

# 2017~2018 Student Handbook





**LANIER HIGH SCHOOL**

918 Buford Highway  
SUGAR HILL, GEORGIA 30518  
(678) 765-4040  
FAX (678) 765-4049

LHS WEB SITE: <http://www.lanierhs.org>  
FACEBOOK SITE: <http://www.facebook.com/LanierHighLonghorns>

**LHS ADMINISTRATION**

Dr. Reuben Gresham ..... Principal

**ASSISTANT PRINCIPALS**

Ms. Molly Stiltner ..... Director of Instructional Services  
Mr. Quincy Wallace ..... Director of Curriculum Services  
Ms. Jaclyn Burrell ..... Director of Student Services (9<sup>th</sup>)  
Mr. Justin Grant ..... Director of Student Services (10<sup>th</sup> – 11<sup>th</sup>)  
Ms. Tara Seay ..... Director of Student Services (12<sup>th</sup>)  
Mr. Matt McDonald ..... Athletic/Activities Director  
Dr. Bill Kruskamp ..... Community School Director

**COUNSELING**

Bobby Gueh ..... Last Names A-G  
Angela West.....Last Names H-N  
Tracy Kay..... Last Names O-Z  
Jennifer Biel.....Receptionist/ Counseling Assistant  
Kathy Carswell.....Registrar

## PHONE NUMBERS

Administrative Assistant	Ms. Robin Apollon	678-765-4040
Student Services Clerk	Ms. Cynthia Williams	678-765-4856
Student Discipline Clerk	Ms. Nancy McRee	678-765-4055
Student Records/Testing Clerk	Ms. Lora Butler	678-765-4773
Media Center Clerk	Ms. Kim Pierson	678-765-4760
Community School Clerk	Ms. Jen Hoffman	678-765-4776
Athletics Clerk	Ms. Lisa Marvel	678-765-4767
Bookkeeper	Ms. Mary Olney	678-765-4050
Student Data Management Clerk	Ms. Theresa Ferguson	678-765-4064
Counseling Office Clerk	Ms. Jennifer Biel	678-765-4769
School Resource Officer	Mr. Rolando Jimenez	678-765-4766
School Resource Officer	Mr. Pedro Media	678-765-4787
School Clinic	Ms. Pam Andreasen	678-765-4053
Media Center	Ms. Suzanne Gordon	678-765-4052

**The Gwinnett County Public Schools Web Page address is:**  
[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

**Our Mission:** LHS will empower students to learn, lead, and succeed in a global market through college and career readiness, leadership, and service.

**Our Vision:** LHS students and graduates will maximize their full potential, positively impact their community, and be world-class citizens who are prepared for a post-secondary and/or workforce career.

## Table of Contents

1. GWINNETT COUNTY SCHOOL SYSTEM GOALS	4
2. GWINNETT COUNTY BOARD OF EDUCATION	4
3. STUDENT CODE OF ETHICS	5
4. BELL SCHEDULE	5
5. GENERAL INFORMATION	6
Academic Study Periods	6
Acceptable Use of Electronics	6
ADAP Certificates	6
Advisement	6
After School Hours	6
After School Participation	6
Attendance/Tardy Policies and Procedure	6
Absence Policy	7
Prearranged Absences	7
Tardy to School Policy	7
Unexcused Tardies to Class Policy	7
Truancy (AWOL)	7
Check In/Check Out	7
Tardies	8
Truancy	7
Behavior/Discipline	8
GCPS Student Conduct Behavior Policy	9
Consequences of Student Misconduct	9
Statement of Student Misconduct	9
Bus Transportation	9
Cafeteria	10
Career Center	10
Choice Book	10
Class Change	10
Class Rank	10
Clinic	10
Code of Academic Integrity	10
College Visits	10
Community School	10
Counselor Assignments	11
Dress Code	11
Electronic Devices	12
End-of-Course Test	12
End of Semester Exams	12
Family & Education Rights	12
Gateway Assessment	12
Gifted Education Program	13
Governor's Honor Program	13
Grade Level Classification	13
Graduation	13
Harassment and/or Discrimination	13
Homebound Instruction	14

## Table of Contents Cont.

Homeless Children and Youth Services	14
Homework Policy	14
Honor Graduates	14
Immunizations	14
Instructional Objectives	15
Interventions for Academic Success	15
Junior/Senior Requirements	15
Prom	15
Graduation	15
Lockers	15
Make-up Policy	15
Media Center Information	15
Messages & Delivery of Non-school Items	16
No Pass-No Play Regulations	16
Parking	16
Phones	17
Progress Reports	17
Proof of Residency	17
PSAT	17
Records, etc	17
Report Cards	17
Restricted Lunch	17
Safe School Policy	17
Schedule Changes	18
Senior Exam Exemption	18
Student Athletic Pass	18
Tardy to Class	18
Teenage & Adult Driver Responsibility Law	18
Textbooks	19
Visitors	19
Weapons-Drugs-Alcohol	19
Acceptable Use Policy	19
6. STUDENT SERVICES	
Curriculum Calendar	20
School Clubs and Organizations	21
Athletic Physical Forms	22
Graduation Announcements/Class Rings/Letter Jackets	23
APPENDIX	24
LHS Code of Academic Integrity	24

## **GWINNETT COUNTY SCHOOL SYSTEM GOALS**

In order to pursue excellence through the mission and vision of becoming a world class school district, GCPS has developed Strategic Priorities that can be reviewed at: <http://www.gwinnett.k12.ga.us/gcps-mainweb01.nsf/pages/2010-2020StrategicPriorities>

### **GWINNETT COUNTY BOARD OF EDUCATION**

Mr. J. Alvin Wilbanks	Superintendent
Mrs. Carole Boyce	District I, Board Member
Mr. Dan Seckinger	District II, Board Member
Dr. Mary Kay Murphy	District III, Board Member
Dr. Robert McClure	District IV, Board Member
Mrs. Louise Radloff	District V, Board Member

### **STUDENT CODE OF ETHICS As a Lanier High School Student...**

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
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.

