Gainesville Middle School West

2026 - 2027

Student Handbook

Home of the Red Elephants

1279 McEver Road
Gainesville, Georgia 30504
Telephone: 770 532-6250
www.gcssk12.net

Dr. Adrian A. Cromwell - Principal
Dr. Chad Crumley - Assistant Principal
Mrs. Andrea Kierst - Assistant Principal

This Agenda Belongs To:

NAME: _____

Address: _____

Phone Number: _____

Grade: _____

The Gainesville Middle School West Student Handbook/Agenda went to press in July, 2026. ***Any district changes in information supersede the information contained herein. Students will be notified of any changes during the first week of school or thereafter through class meetings and/or their homeroom teachers.*** *A copy of the Gainesville Middle School West Code of Student Conduct is included in this handbook.*

Dear Gainesville Middle School West Families and Students,

I am extremely honored to serve as your Principal for the 2026-2027 school year at Gainesville Middle School West.

On behalf of the entire staff, I extend a warm welcome back to all our returning families. To those who are joining us for the first time, we are thrilled to have you become a part of The Red Elephant Family. We look to continue building a positive, energetic, and proactive culture, while resuming the cultivation of productive relationships with students and parents, the building partnerships with business partners and the community. We will continue to focus on academic improvement, student growth, and overall schoolwide success.

WEST Culture: Part III - We are in the final year of establishing a sustained culture here at GMS West filled with academic achievement, continued progress and growth in our areas of improvement, competitive and winning feeder athletic programs, expansion of academic innovation and exploration, and solidifying a foundation built on what the **Red Elephant Family** & Community are known for in **BIG RED** Country: **Tradition.**

Setting High Expectations - We believe that every student has the potential for greatness. We are committed to providing a challenging and rigorous academic program that encourages critical thinking, learning from mistakes, and fostering a growth mindset. By establishing solid expectations with a high measure of consistency and maintaining our focus on academic improvement and growth, we will ensure our students are prepared for their upcoming high school experience and beyond.

Working Together - As our school year gets underway, let's work together in creating a positive, nurturing, and academically enriching environment for all our students. I encourage you to stay involved in your child's education, attend our school events, and communicate with your child's teachers on a regular basis.

Join us in the culminating chapter, Part III of creating a great culture at GMS West, where we look to transition to a sustained culture of **W**inning, **E**xcellence, **S**uccess, & **T**radition, & welcome to a brand new school year and ***GO BIG RED!***

Sincerely,

Dr. Adrian A. Cromwell, GMSW Principal

Approved 10/20/25

GAINESVILLE CITY SCHOOL SYSTEM
2026-2027 School Calendar

- New Employee Orientation
- Staff Planning & Prof. Development (Open House During Pre-Planning)
- Holiday
- School Day

JULY 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(20/20)

SEPTEMBER 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(21/41)

OCTOBER 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(19/60)

NOVEMBER 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(16/76)

DECEMBER 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/18 Early Student Dismissal *(14/90)*

JANUARY 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(18/108)

FEBRUARY 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

(17/125)

MARCH 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(21/146)

APRIL 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(17/163)

MAY 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/21 Early Dismissal *(15/178)*

JUNE 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 22 – 24	New Employee Orientation
July 27 – August 3	Pre-Planning & Open House (Open House Info Available in July)
August 4	First Day of School
September 7	Holiday (Labor Day)
October 12 – 13	Fall Break
October 14	Planning Day
November 23 – 27	Thanksgiving Break
Dec. 21 – Jan. 1	Winter Break

January 4	Planning Day
January 18	Holiday (MLK)
February 15 – 16	February Break
February 17	Planning Day
March 15	March Break
March 16	Planning Day
April 5 – 9	Spring Break
May 21	Last Day of School
May 21	*Graduation*
May 24 – 25	Post Planning

In case of Inclement Weather, students will learn virtually.

The Red Elephants

Legends abound in the world of competitive sports, often growing larger in stature and girth as years go by. Heralded stories of individual or collective feats are regaled with spirited pride. Yet, minus recorded history or factual
verification, legends are sustained. The story of how the Red Elephants got their name is one of lore.

Under the tutelage of the legendary Julian Howard Pittard, the fondly called "Coach Pitt," the once-called Gainesville Gladiators amassed a record of 91 victories against 16 losses from 1923-33. Gridiron greats of the era included Tom Paris, Pat Patterson, Bennie Rothstein, Tiger Bennett, and Cy Bell. During a three year-stint, 1923, 1924, and 1925, his teams scored 1200 points while the opponents posted 63. This incredible record was recorded and described by the "iron men of sport" — no specialty players, no two-platooned systems, no face guards on leather-stitched helmets which, after competition, were folded and put into back pockets. Moreover, City Park was but a bowl cut into the red hills of the region and the playing field was minimally kept.

Coach Pitt's teams were tough and big, inaugurating a legendary tradition of Gainesville's teams throughout the
twentieth century. The teams of 1923-24-25 were declared "state champions" even though there was no play-off system in place.

In the late 1920s and 1930s as the school's football tradition flourished, Coach J. A. "Cotton" Neighbors succeeded Pittard as head coach. He continued to champion the teams' traits to which opponents were accustomed — well coached, physically strong young men reared in a virtual gridiron nursery of a city and game strategies of strength and finesse.

It was also an era when Everett Strupper, a sportswriter for the *Atlanta Journal,* reported on a University of Alabama football game versus Mississippi. He described the crimson-clad Alabama team as "powerful, big, tough, fast, aggressive, and well-schooled in fundamentals with the best blocking." He reported a fan saying "the elephants are coming."

Legends and the consensus of opinion lend itself to believe that, during the mid 1930s, the same sportswriter witnessed a hard fought GHS game against Marietta. Hampered with star players' injuries, the Marietta team was predicted to inflict a crippling loss. GHS prevailed and the awed writer described the scene: "Gainesville marched up and down the field like a herd of red elephants."

Elephants — intellectual, majestic, leaders protective of their herd, sturdy — the qualities of a mighty mammal which a spirited student body admires and emulates.

Nourished by tradition and bolstered by a city of pride, the famed mascot became the Red Elephants. Legions of players and fans have long cheered those who donned the legendary red and white. Forever celebrated is the enduring tradition of being a mighty Red Elephant.

Donated with pride by the GHS Class of 2007

2026 - 2027 G. M. S. W. Jr. PBIS S. T. O. M. P. Ambassadors

Team Leaders: Bryan Flores & Sarah Alvarez

Alisson Altamirano Rodriguez
Gloria Arredondo
Taylor Bradford
Yohana Contreras Guardado
Evangelisse De Jesus Echevarria
Josmery Garcia
Keely Hawks
Journe Johnson
Matthew Lopez
David Marquez
Precieuse Ntekwa
Prescillia Ntekwa
Mariangel Pacheco Macias
Victoria Quezada
Angie Rosales
Samantha Samano
Sarahi Turcios
Sophia Vazquez
Haidyn Watkins

Sponsor: Dr. Adrian A. Cromwell

STUDENT CODE OF CONDUCT

Gainesville City School System
Secondary Level

2026 – 2027

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 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

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, 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.

ADMISSION REQUIREMENTS – POLICY JBC

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 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 School System has a centralized registration process and does not register students at individual schools. Registration and the required list of documents needed are available online. Please click here to access the list of required documents: Registration Enrollment Documents Needed. Gainesville City Schools require the parent or guardian to provide proof of residency in the district unless the student is homeless. The student must live with the authorized person(s) who resides within the school district. The district also offers tuition-based enrollment to non-residents. If you are newly enrolling, you must apply for non-resident tuition enrollment at the School Board Office only. GCSS does not offer tuition-based enrollment for Pre-K.

