

Gainesville High School

Student Handbook

2019-2020



The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of value in helping students to adjust to Gainesville High School and to become an integral part of it.

GAINESVILLE HIGH SCHOOL STUDENT EXPECTATIONS

Students are held to a high standard at Gainesville High School. At Gainesville High School we have the following EXPECTATIONS, Come prepared

- Arrive on time
- Neglect your texts
- Expect to learn
- Show respect

We expect students to follow these EXPECTATIONS which will help our students be successful at Gainesville High School.

SCHOOL DAY

School Day is defined as any day, including a partial day that students are in attendance and the moment a student steps foot on campus until the end of the day bell.

TARDINESS

Repeated tardiness to school /class is in defiance of school authority and may result in more severe disciplinary measures.

Students who are late to school disrupt the school program. By law, it is the parent's responsibility to see that the students arrive at school on time. The school will not accept the following reasons for being tardy: heavy traffic; oversleeping; returning home for forgotten items; and non-educational appointments other than doctor/dentist.

Students are expected to be in each class before the late bell sounds. Late bell is a signal for the class to begin. When a student is late to class as a result of being detained by another teacher, the detaining teacher will issue a pass to class. The retaining teacher must have received prior consent to detain that student from the receiving teacher. If a student is unable to present an admit slip for being tardy to class, the teacher is to admit him/her "unexcused tardy" to class and implement appropriate progressive discipline.

If a student is out of class five (5) minutes after the tardy bell without a hall pass, the student is considered to be skipping. Teachers will refer students to the deans' office on the 3rd tardy. Consequences are based on accumulated nine (9) weeks referrals to the dean.

HALL PASSES

No student may leave a class without a hall pass. The student must obtain a hall pass from the teacher. The pass must be clearly marked with the time, date, student's name, destination, purpose, and teacher's signature. Teachers are to permit students to leave the classroom during class time for emergency reasons only - unless the main office, administrators, counselors or deans request the student. Teachers do not permit students to leave class for student generated reasons such as going to a locker or using the phone. Hall passes cannot be used to go to parked cars. Permission to return to a car must be given by an administrator or dean and escorted by the security officer or designee.

STUDENT ATTENDANCE POLICY AND PROCEDURES

It is the belief of the faculty that good school attendance is essential to successful school progress. Regular and punctual attendance is necessary for the student to take full advantage of available educational opportunities.

In compliance with the District Student Attendance Policy, Gainesville High School has established the following procedures for its implementation.

Students should bring written documentation to submit to the first period teacher. District policy establishes that written documentation should be submitted to school normally within two days of the student's return. The District Student Attendance Policy states that excused absences will include the following:

Sickness, injury, death in the family, or some other insurmountable condition (up to six (6) absences for illness per semester with a parental note are allowed).

Documented appointments with health care professionals.

Documented absence for religious instruction or for religious holidays.

Participation in an academic class or a school-sponsored activity approved by the principal.

Court appearances (court documentation is required).

Upon a student's return to school from an excused absence, an appropriate amount of time will be given to the student to make up the work, including nine (9) weeks and semester exams. It is the responsibility of the student to pursue this option with the teacher. No student shall be allowed to make up work missed due to unexcused absences except for nine (9) weeks and semester examinations. These examinations shall be made up within five (5) school days from return at a time designated by the teacher.

Upon a student's return to school from a suspension he/she will be afforded the opportunity to make up missed work. For each day the student is suspended, he/she will be given one day to complete missed work. It is the responsibility of the student to request the missed work from each teacher on the first day of his/her return to school. The student may pursue this option during noninstructional time. All students shall be allowed to make up nine weeks and semester examinations. These exams shall be made up within five school days from return at a time designated by the teacher. Students with 7 or more unexcused absences in a class will be required to pass their semester exam to receive credit for the class.

PREARRANGED ABSENCES

The purpose of a prearranged absence is to allow absences for reasons normally unexcused because the student has taken the responsibility to work ahead. This way, when the student returns after a pre-arranged absence, it is as if he/she had not missed any school. Students need to anticipate the absence and prepare for it in the same way adults prepare to miss a few days of work. The burden is on the student to seek out the teachers to request the work needed, and to turn in the work on the day of return to class.