**BELL SCHEDULE**

**Monday**

<u>Block</u>	<u>Times</u>	<u>Class Length</u>
1A	7:10 – 8:05	55
1B	8:10 – 8:58	48
2A	9:03 – 9:51	48
1 <sup>st</sup> lunch shift 3A	9:56 – 10:41 (MA, SC, FL, SPED) 10:46 – 11:31	45
***Lunch/Class*** Transition	***10:41 – 10:46*** Lunch/Class Transition	***5***
3A 2 <sup>nd</sup> Lunch shift	9:56 – 10:41 (LA, SS, TE, PE, FA) 10:46 – 11:31	45
3B	11:36 – 12:24	48
4A	12:29 – 1:17	48
4B	1:22 – 2:10	48

\*Orange shading denotes the times that Maxwell students will be off campus.

**A Day: Tues./Thurs.**

**B Day: Wed./Fri.**

<u>Block</u>	<u>Times</u>	<u>Class Length</u>	<u>Block</u>	<u>Times</u>	<u>Class Length</u>
1A Pledge/moment of silence & Announcements	7:10 – 8:45	95	1B Pledge/moment of silence & Announcements	7:10 – 8:45	95
2A	8:50 – 10:20	90	*Academy Time	8:50 – 10:20	90
3A 1 <sup>st</sup> Lunch Shift	10:25 – 10:55 Lunch (MA, SC, SPED) 11:00 – 12:35 Class	30 90	3B 1 <sup>st</sup> Lunch Shift	10:25 – 10:55 Lunch (MA, SC, SPED) 11:00 – 12:35 Class	30 90
3A 2 <sup>nd</sup> Lunch Shift	10:25 – 10:55 Class 11:00 – 11:30 Lunch (LA, SS, FL) 11:35 – 12:35 Class	30 30 60	3B 2 <sup>nd</sup> Lunch Shift	10:25 – 10:55 Class 11:00 – 11:30 Lunch (LA, SS, FL) 11:35 – 12:35 Class	30 30 60
3A 3 <sup>rd</sup> Lunch Shift	10:25 – 12:00 Class (TE, PE, FA) 12:05 – 12:35 Lunch	95 30	3B 3 <sup>rd</sup> Lunch Shift	10:25 – 12:00 Class (TE, PE, FA) 12:05 – 12:35 Lunch	95 30
4A	12:40 – 2:10	90	4B	12:40 – 2:10	90

\*Orange shading denotes the times that Maxwell students will be off campus.

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\*Academy Time

Academy Planning, Class meetings, Guest Lecture Series, Advisement, Credit Recovery, Academic Interventions, Project Presentations, Community Outreach, Civic Engagement, Graduate First, Labs, "Skinsies," and many other programs can take place during Academy Time.

## **GENERAL INFORMATION**

### **ACADEMIC STUDY PERIODS**

Teacher has the authority to assign an academic study period for academic assistance. These may be assigned for morning (7:00-7:10), during student lunch period or afternoon (2:20-3:10).

Individual teachers may assign an academic study period to a student when his/her academic performance is below passing. Failure to serve will result in parental contact. If a student refuses to attend academic study periods, students can be reported to their administrator.

### **ACCEPTABLE USE OF ELECTRONIC MEDIA FOR STUDENTS**

See page 21-22 for information.

### **ADAP CERTIFICATES**

Students who are enrolled in HL244 are taught the drug and alcohol awareness course by the Georgia State Patrol. Students must be present each of the four days the course is taught and present to take the test for the ADAP certificate. Those students who pass the test are issued an ADAP certificate by the State Patrol. If a certificate is lost, a replacement certificate will be issued within 48 hours for a cost of \$5.00 in the Student Services Office.

### **ADVISEMENT**

It is the goal of LHS to provide an adult mentor for every LHS student. The faculty and counselors work closely together to provide support to individual students. Time is built into the schedule for Advisement lessons every "B" day with the student's Academy period teacher.

**AFTER SCHOOL HOURS (Students on campus)** Students are to be supervised in activities after school hours. After 2:30 p.m., students waiting on transportation are to do so outside of the front of the school by the bus lane only or in an area designated by students' sponsor or coach and supervised.

### **AFTER SCHOOL PARTICIPATION**

Students missing more than 3 periods in a day need special permission from the principal or designee to participate in after school athletic/activities.

### **ATTENDANCE/TARDY POLICIES AND PROCEDURE**

All students will report to the Attendance & Student Services Office located on Longhorn Boulevard.

Lanier 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



- Lanier High School will allow 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.
- If 20 or more minutes of a class are missed, the student is considered absent for that class.
- A student must be present for at least half of the school day in order to be counted present for the entire day.

### **ABSENCES FROM SCHOOL**

When a student is absent from school, parents should notify the Student Services Office at 678-765-4856 between 7:00 a.m. and 10:30 a.m.

On the first day back to school after an absence, the student must bring a signed note from a parent or guardian stating the reason for the absence. The note is to be brought to the Student Services Office and can only be written for the current semester. **The absence will be classified "Excused" only if it is covered by one of the above areas as defined by Georgia Law (listed above.)**

For an absence to be excused, a parent note and/or more formal documentation (doctor's note, court papers, etc.) can be provided for the seven areas up to fifteen total absences per school year; thereafter, for an absence to be excused, **ONLY** appropriate formal documentation beyond parental notification is required- doctor/dental note, court documentation, obituary, etc. **Please Note:** If a student is more than 20 minutes late for a class, the student is considered absent from that class. **\*Refer to Teenage & Adult Responsibility Law in this handbook regarding loss of driving privileges and chronic absenteeism.**

### **PREARRANGED ABSENCES**

If parents find it necessary for their student to miss school due to an out-of-town trip, or other reason not considered to be excused, a Prearranged Absence form must be completed and returned for approval in advance. If the absence is approved, it will be classified as **unexcused**, but students will be allowed to make up missed work (Pre-arranged Absence forms may be picked up in the Student Services Offices at any time).

