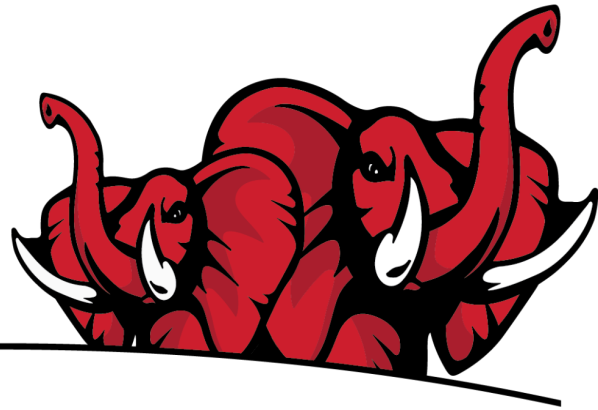


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STUDENT HANDBOOK

Foreword

It is the purpose of the Gainesville City School System (GCSS) to operate each school in a manner that will provide an orderly process of education that ensures the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to provide codes of conduct. These require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others. GCSS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. GCSS does not permit corporal punishment.

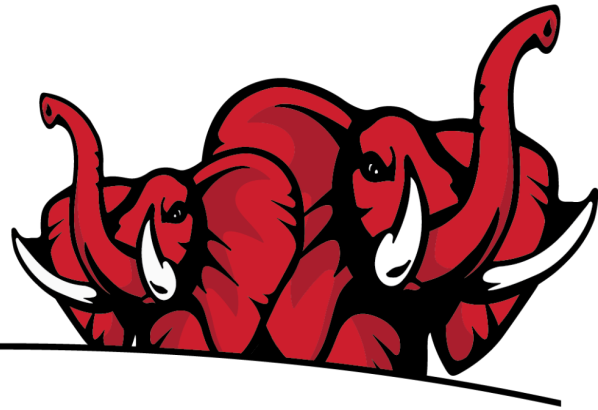
The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students, and may be amended at any time. It is a place for GCSS to explain certain policies applicable to students.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be

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necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

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

- At bus stop
- At school or on school property at any time
- Off school property at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system In addition, students may be disciplined for felonious conduct off campus, which may pose a threat to the school's learning environment or the safety of students and employees.

Parents/guardians are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. We ask for your cooperation in sharing this responsibility for maintaining a proper learning environment.

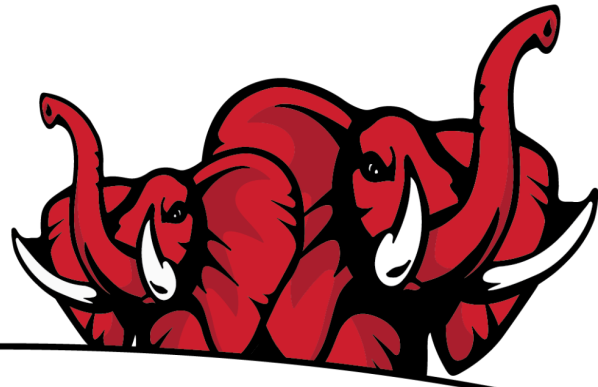
Authority of the Principal
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The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code,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

**Students Should:**

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed,

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pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

- **Avoid behavior that impairs their own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, and avoid being rude and follow school rules and procedures.
- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of educational achievements and participation of others in curricular and extracurricular activities.

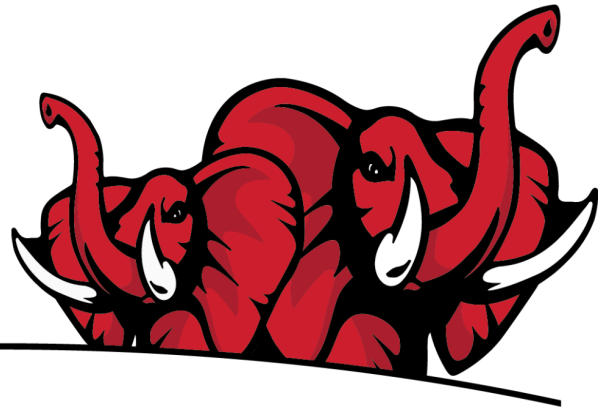
Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Gainesville City School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

Admissions Requirements - Policy JBC
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### **Age Eligibility**

- Students are eligible to attend school unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as if they have dropped out of school for a quarter or more. Students who have not dropped out of school for a quarter or more are eligible to attend school unless they attain the age of 21 by September 1st.
- Every parent, guardian, or other person residing in Georgia having control or charge of any child or children between their sixth and sixteenth birthdays is required to enroll and send such child or children in their care to a public or private school or

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provide a home study program for these children which meets requirements set forth in law.

- Special education students, including homeless, are eligible for enrollment in appropriate education programs until they receive a high school diploma or equivalent or they reach their twenty-second (22) birthday, whichever comes first; provided, however they were enrolled during the preceding school year and had an approved Individualized Education Plan (IEP) which indicated that a successive year of enrollment was needed.

#### **STUDENT ENROLLMENT/PROOF OF RESIDENCY**

Gainesville City Schools requires the parent or guardian to provide proof of residency unless the student is homeless. The student must live with the parent or legal guardian who resides within the school district. Students living out of the district must apply for tuition status.

Beginning July 17, 2017, all students attending the Gainesville City School System will be required to provide two updated proofs of residency to the school that your child attends.

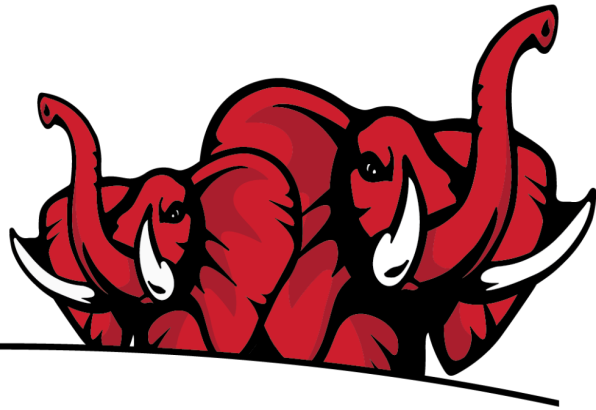
Acceptable proofs of residency include one of the following:

- non-contingent sales contract
- current lease/rental agreement
- most recent income tax return or IRS Form 1099
- current paycheck stub
- current warranty or quit claim deed
- current home purchase agreement
- current homeowner's insurance policy

Additionally, one of the following must be provided

- current gas bill (within last 30 days)

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- current water bill (within last 30 days)
- current electric bill (within last 30 days)
- current cable/internet bill (with service address within last 30 days)

Students who are non-residents will be required to submit one proof of residency from the list in order to verify the mailing address for the school. Students who do not present valid proofs of residency by September 1 will be withdrawn as of that date.

Students under the age of 18 must be accompanied by one of the following authorized individuals

- Parent (natural or adopted)
- Legal guardian or other person legally entitled to act on behalf of the child
- Foster parents appointed by a state agency
- Sponsor for an approved International Exchange Program.

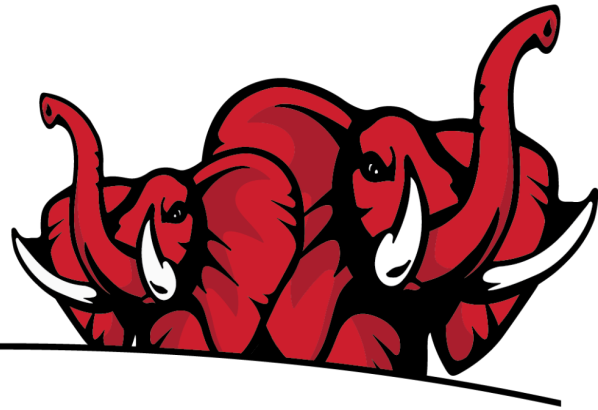
The person who is enrolling a student should provide one of the following acceptable forms of identification for purposes of enrollment

- A driver's license • A state identification card
- A passport

When a student and parent/guardian are residing in the home or apartment of another individual, the following is necessary for enrollment

- A notarized affidavit signed by the individual with whom the student's parent/guardian is residing verifying that enrolling parent/guardian is residing in that home or apartment. This affidavit must be notarized and witnessed at one of the Gainesville City School System locations. And
- Proof of residency documents for that individual with whom parent/guardian is residing (See Proof of Residency documents above).

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For your convenience, registration is available at the Registration/International Center, located at 508 Oak Street Gainesville, GA 30501. Registration is not available at the schools. Please contact the Registration/International Center at (770) 536-5275.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and /or imprisonment (O.C.G.A. 16-10-20).

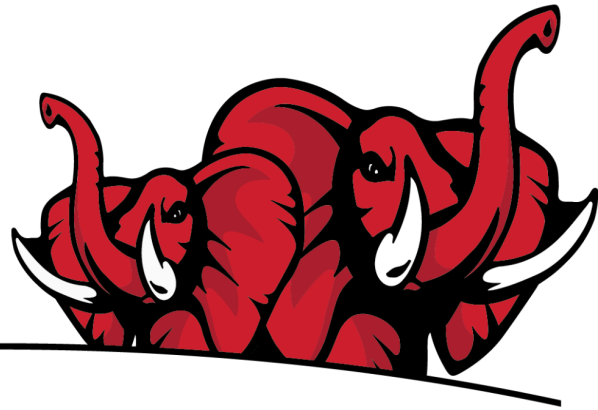
IMMUNIZATION CERTIFICATES
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All students entering or attending Grades Pre-K through 12th grade in the Gainesville City School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law , O.C.G.A. 20- 2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at the school.

ALL 7th grade students and NEW entrants into Georgia schools grade 8th through 12th grade, are required to have one dose of Meningococcal (meningitis) conjugate vaccine and Tdap (tetanus, diphtheria, pertussis) booster. Immunization information and flyers for Pre-Kindergarten and Kindergarten and 7th Grade students are available on the website. All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31

ARRIVAL/DISMISSAL TIMES
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Horizon Academy will open at 7:45 AM. The school day begins at 8:15 AM and ends at 3:23 PM. Students arriving after 8:15 AM should sign in at the second floor office to receive an excused check-in slip or tardy slip. For late arrivals/tardies, see section titled “Late Arrival to School.” For checking out see section titled “Checking Out of School.” No unattended students may be on campus before 7:30 AM or after 4:30 PM.

ABSENCES AND EXCUSES – POLICY JBD
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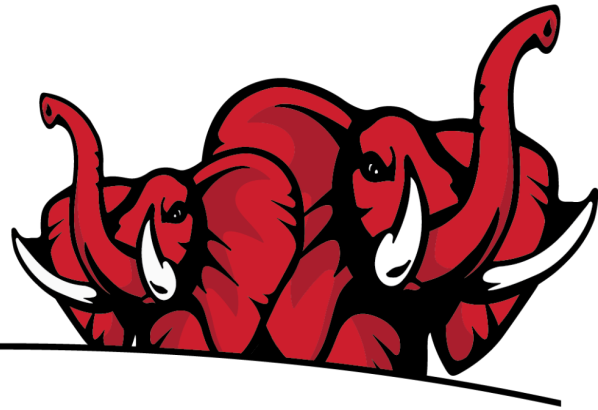
The Gainesville City Board of Education subscribes to a policy of good attendance and punctuality as essential to the academic performance for all students. It is the policy of the Gainesville City School Board to encourage students to attend school regularly and participate in all class activities physically or virtually on a daily basis.

The Gainesville City School Board believes that students should arrive at school on time and be in class on time each day. In order to foster regular attendance, the Gainesville City School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol developed by Gainesville City Schools’ Student Attendance Protocol Committee. The Board strongly believes that every day at school is important and that no student should be absent except for extraordinary reasons and encourages students and their parents to assume responsibility for being punctual and regular in attendance.

The Gainesville City School Systems attendance requirements are as follows:

- The parents/guardians/other persons having charge of any child between the child’s sixth and sixteenth birthdays are subject to “compulsory attendance”. That is, they are required by law to enroll and send such children to a public or private school or utilize a home study program. Students assigned to alternative schools are subject to this requirement as well.

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- All K-12 children enrolled for 20 school days or more in a public school of this state prior to their seventh birthday become subject to compulsory attendance.

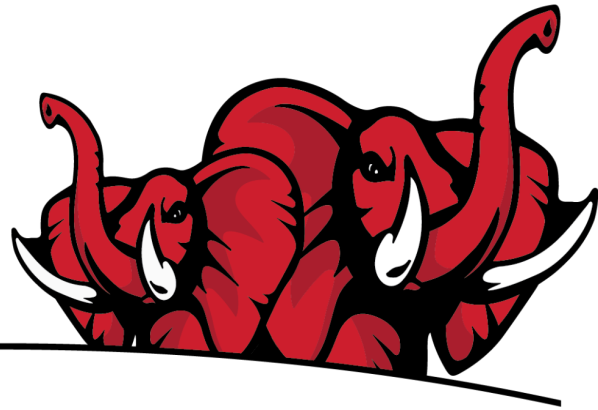
Georgia law, O.C.G.A. § 20-2-690.1, states that a person who fails to send a child to school may be charged with a misdemeanor. For each violation of the statute, a court may subject this person to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties. Each day's absence after the school notifies the person of five unexcused days of absence shall be considered a separate offense of the statute.

For the purposes of this Policy, a child between his/her sixth and sixteenth birthdays shall be considered truant if the child has more than five days of unexcused absences in a school year. A truant student with more than ten days of unexcused absences within a school year may be identified as a child in need of services in accordance with O.C.G.A. § 15-11- 380.

Horizon Academy is proud of our mission to Inspire, Nurture, Challenge, and Prepare all students. We are most effective in the execution of our mission when students are present and actively participating in school activities. Multiple studies have shown that students missing more than 10 percent of school days, for any reason, are more likely to fall behind academically and less likely to graduate on time. Students are expected to be present each day; students' failing any course will be required to attend a parent/teacher conference and sign an attendance contract. Failure to abide by the contract will result in disciplinary action. This commitment and accountability can encourage students to achieve success in their coursework and prepare them for future employability.



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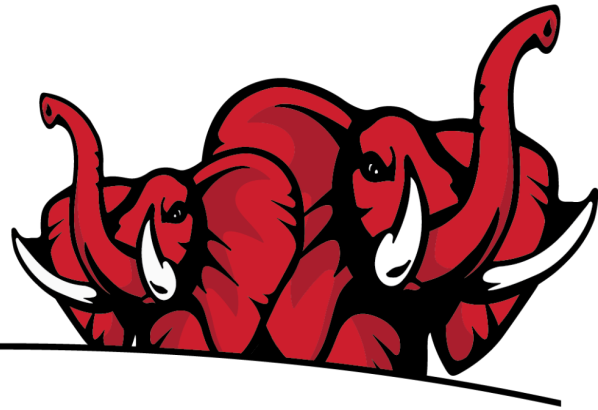
### **Absences and Excused Absences**

It is the policy of the Gainesville City School System Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others (to include quarantine or isolation periods)
2. A serious illness or death in a student's immediate family necessitating absence from school
3. The observance of religious holidays, necessitating absence from school
4. Conditions rendering attendance impossible or hazardous to student health or safety
5. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
6. Visiting with a U.S. military parent prior to or on leave from overseas deployment (limited to 5 days per school year)
7. Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient cause for an excused absence from school
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly
9. Students in foster care shall be counted present when they attend court proceedings relating to their foster care
10. Students who are designated as hospitalized/homebound through the formal process are counted as present
11. Students shall be counted present when they are serving on jury duty
12. Students absent due to early release or late entry for school sanctioned events will be counted excuse
13. Students absent due to school issued suspension will be excused

Upon return to school, written justification for an absence must be submitted by the student to the front office secretary . This should include the signature of a parent or legal guardian.