In District Student Transfers: Elementary & Middle School - Beginning in the 2025-2026 school year, school clusters (A & B) are eliminated. GCSS Bus transportation **WILL ONLY BE PROVIDED** to students who live within their residential attendance zone. Parents are prohibited from dropping students off or picking students up at a residential attendance zone for which they are not zoned.

The Gainesville City School Board of Education reserves the right to establish enrollment limits in all grades, classes, and/or programs. There must be space available within the established enrollment cap for each grade level in order for your choice enrollment selection to be honored.

Enrollment priority will be provided to all City of Gainesville resident students before out of district requests are honored.

Admission and continued enrollment in the school of choice is based on the following:

1. History of good behavior
2. Good attendance (fewer than 10 unexcused absences and/or tardies combined per year)
3. Parent maintains a cooperative partnership with the school and district
4. Students can be accommodated by current instructional program services that will meet the educational, physical, and emotional needs of the student within the choice school's capacity without placing undue financial burden on the school system.

   Once a school is selected, the student must remain in that school for the entire school year. Please note that transfers to another school will only be approved during the school year if the student moves to an address in a different school attendance zone. ***No bus transportation will be provided for students attending school outside their residential attendance zone.***

Provisional Enrollment for Adjudicated Students (Newly Enrolling or Transferring) - The parent or legal custodian of a student seeking permanent enrollment in grades 4th-12th in Gainesville City Schools shall provide the following:

You must disclose at the time of registration whether the student:

- Has ever been an adjudicated delinquent of a class A designated felony act or class B designated felony act, and if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed;
- Is currently serving a short-term suspension, a long-term suspension, or an expulsion from another school, the reason for such discipline, and the term (length) of such discipline.
- Is currently the subject of a notice of a disciplinary hearing; or
- Is currently or has ever been the subject of any:
  - Notice of a report of criminal action
  - Notice of chronic disciplinary problem;
  - Disciplinary and behavioral correction plan; or
  - Report of the commission of a prohibited act;

In addition, you must

- Provide a certified copy of such student's critical records from each sending school he or she attended the previous 24 months (two years); or
- Receive written confirmation from such receiving school that it has received such student's critical records

If the receiving school does not receive such student's critical records from each sending school attended during the previous 24 months (2 years), the receiving school shall be authorized to temporarily assign such student to remote learning until such critical records are received.

If a student provisionally enrolled in a receiving school is found to be ineligible for enrollment pursuant to the provisions of Code Section 20-2-275.2, or is subsequently found to be ineligible, he or she shall be dismissed from enrollment in such receiving school and Gainesville City Schools until such time as he or she becomes eligible. For your convenience, registration is available online at New Student Registration. If you have any questions while filling out the application, please contact Gainesville City Schools at 770-536-5275.

Proof of Residency - Gainesville City Schools requires the parent or guardian to provide two proofs of residency in the district at the time a student is initially enrolled in a school. Proof of residency may be verified by presenting one from each column below (must include address), and a picture ID of the enrolling parent/guardian.

Present One of the following: ***AND***	**One of the following:**
Non-contingent sales contract	Current gas bill (within last 30 days)
Current lease/rental agreement	Current water bill (within last 30 days)
Most recent income tax return or IRS Form 1099	Current electric bill (within last 30 days)
Current paycheck stub	Cable/Internet bill (with service address)
Current warranty or quit claim deed	
Current home purchase agreement	
Current homeowner's insurance policy	

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 is 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 (*not just the child) is residing in that home or apartment. This affidavit must be approved, notarized and witnessed at the time of initial registration at the School Board Office or at one of the Gainesville City School System locations during the renewal period.
- Proof of residency documents for that individual with whom parent/guardian is residing (See Proof of Residency documents above)
- All affidavits must be renewed annually, and proof of residency must be provided at the time of the renewal.
- The use of the address of another person without actually residing there may result in a) revocation of student enrollment; b) being held liable to reimburse the district for expenses incurred to educate the student(s) and/or c) civil action resulting from fraud, negligent misrepresentation and negligence

For your convenience, registration is available online at New Student Registration. If you have any questions while filling out the application, please contact Gainesville City Schools 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.

Student Records - When a new or transferring student's education records, including, but not limited to critical records, are transferred to a receiving school, the parent or legal custodian shall be notified in writing by the receiving school within five (5) school business days. The parent, upon notification and written request, is entitled to receive a copy of such records within three (3) days of the school receiving the records. The parent or legal custodian can also, within five (5) business days of receiving records and written request to the school, be entitled to a meeting with the principal or designee for the purpose of correcting the content of such records as provided in Code Section 20-2-667.

Agency Placed Students - When a student is being placed by the Department of Human Services or other state agency into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act.

IMMUNIZATION CERTIFICATES

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.

Beginning in the 2014- 2015 school year, ALL 7th grade students and NEW admissions 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

Gainesville Middle School West will open at 7:30 AM. The school day begins at 8:05 and ends at 3:05 PM. Students arriving after 8:05 AM should sign in at the Front Office to receive an excused check-in slip or tardy slip. For late arrivals, see the 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 A.M. or after 5:00 P.M.

ATHLETICS

Please see the *Gainesville High School Department of Athletics Handbook* for policies and procedures that govern athletics and student-athletes at Gainesville City Schools.

GMS East & West Head Coaching Staff 2025-2026

GCSS Athletic Director	Adam Lindsey (adam.lindsey@gcssk12.net)
Middle School Baseball	Josh Ownings (josh.ownings@gcssk12.net)
High School Baseball & Head of Program	Chan Brown (chan.brown@gcssk12.net)
Middle School Boys Basketball	Jordan Thorn (jordan.thorn@gcssk12.net); 7th & Kaleb Larry; 8th (kaleb.larry@gcssk12.net)
High School Boys Basketball & Head of Program	Charlemagne Gibbons (charlemagne.gibbons@gcssk12.net)
Middle School Girls Basketball	Nichole Azar (nichole.azar@gcssk12.net)
High School Girls Basketball & Head of Program	Jan Azar (janice.azar@gcssk12.net)
Middle School Cheerleading	Clare Mangano (mary.mangano@gcssk12.net)
High School Cheerleading & Head of Program	Brett Dillin (brett.dillin@gcssk12.net)
Middle School Cross Country	Nikola Foster (nikola.foster@gcssk12.net)
High School Cross Country & Head of Program	Rich Corbett (john.corbett@gcssk12.net)
Middle School Football	Trey Malone & AJ Sibcy
High School Football & Head of Program	Santavious Bryant (santavious.bryant@gcssk12.net)
Middle School Boys Soccer	Scott Leach (scott.leach@gcssk12.net)
High School Boys Soccer & Head of Program	Elie Viviant (elie.viviant@gcssk12.net)
Middle School Girls Soccer	Sara Foster (sara.foster@gcssk12.net)
High School Girls Soccer & Head of Program	Sadie Foote (sadie.foote@gcssk12.net)
Middle School Softball	Will Williams (will.williams@gcssk12.net)
High School Softball & Head of Program	Brad Prestridge (bradley.prestridge@gcssk12.net)
Middle School Track & Field	Bobby Rhoades (robert.rhoades@gcssk12.net)
High School Track & Field & Head of Program	Deon Williams (donald.williams@gcssk12.net)
Middle School Volleyball	Ansley Reed (ansley.reed@gcssk12.net)
High School Volleyball & Head of Program	Christina Lecoeuvre (christina.lecoeuvre@gcssk12.net)
Middle School Wrestling	Tracey Brown (tracey.brown@gcssk12.net)
High School Wrestling & Head of Program	Tommie Turner (tommie.turner@gcssk12.net) & Tyrom Brown (tyrom.brown@gcssk12.net)

ABSENCES AND EXCUSES – POLICY JBD

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.
- 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.