### **CHECK IN/CHECK OUT**

Any student leaving campus for any reason after they have arrived on campus must check out at the front lobby desk. If you know you will be checking out during the school day, drop off a note in your designated Student Services Office prior to 7:25 a.m. with a parent contact number to verify the note. **If check out is not prearranged, the student must be checked out before 1:45 p.m.** Contact with a parent or guardian will be required. A student information card and clinic card complete with parent contact information and persons designated by parent to pick up student must be on file before a student is allowed to check out. **Anyone checking a student out should be prepared to provide picture identification at the Front Lobby desk at the time of check out.**

**Any student leaving campus after they have arrived on campus must check-out in the Student Services 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 7:30 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.

Students who arrive at school between 7:11 a.m. and 7:30 a.m. are considered **tardy to class**, but should report directly to first period after signing in and getting a tardy to class pass from the office.

**Students arriving to school after 7:30 a.m. must sign in the Student Services Office before proceeding to class.** Report directly to Student Services office upon arrival on campus.

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

If the student is not in the room on time, then they must go to the Student Services Office. At this location, the student will obtain a pass and then be sent to class. The student will not be allowed into class without the pass. If a student fails to get a pass and/or fails to attend class, the student will be considered AWOL (absent without leave/permission).

**Consequences for Unexcused Tardy to Class (\*\*cumulative total of tardies, not per class period\*\*):**

- 1<sup>st</sup> – 5<sup>th</sup> Offense: Warning
  - 6<sup>th</sup> Offense: 1 day of Restricted Lunch
  - 7<sup>th</sup> Offense: 2 days of Restricted Lunch
  - 8<sup>th</sup> Offense: 3 days of Restricted Lunch
  - 9<sup>th</sup> Offense: 2 hour Wednesday School
  - 10<sup>th</sup> Offense: 2 Wednesday Schools
  - 11<sup>th</sup> Offense: 4 hour Saturday School
  - 12<sup>th</sup> – 14<sup>th</sup> Offense: In School Suspension
- After the 15<sup>th</sup> 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.

**TRUANCY (AWOL)**

Students who skip a class, leave campus without checking out, or who have an unexcused absence that has not been prearranged will be considered truant and be subject to disciplinary measures. Once a student arrives on campus, the student is considered to be at school and must obtain administrative permission in order to leave campus, even if classes have not begun. Students found in unauthorized areas will be regarded as truant. **Contrary to popular belief, there are no approved class “skip days.”** If an AWOL involves leaving campus by vehicle, the students(s) involved will lose parking privileges for the remainder of the school year, and no refund will be given.

**BEHAVIOR / DISCIPLINE**

**APPLICATION OF GCPS BOARD OF EDUCATION STUDENT CONDUCT BEHAVIOR POLICY**

The following rules apply when a student(s) is (are):

1. On the school grounds at any time;
2. Off the school grounds at a school bus stop, on a school bus, grounds at a school activity/function/event;
3. When either the alleged perpetrator or the alleged victim is en route to and from school or school function/activity/event;
4. Off school grounds when the behavior could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process; (O.C.G.A. 20-2-751.5)
5. Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conference or athletic events; or is otherwise subject to the jurisdiction of school authorities;

6. Off the school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
7. Off the school grounds and when a student leaves without permission (AWOL) of a school official or any time Rule 10 would apply.

### **CONSEQUENCES OF STUDENT MISCONDUCT**

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include, but is not limited to, a student conference, parent conference, before or after school or lunch detention, in-school suspension, Saturday school, out-of-school suspension up to nine days, or a referral to a Student Discipline Hearing, which may result in a long-term suspension or expulsion. Depending upon severity of the offense, Safety and Security Department may be contacted for referral to law enforcement officials.

### **STATEMENT OF STUDENT MISCONDUCT**

These rules are designed to notify students of the types and ranges of behaviors that are unacceptable; nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

Description of rule violations are listed for informational purposes only. For detailed information please refer to the Student Discipline Handbook.

Rule 1	DISRUPTION AND/OR INTERFERENCE WITH SCHOOL
Rule 2	DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY, ABUSE, THREATS, AND INTIMIDATION.
Rule 3	DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY
Rule 4	ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE
Rule 5	ABUSE, ASSAULT OR BATTERY BY A STUDENT ON ANOTHER STUDENT OR TO ANY OTHER PERSON
Rule 6	WEAPONS, DANGEROUS INSTRUMENTS AND/OR EXPLOSIVE, IMPLOSIVE DEVICES
Rule 7	DRUGS, ALCOHOL AND TOBACCO
Rule 8	DISREGARD OF DIRECTIONS OR COMMANDS
Rule 9	INDECENCY/SEXUAL MISCONDUCT
Rule 10	UNEXCUSED ABSENCES
Rule 11	OTHER CONDUCT, WHICH IS SUBVERSIVE TO GOOD ORDER
Rule 12	REPEATED VIOLATIONS OR MISBEHAVIOR
Rule 13	BUS DISCIPLINE

### **BUS TRANSPORTATION**

Students who need to know what bus route to ride need to go to their designated Student Services Office before the end of the school day. Contact Transportation at 770-338-4800 with any additional questions or specific concerns. Behavior at school bus stops falls under the jurisdiction of GCPS rules for student conduct and is subject to school disciplinary actions. School Bus Safety Procedures are posted on all GCPS school buses and printed in all GCPS Student/Parent handbooks.