Prearranged absence forms are available in the attendance office. This form should be signed by the parent/guardian prior to the student's absence and taken by the student to each teacher to complete. When this form is

completely filled out, it needs to be brought back to the attendance office for the principal's designation. Prearranged absences may be designated excused or unexcused depending on the reason. This form must be completed prior to the absence. If this procedure is not completed prior to the absence, the absence will be ruled by the existing attendance procedure. Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving, or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence.

CHECK IN PROCEDURES

Students are expected to be in school on time. It is a disruption to the instructional process any time a student is tardy. Before 9:00 a.m., late-to-school students are to report directly to class for the teacher to correct their absentee report before submission. After 9:00 a.m., students late-to-school must sign-in at the attendance office for an admit slip to enter class. The admit slip does not excuse the lateness to school unless otherwise stated by the attendance clerk.

CHECK OUT PROCEDURES

Because the safety of our students is a primary concern at Gainesville High School, we encourage parents to check out their student in person. Upon arrival, parents may be required to show photo identification.

When the parent or guardian is not physically present to sign the student out, students may check out from school only when they present a written note to the attendance clerk prior to the first period bell. This note must be signed by the parent and contain a phone number where the parent can be contacted for verification. To ensure their safety, students will not be allowed to leave campus without this verification.

Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will determine whether or not the student should be sent home and will notify the student's parent. Upon the student's return to school, a parent is required to send an excused note including the portion of the day the nurse sent the student home.

STUDENTS ON CAMPUS AFTER SCHOOL HOURS

A student remaining on campus 30 minutes after school has ended must be involved in supervised activities (sports, CROP, rehearsals, etc.). Students who are unsupervised are at risk that they could come to some harm. There is also the potential for inappropriate behavior. Prompt pick up of students will help to ensure their safety. Consequences will be enforced for students who are on campus unsupervised after 3:30 p.m. As per Florida Statute, supervision is not beyond 30 minutes after school hours and any school function. Florida Statute Chapter 1003.31 (d) states, "Students subject to control of school is during a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. The term reasonable time means 30 minutes before or after the activity is scheduled or actually begins or ends, whichever period is longer."

It is the responsibility of staff members to supervise students who were with them for 30 minutes after the activity ends or before it begins.

Unauthorized students remaining on campus 30 minutes after the regular school day will be subject to discipline referrals for trespassing.

CLOSED CAMPUS

Closed Campus at GHS has been instituted to provide a safe environment for learning by allowing monitoring of access to the GHS campus. Specifically, Closed Campus means the following to students and parents:

Students will remain on campus the full school day.

Students are not allowed to check out for lunch. There will be two separate lunch periods—each period will consist of approximately one-half of the student body going to the cafeteria area for lunchtime.

Students are not allowed in any parking area at anytime during the school day. Teachers will not write passes to retrieve books, homework, instruments, etc. from cars. A student must receive authorization from an administrator to go to their car during the school day. Any student found in a parking lot during the school day will be subject to disciplinary action.

DETENTIONS

After School Detention: Tuesday/Thursday, 2:50 – 4:20 (TA-4)

In-School Detention (ISD) / In-School Suspension (ISS)

Assignment to in-school restriction means that the student is removed from the classroom but not from the educational program. Detention constitutes a work detail component. Failure to comply will result in an out-of-school suspension.

MEDICINE AT SCHOOL

If a student needs medication while at school the parent/guardian must bring the medication in its original container from the pharmacy labeled with the date, student's name, name of the medication and times the medication should be given. A signed parent letter accompanying the medication should request the time the medication should be given. Students may not carry or take medications themselves at school, except by physician request such as an inhaler for asthma. The school nurse or designee will administer any medication that must be taken during the school day.

GUIDANCE DEPARTMENT

The counselors at GHS are anxious to be of service to you with any of your academic needs. Students may schedule appointments before or after school and during lunch.