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The school system reserves the right to request additional documentation beyond a parent signature for medical excuses.

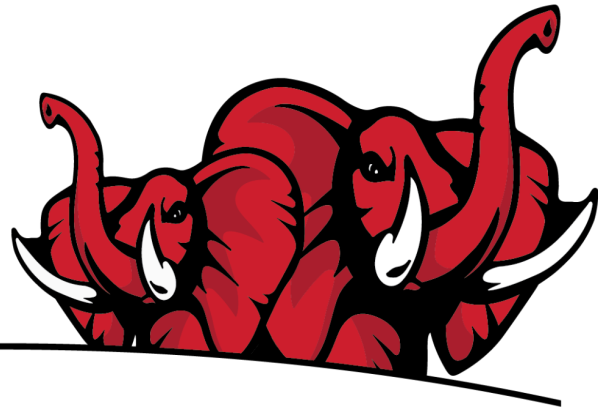
Attendance Tracking and Communication
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Teachers of record are responsible for taking and entering accurate daily attendance in their classes. Attendance will be taken and entered into Infinite Campus within the first 20 minutes of class.

- Once a student has accumulated their 3rd unexcused absence in a class, the school will communicate with the student's parent/ guardian of record and document using the Infinte Campus contact log.
- Once a student has accumulated their 5th unexcused absence in a class, the counselor will contact home to set up a meeting with parents/ guardians.
- Once a student has accumulated their 8th unexcused absence in a class, the Student Success Specialist will contact the parent/guardian of record to discuss possible interventions and schedule a meeting. The Student Success Specialist will, if appropriate, make a referral to the Hub for additional support services.
- Once a student has exceeded their 10th absence in a class, the Student Success Specialist will make a referral to the social worker. The Student Success Specialist will schedule a meeting with the student to discuss recovery options, alternative placement, and grade implications.

**Tardiness**

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Students are expected to arrive at school on time. Students who are tardy for school must go to the school office to sign-in before going to class.

**Infinite Campus Parent/Student Portal Single Sign On**

Infinite Campus Parent Portal. Students and parents may access pupil attendance, grades, and assignments as well as the daily bulletin containing announcements through the parent/student portal. Student login information is available through guidance; parent log-ins may be obtained by going to the system webpage [www.gcssk12.net](http://www.gcssk12.net) to sign up for the Infinite Campus on Parent Portal. This portal allows parents/guardians the ability to view all of their children with one login name and password.

**AWARDING UNITS/TRANSFERRING CREDITS – POLICY JBC(4)**

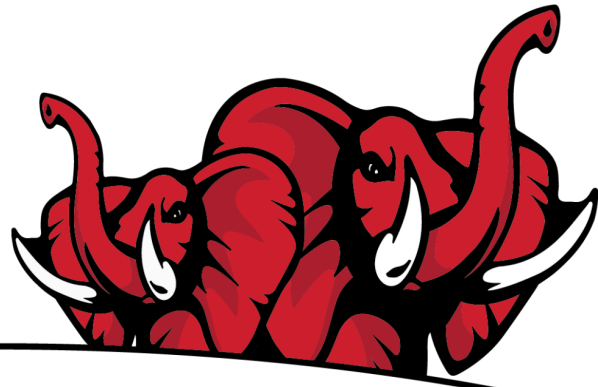
The Board of Education (“Board”) shall fully comply with the requirements of Georgia Board of Education Rule 160-5-1-.15 Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades and the State Department of Education’s Guidelines for Awarding Units of Credit. All terms used in this policy are as defined in the Rule and its Guidelines.

The requirements of this policy shall apply to all students regardless of the date they first entered the ninth grade.

**Awarding Units of Credit**

1. Students shall be awarded credit only for courses that include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the State Board of Education (SBOE) in accordance with the provisions for each program or course described in the State Board Rule(s) and State Department Guidelines.
2. The Board shall award units of credit for middle school courses that are based on the state-adopted curriculum for grades 9-12.

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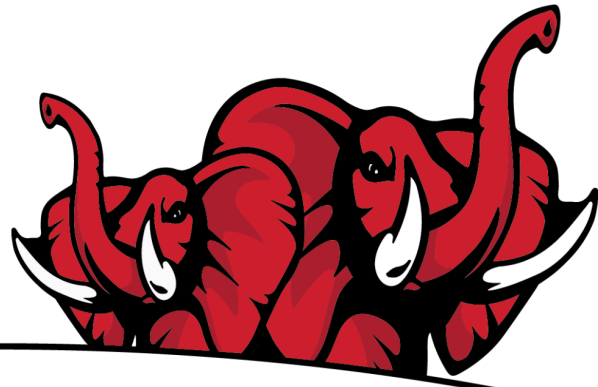


3. The superintendent or designee is authorized to establish procedures whereby a student may earn course credit by demonstrating subject area competency without regard to the amount of instructional time the student spends in the course. Students and parents shall be advised of such opportunities through the student handbook, presentations at parent and family workshops, and/or advisement material.
4. An eligible student may earn course credit by “testing-out,” which means scoring at the “Exceeds” level on a state End of Course Test (EOCT) prior to taking the course. Students attempting to test-out must have parent permission and their parents shall be informed of potential costs prior to the EOCT administration. The cost of EOCT administration to students who attempt to test out, but who do not score at the Exceeds level shall be paid by the student and/or parent of the student. Course credit earned through testing-out shall be reported in the same way as credit earned through course completion. A student’s numerical grade for a course in which the student tests out shall be determined by converting the student’s EOCT scale score to a prorated numerical score using the state EOCT conversion scale for that subject. Student eligibility criteria for earning credit by EOCT “testing- out” and information regarding grade assignment and collection of any associated fees shall be included in the student handbook, presentations at parent and family workshops, and/or advisement materials.
5. Students enrolled in a course requiring an EOCT, but fail to take the test will fail the course regardless of grades. The EOCT is 20% of the course grade. Courses with EOCT are Algebra, Geometry, Biology, Physical Science, Ninth Grade Literature and Composition, American Literature and Composition, U.S. History and Economics.

**Accepting Transfer Credit and Grades**

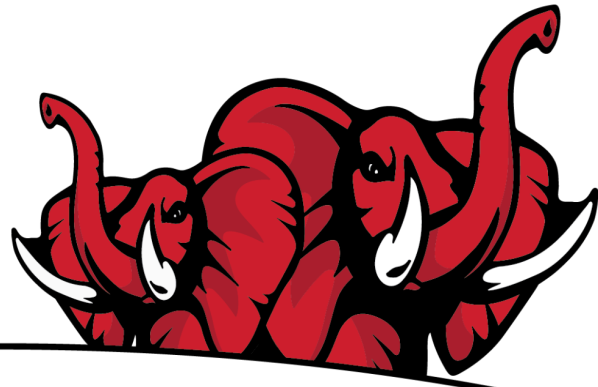
- The Board will accept student course credit earned in an accredited school, which must have been accredited or hold provisional status at the time the credit was earned.

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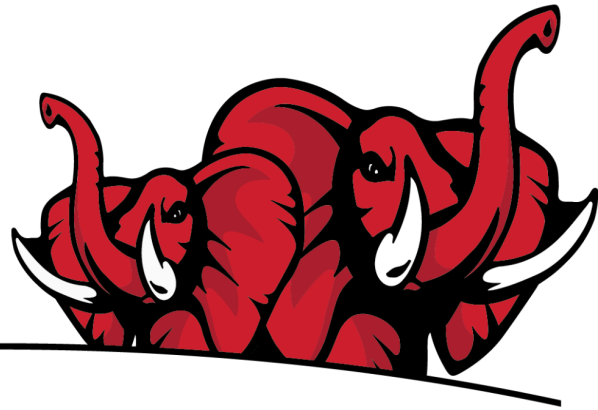
- The Board will not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the courses presented for credit include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the SBOE.
- Transfer credit shall be validated for courses taken at non-accredited schools, home study programs, and non-traditional educational centers.
- Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed at the appropriate grade level in a probationary placement based on the student's records in prior schools or programs and satisfactory performance in a district school for a nine weeks and/or the end of the grading period OR based on satisfactory performance on standardized or locally developed tests focusing on grade level or subject area.
- High school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed in the appropriate grade level based on the number of units earned toward graduation. Units of credit shall be granted for courses that meet state-adopted curriculum standards for grades 9-12; OR based on satisfactory performance on standardized or locally developed tests focusing on subject area. High school transfer students must take any state-mandated assessments, including applicable End of Course Tests.
- For student transcript purposes, grades for courses taken by transferring students will be accepted as recorded on the transcript from the issuing school or program. Letter grades for high school transfer students will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using a conversion formula established by the Superintendent or designee. Transferred course titles, if necessary, will be changed to appropriate course titles in the list of state funded courses.
- Transcripts will be analyzed at the School (United States transcripts) and/or District (International transcripts) level by trained personnel to determine whether courses meet state-adopted curriculum standards for grades 9-12.

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- If core credit will be issued for a course, the appropriate EOCT, released GHSGT test (by domain), or locally developed test will be administered. Students are required to earn a score of 70% or higher in order to receive core credit. Those scoring below this threshold should be enrolled in the course.
- If elective credit will be issued for a course, an appropriate elective from the list of state funded courses will be selected.
- International students who may have limited English skills and would be unable to demonstrate proficiency on assessments to be administered to receive core credit will initially receive an elective credit. However, the school has the option to convert the elective credit to a core credit at a later date if it is determined that a lack of English skills previously prohibited the student from demonstrating proficiency. In order to make the conversion, the appropriate EOCT, released GHSGT test, or locally developed test should be administered prior to placement in the course for core credit. Students are required to earn a score of 70% or higher in order to receive core credit. Those scoring below this threshold should be enrolled in the course and retain the initial elective credit.
- Transferred courses will be recorded using the following course numbering protocols:
  1. In state public school credit – course number from transferring school or internal course number
  2. Out of state public school credit – xx.xxxx6xx
  3. In state and out of state private school credit – xx.xxxx7xx
  4. Out of USA credit – xx.xxxx8xx
  5. Home school credit – xx.xxxx9xx
- Teacher identification for transferred courses will be recorded using the following SSN protocols:
  1. In state school – 999999999
  2. Out of state school – 888888888

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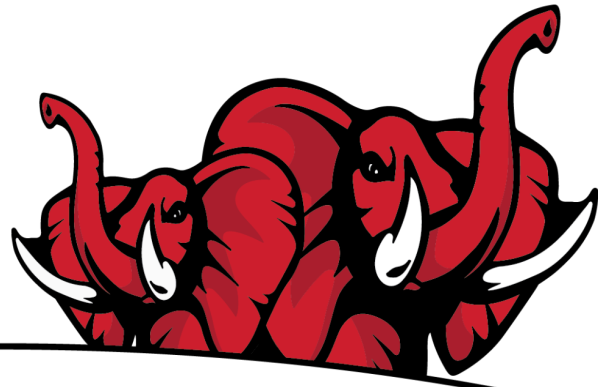
Transferred courses will be changed to the appropriate course title in the list of state funded courses, as needed. Letter grades will be converted to numerical grades using either a conversion scale provided by the prior school or, if a scale is not available, using the following conversion formula:

Letter Grade	Numeric Grade
A	95
B	85
C	75
D	70
F	60
P	70

#### Earning Units of High School Course Credit by Testing Out

- Beginning in the school year 2013-2014, a student may demonstrate subject area competency by testing out of any course that has an associated End of Course Test (EOCT).
- A unit of course credit is awarded to students who reach the performance level of Exceeds on an EOCT prior to taking a specific EOCT course.
- Students have only one opportunity per course to test-out.
- At this time, a student may only earn up to three credits by testing-out.
- Students must meet the following requirements for earning course credit through testing-out:
  - Not currently or previously enrolled in the course;

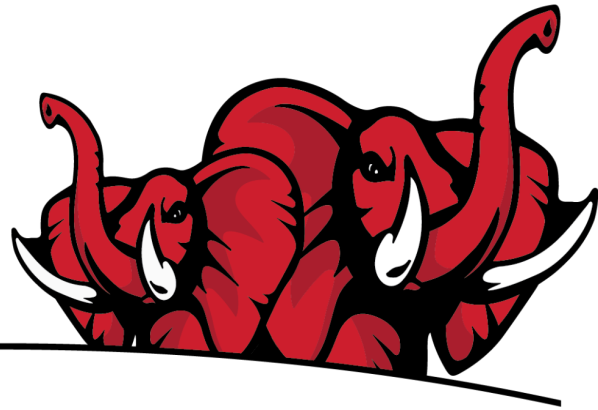
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- o Have earned a grade of B or better in a content area course that is the same content area of the course for which the student is attempting the EOCT. For example, a student wishing to exempt 9th Grade Literature and Composition would need to have earned a grade of B or better in either 7th or 8th Grade ELA;
- o Received a teacher recommendation from a previous teacher in the same content area;
- o Received parent/guardian permission.
- Students who do not reach the performance level of Exceeds when attempting to test-out must enroll in and complete the associated course and retake the EOCT even if the students make a passing grade on the EOCT during the testing-out attempt.
- Students who are currently enrolled, or have previously been enrolled, in a higher-level course are not allowed to earn credit by later attempting to test-out of a lower level course. For example, a student already taking AP Physics may not earn credit for Physical Science by testing-out.
- Course credit of students who test-out of a course is reported in the same way as the course credit earned through completing courses.
- Course credit earned by testing-out will not be utilized as part of the calculation of the student's GPA for the HOPE Scholarship, if the student is enrolled in grades 9-12. Course credit earned by testing-out will be utilized as part of the local GPA calculation, regardless of grade level.
- Under NCAA requirements, units of credit earned through testing-out using the EOCT will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.
- Students who meet criteria for testing out and choose to take the EOCT will be required to pre-pay for the administration. The cost is \$50.
- The cost of the test for students who perform at the Exceeds level will be reimbursed, unless the student subsequently decides to take the course.
- A student who Exceeds and then decides to take the course will be responsible for the entire cost of the test.