### **CAFETERIA**

Charged meals are not allowed at the high school level. Please see the cafeteria manager to receive an application for free and reduced lunches or go online to complete the application at <https://schoollunchapp.com/> . School lunches cost \$2.50 and breakfast is free. You may place funds on your student's lunch account by going to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) . It may take 24 hours for funds to be posted to the local school account.

### **CAREER CENTER**

Students can visit the Career Center before and after school or during lunch. The Career Center is located in the Guidance Office.

### **CHOICE BOOK**

Students and parents should refer to the Gwinnett County High School's Choice Book, a preparation and planning guide for students and parents, for detailed information on academic matters and graduation requirements. A copy of the Choice Book can be located at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us) under both the student and the parent information tabs.

### **CLASS CHANGE**

This time is provided to transition from class to class or for locker/restroom visits. This is not a time to be loitering; students need to be moving toward their next period classroom. Students have six minutes to transition to their next class. Students will be locked out of class and required to get a tardy pass from the Student Services office before they will be admitted to class.

### **CLASS RANK**

Class rank is based on cumulative grade point average (GPA). The student class rank is listed on the bottom of his/her transcript. For graduation purposes, the grade point average after completion of the fall semester of the senior year will be used to determine class rank.

### **CLINIC**

**-The school clinic is located on Longhorn Boulevard**

Students must have a teacher-signed pass to go to the clinic unless otherwise pre-arranged with school nurse. ALL student medications must be recorded, stored and administered in the school clinic.

### **CODE OF ACADEMIC INTEGRITY**

Lanier High School has an established Code of Academic Integrity. This covers many different aspects including Homework/Classwork, Test/Quizzes, Research Papers/Essays, Media Center/Computer Labs, etc. The Code of Academic Integrity establishes definitions, violations and penalties that may apply. In essence, the Code of Academic Integrity reflects the credo that "Longhorns do not lie, cheat, or steal, nor do they tolerate these behaviors in others." **The full Code of Academic Integrity is located in the Appendix.**

### COLLEGE VISITS

Students in good standing have the opportunity to visit colleges. Students are permitted three days throughout the school year. All visits must be arranged with three days prior notice to the visit. Good standing is defined in terms of academic attendance and discipline record. If there are negative records in any of these areas, permission may not be granted for college visits during school hours. College visit forms can be picked up in the Student Services Office. All forms must be verified by the college and returned to the Student Services Office to receive an excused absence.

### COMMUNITY SCHOOL

The community school program at Lanier High School offers after school and weekend opportunities for recreational, personal enrichment and vocational classes. A wide variety of activities gives citizens an opportunity to use the public school buildings and facilities during these times. Please refer to the website to discover classes and activities that interest you. Classes of particular interest for students include Driver's Ed and SAT Prep classes. The Community School office is located off of the Commons. For more information call 678-765-4776.

### COUNSELOR ASSIGNMENTS and APPOINTMENTS

**The Guidance Office is located in the center of the 100 hallway and Longhorn Boulevard.** Lanier High School has three professional counselors. The counselors plan and implement activities throughout the year. **Get to know your counselor. The guidance office is very important to all students because it is a place where anyone can go for assistance.** For counseling appointments contact the Guidance Office at 678-765-4769.

### DRESS CODE (Students)

The Lanier High School 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 Student Services 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 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.
12. 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.

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | Documented warning and student will be required to change clothing in question. Parents may be contacted. |
| 2 <sup>nd</sup> offense | Administrative detention or restricted lunch (2 hours)  |
| 3 <sup>rd</sup> offense | Saturday school (4 hours)   |

Additional offenses are at administrator discretion and may include ISS and OSS.

**ELECTRONIC DEVICES**

Electronic devices are allowed at LHS during school hours. However, students may not have electronics out during class unless otherwise given permission by their teacher for instructional purposes only. Use of electronic devices is a privilege, and administrators can revoke this privilege any time they deem necessary. Examples include, but are not limited to: cell phones, MP3 players, iPods, cameras, etc. **LANIER HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ELECTRONIC DEVICES BROUGHT ON CAMPUS. NO ELECTRONIC DEVICES ARE ALLOWED DURING TESTING PERIODS.**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | Student is issued an administrative warning   |
| 2 <sup>nd</sup> offense | Student will receive 3-5 days of restricted lunch and parent will be notified of the student referral.  |
| 3 <sup>rd</sup> offense | Student will receive 5-10 days of restricted lunch and parent will be notified of the student referral. |

Additional offenses Student loses phone/device privileges on campus and escalated disciplinary action will ensue.

**END OF COURSE EXAMS (EOCT)**

Georgia EOCT will be given in Freshman Language Arts, Junior Language Arts, Biology, US History, Economics, Algebra 1 CC and Geometry CC. Students must take the EOCT in order to earn credit for the course.

All EOCTs will count 20% of the course grade.

### **END-OF-SEMESTER EXAMS**

GCPS teachers have written end-of-semester exams based on the AKS (Academic Knowledge and Skills) for each course taught. The examination consists of a performance section and a multiple-choice section. The exams are secure; therefore, students are not allowed to take their final exams early. Final Exams will count 20%.

### **FAMILY & EDUCATION RIGHTS**

Under “The Family & Educational Rights and Privacy Act” (FERPA) of 1974, parents have several rights. These include the right to inspect and review educational records of their child, challenge the content of those records, control the release of educational records, 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 request the opportunity to inspect and review your child’s records, contact your child’s school. To obtain a copy of Gwinnett County’s policy on their compliance with the law, contact your child’s school.

### **GATEWAY ASSESSMENT**

**-Main Administration will be in late March and/or early April.**

The purpose of the Gateway Assessment Program is to measure student progress on Gwinnett’s essential curriculum, the Academic Knowledge and Skills (AKS). The content of the high school Gateway Assessment consists of AKS from the required ninth and tenth grade courses in science, social studies, and language arts. Specifically, students will be responsible for the AKS in Biology, Chemistry, World History and ninth and tenth grade Language Arts.