It is the policy of the Board to excuse students from school for the following reasons: Written justification for any absence must be submitted by the student.

1. Personal illness or attendance in school that endangers a student's health or the health of others
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. A student will be excused for participation in 4-H activities and events held during the school day

The following regulations are in place in regard to student absences:

- 3 days – Phone call home by teacher
- 5 days – Designated staff will send a letter home.
- 7 days – Designated staff will set up an attendance meeting to possibly include the parent, student, administrator, counselor, graduation coach, etc. if there has been no improvement from previous communication attempts. There will also be an attendance contract in place.
- 10+ days - CHINS referral may be made by the system social worker to involve the court system if no response or improvement from previous communications. Before being referred to C.H.I.N.S. process, there will be documented attempts from school staff to work with the parent and child to improve attendance.
- 30+ consecutive days- An automatic referral to DFCS (Department of Children & Families) and the RESA student affairs officer if there is no explanation such as a withdrawal

Please be sure to include the current Internet Acceptable Use Policy IFBG until the new draft is approved by the board (*Oct. 1st) No changes necessary at this time if this is already in your handbook. * Information purposes only

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.
Students are expected and permitted to make up all work for credit missed due to absences. This shall include all assignments, quizzes, and tests.

Tardiness - 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 - 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 to sign up for the Infinite Campus 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 8th grade students taking high school credit courses:***

Awarding Units of Credit (8th Grade Students taking High School Credit Courses)

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.
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.
- 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.
- 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:
  - In state public school credit – course number from transferring school or internal course number
  - Out of state public school credit – xx.xxxx6xx
  - In state and out of state private school credit – xx.xxxx7xx

- o Out of USA credit – xx.xxxx8xx
- o Home school credit – xx.xxxx9xx

Teacher identification for transferred courses will be recorded using the following SSN protocols:

- o In state school – 999999999
- o Out of state school – 888888888

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	90 - 100
B	80 - 89
C	70 - 79
F	69 and Below
Passing Grade	70 and Higher

BEHAVIORAL EXPECTATIONS FOR POSITIVE BEHAVIORAL INTERVENTION SUPPORTS

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 Gainesville Middle School West, students are expected to follow the expectations below for behavior in non-classroom settings:

In the Hallways:

- Aware of time between classes
- Have a hall pass when in the hall during class time
- Use appropriate tones and language
- Refrain from using headphones, cell phones, airpods, or earbuds
- Use trash cans to dispose of trash
- Get to class on time
- Encourage appropriate behavior
- Model good behavior

In the Cafeteria:

- 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 a pass for restroom
- Wash your hands after use
- 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

Outside of Buildings:

- Respect the directions of all staff members and visitors
- Respect the personal space of others
- Keep noise at an appropriate level
- Use proper entrances and exits

- Place all trash in the trash cans provided

At Assemblies:

- Move in and out of the gym or cafeteria in an orderly fashion with no running, pushing, loud talking, or crowding
- Refrain from eating/drinking or chewing gum
- Sit quietly and as still as possible
- Remove hats and no use of electronic devices
- Pay attention to the speaker and program, showing appropriate appreciation (applause) when warranted is encouraged.

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 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.
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 bus driver.

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 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, Jerry Castleberry 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)

CERTIFICATE OF SCHOOL ENROLLMENT

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.

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.

CHECKING OUT OF SCHOOL

Gainesville Middle School West believes consistent attendance at school is essential for academic success.

1. **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 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.

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 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.

MEDIA CENTER USE POLICY

- Students are **NOT** to be in the Media Center/Library without supervision at any time. **NO EXCEPTIONS!**
- No food or drinks (including water) are allowed in the media center.
- No computer equipment should be removed or disassembled.
- All chairs should be pushed in, and trash picked up before leaving the media center.
- All equipment should be operated with respect and care.
- Failure to follow the media center/library rules may result in the loss of privileges.

Internet Acceptable Use Policy IFBG

The purpose of this regulation is to define the acceptable and unacceptable use of technology resources for the Gainesville City School System, whether the user is authorized or unauthorized, and to eliminate any expectation of personal privacy when accessing technology resources provided by the Gainesville City Board of Education. This regulation applies whether accessing resources on Gainesville City School System property or from remote locations, regardless of source. These regulations shall incorporate Board Policy IFBG by reference
hereto.

Responsible Use

The purpose of district devices, networks, and/or network resources including the Internet and electronic communication, is to support adopted curricula by providing access to unique and current information resources. User access must be consistent with the approved educational objectives of the Gainesville City School System. Use of district devices for commercial activities including product advertisement and political lobbying is expressly prohibited. By accessing any Gainesville City School System technology resource, every user agrees to comply completely with district policies and guidelines and practice acceptable and responsible use of technology as follows:

- Use for educational purposes and activities.
- Keep personal information private, including phone numbers, mailing address, and user password.
- Always show respect for all users when using technology including social media.
- Acknowledge the ideas and work of others.
- Follow written and oral instructions.
- Report immediately inappropriate use of technology.

Bring Your Own Technology (BYOT)

The ability of students or staff to utilize personal technologies as tools for learning, instruction, and work. BYOT is subject to the availability of district wireless infrastructure. The use or non-use of personal devices shall be determined by the principal at each school where BYOT is available.

Definitions

- Acceptable Use – All instructional usage for students for research, instruction and training, presentation, communication, and other areas that fulfill the requirements of the current Georgia curriculum standards or the Gainesville City School System approved curriculum. For operational and administrative use, all technology use should be work related.
- Educational purpose is defined as activities that instruct and/or support the delivery of instruction and are integral to the teaching and learning process.
- Infrastructure – Cabling, electronics, hardware, software, and anything else that connects to or has use of the Local Area Network (LAN), Wide Area Network (WAN) or the Internet.
- Personal use is defined as using a device, communication tool, or software designed for social interaction when the primary purpose of its use is not educational in nature.
- Student, as defined by the Georgia Code of Ethics for Educators (1.2.c), is "any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of
- Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation."
- Technology Resources – Hardware, software, network, peripherals, and infrastructure.
- Unacceptable Use – Any usage does not fulfill the requirements of the current Georgia curriculum standards or Gainesville City School System approved curriculum. For operational and administrative use, any technology use that is not work related.
- Unauthorized Users – Anyone else other than authorized technology personnel or those authorized by the technology department.
- User or Users – Includes all users such as students, teachers, administrators, clerical and support staff, parents, vendors, guest users.
- Violations of any of the provisions listed in this policy may result in the discontinuation or restricting of a person's access to any of the Gainesville City School System technology resources as deemed necessary by the Superintendent or his/her designee. Additional disciplinary action and/or legal prosecution may also be applied.

The Gainesville City School System will fully cooperate with local, state, and federal officials in any investigation of illegal activities performed on any portion of the school system's technology. For students, disciplinary action will be based on the severity of the offense. The Student Conduct Behavior Code, policy JD, will be followed, provided however, violations of law will be reported to the appropriate authority for prosecution.