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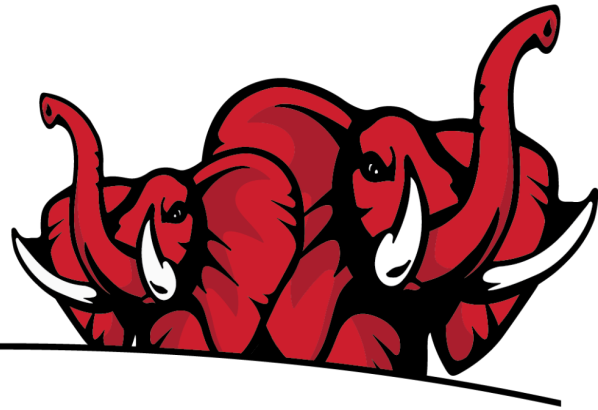


### **Procedures for Awarding Units of Credit for Dual Enrollment Courses**

**The Board shall award units of credit to students for high school courses taken through postsecondary institutions as described in the State Board of Education Rule 160-4-2-.34 Dual Enrollment.**

- For students who participate in approved dual enrollment credit programs, the grades and amount of credit for each approved course shall be placed on high school transcripts and shall be used in computing grade point averages for both class ranking and HOPEeligibility.
- Dual enrollment courses will be given an additional .5 weighting for the purpose of calculating GPAfor both class ranking and HOPE eligibility.
- For each successfully completed, approved dual enrollment credit course, secondary credit shall be awarded toward state and local high school graduation requirements based on the credit conversions below, regardless of the course location or school day class schedule followed. Per approval from the State Board of Education in January 2010, the following new credit conversions must be used and followed without local adjustments or requirements:
  - o Postsecondary semester hour credit shall be converted to high school unit credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit.
  
  - o Postsecondary quarter hour credit shall be converted to high school unit credit as follows: 1 to 3 quarter hour credits = .5 unit; 4 to 8 quarter hour credits = 1 unit.
  
  - o Students are limited to 4 units of dual credit per semester and 8 units per year regardless of the combination of dual or regular classes scheduled. One hour labs that are part of a class are not counted for dual credit at the high school level, just the college.

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Joint enrollment is an arrangement whereby a high school student is enrolled in postsecondary coursework with an eligible postsecondary institution while continuing to pursue his or her high school diploma. Joint enrollment coursework **earns post-secondary credit only**. High school credit cannot be given for joint enrollment courses.

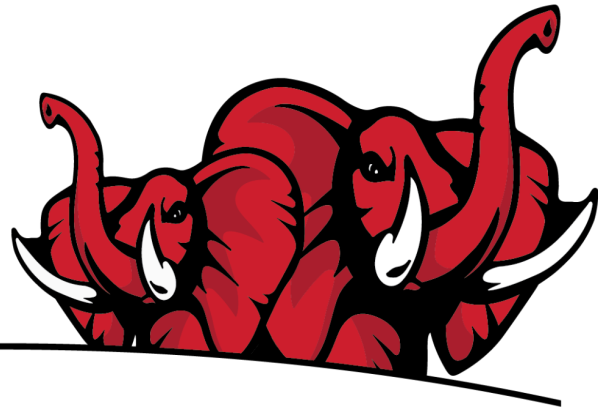
<p><b>BEHAVIORAL EXPECTATIONS FOR POSITIVE BEHAVIORAL INTERVENTION SUPPORTS</b></p>
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Gainesville City School System is proud to announce its designation as an active Georgia Positive Behavioral Interventions and Supports (PBIS) district. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support for all youth by making desired behavior more functional. One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support including proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and the cafeteria).

**BE THE ONE...Ready, Responsible, Respectful, Role Model**

At Horizon Academy, students are expected to follow the expectations below for behavior in non-classroom settings:

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**In the Hallways:**

- Aware of time between classes
- Develop the best route to class
- Have a hall pass when in the hall during class time
- Use appropriate tones and language
- Keep headphones at a level where you can hear in case of an emergency
- Use trash cans to dispose of trash
- Get to class on time
- Encourage appropriate behavior
- Model good behavior

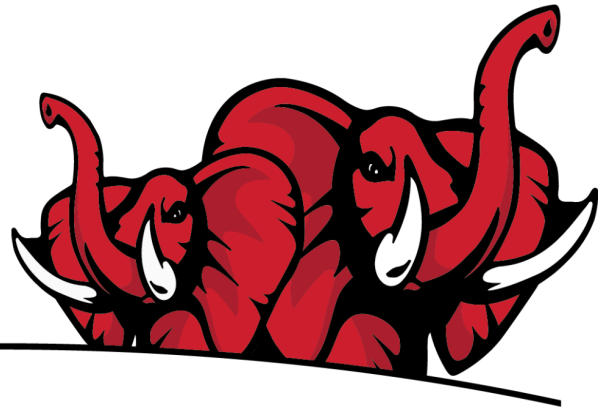
**In the Cafeteria:**

- Have your ID ready
- Wait patiently in line
- Use appropriate tones and language.
- Address all cafeteria staff and on-duty faculty with respectful tones and statements
- Move quickly through the lines; stay in your place in lines
- Pick up all trash and belongings from eating area

**In the Restroom:**

- Have your pass from your teacher if it's during class
- Wash your hands
- Respect personal space
- Speak quietly
- Dispose of trash appropriately in the designated trash cans
- Only toilet paper in the toilets
- Return to class immediately after visit
- Model appropriate behavior

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**Outside of Buildings:**

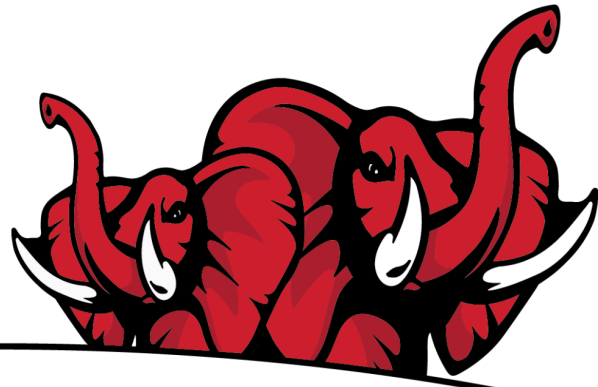
- Respect the directions of all staff members and visitors
- Respect the personal space of others
- Keep noise at an appropriate level
- Be aware of traffic when crossing streets
- Use proper entrances and exits
- Place all trash in the trash cans provided
- Remain on campus

**BUS CONDUCT**

**Transportation service for students is a privilege, not a right.** Students will be allowed to ride Gainesville City Schools buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property; therefore, all rules that apply to school buildings also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get off at their designated stop unless they have a note from a parent or legal Guardian stating that they have permission to exit at a different stop.
3. **BUS BOARDING PASSES** – Students must have a bus boarding pass that is completed by the school in order to ride a bus other than their normal bus. Students must hand the bus boarding pass to the bus driver in order to ride a bus that is not

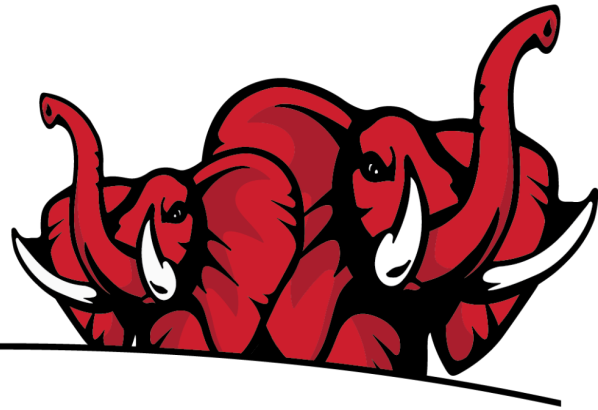
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their normal bus. Parents must send a note to the school or call the school by 9:00 AM to make changes in afternoon bus transportation for their child.

4. Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.
5. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossing, red lights, and stop signs. At these times there shall be no talking.
6. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
7. Head, hands and feet shall be kept inside the bus at all times.
8. Throwing any article inside the bus or at the bus is strictly prohibited.
9. Students must wait for the bus in an orderly manner a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading.
10. No fighting is allowed on the bus.
11. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
12. Eating or drinking on the bus will not be allowed.
13. Students will not use profane or foul language at any time.
14. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Any guilty of such acts will pay the cost of repairs.
15. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
16. Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.
17. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.

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18. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over to the beginning of the school year.
19. For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff.

Because safety on the school bus affects many other students, the administration reserves the right to invoke a penalty more severe than listed for the offense. This may include behaviors that threaten the safety of anyone else in the bus. Violations of the School Bus Rider's Rules will be dealt with as follows for grades PK-12:

**First Offense-** The student is reported to the principal by the bus driver. The principal talks with the student and sends written communication to the parent/legal guardian to be signed and returned to the principal. A copy of this communication is sent to the busdriver.

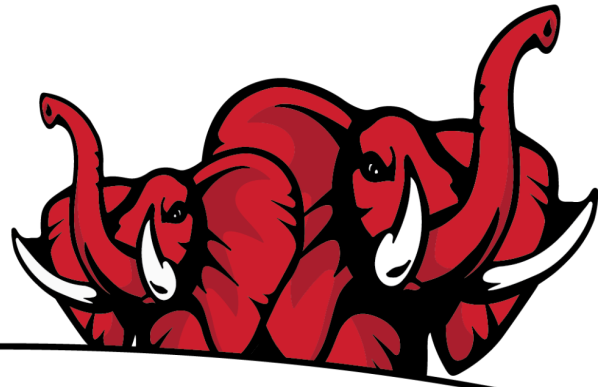
**Second Offense-**The principal again talks with the student and sends written communication to the parent/legal guardian. The communication in part will warn the parent/legal guardian that another offense will deny the student of bus riding privileges from one to five days(depending upon the nature of the offense). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

**Third Offense-** The parent/legal guardian is notified in writing that the bus riding privileges are suspended (from one day to ten days). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

#### **ADDITIONAL GUIDELINES**

- Parents/guardians are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete

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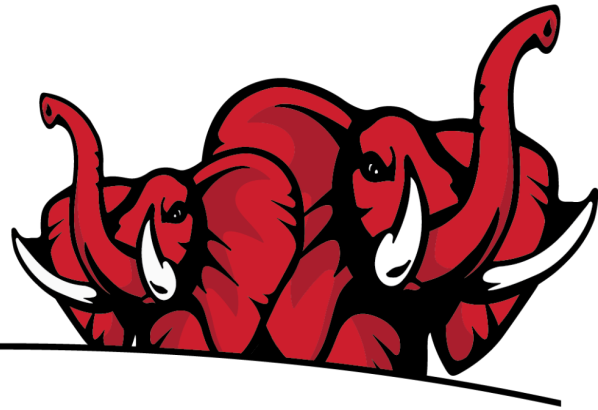
concentration by the driver is required. Parents/guardians with concerns or complaints that need to be addressed by the bus driver should contact the Director of Transportation, at (770) 536-8312. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.

- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well-being of any student will be handled in accordance with the student discipline section of this handbook.
- It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (OCGA 20-2-1181)

<b>CERTIFICATE OF SCHOOL ENROLLMENT</b>
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**Attendance/Discipline and Driver's License** – (O.C.G.A. 40-5-22) This law requires that the local school system's central office receive information from the public schools and home schools regarding students 14 through 17 years of age whose driver's licenses are to be revoked or not issued according to the provisions of the law.

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Effective July 1, 2015, schools will have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit.

Students applying for an instruction permit or driver's license must obtain from their school a Certificate of School Enrollment form to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form certifying that none of the above provisions apply to them at the time the letter is generated or for the preceding year.

*Certificates of School Enrollment must be obtained by applying with the Gainesville High School Main Office. There is a \$5.00 fee for this service and processing will take from 24-48 hours depending on the volume of requests. The Certificate of School Enrollment is only valid for 30 days from the date of issuance. Current proof of residency must be on file before request is processed.*

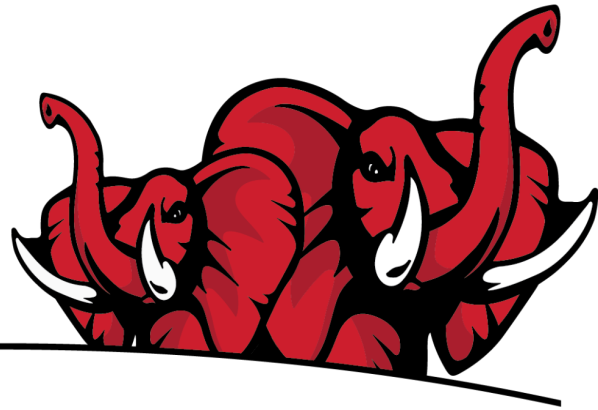
<b>CHECKING OUT OF SCHOOL</b>
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Horizon Academy believes consistent attendance at school is essential for academic success.

1. Students must bring a checkout request to the main office on the second floor. It must include the student's name, reason for dismissal, and time of dismissal. It must be signed by a parent/legal guardian and must have a phone number where the parent/legal guardian can be reached for verification. The student will not be allowed to checkout unless the office verifies the note. **No telephone or email checkouts are allowed. Only authorized persons will be allowed to checkout a student.**
2. **CHECKING OUT FOR LUNCH IS NOT PERMITTED.**
3. Upon arrival back to school, students are encouraged to bring back appropriate documentation for excused absences from any missed periods. Official documentation



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from court, school-related field trips, college visits (limited number), funeral services, and/or any medical appointments will assist in the conversion of absences to excused absences for any missed days or class periods. Any student who leaves school without authorization will face disciplinary action. Work-Based learning or Dual Enrollment students will be issued a campus pass.

**CHILD ABUSE AND NEGLECT – POLICY JGI**

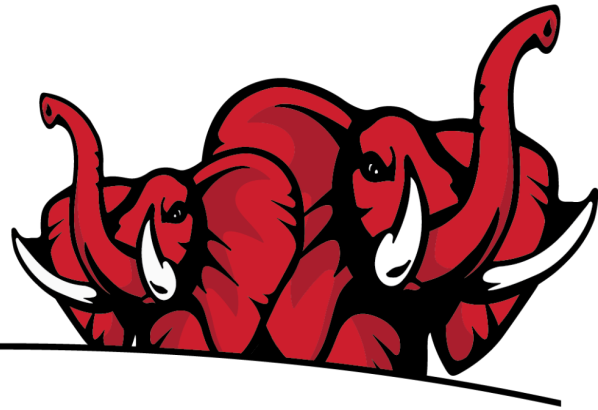
All employees of the Gainesville City School System, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Hall County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

**CHRONIC DISCIPLINARY STUDENT ACT (O.C.G.A. 20-2-764)**

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Georgia law mandates that any time a teacher or principal identifies

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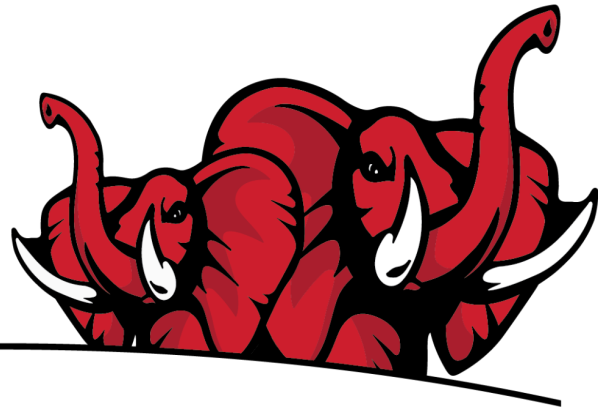


a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem, invite the parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail, at least one parent/guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent /guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

<b>COMPUTER LAB USAGE POLICY</b>
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- Students are NOT to be in the Computer Labs without supervision at any time. NO EXCEPTIONS!
- No food or drinks (including water) are allowed in the computer labs. • No computer equipment should be removed or disassembled.
- All computers should be logged off when work is complete.
- All chairs should be pushed in, and trash picked up before leaving the lab.
- No computer equipment should be moved from its established position.
- All equipment should be operated with respect and care.
- Failure to follow these lab rules may result in the loss of lab privileges.