- Students will be required to write TWO (2) tasks, one about science AKS and one about social studies AKS. Documents will be provided to help students remember details of the concept they have studied. Each student's response is scored by at least two raters who do not know the student’s name or school. If more than one point separates the score on any feature, the paper is scored by a third judge.
- All high school students will take the assessment beginning in the spring of their tenth grade year. High school students will have to pass the Gateway examination before they receive a GCPS diploma.

### **GIFTED EDUCATION PROGRAM**

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. Any responsible person who has knowledge of a student’s intellectual abilities may refer a student to the local school’s gifted referral committee. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.

A gifted eligibility team from the school reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. A student may be referred 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. For more information please contact Mrs. Naomi Kirchner, Gifted Education Coordinator.

### **GOVERNOR’S HONORS PROGRAM**

Lanier High School participates in the Governor’s Honors Program that provides recognition to outstanding students statewide. Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer on a college campus.

**GRADE LEVEL CLASSIFICATION**

Students are assigned to grade levels based on the number of units obtained by the fall semester. Students are assigned as follows:

**9<sup>th</sup> Grade      0 - 5 units      (Each semester course is worth .5 Carnegie units)**

**10<sup>th</sup> Grade      5 units**

**11<sup>th</sup> Grade      11 units**

**12<sup>th</sup> Grade      17 units**

**Graduate: must complete a successful 23 Carnegie units**

Grade levels are determined by the school district at the beginning of the school year based on the criteria above. Grade levels are not changed during the year, except for graduating seniors.

**GRADUATION**

Refer to Junior/Senior Requirements (Page 12). If you have additional questions regarding graduation, contact Ms. Tamaiko Chappell (Room 404), your guidance counselor, or Ms. Seay (12<sup>th</sup> Grade Student Services). Senior class information is also available on our website.

**HARASSMENT AND/OR DISCRIMINATION**

Deliberate, repeated and unsolicited physical actions, gestures, or verbal and/or written comments of any nature, which have the purpose, or effect of creating an intimidating, hostile, or offensive learning environment is considered bullying/harassment. Behavior such as this needs to be reported to administration and will be dealt with accordingly. Please see GCPS Student/Parent Discipline Handbook for further clarifications.

**NOTICE**

If you believe school employees on the basis of your race, color religion, gender, age, national origin or handicap are mistreating you, you have the right to file a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why.

Lanier High School Title IX Coordinator: Matt McDonald, 678-765-4046.

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  
678-301-6050**



### **HOMEBOUND INSTRUCTION**

Homebound instruction is available for students who are ill and will be absent at least ten (10) consecutive school days. An application supported by a doctor's recommendation is necessary for placement into this program. Accepted students receive instruction at home via "teleclass." Please contact the Guidance Office at 678-765-4769 for more information.

### **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 the 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 Guidance Office for further information.

### **HOMEWORK POLICY**

The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension, practice, and remediation of the Academic Knowledge and Skills (AKS).

Homework will be assigned as necessary to meet instructional objectives and be used to evaluate and monitor student progress. Homework becomes more valuable when there is a strong partnership between home and school. A role of the home is to provide support and encouragement to a student doing homework. Through a strong home/school partnership, homework has the potential to increase learning time and student achievement.

### **HONOR GRADUATES**

Honor Graduate status will be conferred upon those seniors with a cumulative grade point average of 90.0% or above at the end of fall semester of their graduation year. There is no rounding of this grade. For instance, a student with an 89.999% has not earned Honor graduate status. Students can also earn Honor Graduate status after the end of spring semester of their senior year; students should see their counselor for more information.

### **IMMUNIZATIONS**

All students must be properly immunized and have the official Georgia Immunization Form on file in the counseling office. Hearing, dental, and vision screenings are also required. Failure to comply with these guidelines will lead to withdrawal from Lanier High School.

### **INSTRUCTIONAL OBJECTIVES**

Students will be provided with a course syllabus and AKS for each course. This ensures that students know teacher expectations and how grades are calculated.

### **INTERVENTIONS FOR ACADEMIC SUCCESS**

Lanier High School provides various academic interventions to help students be successful. These include teacher-led tutoring before school, after school, and during lunch; peer tutoring (Mu Alpha Theta, Beta Club, National Honor Society); mandatory tutoring and counselor intervention.

## JUNIOR/SENIOR REQUIREMENTS

### PROM

1. To be eligible to attend the Junior-Senior Prom, students must participate and follow guidelines set up by the class officers and sponsors.
2. All students are required to pay their junior dues and any other fees before attending the prom.
3. All students and their guests must agree to observe all school regulations covering school-sponsored events at the prom. Juniors and Seniors are responsible for their own conduct and that of their guests.

### GRADUATION

Seniors who choose to march at graduation must meet the following requirements:

- Must attend graduation practice unless excused by the Senior Sponsor or Ms. Seay in advance;
- All graduation costs must be paid;
- All obligations owed to the school must be cleared before a diploma will be issued;
- Must have completed all academic graduation requirements; and
- Have all school records cleared **before** the practice date.

Graduating Seniors taking courses off campus should be sure that Lanier HS is notified in writing of class status before practice.

### LOCKERS

**To report problems with lockers, see Ms. Pierson in the Media Center.**

All students who pay the \$ 3.00 locker fee are assigned a school locker to use. Students should not share lockers with another student. Students should not give out combinations to anyone. Students should not keep money or valuables in the locker. **The school assumes no responsibility for lost or stolen articles, including textbooks.**

### MAKE-UP POLICY

This is established by individual course teams. Make up of major assignments/assessment are not allowed during instructional time. Teachers have the discretion to assign makeup assessments: (1) before or after school (2) Academy Time (3) during Wednesday or Saturday School. It is the responsibility of the student to find out what work needs to be made up.