Electronic Hardware/Software Acceptable Use

1. No one has ownership or rights of any of the technology resources of the Gainesville City School System, except the Board of Education. All uses of said resources are restricted as herein provided.
2. All technology purchases must be evaluated and approved by a representative from the Department of Information Technology and approved by the Chief Technology to ensure compatibility and data security. All vendors must sign the Gainesville City Schools Data Privacy Addendum (See Exhibit). Any exceptions to signing the addendum must be approved by the Gainesville City Schools Cybersecurity Team.
3. No Gainesville City School System technology resource can be used for personal gain.
4. User logins and passwords provided by the technology department determine the rights to network resources. Passwords must be kept confidential and must not be shared by anyone.
5. All computers and peripherals such as printers, scanners, etc. as well as software should only be repaired, installed, or updated by Gainesville City School System Department of Information Technology Personnel, other personnel authorized by the Department of Information Technology, or by vendors authorized by Department of Information Technology. Any type of cabling, repairing, or adjusting of any equipment that deals with the local area network (LAN) or wide area network (WAN) shall only be completed by members of the Department of Information Technology. Only cabling issued by the Department of Information Technology should be used to attach any device to the school system's network. No personally owned cables should be used to attach devices to the school system's network.
6. The Gainesville City School System allows personal devices to be used to wirelessly access the Internet, provided these devices use the GCSS public network and therefore are going through the school system's Internet filter. The use or non-use of personal devices shall be determined by the principal at each school where BYOT is available. If personal devices are used within the district, it shall be at the owners' risk. The school system will not be responsible for any damage or loss of any hardware, software, or any work created on these devices. The user will be responsible for attaching their personal devices to the wireless network. This applies to students, Gainesville City School System employees and guests.
7. Technical support will not be provided for devices that are not the property of the Gainesville City School System.
8. There are distinctions between the wired and the wireless networks. For protection of the GCSS network, personal devices will only be allowed to access the Internet through the GCSS Public network. Personal devices are not allowed to connect to the district's wired network.
9. The Children's Internet Protection Act requires that all Internet access within the Gainesville City School System is filtered. Any attempt to bypass this filter, whether through the school system's supplied computers or an individual's own personal devices, will be a violation of this regulation and will be subject to disciplinary action.
10. Copyright laws will be strictly followed. Only properly licensed software, approved by the Chief Technology Officer, will be installed on any computer or server within the Gainesville City School System. No software purchased by the school system shall be loaded on any personal device unless allowed by the End User License Agreement (EULA) and approved by the Chief Technology Officer or his/her designee. Donations of software will be limited and will only be accepted through written approval of the Chief Technology Officer.
11. No personally owned software will be installed on any Gainesville City School System computer or server.
12. No user will download or upload any files that might violate copyright laws.
13. Storage space allocated to users is considered property of the Gainesville City School System and is therefore subject to supervision and control by the school system.
14. If any hardware or software is intentionally damaged by a user, that user will be responsible for its repair or replacement.
15. General access to the network and devices is allowed for general administrative and instructional purposes only. Personal use should be limited.
16. Each user is allowed access to specific resources determined by their role within the district.
17. User logins and passwords are vital for data security and therefore may not be shared. Logins and passwords shall only be used by the person to whom they are assigned. No one should be allowed to login or access any network resource or any application with another user's login and password.
18. Administrator accounts and passwords will be limited to use by staff members that are identified by the Chief Technology Officer. Sharing of these accounts or passwords by any staff member may be subject to disciplinary action, up to and including termination of employment.
19. Student access to workstations should be monitored by adults authorized by the Gainesville City School System at all times.
20. Network data closets are to be locked and general access is to be denied if possible. Network data closets are not to be used as additional storage areas without approval from the Chief Technology Officer.
21. Equipment or applications may be removed, installed, or upgraded as is required by the Department of Information Technology.
22. No one shall remove or move Gainesville City School System owned technology hardware, including computers, phones, and printers, from room to room or school to school. To ensure accurate inventory, a member of the Department of Information Technology will complete all technology-related moves.
23. No devices such as protocol analyzers or any other type of "sniffing devices" are allowed on any LAN or the WAN of the Gainesville City School System without the approval of the Gainesville City School System Department of Information Technology.
24. No user will attempt to circumvent the security measures that have been placed on any computer or network.

Internet and Intranet Usage

1. Use of the Internet is a privilege and is NOT a right. Any misuse of this privilege could result in the termination of computer access.
2. The Internet will be filtered to attempt to keep students from accessing pornographic, hate, or other undesirable sites. Any attempt to bypass this Internet filter, either through use of Gainesville City School System owned technology or through personal devices is a violation of this regulation and may result in disciplinary action.
3. Parents and staff must be aware that students have access to the Internet from all school system computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate websites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access games or other sites that could infect the computer with "Spyware." Staff may have less filtered access to the Internet. They must be especially careful to review materials before displaying them to students.

Electronic Device Usage Times & Consequences with Misuse

Electronic Device Usage Times. Students ARE NOT permitted to use their cellular devices, ipads, tablets, airpods, earbuds, or headphones during the school day. Once again this is a **GMSW NON-NEGOTIABLE** that will be enforced without exception. with them during the school day. Students are allowed to use their devices before school and after school. Before school usage includes breakfast in the cafeteria and in the morning in the gym before dismissal to first period. As students are dismissed from both the cafeteria and the gym for 1st period, students are to immediately put their cellular devices away. After school usage includes any time after the student has been dismissed from their 7th period class. Teachers should initially use the four-step disciplinary process for students who fail to follow directions relating to cell phone use.

Consequences with Misuse of Cellular Devices. Any student who uses their cellular devices to record fights, verbal arguments, or fight posturing will receive disciplinary consequences as those who engaged in the fight. Usage of technology, in this capacity, is irresponsible, inappropriate, and contradicts the positive culture at GMS West. It is the responsibility of all faculty and staff to report any students who record fights and/or potential physical confrontations.

Artificial Intelligence (AI) General Guidelines

- AI, or Artificial Intelligence, describes computer systems trained with data to perform tasks that are usually carried out by a human. These technologies are applied across various types of industries and serve a wide range of purposes. GCSS is dedicated to ensuring the safe, responsible, and ethical use of AI. Students and staff members should follow these guidelines for using AI in the classroom.
- Student & Staff Use of AI: Students and staff should only use AI tools that have been approved by the district. Some AI tools may be limited to use by certain age levels due to the privacy policy and/or terms of service.
- AI for Academic Purposes: Before using AI tools to complete school assignments, students should seek guidance from their teacher regarding AI appropriate use in academic settings. Guidance may vary depending on the assignment, proposed tool, and learning objectives.
- AI Output Review: Always review and check the results from AI tools before submitting or sharing the results. AI output is not always correct and can contain inaccuracies. It is a good idea to cross reference AI output with known reputable sources of information.
- Bias and Misinformation: AI-generated content may contain biases or inaccuracies. It is important to keep this in mind when working with an AI engine.
- Safety & Respect: Staff and students will refrain from using AI tools to create or distribute harmful, misleading, or inappropriate content with AI tools.

Gainesville City School System Guidance:

- Generative Artificial Intelligence (also abbreviated as Gen AI) refers to software tools modeled on large amounts of data to produce text, images, videos, or other digital artifacts. AI is also evolving, adapting, and changing; Gainesville City Schools Instructional Technology Department provides ongoing guidance on how to effectively and safely use AI tools. Generative AI has a place in the classroom when educators and students remain at the center of instruction and learning.

AI Approval & Safe Use

Only the AI tools that are approved in the TrustEd Apps Dashboard should be used by staff and students. Approved AI tools, in the TrustEd Apps Dashboard, will also include direction on the following:

- AI tools approved for staff only.