GUIDANCE COUNSELORS

(A-G) Ms. Gonzales

(H-Q) Ms. Heckathorn

(R-Z) Ms. Stuve

(Cambridge) Mr. Mercer

SCHEDULE CHANGE POLICY

Reasons to change schedules:

- Already have credit in the course
- Failed a course and need to repeat it
- Course needed for graduation or promotion
- Failed a course under the same teacher
- Have not passed a pre-requisite
- No class schedule or two classes in the same period

PARENT - TEACHER CONFERENCES

Conference days are scheduled regularly throughout the school year. These conference days are on the school calendar. Individual conferences with teachers may be scheduled by calling the guidance department.

GRADING SCALE

- A = 90 to 100
- B+ = 87 to 89
- B = 80 to 86
- C+ = 77 to 79
- C = 70 to 76
- D+ = 67 to 69
- D = 60 to 66
- F = 0 to 59
- I = 0

REPORT CARDS AND PROGRESS REPORTS

Students receive report cards each nine weeks on the date set by the District. The report is a non-returnable grade sheet to be taken home to parents. The final report card may be picked up from school, or students may leave a stamped, self-addressed envelope for mailing.

A progress report is issued to each student for each class at the mid-point of each nine-week grading period. It should be taken home to inform parents of the student's progress.

DEANS

- Kelly Beckham (A-K 10th, 11th, 12th)
- Theresa Kraus (L-Z 10th, 11th, 12th)
- Robin Gantt (9th Graders)

PEER MEDIATION

Peer Mediation is an innovative preventive approach for handling conflicts in school. Mediation redefines conflict in such a way that no one has to lose. It empowers students to resolve conflicts through improved and specific communication and problem-solving skills. It reduces the number of disputes that occur and the amount of staff time spent on discipline, resulting in a dramatic improvement in the school environment.

Students may request through the dean or Guidance peer mediation for the resolution of peer concerns through self-referral. Parents, teachers, or administrators may recommend to the dean students for peer mediation who may need to resolve school or personal peer concerns through specific skills of communication.

COMMUNICATIONS

GHS Hurricane Tracker is published twice during the academic year, in the fall and spring. The newsletter has information for the parents, students and friends of GHS and mailed to the homes of GHS students.

The Hurricane is the yearbook published by the yearbook/journalism class. Students may order yearbooks in the fall for spring delivery. Students may apply for staff membership in the spring.

Gainesville High School Plagiarism/Cheating Policy

Plagiarism

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses and prevents student growth. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- *taking someone else's assignment or portion of an assignment and submitting it as one's own
- *submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- *presenting the work of tutors, parents, siblings, or friends as one's own
- *submitting purchased papers as one's own
- *submitting papers from the Internet written by someone else as one's own
- *supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Cheating

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, overcommitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- *copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work

*exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not

*taking credit for group work when the student has not contributed an equal or appropriate share toward the final result

*accessing a test or quiz for the purpose of determining the questions in advance of its administration.

*using a cell phone to take a picture of a test or find answers to a test.

*using summaries/commentaries (*Cliffs Notes, Spark Notes, etc.*) in lieu of reading the assigned materials.

Alternatives to cheating and plagiarism:

No student needs to cheat or plagiarize. Gainesville High School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1. Be prepared. Try to keep to a realistic schedule balancing academic obligations and one's social
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do
3. If you study for a test with a classmate, make sure that you do not sit near each other during the
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the
5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety
8. Keep current with assignments. If you need to read an entire novel the evening before a test or
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a
10. Know what constitutes cheating, including all the variations of plagiarism.

Repercussions

A student may receive a discipline referral if the teacher suspects the student of cheating or plagiarizing student work. Discipline consequences may range from receiving a zero on the assignment to an out-of-school suspension. The student's discipline history and the Alachua County School District's Code of Student Conduct will be used to determine the specific consequence.

Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to the same consequences. Intellectual honesty on the parts of all students is fundamental to their ethical development.

WIRELESS COMMUNICATION DEVICES

You may use wireless communication devices (WCDs) before the first school bell and after the final dismissal bell, at school-sponsored activities, including extended day and other after-school activities, provided the use does not interfere with the activity and follows the directives of the school's administrations. In addition, you may use personal WCDs during classroom instructional time, but only as permitted by your teacher. At other times during school hours and on school buses, you must have WCDs powered completely off (not just placed in vibrate or silent mode) and stored out of sight.