### MEDIA CENTER INFORMATION

**Media Center is located on the 100 hall by the main office.**

Monday-Thursday            6:30 a.m. – 2:45 p.m.  
Friday                            6:30 a.m. – 2:30 p.m.

#### **Circulation**

General books            21 day checkout period    **Fines:** \$ .10 per day overdue fine  
Reference books            Overnight                        \$ .50 per day overdue fine

#### **Charges for services:**

Black & White prints: \$ .10/page.  
Color prints: \$ .50/page.  
Photocopies: \$ .10/copy

#### **Media center visits**

An authorized hall pass is required when media center is open, even during lunch. Students are to sign in/out at the front desk. No food, drink, or gum is allowed. Students are to return to classroom five minutes before class period ends, but may stay until the bell rings if it is their lunch period.

### **MESSAGES & DELIVERY OF NON-SCHOOL ITEMS**

Messages are not to be delivered to students except in the case of emergencies. Fast-food items, flowers, balloons, and other non-school items are not to be delivered to students during the school day. Students are notified that items will be available for pick-up after school.

### **NO PASS-NO PLAY REGULATIONS**

Lanier High School offers the opportunity for students to participate on various athletic teams and in academic activities. Team membership is subject to try-outs and Georgia High School Association (GHSA) regulations. In order to be eligible to compete in athletic and/or academic competition, students must have received 2.5 credits the preceding semester and are on track for graduation. "On-track" implies that sophomores must have 5 units, juniors must have 11 units, and seniors must have 16 units to be eligible. A student must also meet the residency requirements as established by GHSA.

### **PARKING**

Maxwell/Grayson program, Work study, Marketing, Apprenticeship students and Seniors will be given priority to purchase parking permits. The parking fee is \$70.00 per year. Parking permits may be revoked if student has chronic absenteeism, AWOLs or frequent tardiness.

**Efforts are made to ensure parking lot security; however, Lanier High School and the Gwinnett County Public Schools assume NO responsibility for damages, loss, or theft. Students are not to be in the parking lot without an administrator's permission. Students drive and park on campus at their own risk. Upon arrival at school, students should go directly to the building and not remain in the parking lot.**

### **PARKING RULES**

1. Students may not enter their cars during the school day. Your car is not a locker. Students must have permission of an administrator to go to their car during the school day.
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. Parking permits must be placed in front left windshield.
10. A student must not use a vehicle to break school rules.
11. Parking permits may be revoked if student has chronic absenteeism, AWOLs or frequent tardiness.
12. Parking tickets will be issued for any infractions violating local and state driving rules and regulations.
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 LHS and MAY NOT be transferred or sold.

**PHONES**

Office telephones are for official school business and not for personal student calls. Please refer to Electronic Device policy for more information regarding student use of cell phones during school.

**PROGRESS REPORTS**

Board of Education policy requires that the parents of every student be notified in writing of student academic progress. Student will receive one progress report that includes grades for all of their classes. Parents should sign the progress report forms and return to the teacher who distributed it the next day. A parent should request a conference with the teacher and counselor to discuss a student's progress. Progress reports will be issued on September 17<sup>th</sup>, October 10<sup>th</sup>, October 29, February 18<sup>th</sup>, March 12<sup>th</sup>, and April 15<sup>th</sup>. The dates listed are approximate and subject to change.

**PROOF OF RESIDENCY**

Parents or guardian must provide proof of residency in the school attendance zone at the time a student is initially enrolled at Lanier. Discipline records are required from the previous school before admittance to LHS. An electric bill, water bill, contract on a home, or a rental agreement are all acceptable proof of residency. Neither a check nor a driver's license is acceptable.

**P.S.A.T.**

The **P.S.A.T.** will be administered in October. This test is excellent preparation for the Scholastic Aptitude Test (SAT), which is required by many colleges and universities. Eleventh grade students must take the PSAT during their junior year in order to qualify for the National Merit Scholarship Program. **The PSAT is administered to all sophomores and is provided free of charge by the Gwinnett County Board of Education. Juniors may register to take PSAT for a \$15 fee.**

**RECORDS, ETC.**

Students, parents, and graduates wishing to obtain student record information, transcripts, and graduation information should contact the Guidance Office at 678-765-4769.

**REPORT CARDS**

Report cards will be issued at the end of each semester. First semester report card are distributed to students when they return from winter break. At the end of the school year, report cards will be mailed home.

**RESTRICTED LUNCH**

Restricted Lunch can be used for academic and/or behavioral intervention. Administrators assign restricted lunch, which consists of a supervised silent lunch for the entire lunch period. Failure to attend restricted lunch is a failure to follow directions of an administrator and will result in additional disciplinary action.

### **SAFE SCHOOL POLICY**

It is the policy of the GCPS Board of Education to ensure the highest possible standards of learning as well as the safety, health and well-being of its students and employees. The GCPS Board of Education recognizes that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity. In accordance, the GCPS Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate related activities and will have zero tolerance for such activities.

The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group-related behavior that is subversive to good order, discipline and well-being in our schools.

### **SCHEDULE CHANGES**

Lanier High School does year-long registration. This means that whatever the students elect to take in the spring will be their classes for the entire next school year. Students will be given the opportunity to make changes to their schedule **ONLY** for the following reasons:

- \* A student has already taken and passed the class;
- \* A student has changed Career Pathway.
- \* A student has not taken a prerequisite course.

### **No schedule changes will be processed after the first 5 days of a semester!**

Requests for specific teachers or class periods will not be granted. Our teachers plan and work in collaborative department teams to meet the instructional needs of all students.

If you have questions or concerns regarding your schedule, inquiries can be made to your guidance counselor or the Instructional Services Office.