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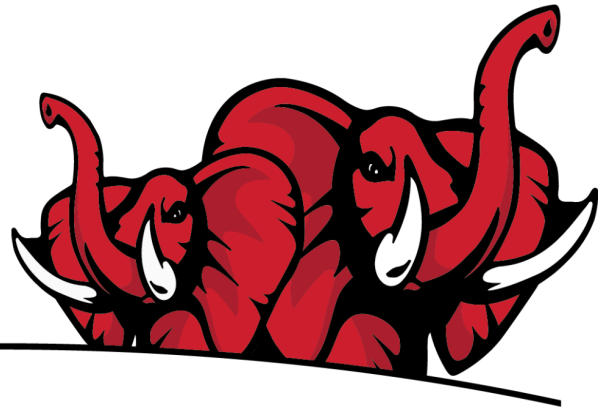
CLUBS AND ORGANIZATIONS FOR STUDENTS

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organizations, and groups in accordance with the policies of the Gainesville City Board of Education. State law requires that parents/guardians receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. On the parent/guardian signature page the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her. Horizon Clubs are TBD. All parents/guardians and students will be notified about the addition of any club or organization.

COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION PROGRAM

Georgia State Board Rule IDB (160-4-2-.12) requires that "sex education and AIDS education shall be a part of a comprehensive health program." If desired, parents and legal guardians may request an opportunity to review all instructional materials related to this program prior to their students entering the program. Parents and legal guardians may opt

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to exclude their child from sex education and AIDS prevention instructional programs by sending a written request to the school that their child not receive such a course of study.

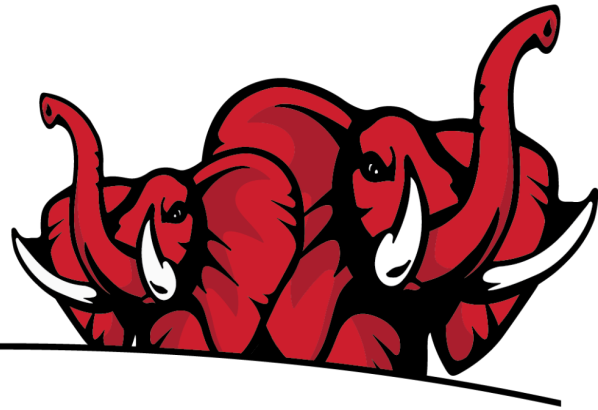
COUNSELING SERVICES

The Guidance and Counseling Program at Horizon Academy seeks to positively impact the lives of our students by partnering with parents, community, faculty and staff. Our program offers comprehensive planning and guidance services addressing student academic and career goals, as well as personal and social needs. We work to give students the opportunities to acquire the educational and social competencies necessary for their growth toward lifelong success and effective, responsible citizenship for a diverse and changing world. The Counseling Department is a student service division of the total school program providing assistance to all Horizon students and families. Students may go to counselors for concerns about their grades, schedules, study habits, attendance, college and career planning, home life and friendship issues. A student must have permission from a teacher to see a counselor during class time. The counselor will then see the student as the counselor's schedule allows.

DEBTS

Debts may include, but are not limited to: library book fines, outstanding classroom books, athletic and extracurricular uniforms or equipment, class or club dues, fundraising monies, returned checks, camp fees, restitution, tuition, or any other outstanding obligations. Georgia H.B. 1450 states that parents and guardians of minor children will be liable for their willful, malicious damage to school property up to \$5000 plus court cost. Students must clear up all financial obligations at the end of each semester and/or prior to graduation. Report

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cards and transcripts of permanent records will be withheld until all debts have been cleared. Seniors who owe debts will not be allowed to participate in graduation ceremonies.

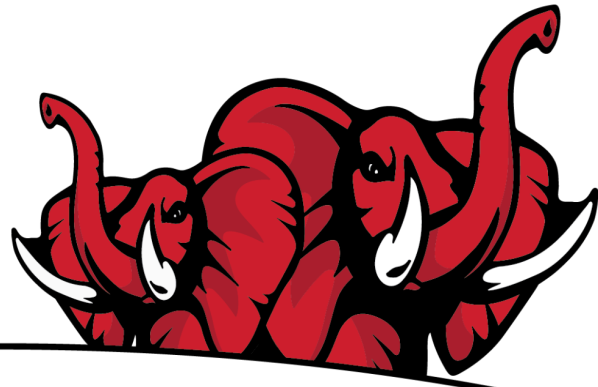
**DISCIPLINE PROCEDURES (PROGRESSIVE DISCIPLINE) –POLICY JCDA Revised on**

*June 24, 2024*

It is the policy of the Gainesville City Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.
5. All other specific requirements as set forth in any existing State Board of Education Rule or in

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Georgia law.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

**TEACHER REPORTING REQUIREMENT**

It is the policy of the Board of Education that the superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in Section 20-2-738 and Section 20-2-751.5(d).

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teachers ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20- 2-737-738.

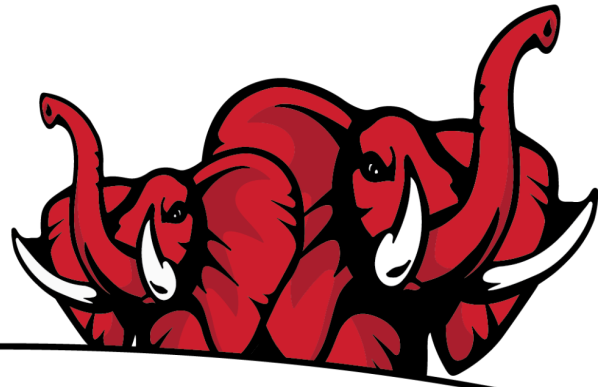
The Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state law.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

**PBIS and the Student Code of Conduct**

Gainesville City School System utilizes a **progressive discipline** approach when dealing with student behaviors. The Positive Behavioral Intervention Support (PBIS) framework is implemented at all Gainesville City school buildings. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based framework that helps schools design effective environments and supports that, when implemented with fidelity, increase teaching and learning opportunities for all students.

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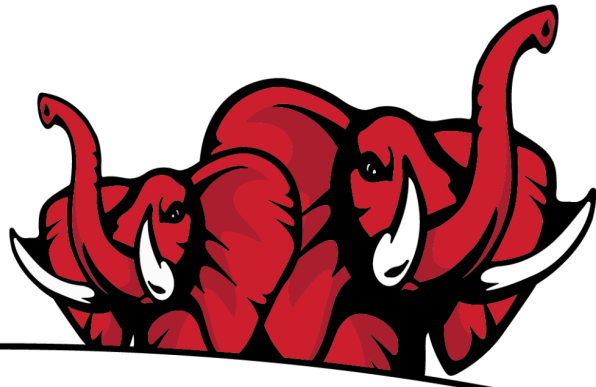
A student code of conduct is intended to teach students that there are consequences for violating behavior norms while under the supervision of educators. A student code of conduct, among other things, publishes a list of unacceptable student behaviors that interfere with the learning environment and the successful operation of the school day. A corresponding and progressive list of possible consequences is defined within a student code of conduct with the intent to promote a safe learning environment.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

Minor acts of misconduct are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the administration. Penalties for minor acts of misconduct include, but are not limited to, the following:

- Warning
- Conference with student
- Alternative seating
- Conference with parent/guardian, teacher and/or administrator
- Practice of desired behavior
- Development of an action plan or contract
- In-school suspension (ISS)
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

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Intermediate acts of misconduct require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given if not already provided. Penalties for intermediate acts of misconduct include but are not limited to the following:

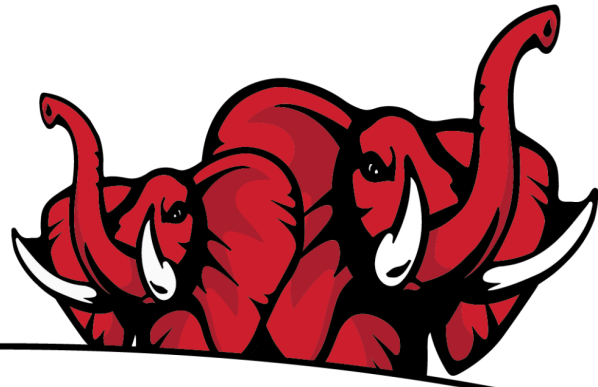
- Student participation in conference with parent/guardian, teacher, and/or administrator • Restriction from school programs or other activities
- Up to three days out-of-school suspension
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Change in Academic Setting
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Serious acts of misconduct require administrative intervention and may require use of outside agencies and/or law enforcement. These offenses include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or well-being of others, or property. Because serious acts of misconduct may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Penalties for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- Out-of-school suspension for up to ten days



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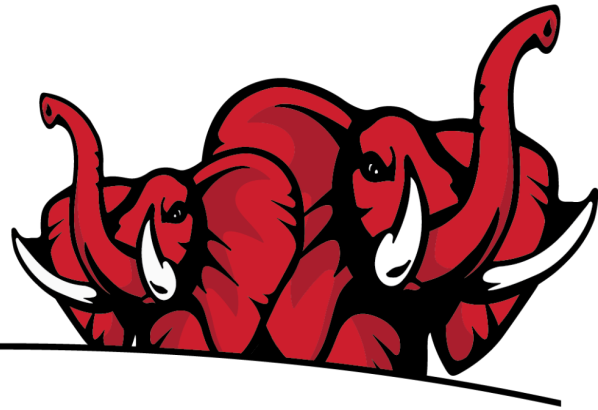


- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Change in Academic Setting
- Placement in a separate alternative educational program
- Expulsion

**Parents and police will be notified in every instance where the law is violated.**

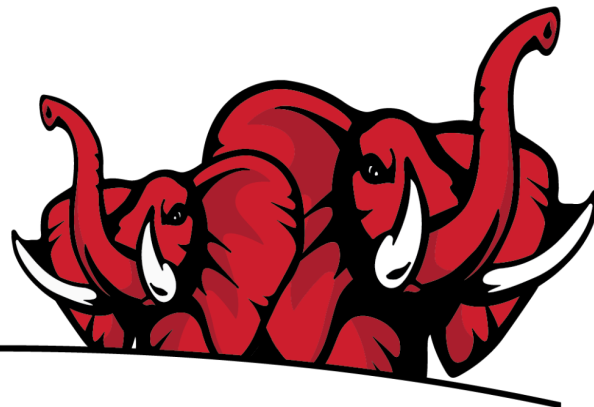
OFFENSES	CONSEQUENCES
<p>1. Absences and/or truancy-unexcused (O.C.G.A 20-2- 690.</p> <p style="padding-left: 40px;"><b>Excused absences are defined as</b></p> <ol style="list-style-type: none"> <li>1) Illness</li> <li>2) Death in immediate family</li> <li>3) Religious Holiday</li> <li>4) Instances in which attendance could be hazardous as determined by Gainesville City School System</li> <li>5) Service as page in legislature</li> <li>6) Court Order</li> <li>7) Absence to vote in an election</li> <li>8) Up to five (5) days of excused absences per year to students where the parents are in the military and are being deployed or on leave.</li> </ol>	<p>1. Penalty may range from warning and/or conference with student/parent/guardian to one to three days in school suspension.</p>

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<p>2. Academic dishonesty/misrepresenting self or others</p>	<p>2. Penalty may range from the student receiving a zero on the assignment and warning or conference with student/parent/guardian to one to three days out-of school suspension.</p>
<p>3. Assault on faculty or staff member -          Threatening bodily harm to faculty or staff members. This includes threats that are verbal, written or implied.</p>	<p>3. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>4. Bullying (OCGA 20-2-751.4)-          An act which occurs on school property, on school</p>	<p>4. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>

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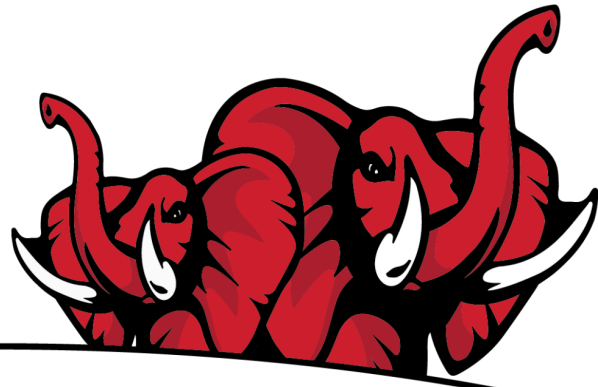


vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electric technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1; or visible bodily harm as such term is defined in Code Section 16-5-23-.1;
  - B. Has the effect of substantially interfering with a student's education;
  - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - D. Has the effect of substantially disrupting the orderly

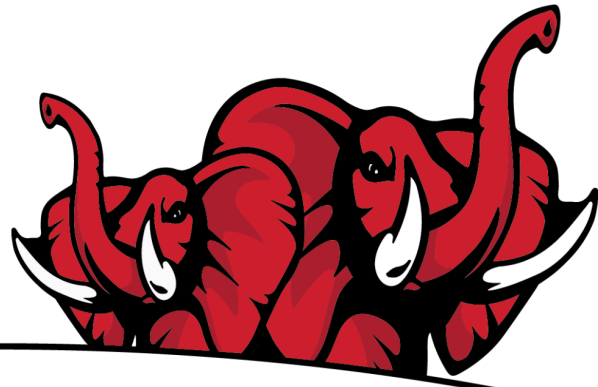
**Upon a finding that a student in grades 6-12 found by tribunal to have committed the offense of bullying for the third time in a school year, the student will be assigned to an alternative school.**

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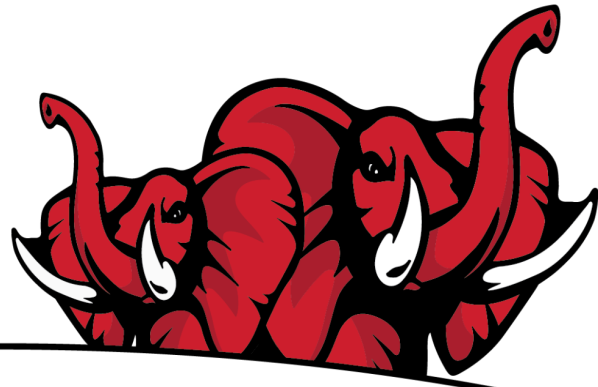
<p>operation of the school.</p> <p>The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.</p>	
<p>5.Audio or Recording Students</p> <p>Students shall not use audio or visual recording devices</p>	<p>5.Penalty may range from restriction from school programs and/or other activities to expulsion</p>

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<p>without the permission of a school administrator. This includes but is not limited to using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation resulting in the device being confiscated will also result in student loss of the privilege of possessing a mobile phone or PED on school property for the remaining semester. The device will only be released to the parent or guardian who must come to the school in person for retrieval. This includes any GCSS property including transportation or at school related events.</p>	
<p>6. Bus Misbehavior</p>	<p>6. Penalty may range from warning and/or conference with student/parent/guardian, suspension of bus riding privileges (1-10 days) to expulsion). Repeated Offenses beyond the</p> <p><b>See Bus Conduct section above</b></p>

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7. Internet Acceptable Use Policy and Regulation (IFBG)

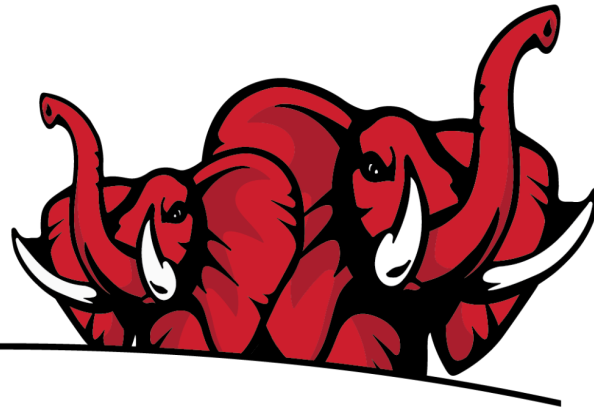
GCSS technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property.
- Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person.
- Provide another student with user account information or passwords.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
  - Purposely bring on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Steal or damage data and/or computers and network equipment.
- Attempt to read, alter, delete, or copy the electronic mail messages of other system users.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

7. Penalty may range from warning and/or conference with student/parent/guardian to out-of-school suspension and referral to the appropriate law enforcement authorities.

