                             | Academic Support & Advisement /Student Advisor |
| Approval for Activities                         | Teacher Sponsor/Activities Director            |
| Attendance Information                          | Grade Level Office                             |
| Bus Notes                                       | Grade Level Office                             |
| Career Information                              | Career Center                                  |
| Certificates of Attendance for Driver's License | Community School Office                        |
| Check Out Notes                                 | Grade Level Office                             |
| Exam Exemptions                                 | 12th Grade Office/3.020                        |
| Discipline Information                          | Grade Level Office                             |
| Information about College                       | Academic Support & Advisement/Career Lab       |
| Job Placement                                   | Mrs. Heron                                     |
| Junior Dues                                     | Ms. Lowrance & Mrs. Mueller                    |
| Locker Assignments, Repairs, Problems, Etc.     | Grade Level Office                             |
| Lost and Found                                  | 10th Grade Office                              |
| Lunch Fees/Cards                                | Cafeteria (before school)                      |
| Illness   | Clinic/1.337/Grade Level Office                |
| Emergency Medical Attention                     | Nearest Office/Clinic/1.337/Press Call Button  |
| Parent Conferences                              | Student's Assigned Counselor 770-682-4106      |
| Parking Concerns                                | 12th Grade office/3.020                        |
| Senior Dues                                     | Mrs. Davison                                   |
| Scheduling of Activities                        | Community School Director                      |
| Schedule Changes                                | Follow Schedule Change Procedure               |
| Scholarships                                    | Academic Support & Advisement                  |
| Student Government Input                        | Student Representative/Grade Rep.              |
| Tardy to School                                 | Grade Level Office (7:40 and later)            |
| Tardy to Class                                  | Nearest Grade Level Office                     |
| To Report Theft and/or Vandalism                | Grade Level Office                             |
| Official Transcript Request                     | Academic Support & Advisement                  |
| Withdrawal                                      | Academic Support & Advisement                  |
| Work Permits                                    | Main Office                                    |
| Yearbook  | Ms. Heron                                      |

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## Deliveries

Collins Hill High School does not allow non-academic deliveries during school hours to our students. This includes but is not limited to flowers, balloons, cakes, cookies, or other celebratory items.