- AI tools approved for students by age level.
- Please note that the majority of AI tools are not intended for use by children and most of the policies indicate that their service should only be used by users who are 18 or older.

Staff members can request AI tools that have not yet been vetted on the TrustEd Apps by following the Approval Process found in the TrustEd Application Dashboard.

Data Security & Safety

Ensure that your use complies with student/personal privacy and data protection laws and Gainesville City Schools guidelines. Be aware of and follow safe guidelines for using AI tools and resources below:

- Private data or data that contains PII should never be shared or used on AI tools. The data that is uploaded can't be taken back and becomes a part of the AI database.
- Be aware of what data is being uploaded to the AI platform. You should not upload data or work that you want to keep ownership of, treat the AI tool as though it is in the public forum.
- Be cautious about entering your own work into a generative AI prompt, as that material may be shared with others without acknowledging your authorship.

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.

The 2026-2027 Gainesville Middle School West Clubs and Organizations

Club, Academic Team, CTSO, Honor Society	Category	Brief Description	Sponsor(s)
Multi-Cultural Student Union	**Culture & Service**	Empowerment, academic & career advancement & exploration, & growth of minority students	TBD
Jr. Chess Club	Recreational & Social	Learning & playing chess	Jane Humble
Fellowship of Christian Athletes (FCA)	Leadership & Service	Fellowship of christian athletes	Dr. Monica Hayman
(Coming Soon!) **Jr. Hispanic Organization Promoting Education**	Culture & Service	**Jr. HoPe** **Hispanic Organization Promoting Education**	TBD
(Coming Soon!) **Jr. Literary Honor Society (Language Arts/English)**	Honor Society	Reading Bowl & TOME Society	Elicia Menendez
Jr. National Beta Club	Academic	A- & B+ Grades	Caitlynn Emfinger
Jr. PBIS S.T.O.M.P. **Students Taking Ownership Modeling Positive Behavior**	Leadership & Service	**Students Taking Ownership in Modeling Positive Behavior**	Dr. Adrian Cromwell
Jr. Skills USA	CTSO	Construction, Employability, & STEM	Brandon Gomez
Jr. Student Council	Leadership & Service	Student government body of GMSW	Dr. Adrian Cromwell
(Coming Soon!) **Gaming Club**	Recreational	Competitive Gaming	Kenneth Marquez
Yearbook	Academic	Creation of yearbook moments	Caitlyn Wall

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 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 DEPARTMENT

Vision:

School counselors are educators that serve as leaders, advocates and consultants. The GMSW Counseling Department believes that:

- All students can succeed;
- All students shall be provided with equitable counseling services;
- All students will have access to all available services;
- The role of the counselor is to help reduce barriers that hinder academic and emotional growth and success;
- The role of the counselor is to assist all students with Post-Secondary Planning;
- It is important to create a safe and supportive school environment.

Mission:

The mission of the GMSW Counseling Department is to deliver a comprehensive school counseling program to all students in the areas of Academic Preparation, College and Career Readiness, and Social/Emotional Support to help them become successful and productive citizens. Counselors work to give students the opportunities to acquire the educational and social competencies necessary for growth toward lifelong success and effective, responsible citizenship in a diverse and ever-changing world. The Counseling Department is a student service division of the total school program at GMSW that seeks to provide assistance to all students and families.

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 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

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

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 behavior 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)

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
- 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

OFFENSES	CONSEQUENCES
1. Absences and/or truancy-unexcused (O.C.G.A 20-2-690. Excused absences are defined as · Illness · Death in immediate family · Religious Holiday · Instances in which attendance could be hazardous as determined by Gainesville City School System · Service as page in legislature · Court Order · Absence to vote in an election · Up to five (5) days excused absences per year to students where the parents are in the military and are being deployed or on leave.	1. Penalty may range from warning and/or conference with student/parent/guardian to one to three days in-school suspension.
2. Academic dishonesty/misrepresenting self or others	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.
3. Assault on faculty or staff member ● Threatening bodily harm to faculty or staff members. This includes threats that are verbal, written or implied.	3. Penalty may range from restriction from school programs and/or other activities to expulsion.
4. Bullying (OCGA 20-2-751.4)- ● An act which occurs on school property, on school 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: ● Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 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 intimi- dating or threatening educational environment; or/D. Has the effect of substantially disrupting the orderly operation of the school. 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,	4. Penalty may range from restriction from school programs and/or other activities to expulsion. **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.**

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.	
5. Bus Misbehavior	5. Penalty may range from warning and/or conference with stu- dent/parent/guardian, suspension of bus riding privileges (1-10 days) to expulsion. **See Bus Conduct section above.**
6. Computer Trespass ● Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer network, program(s) or data as well as visiting inappropriate websites.	6. Penalty may range from warning and/or conference with student/parent/guardian to out-of-school suspension.
7. Disturbance Classroom	7. Penalty may range from warning and/or conference with student/parent/guardian to one to three days out-of-school suspension.
8. Disturbance ● School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or wellbeing of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during periods of disruption.	8. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to expulsion.
9. Dress Code Violations	9. Penalty may range from warning and/or conference with student/parent/guardian to one-day in-school suspension.
10a. 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, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, 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.	10a. Penalty may range from restriction from school programs and/or other activities to expulsion.
10b. 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, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vita- mins, herbal supplements, over-the-counter pills, medications or similar substances, or any substance represented to be or	10b. Penalty may range from restriction from school programs and/or other activities to expulsion. ● Student in possession of any THC vaping device will result in the following consequences: - 1st Offense - Up to 10 days suspension (In-School Suspension or Out of School combination). Parent and SRO notified. School will provide awareness of health risks

reason- ably 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.	monthly. Behavior contract initiated. - 2nd Offense - Up to 10 days Out of School suspension pending tribunal. SRO notified. - 3rd Offense - Up to 10 days Out of School suspension pending tribunal for future recommendations. SRO notified.
10c. Violations of the Medication Policy	10c. Penalty may range from restriction from school programs and/or other activities to expulsion.
11. Electronic communication devices ● Students may possess cell phones and other similar devices on school property as long as they adhere to the guidelines of Electronic Devices Use and Technology Resource Acceptable Use policies.	11. Penalties may range from administrative warning to out-of-school suspension. Devices will be confiscated when in violation of the guidelines.
12. Failure to accept administrative disciplinary action	12. Penalties may range from warning and/or conference with students to one to ten days out of school suspension.
13. False Reporting and Statements. ● Students are prohibited against falsifying, misrepresenting, omit- ting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.	13. Penalty may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing which may result in long-term suspension or expulsion.
14. Gambling ● Gambling on school property, at a school function or on property used by the school with permission of the owner.	14. 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.
15. Gang-related activity ● 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	15. Penalty may range from restriction from school programs and/or other activities to expulsion.
16. Harassment ● 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.	16. 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.
17. Off Campus Misconduct and Criminal Law Violations ● Any off-campus behavior of a student which could result in the stu- dent being criminally charged with a felony and which makes the student's continued presence at school a potential danger to per- sons or property at the school or which disrupts the educational process. This includes any such conduct outside of school hours or away from school	17. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to expulsion.