Warning Statement: the act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that warrants a very serious consequence that may include permanent expulsion from the school system and confiscation of technology being used inappropriately if an incident occurs. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

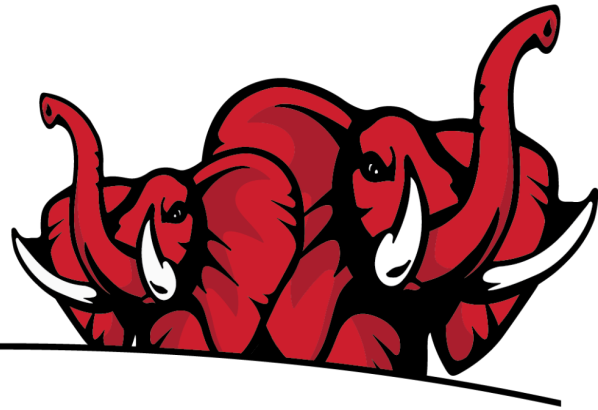
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<ul style="list-style-type: none"> <li>Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.</li> </ul> <p>Failure to follow these guidelines can violate the</p>	
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<p>Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16- 9-91 and 16-9-93 as well as Title XVII of United States Public Law 106-554, known as the Children’s Internet Protection Act."</p>	
<p>8. Disturbance – Classroom</p>	<p>8. Penalty may range from warning and/or conference with student/parent/guardian to one to three days out-of school suspension.</p>
<p>9. Disturbance</p> <p>School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or well-being of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during periods of disruption.</p>	<p>9. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to expulsion.</p>
<p>10. Dress Code Violations</p>	<p>10. Penalty may range from warning and/or conference with student/parent/guardian to one-day in-school suspension.</p>

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11a. Drug Sell/Transmission/Solicitation –

No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug including THC, fentanyl, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, Cannabidiol (CBD), any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off school property at a school sponsored activity, function, or event, and en route to and from school.

11a. Penalty may range from restriction from school programs and/or other activities to expulsion.

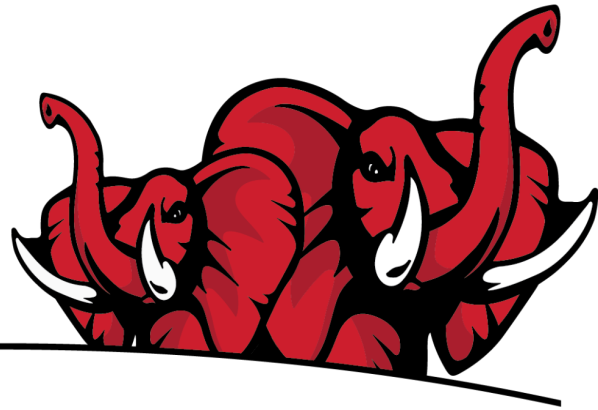
11b. Drug Possession/Use/Under the Influence –

No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever including, but not limited to, any narcotic drug including THC, fentanyl, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, Cannabidiol (CBD) over-the-counter pills, medications or

11b. Penalty may range from restriction from school programs and/or other activities to expulsion



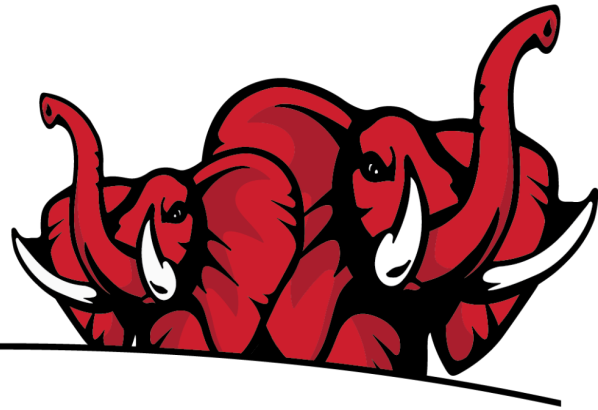
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similar substances, in any form including	
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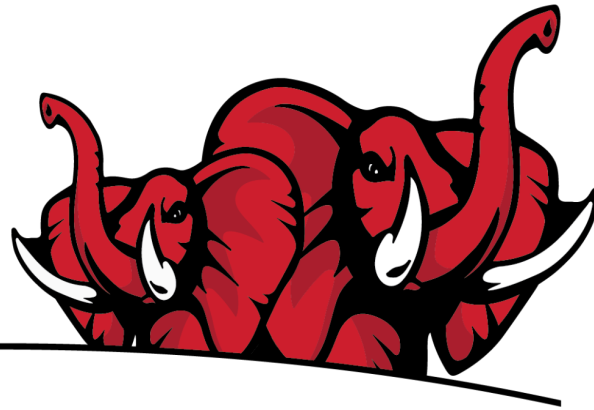
<p>any edible form such as gummy candy, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. In addition, a student may not possess or use any drug-related paraphernalia. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and en route to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule provided that all school and school district rules and procedures are followed.</p>	
11c. Violations of the Medication Policy	11c. Penalty may range from restriction from school programs and/or other activities to expulsion.
12. Failure to accept administrative disciplinary action	12. Penalty may range from warning and/or conference with students to one to ten days out-of- school suspension.
13. Gambling on school property, at a school function or on property used by the school with permission of the owner.	13. Penalties may range from student participation in a conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.

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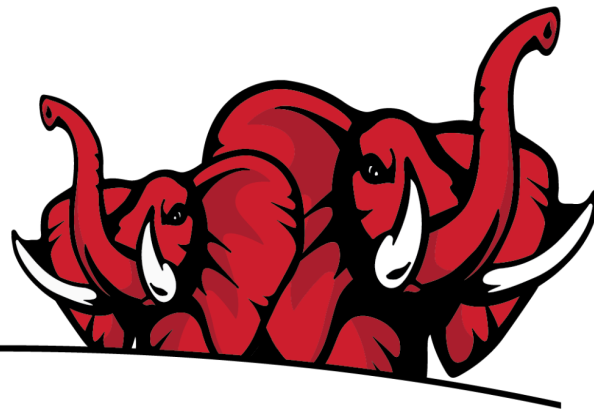
<p>14. Gang-related activity</p> <p>A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence</p>	<p>14. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>15. Harassment</p> <p>Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.</p>	<p>15. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>
<p>16. Off Campus Misconduct and Criminal Law Violations</p> <p>Any off-campus behavior of a student which could</p>	<p>16. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to expulsion.</p>

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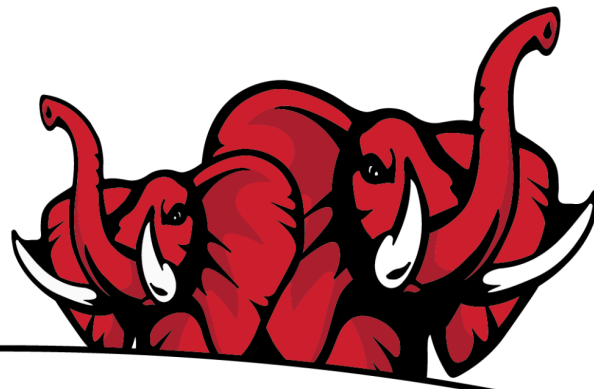
<p>result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. This includes any such conduct outside of school hours or away from school that shows disrespect to school personnel or which endangers the health, safety, morals, or well-being of other students, teachers, or employees within the school system (such as, theft or vandalism to property of a school employee).</p>	
<p>17a. Physical Violence (O.C.G.A. 20-2-751.6)- A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by</p> <ol style="list-style-type: none"> <li>1. Intentionally making physical contact of an insulting or provoking nature with the person of another, or</li> <li>2) Intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.</li> </ol>	<p>17a. (1) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion.</p> <p>17a. (2) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.</p>
<p>17b. Violence</p> <p>A student shall not commit an act of physical violence against another student. Offenses include physical violence, i.e., assault,</p>	<p>17b. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>

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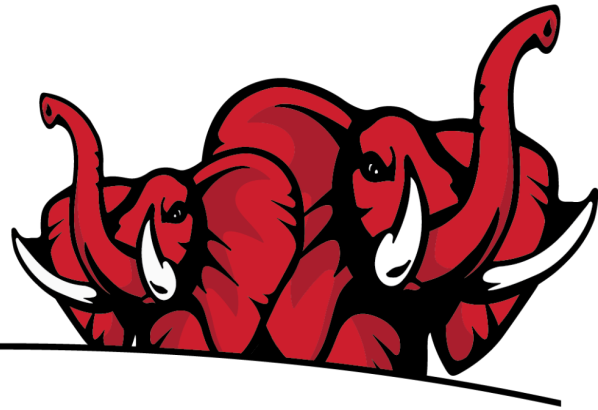
<p>battery, hazing, and fighting.</p>	
<p>18. Property</p> <p>Willful or malicious damage of and/or threats to destroy or damage school, public, private property which may include such actions as the use of or threat of bombs, explosive devices, setting fires, firecrackers, homemade bombs, and/or the deliberate and serious destruction or defacement of school property or property used by the school with the permission of the owner</p>	<p>18. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in school suspension to placement in alternative school.</p>
<p>19. Sexual improprieties</p> <p>Inappropriate bodily contact. Commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection.</p>	<p>19. Penalty may range from warning and/or conference with student/parent/guardian to expulsion.</p>
<p>20. Student Incivility</p> <p>a. Profanity -Use of vulgar or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after</p>	<p>20. Penalty may range from restriction from school programs and/or other activities to expulsion.</p> <p>a. Penalty may range from warning and/or conference with student/parent guardian to up to three days in-</p>

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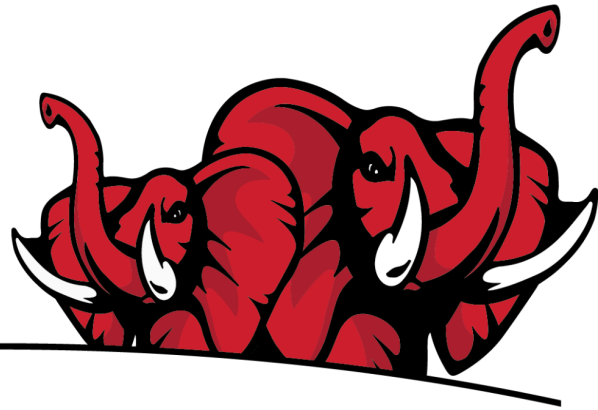
<p>school hours.</p> <p>b. Repeated violations/misbehavior</p> <p>c. False Reporting and Statements - Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.</p>	<p>school suspension.</p> <p>b. Penalty may range from warning and/or conference with student/parent guardian to a recommendation to a tribunal hearing.</p> <p>c. Penalty may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing, which may result in long-term suspension or expulsion.</p>
<p>21. Tardiness – Chronic</p>	<p>21. Penalty may range from warning and/or conference with student/ parent/guardian to one-day in-school suspension.</p>
<p>22. Theft/Larceny</p> <p>Unlawful taking, carrying, leading, or riding away with property of another person.</p>	<p>22. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension</p>
<p>23. Threats or intimidation of another student(s), written, verbal or implied, but not involving actual physical contact.</p>	<p>23. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>

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<p>24. Tobacco and/or paraphernalia</p> <p>Possession or use: Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, hookahs, and other similar item</p>	<p>24. Penalty may range from Student participation in Tobacco Education course, conference with parent/guardian, teacher and/or administrator, restriction from school activities, up to ten days out-of-school suspension.</p> <p>For repeated violations beyond the 3rd Offense, penalty may range from alternative assignment to expulsion.</p>
<p>25. Vandalism and misuse of equipment</p> <p>Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or destroying school property.</p>	<p>25. Penalty may range from warning and/or conference with student/parent/guardian to one to ten days out-of school suspension.</p>

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26. Weapons/Hazardous Objects

A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity, or at any school-related activity or event away from school.

1. Weapon means and includes any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

2. Hazardous objects include 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, knuckles, whether made from metal, thermoplastic, wood, or other similar material, 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 a nun chakra, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or

26. Students who possess any weapon described in #1 in violation of this policy will be subject to a minimum of a one calendar year expulsion.

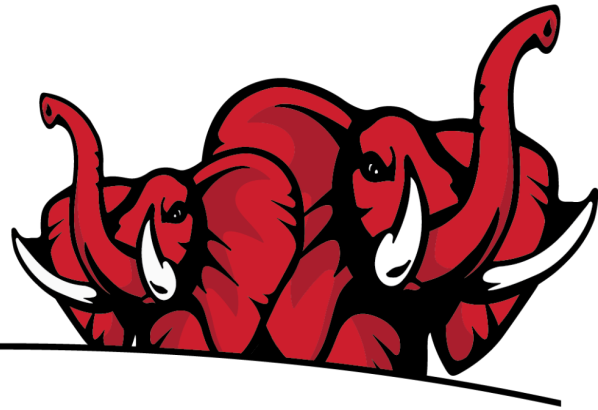
The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent.