Students shall not use the telephone functionality of any WCD during the school day without teacher or administrator permission. If you violate these rules, you will be subject to disciplinary action and/or confiscation of your WCD. Also, you may lose the privilege to bring your WCDs to school for a designated length of time.

The principal or Dean may search your WCD if they reasonably suspect that you have used your WCD to violate Board policy. The principal may also refer the matter to law enforcement if the violation involves an illegal activity.

Please refer to the SBAC code of student conduct for prohibited uses of technology at school. You are responsible for the care and security of your WCDs and other electronic devices. You should record your device's serial number and tracking software is recommended.

PARKING ON CAMPUS

There are spaces available for senior parking in front of the school and in the "Pit." A permit may be purchased the week before school starts. An application must be completed and all debts must be cleared before receiving the permit. The parking lot is off-limits during the school day. Vehicles parked on school property are under the jurisdiction of the school. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his or her car and will be subject to disciplinary action.

LOCKERS AND LOCKS

For the convenience of students, lockers are provided for books and other materials used at school. Students may choose any locker that is empty. A lock is furnished to each student by the school. Articles of value should not be left in lockers. Students should not share lockers, and students are cautioned not to give their lock combinations to friends.

CODE OF STUDENT CONDUCT – GHS DRESS CODE

The manner in which you dress can have a positive impact on you and your school. If you respect yourself and others and dress appropriately for school, you will help to make the school a safe and orderly place to learn.

General Dress Code Requirements

This general dress code applies to all students at school and to all students while attending school-sponsored activities after the regular school day.

Clothing must be of the appropriate size for you, not be oversized or undersized.

The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. You may not wear baggy/saggy pants.

Shirts/blouses/dresses must cover the midriff, back, and sides of the body at all times and should be fastened with no visible cleavage or undergarments showing.

Shorts/skirts/jumpers/skorts/dresses shall be worn no shorter than “mid-thigh.”

Mid-thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

In addition to the above basic dress code

requirement, the principal may designate

more restrictive dress code requirements, if approved by the school’s School Advisory Council (SAC).

Each school will provide students/parents with a copy of the school’s dress code.

Exceptions

You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.

If you are enrolled in a career academy, you may wear the uniform of that program.

The Superintendent, in consultation with

the principal, may waive the school dress

code policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held-religious belief.

Shoes worn by students must be safe and appropriate. You may not wear bedroom slippers or shoes with wheels.

Outer Garments: You may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be of the appropriate size for you and shall not be overly baggy or violate any other provisions of the dress code.

Prohibitions

You may not wear:

Clothing that is not properly fastened;

Clothing, hair styles, piercings, jewelry, or accessories that are dangerous to the health and safety of yourself or others or are distracting or disruptive to the orderly learning environment;

Clothing that exposes undergarments or body parts in an indecent or vulgar manner;

Clothing that is unlined sheer or unlined lace;

Clothing that is form fitting, unless proper outer garments are worn over top of it;

Visible undergarments, sleepwear or outer garments traditionally designed as undergarments such as boxer shorts or bras;

. Clothing, including outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:

- Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
- Denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.

Hats, bandannas, sweat bands, headgear, or other head coverings inside the school building, except when approved by the principal/designee;

Combs, curlers, or hair picks; or

Sunglasses inside the school building.

Students may not wear tank tops. Shirts, blouses, tops and dresses must have sleeves.

GHS addition approved by SAC.

Pants with holes must not reveal skin above the knee.

GHS addition approved by SAC.

You may wear sunglasses, hats or other sun-protective wear while outdoors during school hours.

Discipline

The principal or designee has the authority to decide if your clothing complies with Board policy. If the principal determines that your clothing does not comply with Board policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you may be asked to leave an after school activity. You may also receive a disciplinary consequence for violating the school's dress code policy. Repeated violations may result in progressively more serious consequences. You may appeal the principal's decision through the Student Grievance Procedure in Policy 5710, Student Grievances.