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).	
18a. 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 1. Intentionally making physical contact of an insulting or provoking nature with the person of another, or 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.	18a. (1) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion. 18a. (2) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.
18b. Violence ● A student shall not commit an act of physical violence against another student. Offenses include physical violence, i.e., assault, battery, hazing, and fighting.	18b. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
19. 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 school hours	19. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in-school suspension.
20. Property ● 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, fire- crackers, 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	20. 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.
21. Repeated violations/misbehavior ● Students who have repeated violations of misbehavior may be subjected to the following consequences:	21. Penalty may range from restriction from school programs and/or other activities to expulsion.
22. Rude/disrespectful behavior/refusal to follow instructions ● Students who are rude, conduct disrespectful behavior, or refuse to carry out instructions of faculty or staff may be subjected to the following consequences:	22. Penalty may range from warning and/or conference with students to one to three days out-of-school suspension.
23. Sexual improprieties ● Inappropriate bodily contact, commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection.	23. Penalty may range from warning and/or conference with student and parent and/or guardian to expulsion.
24. Tardiness – Chronic ● See tardy progressive policy.	24. Penalty may range from warning and/or conference with student/ parent/guardian to a range of consequences on the tardy progressive policy.
25. Theft/Larceny ● Unlawful taking, carrying, leading, or riding away from the property of another person.	25. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension
26. Threats or Intimidation of Another Student(s) ● Threats or intimidation of another student(s), written,	26. 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.

verbal or implied, but not involving actual physical contact may be subjected to the following consequences:	
27. Tobacco and/or paraphernalia ● Possession or use: Includes smoking tobacco, chewing tobacco, snuff, e-cigarettes, hookah, and other similar items. ● Other similar items include vaping apparatus or any other electronic device that uses oils or liquid content containing tobacco or tobacco products	27. Student possession of any vaping device will result in the following consequences: ● 1st Offense - Tobacco education course is mandatory to be completed in an alternate academic setting & parent notification. (OSS suspension will only be used after a student has two prior violations or refuses to complete the mandatory tobacco education course). ● 2nd Offense - Tobacco education course is optional; parent conference and up to three days of In School Suspension with a behavior contract. ● 3rd Offense - Three day Out of School suspension; parent conference with monitoring and revision of behavior contract. ● For repeated violations beyond the 3rd Offense: Up to 10 days Out of School suspension pending tribunal
28. Vandalism and misuse of equipment ● 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	28. Penalty may range from warning and/or conference with student/parent/guardian to one to ten days out-of-school suspension.
29. Weapons ● 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, shot- gun or similar weapon; any explosive compound or incendiary de- vice; 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 nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any 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.	29. 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 man- dated 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 de- scribed in # 2 will be subject to discipline that may range from re- striction 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.

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. At GMS West, the use of cell phones, headphones, and other electronic devices are prohibited to use during the school day.***

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. ***Even with the completion of the student handbook sign-off page, At GMS West, the use of cell phones, headphones, and other electronic devices are prohibited to use during the school day.***

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.

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.

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 Gainesville City School System does not discriminate based on race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors previously listed should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Title VI, Section 504, and Americans with Disabilities Act - Mrs. Priscilla Collins, Deputy Superintendent – 508 Oak Street Gainesville, GA 30501, 770-536-5275, Ext 5136

Title IX – Mrs. Priscilla Collins, Chief Professional Services Officer –508 Oak Street Gainesville, GA 30501, 770-536-5275 Ext 5127

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Gainesville City Board of Education Policy JAA/GAAA (Equal Opportunity/Discriminatory Complaints Procedure) or under Policy IDFA (Gender Equity in Sports) is located on the Gainesville City Board of Education Web site at www.gcssk12.net – Quick Links-Board of Education.

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, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education or by the principal. If the complaint is oral, either the coordinator or school principal to whom the 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.

2. 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 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.

3. 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.

4. 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.

5. 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 ac- tion recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recom- mended by the coordinator or designee and the time frame in which such action shall be taken.

6. 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 statues described above. The school system shall be responsible for distributing and disseminating informa- tion relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

7. 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.

8. 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

See “STUDENT RECORDS” section.

GRADING

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 6 - 12:

A – 90 - 100
B – 80 - 89
C – 70 - 79
F – Below 70

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

MIDDLE SCHOOL PROMOTION CEREMONY PARTICIPATION & OTHER SCHOOL WIDE CELEBRATIONS

Participation in the 6th, 7th, & 8th awards program, end of the year events, and promotion ceremony is a privilege. All 8th grade students who meet the requirements for 8th grade promotion, must adhere to the following guidelines to participate in the promotion ceremony:

- The student must have completed all state and local requirements to participate in the awards day and/or promotion ceremony.
- In addition, the student must maintain good conduct and be in good standing with the school by not having any outstanding financial obligations.
- All students participating in the 8th grade promotion ceremony must follow the dress code for the promotion ceremony:
  - 8th Grade Male Students
    - black dress pants or black khaki pants or black jeans
    - white button shirt or white polo shirt
    - black shoes or dark colored shoes
  - 8th Grade Female Students
    - black skirt, black dress pants, or black khaki pants, or black jeans,
    - white blouse or white button shirt or white polo shirt
    - black shoes or dark colored shoes
- A middle school student violating any part of the behavior code deemed by GMSW Administration to be a serious offense may forfeit the opportunity to participate in the awards day, promotion ceremony, and/or end of the year events.
- GMS West Students must understand that celebrations, events, Fun Fridays, and other special events are a privilege, and all GMS West Students can lose their privileges. ***GMS West Students must work hard to keep them.***

HARASSMENT – POLICY JCAC

It is the policy of the Gainesville Board of Education to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same directly to a principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coor- dinator or designee determines that the reported harassment of a student should more properly be termed abuse, the reported incident or situa- tion shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

HONOR CODE

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 Middle School West 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.

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

HONOR SOCIETIES

National Junior Beta Club
Middle school is a turning point—socially, emotionally, and academically. Junior Beta meets students where they are and helps them rise, with purpose and pride. It's more than a club, it's a launchpad for leaders in the making. Junior Beta helps students navigate these important middle years with values that reinforce empathy, excellence, and accountability. Jr. National Beta Club is by invitation only and there are dues for membership.
Sponsor: Caitlynn Emfinger

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 Priscilla Collins, Deputy Superintendent at 770.536.5275

IN SCHOOL SUSPENSION

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 the 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 Middle School West.
11. I will maintain a neat work area.
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.

INTERPRETERS FOR TRANSLATIONS

Interpreters are available for Spanish speaking parents. Additionally, all communication from school is sent in English and Spanish.

LATE ARRIVAL TO SCHOOL

Upon arriving at school after the completion of homeroom, all students must receive a tardy pass/excused check-in pass from the Front Office. The tardy pass or check-in pass must be shown to the teacher and the excuse (when applicable) will be recorded in Infinite Campus by the teacher. The Gainesville City School System provides bus transportation for all in-district students daily. Those students who do not use this transportation are still expected to arrive at school on time, ready to participate and learn. Students are expected to plan their time effectively so that they may arrive at school and classes in a timely manner. It is the belief of Gainesville Middle School West that each child should be entitled to the maximum instructional time each day and for each class.

SPECIAL AWARDS

STUDENT OF THE MONTH & STUDENT OF THE MONTH NOMINEES

At the end of each month, two students from each grade level are awarded GMS West Student of the Month and GMS West PBIS Student of the Month. At teachers' discretion, students are nominated for the award, and student nominees are randomly selected by the administration. All student nominees are recognized and celebrated at the Big Red Rewards Celebration held at the end of the first, second, and third nine weeks.

ALL "A" HONOR ROLL, "A&B" HONOR ROLL, & PERFECT ATTENDANCE

At the end of each month, all students who earn all "A" honor roll, "A-B" honor roll, and Perfect Attendance are recognized and celebrated at the Big

Red Rewards Celebration held at the end of the first, second, and third nine weeks.