The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment.

Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in # 2 will be subject to discipline that may range from restriction from school programs and/or other activities to expulsion.

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pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

3. Hazardous Objects -Bullets, BB's, Paintball Pellets, airsoft pellets

Students may not possess ammunition for any devices listed in #2; BB's, paintball pellets, airsoft pellets or CO2 cartridges

Students who possess hazardous objects as described in # 3 will be subject to discipline that may range from restriction from school programs and/or other activities to expulsion.

**DRESS CODE POLICY**

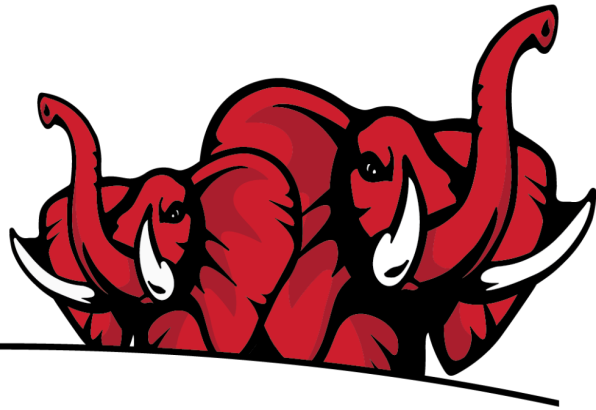
We, the Gainesville City District family, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a member of this family, your appearance is a reflection of the GCSS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code.

We have an expectation that students will dress in a manner that is appropriate for a place of study; and are obeying reasonable standards of safety, health, and cleanliness so as not to distract from the educational process.

Clothing with any picture or wording that relates, infers to, or promotes gangs, drugs, alcohol, tobacco, sex, or displays lewd, vulgar, or indecent language will not be allowed on school property or at school events.



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There are examples of what we do not wear and it is best that we provide some examples below.

- Clothing worn in such a manner as to reveal undergarments, bare skin between the upper chest, belly area, and upper thigh.
- Backless, strapless, spaghetti straps, and tank tops.
- See-through/ mesh garments.
- Caps or hats that make it difficult to identify a student
- Pajama attire, sleepwear, or bedroom footwear.

The school administrators, having discretion to render judgments regarding what is and what is not appropriate, may, if necessary, waive these policy restrictions in religious and/or medical situations. Principals and Assistant Principals will determine what happens when a student does not comply with our dress code. A student may be sent home to dress appropriately or may be required to wear a change of clothing provided by the school or parents/guardians. Students with multiple dress code infractions may be entered into the four step discipline sequence.

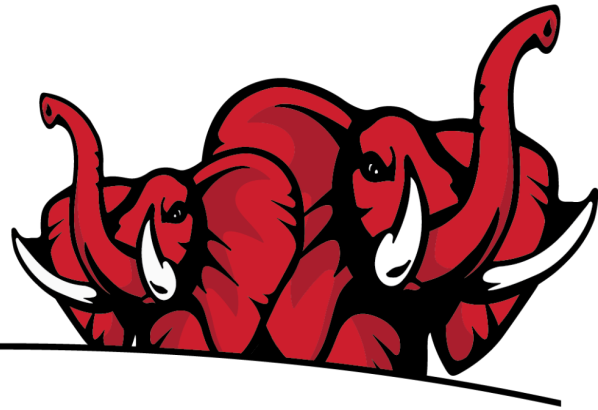
**ELECTRONIC DEVICES USE POLICY – POLICY JCDAF**

Use of personal electronic devices and other electronic media during the regular school day must be in support of and consistent with the vision, mission, and goals established by the Gainesville City Board of Education. All personal electronic devices on Board property or used during a school sponsored activity are subject to the Technology Resources Acceptable Use Policy IFBG.

Students may be permitted to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices.

Only a student whose parent or legal guardian has completed and returned the Gainesville High School Parent/Guardian Signature Page shall be allowed to use an electronic device on Board property. The form is to be completed yearly.

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Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. Neither the district nor staff shall assume responsibility or liability for the theft, loss, or damage to personal devices, nor is responsibility for the unauthorized use of any device assumed.

While on Board property, students are not permitted to use their own personal Wi-Fi, data plans or other types of Internet access provided by Internet service providers/carriers that are not provided by the Board of Education. All Internet access will be filtered.

No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member on Board property without the expressed prior permission of a teacher or administrator. Students shall not disrupt instruction with ringtones, music, or sound effects.

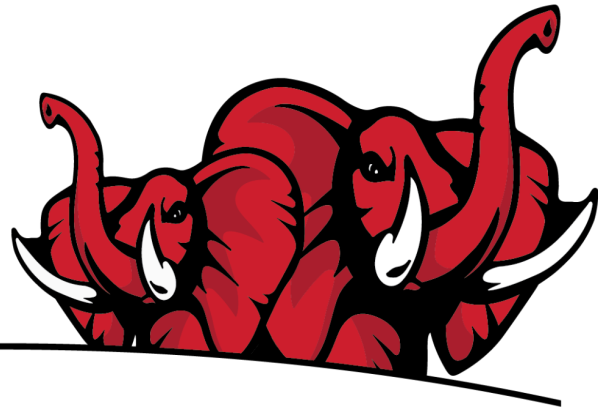
No student shall have a personal electronic device in their possession during district-wide assessments or state testing. Personal devices must be turned off completely (not simply on silent or vibrate mode) and turned into a teacher or testing proctor.

Electronic resources provided by the district may be limited. When demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized staff members may set and change the priorities for these resources. The highest priority for district electronic resources will include uses that support the educational and business mission of the school system, purchased services, and online testing.

There can be no expectation that electrical power will be made available for student-owned devices. Therefore, it is recommended that personal technology is charged prior to school. Printing from personal devices will not be available at school.

Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.

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School staff may confiscate personal electronic devices and school administrators may search the device if inappropriate activities are suspected.

Students who do not comply with this regulation or any supporting directives related to the use of personal electronic devices will be subject to appropriate disciplinary action. The school district reserves the right to change or deny the use of personal electronic devices of students who do not comply with procedures.

Horizon Academy policy states that students must secure cell phones in their backpacks during the school day. Failure to adhere to school policy could result in the following:

- Confiscation of Cell Phone
- Development of an action plan or contract
- Detention
- In-School Suspension (ISS)
- Change in Academic Setting
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

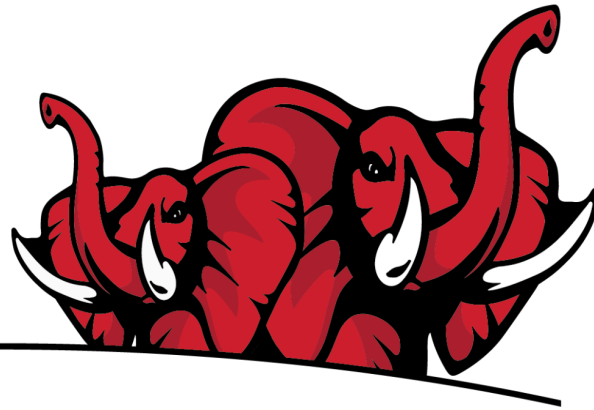
**EMAIL COMMUNICATION BY TEACHERS**

Teachers will respond to parent/guardian email correspondence during planning times and at the end of the school day. During instructional times, teachers will not be able to read or respond to email.

**EQUAL EDUCATIONAL OPPORTUNITIES – POLICY JAA**

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

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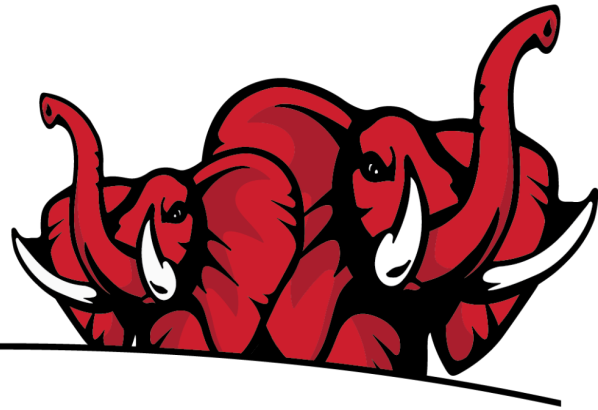
Any student, parent, or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

#### COMPLAINTS PROCEDURE

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.
2. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.
3. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending

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individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

4. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

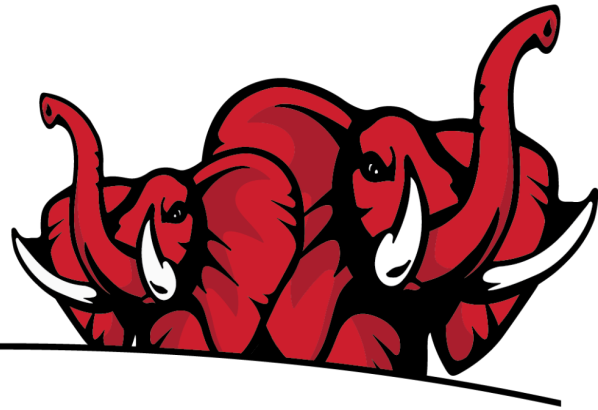
5. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

6. The Superintendent shall have fifteen workdays to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

7. This policy is not intended to deprive any student or parent of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

8. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

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9. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

10. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

The following individuals have been designated as the employees responsible for coordinating the district's efforts to implement this nondiscriminatory policy.

Title IX: Deputy Superintendent

Title VI: Director of Special Education

Section 504: Deputy Superintendent

ADA: Deputy Superintendent

<b>GRADING</b>
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The following grading system shall be used in the Gainesville City High Schools. No alterations of any nature may be made to the system. Grading System for Grades 9-12

A – 90-100

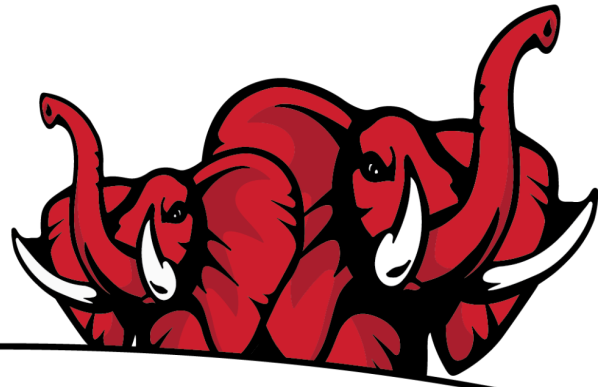
B – 80-89

C – 70-79

F – Below 70

**Special Condition: Audits-** Students new toGHS entering after the midpoint of a semester may be enrolled in courses with an audit designation if they weren't previously enrolled in a comparable course. Students who audit a course will not receive credit.

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GRADUATION CEREMONY PARTICIPATION

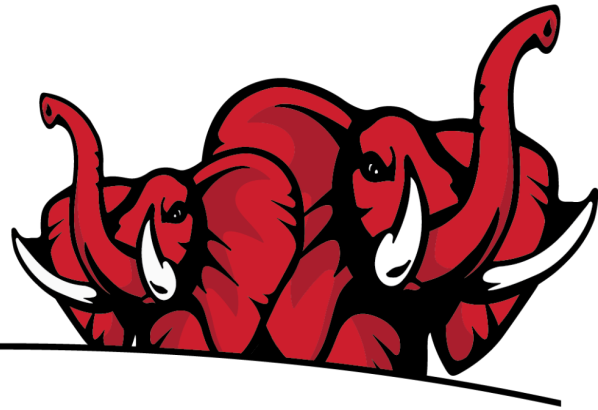
Participation in the graduation ceremonies is a privilege. The student must have completed all state and local requirements for a diploma by Friday, the last day of class for seniors to be allowed to participate in graduation ceremonies. In addition, the student must maintain good conduct and be in good standing with the school by not having any outstanding financial obligations. Senior dues cover the cost of caps and gowns, diplomas, class gift, and graduation expenses. Senior dues are \$115, and must be paid to receive the cap and gown and diploma. A senior violating any part of the behavior code deemed by Horizon administration to be a serious offense may forfeit the opportunity to participate in graduation exercises. Days that seniors are released early at the end of the school year and/or are participating in graduation practices are still subject to all school codes of conduct. In case of weather-related or other unforeseen issues, an option is to move the graduation ceremonies to the following day. Families need to plan accordingly for this possibility. All attempts will be made to hold the graduation ceremonies at City Park Stadium.

GRADUATION REQUIREMENTS – POLICY IHF

All students enrolling in the ninth grade for the first time in the 2008-2009 school year and subsequent years will receive a general high school diploma. The diploma will be awarded to students who have satisfied attendance, course/credit, and state assessment requirements.

Areas of Study Required	Units
English/Language Arts	4
Mathematics	4
Science (The 4th science unit may be used to meet both the science and an elective requirement.)	4
Social Studies	3
Modern/Classical Language and/or CTAE and/or Fine Arts	3

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Health/Physical Education JROTC	1
Electives	4
Total Units (minimum)	23

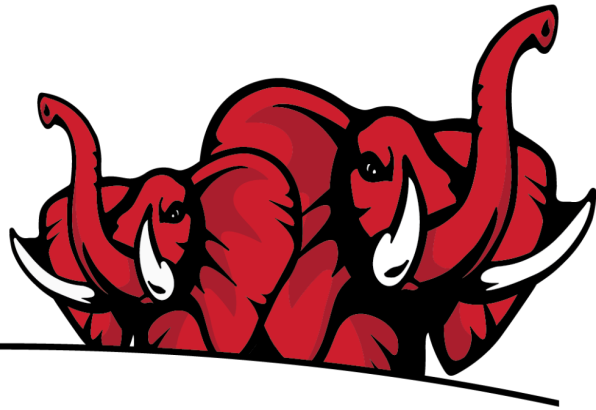
**HARASSMENT – POLICY JCAC**

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

**DEFINITIONS** Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student. Days for the purpose of this policy means “school days.” Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District’s nondiscrimination notice posted on its website. As used in this policy, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant’s physical or digital signature, or



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otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or
- Dating Violence"- sex-based violence committed by a person-

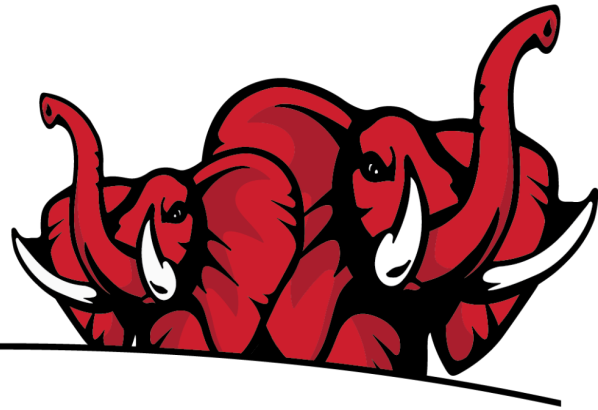
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim;  
and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or "Sex-based Stalking"- engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

(A) fear for his or her safety or the safety of others; or

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(B) suffer substantial emotional distress.

**Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### NONDISCRIMINATION POLICY

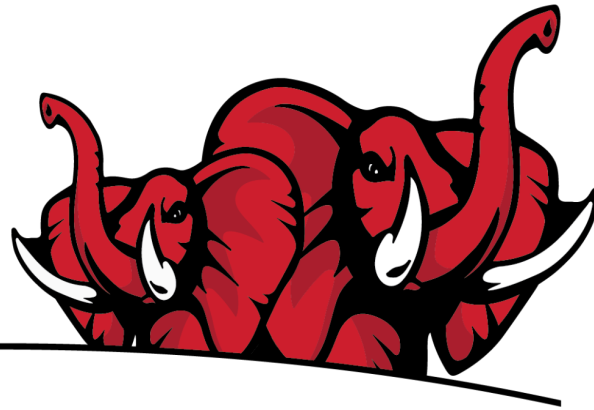
It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations.

The School District prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers or others over

whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

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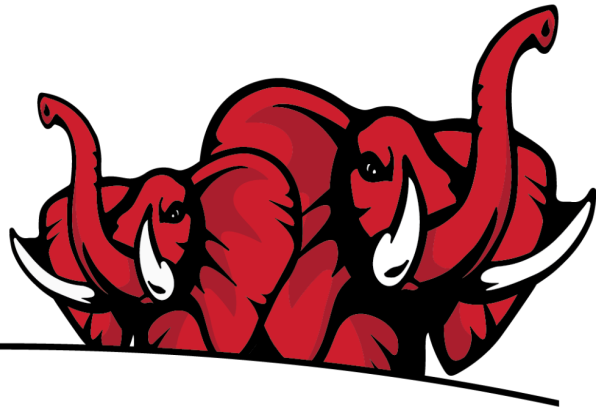
The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.

Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

#### GRIEVANCE PROCESS

1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.
2. Any student, employee, parent or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal or counselor at his/her school or the Title IX Coordinator designated and authorized by the District. Any employee who receives information from a student alleging sexual harassment shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.
3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or

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without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as “supportive measures.” However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

4. Formal Complaint: Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:

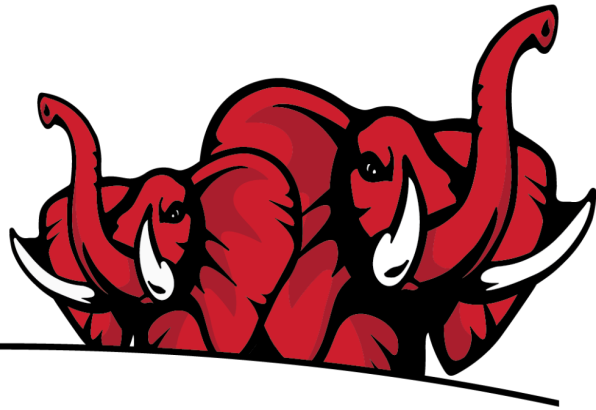
(A) Notice of the District’s grievance process;

(B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.

(C) If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph (4)(B), the District shall provide notice of the additional allegations to the parties whose identities are known.

5. Dismissal of a formal complaint. The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does

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not preclude action under another provision of the District's code of conduct.

(A) The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(B) Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

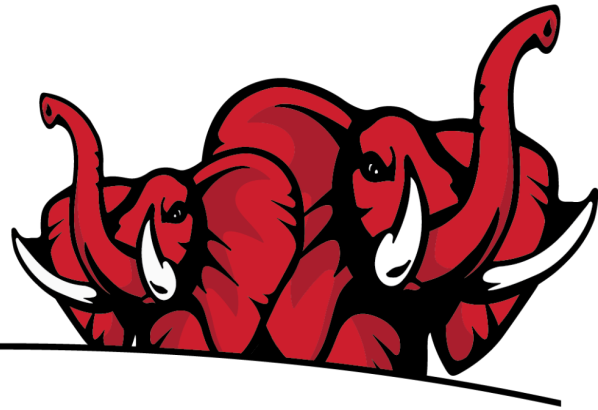
#### 6. Consolidation of formal complaints.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable. 7. Investigation of a formal complaint. After providing written notice to the parties of the receipt of a formal complaint, the District shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall— (A) Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;

(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

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(D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;

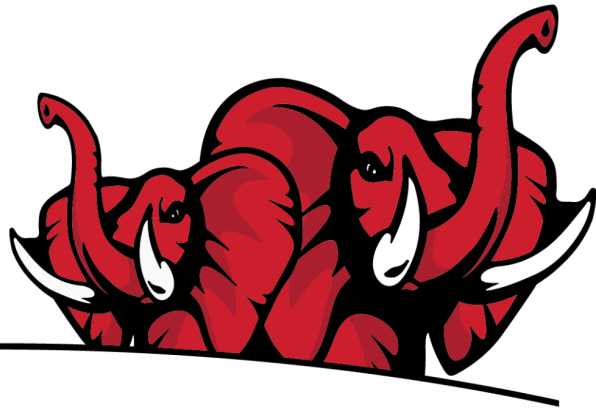
(F) Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and

(G) Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

(H) If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with Policy JAA.

8. Questions. After the District has sent the investigative report to the parties and before

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reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

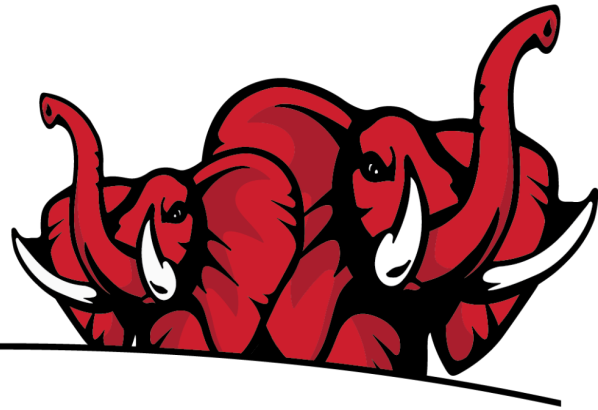
Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

9. Determination regarding responsibility. The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include—

- (A) Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the District's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and

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whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

(F) The District's procedures and permissible bases for the complainant and respondent to appeal.

(G) The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(H) The Title IX Coordinator is responsible for effective implementation of any remedies.

#### 10. Appeals.

The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

(D) As to all appeals, the District shall:

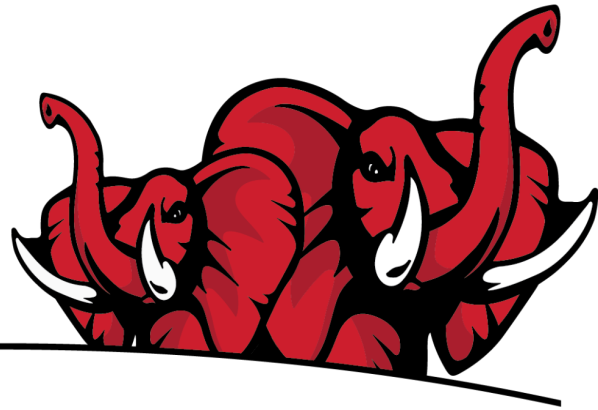
(i) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

(ii) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

(iii) Ensure that the decision-maker(s) for the appeal complies with the training standards set



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forth in this policy;

(iv) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

(v) Issue a written decision describing the result of the appeal and the rationale for the result; and

(vi) Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

#### 11. Informal resolution.

The District shall not require as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the

District—

(A) Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

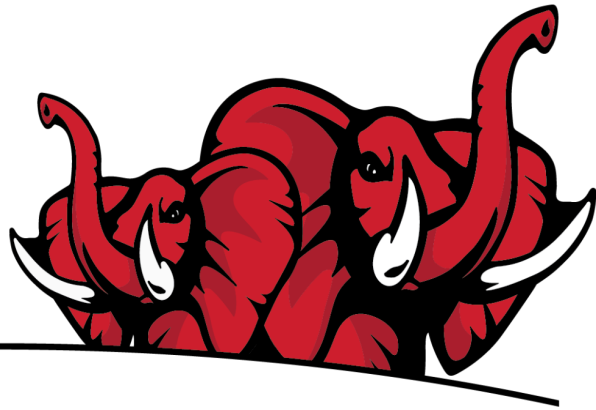
(B) Obtains the parties' voluntary, written consent to the informal resolution process; and

(C) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### 12. Recordkeeping.

The District shall maintain for a period of seven years records of—

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(A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;

(B) Any appeal and the result therefrom;

(C) Any informal resolution and the result therefrom; and

(D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.

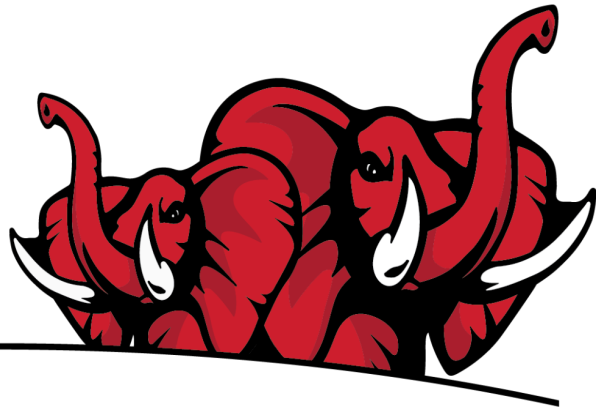
(i) For each response required under the District's process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

### 13. Confidentiality.

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

### 14. Retaliation Prohibited.

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(A) No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy JAA.

(B) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).

(C) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

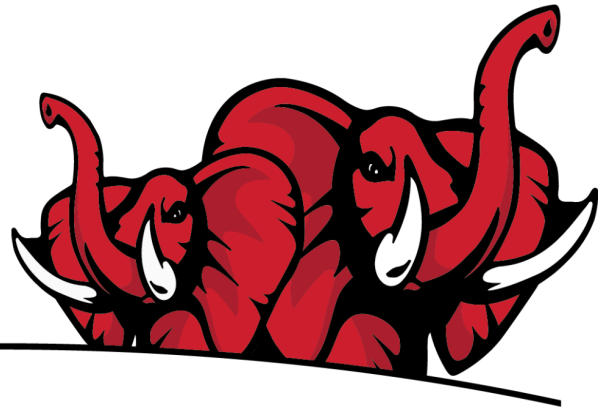
#### 15. Time Frame.

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**NOTICE:** The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all

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handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

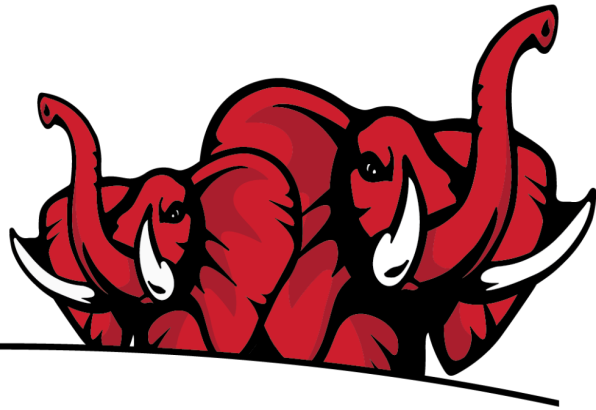
<b>HONOR CODE</b>
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The purpose of this Honor Code is to communicate the meaning and importance of academic integrity to all members of the high school community and support the interest of the community in maintaining the highest standards of conduct in student learning. Gainesville High School embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community.

The core values underlying and reflected in the Honor Code are:

- Academic Honesty is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- Respect for others and the learning process to demonstrate academic honesty,
- Trust in others to act with the academic honesty as a positive community-building force in the school,
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks,
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and
- Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic learning.

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This Honor Code summarizes the Honor Policy, which defines the expected standards of conduct in academic affairs. The student body and faculty at Gainesville High School will not tolerate any violation of the Honor Code.

**HOSPITAL/HOMEBOUND SERVICES Rule 160-4-2-.31**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

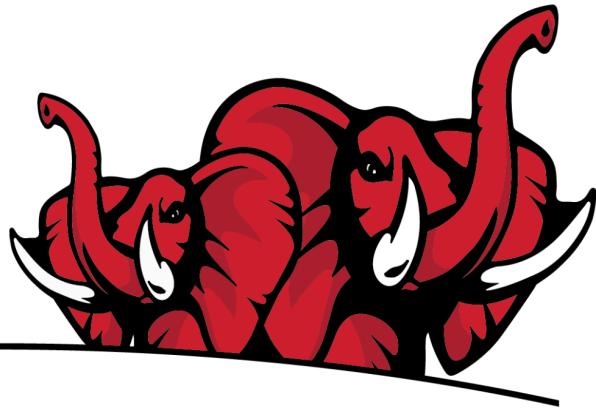
HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

**Hospital/Homebound Services Program Overview** For more information, contact the Deputy Superintendent at 770.536.5275

**IDENTIFICATION CARDS**

1. All students and faculty must have their current school ID while on the GHS campus. Students must be able to present it upon request - **NO EXCEPTIONS**. This is for safety and security purposes. IDs may also be required for certain school functions. A valid ID is an ID from the current school year.
2. Students are given the first ID for free. Parents and students are encouraged to purchase a back-up for \$7.00 and keep it either on them or in their locker. The student should keep his/her spare ID in something they will bring back and forth to and from school every day (purse,

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bookbag, wallet, etc).

3. Students must have their valid ID to receive a school lunch.
4. Please contact the Media Center for all ID related matters.

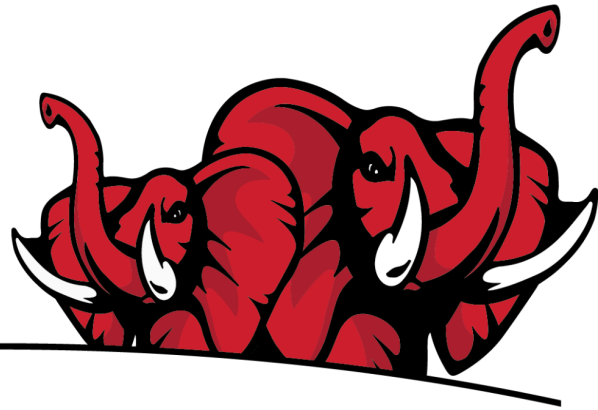
IN SCHOOL SUSPENSION
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In-School Suspension (ISS) is a disciplinary measure that permits the student to attend school, but prohibits him or her from attending his or her regular classes. Students assigned to ISS are not permitted to participate in extracurricular activities on the date of their ISS assignment.

**RULES FOR ISS ASSIGNMENT:**

1. I will be awake, alert, and on task in ISS.
2. I will bring all books and supplies that I need to complete assignments.
3. I will place my backpack and other items in the designated area assigned by the monitor.
4. I will raise my hand and ask for permission before getting out of my seat at all times.
5. I am aware that I receive only two restroom breaks.
6. I will complete all of my assignments while in ISS.
7. I accept that I will be provided the lunch specified for ISS students.
8. I am aware that I must remain in ISS all day, except for restroom breaks and lunch.
9. I will remain quiet while in ISS and communicate only with the teacher.
10. I will respect the property of Gainesville High School.
11. I will maintain a neat work area.