TELEPHONE MESSAGES

The attendance staff has the responsibility to screen and deliver messages to students during the school day. The attendance office will need to know the nature of the emergency. Our staff is limited and delivery of these messages is an interruption to class instruction, priority of delivery is given to actual emergencies and messages are taken only from a parent or legal guardian.

A telephone in the attendance area is available to students.

PUBLIC DISPLAY OF AFFECTION

“Inappropriate public displays of affection on a school campus or at a school-related activity are prohibited. Any such display is subject to disciplinary action. Such displays may include, but are not limited to kissing, fondling, ‘dirty dancing,’ sitting on laps, inappropriate touching, etc.”

WEAPONS POLICY/ CONTROLLED SUBSTANCES

Weapons and the use of weapons are prohibited on school property, including buses, at school-sponsored activities, and in any vehicle brought onto school property.

Possession, sale, transfer, distribution or use of any form of alcoholic beverage, drugs with abuse potential, hallucinogens or similar items except those specifically prescribed by a licensed physician, is prohibited on school property, including buses, and at school-sponsored activities.

Violations will be considered a serious misconduct.

STUDENT ACTIVITIES

Student activities at Gainesville High are an integral part of our educational program. For information about the following activities, contact the Student Activities Director. (Dr. Melissa Mauldin)

Chem Club	Poetry
DECA	Pre-Collegiate
Drama	Quidditch
FCA	Reactivate
Film	Screenprinting
Freshmen Steering	Senior Steering
HOSA	SGA
Interact	Sociedad Honoraria Hispanica
International	Sophomore Steering
Junior Steering	Spanish
Key	Speech and Debate
March of Dimes	Stomp
Mu Alpha Theta	Thespians
National Honor Society	Volleyball
Pause	Young Democrats
Pep	Young Republicans
Physics	

INTERSCHOLASTIC SPORTS

Boys:

Football, soccer, tennis, track, swimming, baseball, basketball, cross-country, wrestling, weightlifting, and golf.

Girls:

Soccer, tennis, track, swimming, softball, basketball, cross-country, cheerleading, volleyball, and golf.

MEDIA CENTER

The staff welcomes the opportunity to assist students in utilizing all resources and services. The media center is open from 8:00 a.m. until 3:30 p.m., Monday through Thursday and closes at 3:00 p.m. on Friday.

Books are checked out for 3 -week periods and may be renewed (there is no limit on the number of books checked out). Overdue book(s) suspend the borrower's checkout privileges until returned or paid for. Most reference books may be checked out overnight, to be returned before first period the next morning. There is an outside book drop to facilitate book return.

Students may use the media center without a hall pass before school, during lunch period or after school remembering always that a media center is a place for reading and studying. No food or drink is permitted in the media center.

GAINESVILLE HIGH SCHOOL TEXTBOOK POLICY

Students are responsible for their textbooks. Upon receiving their books, students should examine their books and report any damages to their teacher. Students should not leave textbooks lying around or loan them to their friends. Students should write their name on the inside of the front cover of their book. When books are checked back in, students must return the actual book they checked out. All textbooks checked out at the start of the school year are due back to their classroom teacher at the end of the school year. In the event a student drops a class or leaves school during the year, textbooks should be returned immediately. We strongly suggest that students cover each textbook to minimize any damage to books.

TEXTBOOKS CAN COST \$40 - \$170 OR MORE FOR EACH ONE!

TREAT THEM CAREFULLY!

GHS BELL SCHEDULE

8:25	1 st Bell
8:30 – 9:20	1 st Period
9:20- 9:27	(WGHS Announcements)
9:33 – 10:23	2 nd Period
10:29 – 11:19	3 rd Period
11:19– 11:49	A Lunch
11:55– 12:45	A 4 th Period
11:25 – 12:15	B 4 th Period
12:15 – 12:45	B Lunch
12:51 – 1:41	5 th Period
1:47 – 2:42	6 th Period



**COMMITTED TO THE SUCCESS OF
EVERY STUDENT**

**Gainesville High School
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Mr. David Shelnett
Principal

Mrs. Libby Hartwell
Assistant Principal for Administration

Mr. Mike Testa
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