Jr. FACULTY CUP

This award is presented to the most outstanding "all-around" 8th grade student. The recipient is selected by faculty vote. It is presented to the best all around 8th Grade Student who has shown excellence in the classroom, in athletics, in the community through volunteerism and student leadership.

Jr. SUE JOHNSON CUP

This award is presented at graduation to the "Most Creative 8th Grade Student in the disciplines of Fine Arts or English Language Arts." This award is voted on by the 8th Grade Faculty.

Jr. CURTIS SEGARS CUP

This award is named in honor and memory of Curtis Segars, former principal of Gainesville High School, who always believed that a student could "turn things around." This award is voted on by the 8th Grade Faculty and it is presented to the 8th Grade Student who has demonstrated the greatest improvement in academics during his/her high school career. The recipient is selected by faculty vote.

Jr. CHRIS MANCE POINT OF PRIDE CUP

Named for late principal Chris Mance, this award is voted on by the 8th Grade Faculty, and it is given to a member of the 8th grade class who best exemplifies the overwhelming character that GHS Principal, Mr. Mance possessed: exceptional love, integrity, honesty, loyalty, and an extraordinary pride in being a Red Elephant. The recipient is selected by faculty vote.

Jr. PRINCIPAL'S CUP

The Jr. Principal Award given to ***a top high performing male and female student*** in each grade level. The two students from each grade are among the top 10 highest performing students of the 6th, 7th, and 8th grade. There is a male and female award for each grade level.

END OF THE YEAR AWARDS: HONOR ROLL & PERFECT ATTENDANCE

Students who earn All "A" Honor Roll, "A-B" Honor Roll, and/or Perfect Attendance at the end of year are awarded medals for their academic achievements, which are presented at the grade level awards day/promotion ceremony.

MEDICATION

See "Student Illness/Injury" section.

PARENT CENTER

The Parent Center is designed to assist parents with academic support for their child. Various literacy and math related items are available for parent check-out. Please contact Juana Silos at juana.silos@gcssk12.net or by calling 770-532-6250 ext. 6221

PARENT/TEACHER CONFERENCES

The faculty of Gainesville Middle School West welcomes the opportunity to discuss classroom performance and behavior with parents and guardians. Please contact the parent coordinator to set up a conference. The school will make every attempt to schedule a time that is conducive to your schedule. Conferences will not be scheduled during a time that interferes with instructional activities or professional development for the faculty. Please note that if you come without a scheduled conference time you may not be able to meet with your teacher. Teachers will not be allowed to conduct hallway conferences while their students are in the classroom. The administrative staff will be more than glad to assist you in helping to develop a positive relationship between home and school.

PERSONAL POSSESSIONS AND VALUABLES

Students are discouraged from bringing personal possessions and valuables to school, including electronic devices. The school is not responsible for any items lost or stolen. Large sums of money should not be brought to school.

PROMOTION AND RETENTION – POLICY IHE

The Gainesville City Board of Education endorses the concept that a student's success in school depends to a great extent upon the cooperation between home and school. The Board believes its primary function is to provide students a quality educational opportunity. It is the responsibility of the school, home, community and the individual learner to take full advantage of that educational opportunity. Although the Gainesville City Board of Education strongly believes that students should continue to advance to the next grade level annually, ***promotion is based primarily on student achievement and is not an automatic process.*** It is recognized that under certain circumstances retention or placement may be required for some students.

1. Definitions consistent with those contained in State Board Rule 160-4-2.11 Promotion, Placement and Retention.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs-Student Assessment.
3. Grade Promotion is based on the number of units for which a student has credit toward graduation as follows:

6th to 7th grade	3 out of 4 core classes plus exploratory classes
7th to 8th grade	3 out of 4 core classes plus exploratory classes
8th to 9th grade	3 out of 4 core classes plus exploratory classes

Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board. There shall be no appeal of promotion/retention decisions beyond the school level.

"THE ROCKS at GMS West"

To paint the GMS West Rock, a permit must be obtained by registering through the Front Office at GMSW. This permit must be shown upon request of painting the rock. Only current GMSW students are permitted to paint the rock for current students or school-related activities. School-related activities take precedence over birthdays or other personal announcements. Refer to the application for more information.

SCHOOL JURISDICTION

School social functions are for the school's students and their dates only. Students are under school jurisdiction and authority at all school-sponsored events and activities, on-campus or off-campus. Students will be expected to follow all policies governing student behavior during all activities involving the school, including extracurricular activities.

SCHOOL NUTRITION INFORMATION

Children need healthy meals to learn. Gainesville City Schools offers healthy meals every day. Gainesville City Schools participates in the Provision 2 Breakfast and Lunch program, which is a program that provides breakfast and lunch to students at no charge. For students who bring their lunch, milk may be purchased for $0.50. Adults may purchase meals from the cafeteria at the cost of $4.00 for breakfast and $6.00 for lunch. Contact School Nutrition Director Penny Fowler at penny.fowler@gcssk12.net or 770-536-5275 for additional information.

Breakfast and Lunch

- Food should be eaten only in designated areas. Students are expected to use trash cans and recycling bins to keep the school campus clean. Food or drink is not allowed in classrooms unless approved by the classroom teacher.
- Students may bring their lunch to school from home. Please be mindful that no outside lunches should be delivered by parents to students. Delivery service to students will not be accepted.
- Lunchtime visitors are not allowed unless approved by administration.

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 drills students must respond quietly, quickly, and follow all directions 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 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.

SECTION 504

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator.

The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office located at 508 Oak Street. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

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 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 off site consultation with health professionals through appropriate protocols or con- tracts.

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 school nurse so other student's parents and school staff may be alerted of the symptoms if necessary.

Reasons Your Child will be Sent Home from School

- **Fever >100.4 degrees F** • Students 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)
- **Vomiting or Diarrhea** Students 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. Students need 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 -** Students 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 Schools' 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.
- 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.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in vio- lation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to 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 sup- port 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. 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 inter- viewed in circumstances which are not within the knowledge or control of the principal.
5. 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 thereunder. 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.
6. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable informa- tion from the student's education records. However, the district may disclose appropriate designated "directory information" without written con- sent, 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 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 stu- dents' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their students' 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.

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 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
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 in 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.

STUDENT REMOVAL FROM CLASS

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.

STUDENT TOBACCO USE - POLICY JCDAA

Tobacco Free Environment

The Gainesville City School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smokefree Air Act of 2005 , the federal Pro-Children's Act , and the Georgia Youth Access Law.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product, at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Gainesville City Schools;
- On any school grounds and property - including athletic fields and parking lots - owned leased, rented or chartered by the Gainesville City Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products, or nicotine delivery devices, such as e-cigarettes.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school’s behavior management plan. Students who violate the school district's tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. School may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

1st Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification
2nd Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification
3rd Offense: Three-day suspension; parent notification
4th Offense: Administrator’s discretion

School Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

TEACHER QUALIFICATIONS

Within the provisions of the Elementary Secondary Education Act (ESEA) statute, parents/guardians may request information about the professional qualifications of their child’s teacher(s). The following information may be requested; certification information, college major/graduate certification or degree held, teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, and qualifications of paraprofessionals. Parents/guardians wishing to request this information must notify the principal of the school at which the student is enrolled or the Deputy Superintendent, Mrs. Priscilla Collins at (770) 536-5275.