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12. I understand that I will be asked to provide the teacher with my electronic devices and that use of any electronic device without permission is prohibited.

**CONSEQUENCES FOR VIOLATING ISS RULES:**

1. First offense – I will receive a warning.
2. Second offense – My parents will be called to come pick me up from school. I realize I will still be responsible for the missed time in ISS and will serve it on the next available day.

<b>INTERNET ACCEPTABLE USE – POLICY IFBG</b>
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It is the belief of the Gainesville City Schools that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing students to live in the 21st century. Further, it is believed that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Gainesville City School System believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

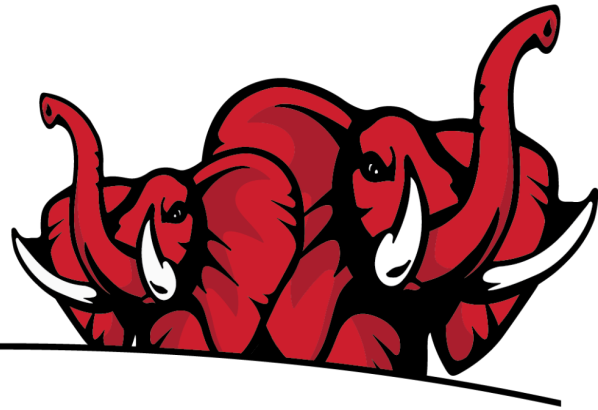
It shall be the policy of the Gainesville City School System that the system shall have in continuous operation:

1 A qualifying “technology protection measure,” as that term is defined in Section 1703(b) (1) of the Children’s Internet Protection Act of 2001, i.e. an Internet filter; and

2 Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2001. Such procedures or guidelines shall be designed to:

3 Monitoring of online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

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4 Methods for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response as required by the Children’s Internet Protection Act;

5 Prevention of unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;

6 Prevention of the unauthorized disclosure, use and dissemination of personal identification information regarding minors in accordance with Federal FERPA regulations; and

7 Restriction of minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2001.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Gainesville City School System. Use of computers and network resources outside the scope of this educational purpose is prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose to appropriate parties the contents of any user’s files, activities, or communications.

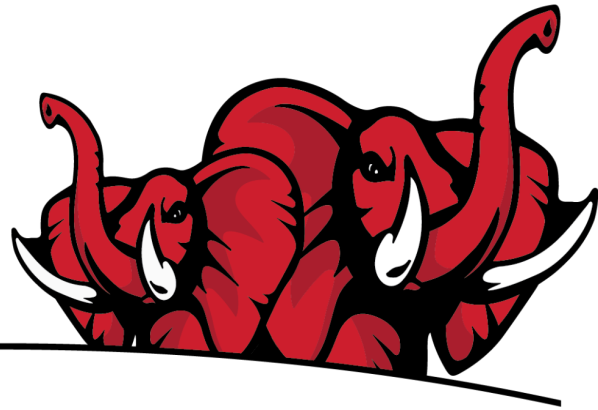
It must also be understood that the Internet is a global, fluid community, which remains unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Gainesville City School System that the Internet’s advantages far outweigh its disadvantages. The Gainesville City Schools Technology Department will provide an Internet screening system, or filter, which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, violation of this policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

The Superintendent and administrative staff shall develop rules for implementing and enforcing this policy and include them in the Student Handbook.



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SCHOOL SAFETY

Asbestos Management Plan

During the spring of 1997 an asbestos inspection of Gainesville City Schools took place through the combined efforts of Pioneer RESA and the Gainesville City School System. Based on this inspection, a management plan was written and submitted to the State Department of Education. This plan will be available for public inspection at the superintendent's office. It contains the following:

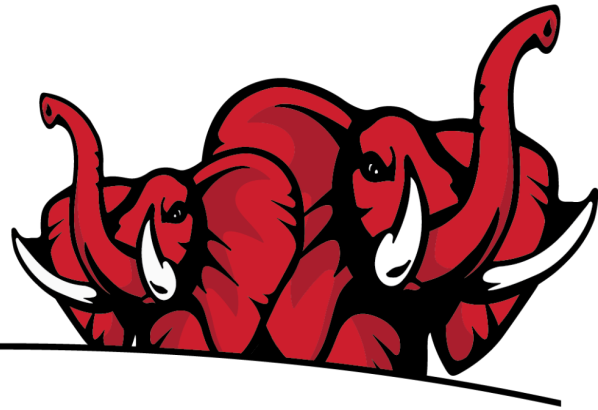
- 1) Location, amounts and types of asbestos contained materials in all schools and support buildings;
- 2) Response actions to the asbestos contained materials selected by the City School System;
- 3) Plans for re-inspection, periodic surveillance and operation and maintenance programs; and
- 4) Public notification procedures. Anyone interested in reviewing this plan, please contact the Gainesville City School Superintendent's office at 770-536-5272.

**Disruption of Public Schools (O.C.G.A. 20-2-1181)** It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

**Emergency Preparedness Plan/Emergency Drills** The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans. Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. Parents/guardians should remind their children that during emergency drill students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

**Failure to Leave Campus (O.C.G.A. 16-22-35)** Any person who fails to leave the premises when

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requested to leave any school property and/or returns to any school property after instructed by school staff or law enforcement to leave the property, they are considered trespassing and faces criminal prosecution of a misdemeanor of a high and aggravated nature.

**Loitering on School Property (O.C.G.A. 20-2-1180)** It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

**School Resource Officer (SRO)** The Gainesville City Board of Education and Gainesville Police Department employ school resource officers jointly. Their main purpose is to assist in providing a safe and secure learning environment for students, teachers and staff. They are an excellent resource for teachers, parents/guardians and students in dealing with individual problems or questions with respect to delinquency prevention and the law. Consistent with board policy and legal requirements, school resource officers also provide law enforcement support when needed.

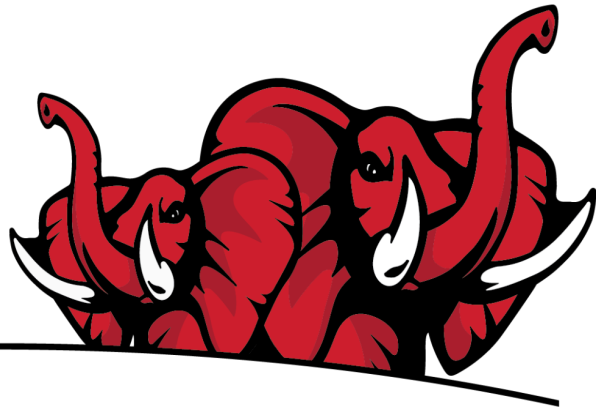
#### SEARCH OF A STUDENT BY AUTHORITIES

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

#### SECLUSION AND RESTRAINT – POLICY JCF (2)

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in

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situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

STUDENT HEALTH SERVICES INFORMATION – POLICY JGC

The Board of Education, in order to implement the requirements of Official Code of Georgia 20-2-771.2, established a school health nurse program for the system. The program will be staffed by licensed health care professionals and others whose duties will be set forth in job descriptions to be prepared by the Superintendent or designee, and may include offsite consultation with health professionals through appropriate protocols or contracts.

STUDENT EMERGENCY/SAFETY INFORMATION

Please make corrections, sign and return your student's Emergency Safety Card/Health Information Form. This Information must be updated annually to enable us to contact you in case of an emergency. If any phone numbers or contact information changes, please notify the school immediately.

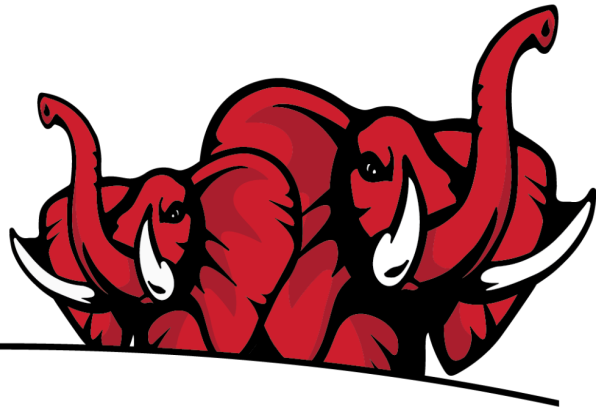
STUDENT ILLNESS /INJURY

The main reasons for keeping your student home from school are that he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms.

Reasons Your Child will be Sent Home from School

- Fever >100.4 degrees F
- Student should stay home until there is **NO FEVER** for 24 hours **WITHOUT MEDICATION**. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (•Based on CDC Recommendations)

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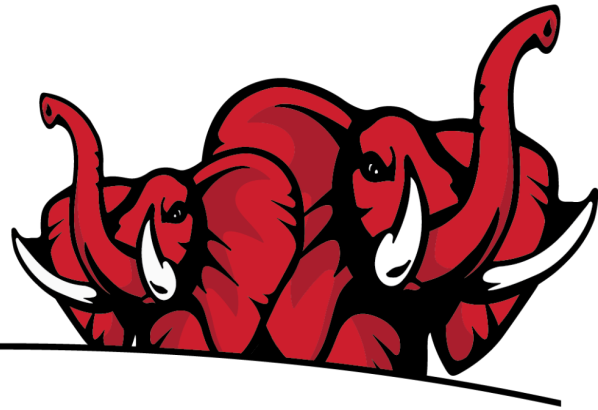
- Vomiting or Diarrhea Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness. Student needs to be without symptoms for 24 hours before returning to school.
- Drainage from a wound, rash or eyes Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others.
- Head Lice - student should stay home until after treatment is complete and student has no live lice.
- Scabies- Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.
- Unexplained Rash- Student should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day
- When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a “Release to Return to School” from your doctor before returning to school. Please make sure that your student’s school knows how to reach you during the day.

Insurance is available for protection of the child in the event of an accident at school. Information about the insurance program is sent the first day of school. Contact the school office if you have not received an application. Claim forms can also be obtained from the school office.  
Student Medication Administration

The Gainesville City School’s Medication Policy is available on the website e-Board under Policies and will be followed for all medications given at school.

- The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school. For prescription medications, a duly-licensed, Georgia physician must also complete and sign the School Medication Authorization available from your school nurse.

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- A parent/legal guardian or other designated adult must bring all medications, accompanied by the School Medication Authorization to the school clinic unless special permission is given by the principal or school nurse.
- All over-the-counter and/or prescription medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic.

If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, etc) on his or her person from the student's physician and parent/guardian on the School Medication Authorization.

## STUDENT RECORDS

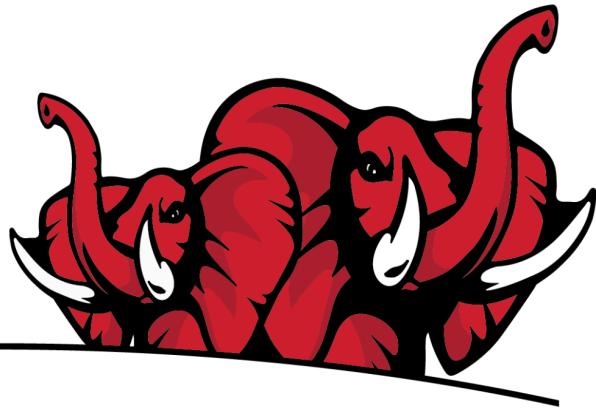
It is the policy of Gainesville City Schools that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

### Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) – Notice to Parents/Guardians and Eligible Students

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

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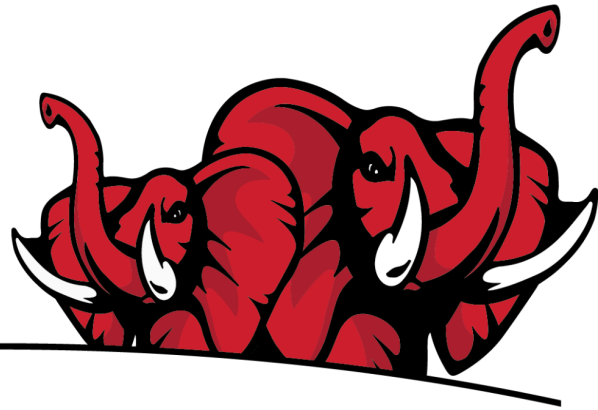
(2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); members of the Board of Education acting as a collective group; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school

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publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists. The School District has designated the following information as directory information:

- (a) Student's name
- (b) Student's participation in official school activities and sports;
- (c) Weight and height of members of an athletic team;
- (d) Dates of attendance at schools within the district;
- (e) Honors and awards received during the time enrolled in district schools
- (f) Photograph; and
- (g) Grade level.

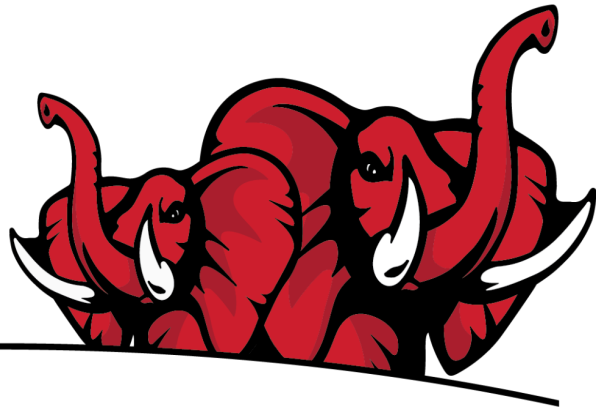
Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, video -taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, video-taped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)** PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of

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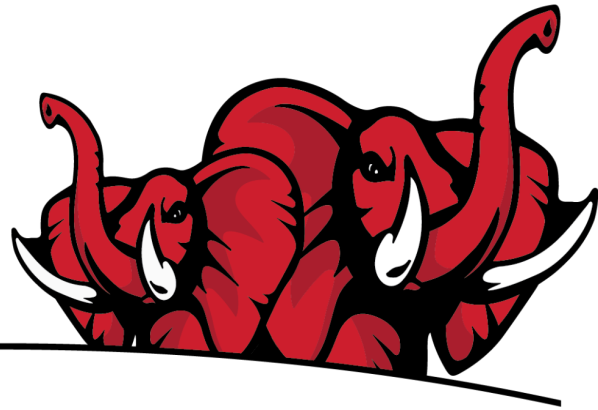


surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities Involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and



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3. Instructional material used as part of the educational curriculum. Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Option 1: The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

OR Option 2: Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

<b>STUDENT REMOVAL FROM CLASS</b>
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A teacher may remove or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to teach students in his or her class or the ability of other students to learn in the class. (O.C.G.A. 20-2-738 (a- h)). The superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. 20-2- 738. Where a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. 20-2-738.

GAINESVILLE CITY SCHOOLS

**HORIZON**  
**ACADEMY**