### **SENIOR EXAM EXEMPTION**

For Spring Semester the following guidelines apply to Senior Exemptions:

Seniors may be eligible to exempt the multiple choice final exams for a class if:

- (1) They are an Honor Graduate.

**OR**

- (2) They have a 90% average or better in a class.

All seniors must take End of Course Tests (EOCT) for all applicable courses regardless of exemption status.

Students wishing to exempt will have to complete a form and submit it to the Guidance Office by a publicized deadline in order for their exemption to be approved.

### **STUDENT ATHLETIC PASS (LONGHORN ATHLETIC CARD)**

Purchases will be made through [www.mypaymentsplus.com](http://www.mypaymentsplus.com) for the Longhorn Athletic card which will allow you to attend all home games and performances with the exception of playoff games, tournaments and fundraising events. The price for this card is \$70.00.

### **TARDY TO CLASS or SCHOOL**

At LHS a student is considered tardy to class if he/she arrives after the tardy bell. See the **ATTENDANCE PROCEDURES** section for complete information about procedures and consequences.

### **TEENAGE & ADULT DRIVER RESPONSIBILITY LAW**

All students 15 through 17 years old are required to take a notarized Certificate of Enrollment form when they go to apply for a driver's license or permit. Students should go to the Student Services Office 48 hours prior to going to apply for a license. A \$3 fee must be paid on MyPaymentsPlus at the time students sign up for the Certificate of Enrollment. This law requires that the local school report to the Department of Public Safety a student who:

1. Is currently enrolled in school.
2. Has been suspended from school for:
  - Threatening, striking, or causing bodily harm to a teacher or other school personnel
  - Possession or sale of drugs or alcohol on school property; or
  - Possession or use of a weapon on school property.

### **TEXTBOOKS**

It is the policy of the Gwinnett County Public Schools to administer a system of maintaining and controlling textbooks, library books, and media materials. Students will be issued textbooks with unique barcodes. It is the student's responsibility to turn in all books with the appropriate barcode sticker. Students will be responsible for the replacement cost for books that are not identifiable. Recognizing these materials represent a sizeable financial investment, the system will establish rules and regulations, as it deems necessary for the care of protection of these materials. These rules and regulations may include any of the following sanctions against a pupil who fails to or refuses to pay for a lost or damaged textbook, library books, or media material at the replacement cost:

1. Refusal to issue additional textbooks, library books, or media materials until restitution is made;
2. Holding grades, diplomas, or certificates of progress until restitution is made.
3. Student privileges (parking & extracurricular events) may be restricted.

### **VISITORS**

- **All visitors must report to the front desk to sign in and receive a visitor's badge.**
- An identification badge will be issued to a visitor and must be worn at all times while on campus. Upon completion of a visit, the visitor should return to the front desk to check out.
- Parents should also report to the front desk when checking out a student(s).
- Students may not bring friends to school for visits to the classroom or to lunch.
- Parents should prearrange classroom visits with office of Instructional Services.

### **WEAPONS**

**It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.**

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any gun or taser as defined in O.C.G.A. 16-11-106. Punishment: A fine of not more than \$ 10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37

### **WEAPONS-DRUG-ALCOHOL**

Help keep your school safe. If you think or know that someone is carrying a weapon, drugs, or alcohol on school property, please notify any administrator or call the CONFIDENTIAL HOT LINE **770-822-6513**. You do not have to give your name.

**ACCEPTABLE USE OF ELECTRONIC MEDIA FOR STUDENTS** (Version 050107)

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, 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 information 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 GCPS e-mail private or confidential in any way.

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

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

Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this system-wide procedure.

Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures.

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-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.

### **LHS CURRICULUM CALENDAR**

The curriculum calendar will be posted on the GCPS website.

### **2017-2018 CLUBS AND ORGANIZATIONS**

Lanier High School will offer an exceptional variety of student and community based activities that will provide ample opportunities for continuous student growth. Empowering our students and community to learn, lead, and succeed starts with motivating our students. These school sponsored clubs and activities will allow our students to showcase and hone their talents. Club and organization sponsors are listed on the LHS website.

### **LANIER HIGH SCHOOL ATHLETICS**

Lanier High School is committed to developing the complete student. Empowering students to learn, lead and succeed is not just a classroom endeavor. Lanier High School offers a wide variety of athletic activities to continuously challenge our students as well as provide them access to world class facilities and coaches.

### **ATHLETIC PHYSICAL FORMS**

In order to be eligible to participate in any athletic sport sanctioned by the Georgia High School Association, all students must have a current physical on file at LHS. A link to the LHS online physical process can be found on the Athletics page at <http://lanierhs.org/athletics>.

**Varsity Lanier Coaches and websites for each sport offered in 2017-2018 are posted on the LHS website.**





**PROUDLY SERVING YOUR CLASS RING, GRADUATION ANNOUNCEMENT,  
CAP/GOWN, AND LETTER JACKET NEEDS!**

JOHN M. UPCHURCH  
TODD SIMS

Email: [scholasticimages@gabalfour.com](mailto:scholasticimages@gabalfour.com)

Website(s): [www.gabalfour.com](http://www.gabalfour.com)

2955 Horizon Park Drive, Suite D  
Suwanee, GA 30024  
770-614-9353  
Fax: 770-614-9364

Balfour representatives will be available during lunch periods on the scheduled dates listed below:

<b>Lanier</b>	Wednesday, September 13, 2017	8:50 AM	Junior Class Meeting
<b>Lanier</b>	Thursday, September 21, 2017	Lunch	Class Ring & Letter Jacket Orders
<b>Lanier</b>	Friday, September 22, 2017	Lunch	Class Ring & Letter Jacket Orders
<b>Lanier</b>	Friday, October 06, 2017	8:50 AM	Senior Class Meeting
<b>Lanier</b>	Thursday, October 12, 2017	Lunch	Graduation Announcements, Class Rings, & Letter Jackets
<b>Lanier</b>	Friday, October 13, 2017	Lunch	Graduation Announcements, Class Rings, & Letter Jackets
<b>Lanier</b>	Wednesday, December 06, 2017	Lunch	Ring & Letter Jacket Delivery, Graduation Announcements
<b>Lanier</b>	Monday, January 22, 2018	Lunch	Graduation Announcements, Class Rings, & Letter Jackets
<b>Lanier</b>	Tuesday, February 13, 2018	Lunch	Graduation Announcements, Class Rings, & Letter Jackets
<b>Lanier</b>	Wednesday, May 16, 2018	Lunch	Spring Letter Jacket Orders

# APPENDIX

## LHS CODE OF ACADEMIC INTEGRITY

***“LONGHORNS DO NOT LIE, CHEAT, STEAL, NOR DO THEY TOLERATE THESE BEHAVIORS IN OTHERS.”***

**Lanier High School Code of Academic Integrity** covers many different aspects.

It establishes and defines violations and penalties for dishonesty involving homework/classwork, tests/quizzes, research papers and essays, media center, computer use, and calculators. “Being academically honest means only accepting credit for work that is your own and not giving or receiving unauthorized assistance in an academic exercise.” [Kibler et al. “Academic Integrity and Student Development.” *Legal Issues and Policy Perspectives*, Asheville, NC: College Administration Publications, Inc. 1998].

**CODE VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

### *Homework/Classwork*

To monitor progress or comprehension, teachers assign homework to reinforce classroom instruction.

#### **Violations:**

- Copying or paraphrasing all or part of another’s work
- Allowing another to copy or paraphrase your work
- Receiving help on assignments identified as work to be done independently

### *Tests/Quizzes*

Tests are a teacher’s method to insure that a student understands a concept or idea.

#### **Violations:**

- Passing/Receiving test/quiz questions/answers to/from students in your or any class period by any means
- Copying or allowing someone to copy your answers
- Possessing or using a “cheat sheet”
- Obtaining a copy of test/quiz before it is administered
- Obtaining an unfair advantage before or during a test/quiz including, but not limited to, looking at someone else’s work, turning around, leaving books or notes open, signaling, deliberately and repeatedly choosing to miss classes through unexcused absences, tardiness or early dismissal to/from school to avoid taking a test or handing in an assignment.

### *Research Papers/Essays*

Research papers and essays demonstrate a student's ability to use resources and elaborate on a concept through the writing. It is **IMPERATIVE** that students correctly document or cite sources of information in order to avoid plagiarism. Plagiarism is the act of stealing, using, and passing off as one's own the writing, ideas, etc. of another.

#### **Violations:**

- Copying phrases, sentences, paragraphs or entire documents without using quotation marks and properly documenting the source
- Paraphrasing or summarizing thoughts, ideas, or concepts without properly documenting the source

### *Media Center*

In order to provide a facility for research, the media center must be used correctly. It is important to remember that misuse of any media center resource deprives others from accessing information.

#### **Violations:**

- Taking materials out of the Media Center without properly checking them out
- Failing to return or renew Media Center materials by due date
- Hiding Media Center materials
- Cutting out, removing, or defacing pages or portions of pages from Media Center materials
- Tampering with computers, computer programs, or databases in the Media Center
- Violating the Acceptable Use Policy for the Internet and attempting to get past security blocks

### *Computer Labs*

Use of computers at Lanier High School is a privilege that enhances learning. Computers for research and productivity are very valuable resources for every student. Students are asked to responsibly use the labs and computer equipment including, but not limited to, monitor, keyboard, mouse, all connecting wires, scanners, printers, switch boxes, etc.

#### **Violations:**

- Trying to get past security blocks
- Purposely introducing a virus into a computer
- Causing a computer to malfunction
- Accessing and/or corrupting anyone else's stored data
- Making changes to or erasing anyone else's work
- Submitting another's work
- Downloading from the Internet a research paper, article or copyrighted image/work in its entirety or in part to submit as your own work
- Asking/Paying someone to write a research paper/essay for you
- Selling/Giving someone a research paper to submit as his/her own
- Violating the Acceptable Use Policy for the Internet

## **PENALTIES FOR VIOLATIONS OF LHS CODE OF ACADEMIC INTEGRITY**

**Penalties for the Code of Academic Integrity violations may include, but are not limited to, one or more of the following:**

- Receiving no credit for the assignment
- Loss of eligibility for Honor Graduate status (for violations during junior or senior year)
- Removal from student leadership role
- Parent/guardian contact and meeting with administrator
- Administrative referral
- Record on discipline file
- In school suspension
- Out of school suspension
- Discipline panel
- Revocation of parking permit
- Loss of privileges to use computers or other electronic devices on campus

### **Rationale for Code of Academic Integrity**

Our goal for Lanier students is that education is a pleasurable and exciting experience in which students strive for the best with strong character and pride.

Establishing a code of academic integrity is important as we seek to instill honor through honesty in our academic endeavors. This code develops a greater understanding for our faculty, administration, students, and parents of what constitutes cheating.

As we prepare students to function in society, we hope to instill in our students a sense of pride in only accepting credit where it is truly deserved. This not only promotes academic honesty, but it also develops personal integrity.

\*\*Permission from Texas A&M University and Northwestern University was granted allowing use of portions of their Codes of Academic Integrity. Permission from Black Horse Pike Regional School District (Triton Regional High School) was granted to use any or all of its Honor Code.

\*\*Written for North Gwinnett High School, February 2003, CWY

\*\*1<sup>st</sup> Revision, January 2007, CWY

\*\*Adopted by Lanier High School with permission from North Gwinnett High School, August 2010, RJG