TESTING

i-Ready Reading & Math Screener - The i-Ready Reading and Math Screener is a diagnostic test administered three times during the school year to assess students’ strengths and weaknesses in reading and mathematics.

Georgia Milestones - are state based assessments measuring student achievement in English language arts, mathematics, science, and social studies. Georgia Milestones are administered at the end of the year during spring semester.

TITLE ONE PARENT INVOLVEMENT POLICY

The Gainesville City School System (GCSS) Title I Program promotes the belief that all children can learn and acknowledges that parents share the system’s commitment for the educational success of all students. We recognize that a student’s education is a responsibility shared by the system, school, family, and community.

The Title I District staff and the Title I Schools work jointly to provide opportunities for the regular involvement of parents. To ensure both maintenance and effectiveness of the Parent Involvement Program mandate, the system provides opportunities for parents to become involved in the child’s education. For more information, see the entire policy on the district’s website or at the school.

UNAUTHORIZED LOCATIONS

Students should always be in an area that is directly supervised or monitored by school staff. Students should not be in another class or area without a valid reason and permission from their teacher or administration. (See “School Safety”)

VISITORS

All visitors to a school or school campus must report immediately to the front office of the school. Visitors may not go beyond the office without permission. Students are not allowed to bring nor have other children as visitors at school.

WORK PERMITS

Work Permits must be obtained by applying with the Front Office. Turnaround time is 24 hours, and applicants must bring the completed form and copies of their social security card, birth certificate and a picture ID. Current proof of residency must be on file before request is processed.

PÁGINA DE FIRMA DEL PADRE/TUTOR

Manual del Estudiante - 2025-2026 - Disponible en línea en el sitio web de la escuela

https://gmsweb.gcssk12.net/

Por favor revise las siguientes declaraciones antes de firmar:

1. La firma de un padre/tutor en esta página significa la recepción y revisión de este documento, así como el reconocimiento y comprensión de las políticas y pautas del Sistema Escolar de la Ciudad de Gainesville contenidas en él.

2. La firma de un padre/tutor en esta página significa que ha recibido y revisado la Información de Servicios de Salud Escolar 2025-2026.

3. La firma de un padre/tutor en esta página indica que su hijo/a tiene su permiso para acceder a la tecnología escolar con conexión a internet y usar dispositivos electrónicos en la escuela, y que conoce las iniciativas de la escuela y el distrito para mantener un entorno de aprendizaje seguro en la ciberseguridad, incluyendo las responsabilidades de su hijo/a. Si algún padre/madre NO desea que su hijo/a utilice internet en la escuela, por favor, indíquelo en la sección de comentarios a continuación.

4. La firma de un padre/tutor en esta página significa que usted ha recibido y comprende las consecuencias y sanciones por no cumplir con las leyes del Estado de Georgia con respecto a la Educación Obligatoria, el Comité de Protocolo de Asistencia Estudiantil, la Asistencia/Disciplina y la Licencia de Conducir.

5. De acuerdo con las disposiciones de la Ley de Gobiernos de California (O.C.G.A.) § 20-2-705, las escuelas deben notificar a los padres/tutores al inicio del año escolar sobre los diversos clubes escolares que se ofrecen en cada una de sus respectivas escuelas. (Estas notificaciones excluirán específicamente las actividades interescolares). Esta notificación se realizará a través del sitio web de cada escuela. Si algún padre/tutor no desea que su estudiante participe en un club u organización designado por él/ella, por favor, indíquelo en la sección de comentarios a continuación.

6. La firma de un padre/tutor en esta página también indica que su hijo/a tiene su permiso para participar en la Encuesta de Salud Estudiantil de Georgia II, dirigida a estudiantes de 3.° a 12.° grado, sobre abuso de sustancias y violencia. Las encuestas son anónimas y no se requiere identificación personal. Si algún padre/tutor no desea que su hijo/a participe en esta encuesta, por favor, indíquelo en la sección de comentarios a continuación.

7. La firma de un padre/tutor en esta página también indica que su hijo/a cuenta con su permiso para participar en la Encuesta de Aprendizaje Socioemocional (SEL) de SAEBRS. Esta encuesta está dirigida a estudiantes de kínder a 12.° grado. El SEL es una parte importante de una educación integral, y la inversión en SEL personalizado apoya el desarrollo social, emocional y cognitivo de los estudiantes, mejorando la asistencia, las calificaciones, los resultados de las pruebas, las tasas de graduación, la preparación para la universidad y la carrera profesional, y el bienestar general (Aspen Institute, 2019).

8. La firma de un padre/tutor en esta página también indica que su hijo/a tiene permiso para ser entrevistado/a, fotografiado/a y publicado/a en forma impresa (boletines, folletos, periódicos, páginas web, etc.) en relación con las actividades del Sistema Escolar de la Ciudad de Gainesville. Si algún padre/tutor no desea que su hijo/a participe de esta manera, por favor, indíquelo en la sección de comentarios a continuación.

Este manual es una guía para estudiantes, padres y maestros. Contiene información como las normas y políticas escolares, el código de conducta estudiantil y el calendario escolar. Por favor, firme y devuélvalo al maestro de su hijo/a.

He recibido y leído el Manual del Estudiante 2025-2026 y lo he revisado con mi hijo.

Nombre del estudiante (por favor, escriba en letra de imprenta) _____

Firma del estudiante _____ **Fecha** _____

Firma del padre/tutor _____ **Fecha** _____

Comentario:

PARENT/GUARDIAN SIGNATURE PAGE
2026-2027

Please review the following statements before signing:

1. The signature of a parent/guardian on this page signifies receipt and review of this document, as well acknowledge and understanding of the Gainesville City School System policies and guidelines contained within.
2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2025-2026 Student Medical & Supports Information Sheet .
3. The signature of a parent/guardian on this page indicates your child has your permission to access school based, Internet-capable technology and Electronic Device Use at school and that you are aware of the school's and district's initiatives to maintain a cyber-safety learning environment, including your child's responsibilities. If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.
4. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education, Student Attendance Protocol Committee and Attendance/Discipline and Driver's License.
5. Within the provisions of O.C.G.A. § 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does NOT wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the comment section below.
6. The signature of a parent/guardian on this page also identifies your child as having your permission to participate in the Georgia Student Health Survey II for 3rd through 12th grade students about substance abuse and violence. The surveys are anonymous and no personal identification is required. If any parent/guardian does NOT wish for his or her child to participate in this survey, please signify those wishes in the comment section provided below.
7. The signature of a parent/guardian on this page also identifies your child as having your permission to participate in the SAEBRS Social-Emotional Learning (SEL) Survey. The SEL survey is for kindergarten through 12th grade students. SEL is an important part of a well-rounded education, and investments in personalized SEL support students' social, emotional, and cognitive development improving attendance, grades, test scores, graduation rates, college and career readiness, and overall well-being (Aspen Institute, 2019).
8. The signature of a parent/guardian on this page also identifies your child as having permission to be interviewed, photographed, and published in print (newsletters, brochures, newspapers, internet web pages, etc.) in conjunction with activities of the Gainesville City School System. If any parent/guardian does NOT wish for his or her child to participate in this way, please signify those wishes in the comment section provided below.

This handbook is meant to serve as a guide to students, parents, and teachers. It is filled with information such as school rules and policies, student code of conduct, and the school calendar. **Please sign and return to your child's Homeroom Teacher during the first week of school.**

I have received and read the 2026-2027 Student Handbook and have reviewed it with my child.

Student Name (Please Print) _____

Student Signature _____ **Date**_____

Parent/Guardian Signature _____**Date** _____

Comments: