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PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook contains guidelines governing the conduct of the students. Its central purpose is to inform students and parents of the rules and procedures of Groves High School. Every staff member at Groves High School is required to enforce these rules and regulations.

The Savannah-Chatham County Board of Education has adopted policies that relate to student activities and student discipline. These policies, some of which are more detailed than the Groves High Student Handbook, are legally binding. Student, parents, and staff members are expected to acquaint themselves fully with these policies. Additional information concerning removal, suspension, expulsion, and appeal procedures is available upon request or at the School District's web site SCCPSS.com.

Mission of the Savannah-Chatham Co. School District

To ignite a passion for learning and teaching at high levels

Vision of the Savannah-Chatham Co. School District

From school to the world: All students prepared for productive futures.

HISTORY

Groves High School, established in 1958, is named for Robert W. Groves, a former business and civic leader of Chatham County. During his lifetime, Mr. Groves was President of Strachan Shipping Company and of Atlantic Towing Company. For many years he was a Director of the Savannah Bank and Trust Company and served as Board Chairman from 1942 until his death. Outside of his many commercial activities, Mr. Groves took a strong interest in community affairs and was particularly concerned about young people and the educational needs of West Chatham County. He demonstrated this by both financial and moral support for all programs at Groves.

School Colors

Black and Gold

School Mascot

Scottish Rebel

Alma Mater

Hail Alma Mater, hail all hail!
 We sing to you with hope and pride!
 Hail to your name so great and glorious,
 Always trusted, true and tried.
 United we are praising thee;
 Our loyalty is ever thine.
 Hail to your name, dear Groves High School.
 Let thy light forever shine.
 - Kreinen

ADMINISTRATION

Mr. Timothy Cox, Interim Principal

Mr. Shomari Gilford, Assistant Principal

FREQUENTLY USED TELEPHONE NUMBERS

Main Office.....	395-2520
Attendance Office	395-3972
Counselor's Office	395-2524
Nurse	395-2568
JROTC.....	395-2563
Athletic Director.....	395-2562
Media Center	395-2560
Cafeteria	395-2558

EXPECTATIONS FOR STUDENTS

Students will...

1. Follow all rules in the Code of Conduct and Student Handbook.
2. Cooperate with parents in their efforts to ensure regular daily attendance.
3. Respect all who are involved in the educational process. This includes staff, other students, and parents as well.
4. Take report cards, progress reports, notes, letters, and all important information home to parents/guardians.
5. Complete all academic assignments.
6. Learn appropriate skills to deal with conflict situations in an effort to avoid disrespectful behavior.
7. Develop and maintain a positive attitude toward education. Students are to demonstrate those strategies that will enable them to be successful and self-motivated. These would include good study habits, appropriate communication tools, good citizenship qualities, and good test-taking skills.

EXPECTATIONS FOR PARENTS

Parents should...

1. Be responsible for knowing the expectations as outlined in the Student Handbook and will send students to school well equipped, well rested, in good health, and with a positive attitude.
2. Ensure that students arrive at school on time on a regular daily basis.
3. Provide the school with updated information that enables the school to communicate effectively in the event of an emergency. This information includes the names, addresses, and telephone numbers of those individuals who can be contacted in case of emergency.
4. Make a special effort to communicate with teachers once each grading period in order to monitor student progress on a regular basis.

5. Provide designated study times and places for completing academic assignments in the home.
6. Attend scheduled parent-teacher conferences and all other school-related activities.
7. Meet their child's teachers at the beginning of each year.

Expectations for Staff

Staff will...

1. Be responsible for the distribution, explanation, and enforcement of the rules and regulations as outlined in the Student Handbook.
2. Be responsible for the frequent monitoring of student progress, attendance, and behavior through a variety of assessment alternatives.
3. Model acceptable behavior that exemplifies the high expectations held for students and parents.
4. Be responsible for keeping the lines of communications open between the home and school, which includes meeting with parents.
5. Have a clear and focused academic mission and provide appropriate individual academic assessment in accordance with each student's individual learning style and ability level.
6. Model democratic leadership embodying the principles of conflict resolution at the building and classroom level.
7. Provide a clean, orderly, and safe environment for learning.

GENERAL INFORMATION / PROCEDURES

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program® is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in many cases they also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board.

Groves High School is proud to offer a variety of Advanced Placement Courses that may give the student a head start on college while still in the supportive environment of a high school classroom. Groves fully supports AP Equity statement by making AP courses open to any student wishing to challenge themselves with a rigorous curriculum.

ASBESTOS NOTICE

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires annual notification of any asbestos-containing building materials (ACM) within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, in order to minimize any hazard, an Asbestos Management Plan has been developed for each school. Each facility has a management plan which identifies the location of ACM in the facility, available for public viewing during

regular hours of operation. If you have any questions, please call Maintenance and Operations at 912-201-5497.

ATHLETIC EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletics programs of local school systems (Equity in Sports Act O.C.G.A. §20-2-315). Students are hereby notified that the Savannah-Chatham County Public School System does not discriminate on the basis of gender in its athletics programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator, Peggy Johnson at 208 Bull St., Savannah, GA, 31401, phone 395-5531. Policy IDFA – Equity in Sports can be found on the web page (www.Savannah.chatham.k12.ga.us).

ATHLETIC PARTICIPATION GUIDELINES

1. Athletic participation is a privilege, not a right. Participation is at the discretion of the coach.
2. The principal may not allow a student to participate in extra-curricular and/or school athletics due to serious discipline problems (present or past) which could bring embarrassment to the school. This includes discipline or problems in the community. Some examples include, but are not limited to: extreme disrespect and/or misconduct, sale or use of drugs, assault, battery, threat, rape, robbery, or possession of concealed weapon(s).
3. A student may not participate with an athletic team while under any suspension.
4. An athlete who is dismissed or quits an athletic team cannot participate with another athletic team until the previous team's season is over.
EXAMPLE: A student who quits football may not tryout or participate in basketball until football season is over.
5. Any student who has received a "U" conduct grade (overall) in a semester will not be allowed to participation in extra-curricular activities, including athletics .

ATTENDANCE OFFICE

The Attendance Office is located in Room 502. This office handles many attendance related matters including the verification of excuses, issuance of Certificate of attendance for GA Driver's License, and requests for early dismissal.

ATTENDANCE POLICY AND PROCEDURES FOR STUDENTS

Regular attendance is necessary to meet graduation requirements. Students are expected to attend school 180 days per school year. A student who misses more than five (5) days (per semester) or a class in any subject for any reason will receive no credit in the course for that semester. Students absent from a class more than 1/4 of the class period will not be counted as present for that period. Attendance is taken in all classes, including homeroom. Therefore, coming to school late or leaving early is discouraged as this can result in earning a failing grade and no credit for the course.

STEPS TO FOLLOW WHEN ABSENT

1. Have parent/guardian call the attendance office before 10:00 a.m. on the day of the absence.
2. Upon return to school, bring a signed note* from a doctor, court, parent/guardian, etc. giving the student's name, date(s) of absence(s), and a specific reason for the absence(s). Present this note to the attendance clerk in the check/in-check/out office between 7:00 a.m. and 2:55 p.m. It is expected that notes for absences be received within a week from the absence to ensure proper appeals process if needed.
3. Present this admit slip to the Attendance Office.
4. **It is the student's responsibility to ask teachers for make-up assignments.**

*An absence will be considered legitimate only if a verifiable note from a parent/guardian is furnished to the Attendance Office indicating:

- Personal illness for which a doctor's excuse has not been provided
- Death in immediate or extended family
- Family emergencies
- Medical requirements
- Court appearances

BOOK BAG GUIDELINES

Effective the first day of school all book bags, tote bags, backpacks, athletic bags and all other similar items which are used by students while on any property of the Board of Education must have the contents clearly visible. This includes napsacks and small bookbags. The bags can be either see-through clear plastic or mesh. All mesh bags are to be wide mesh so that items inside the bag are clearly visible. Handbags, purses, pocketbooks and similar items must be no larger than 8.5" x 11" (the size of a standard sheet of paper), and must not be large enough to contain a regular sized textbook. Purses do not have to be transparent or made of mesh if they are within the size limitations stated above. Any bag needed for after-school events, which is not mesh or clear plastic, must be stored at the beginning of the day and left with the student's teacher or coach during the school day. (Refer to Code of Conduct for complete book bag guidelines)

CERTIFICATES OF ATTENDANCE FOR GA DRIVER'S LICENSE OR LEARNER'S LICENSE

Students applying for a learner's or driver's license must submit a Certificate of attendance to the Driver's License Bureau. These forms are available in the Attendance Office.

- Students can only obtain or return these forms BEFORE or AFTER school or during their lunch.
- Students will not be given a pass during instructional time to pick up these forms.
- Students should return the completed forms to the Attendance Office (502).
- There is a three-day turnaround on processing this form.
- It is the student's responsibility to pick up their certificate of attendance from the Attendance Office.

Joshua's Law Explained

To get a Class D driver's license at age sixteen (16):

- You must have completed a driver education course approved by the Department of Driver Services.
- You also must have completed a cumulative total of at least forty (40) hours of other supervised driving experience, including at least six (6) hours at night.

If you have not completed an approved driver's education course, you cannot get your Class D driver's license until you reach age seventeen (17). Remember, forty (40) hour of driving experience, including six (6) hours of driving at night, is always required for a Class D driver's license.

Source: <http://www.dds.ga.gov/Joshua/index.aspx>

BREAKFAST

Breakfast is served from 7:00-7:20. **Students may not arrive on campus prior to 7:00 each morning.** Students must be in the cafeteria by 7:00 to be served breakfast.

CLASS RANKS AND HONOR STUDENTS

Students will be assigned a class rank based on the numerical average of all of their course grades. Students who transfer from other high schools will have their class rank computed on the basis of all the course grades they earned in the other high schools. Letter grades earned in other high schools will be converted to numerical grades, based on the conversion chart. Only graduating seniors who have earned at least four Carnegie units in honors, AP or IB courses and who have attended a Savannah-Chatham County public high school for the four consecutive semesters preceding the student's graduation date will be considered for designation as valedictorian or salutatorian of their class. Only students who have attained an overall 90 cumulative average or above (with no rounding up) will be considered for designation as honor graduates.

COMMUNITY SERVICE REQUIREMENTS

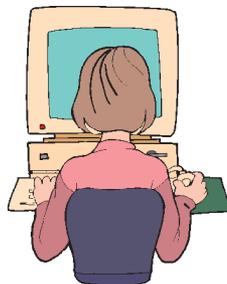
All students must complete at least twenty (20) hours of community service by the end of their junior year to meet promotion requirements. Proper documentation and a TYPED essay of approximately 150 words must be submitted to receive credit. Community service forms will be collected throughout the school year by the guidance office.

Community Service Summary

- 20 hours by the end of the junior year.
- Must be for a non-profit organization
- Students CANNOT be paid for their services
- Must be completed outside of normal school hours
- Cannot complete chores at home or for a neighbor to satisfy requirements
- Service must benefit the community
- Completion of a typed essay of approximately 150 words
- Failure to complete community service requirements will result in retention.

COMPUTER USE

In order to use the computer system, students must sign and follow a computer usage agreement. Violation of this agreement will result in teacher and/or administrative consequences. Students using the Internet must have an Internet sticker on their I.D. and an Internet agreement on file. Failure to comply will result in District consequences.



DETENTION

A teacher or administrator can assign detention for disciplinary infractions. Students are to report to the cafeteria from 3:15 - 4:00. Students who skip detention may be assigned Saturday School. **STUDENTS WHO SKIP DETENTION MY RECEIVE IN-SCHOOL SUSPENSION OR OUT OF SCHOOL SUSPENSION.** It is the responsibility of the student and parent to make transportation arrangements when a student is assigned either detention or Saturday School.

DRESS CODE – UNIFORMS

All students must adhere to the mandatory school uniform policy with the following dress code being applied in all schools:

Clothing	Yes – Allowed	No – Not Allowed
Bottoms	<ul style="list-style-type: none"> • Colors: Khaki(Preferred), Black, Plaid • Shorts, skirts, skorts, jumpers, Capri pants or full-length slacks(must comply with Board Policy) • Cotton or twill fabric • Worn at natural waist • Pants should be the appropriate length for the wearer. 	<ul style="list-style-type: none"> • Denim • Clothing shorter than three inches from the knee • Unfinished hems • Cargo-style pants with pockets on the legs • Leggings • Logos or visible name brands • Oversized pants or shorts
Tops	<ul style="list-style-type: none"> • Colors: Black or white • Polo/golf style shirts • Collared blouses or dress shirts • Turtlenecks • White undershirts or t-shirts under the uniform shirt • Solid colored sweaters, vests, sweatshirts, jackets (school colors) • Shirts must be tucked in. 	<ul style="list-style-type: none"> • Hooded sweatshirts • Patterned sweaters, vests or jackets • Undershirts other than white • Logos or visible name brands • Undershirts with printing or embellishments
Shoes/Footwear	<ul style="list-style-type: none"> • Close-toed shoes • Appropriately fastened. • Tights, hose, and/or socks in black or white. 	<ul style="list-style-type: none"> • Open-toed or backless shoes. • Patterned or printed tights, hose or socks.
Accessories	<ul style="list-style-type: none"> • Belts if pants have belt loops • Jewelry is acceptable if it is not offensive and does not interfere with the learning environment 	<ul style="list-style-type: none"> • Hats, caps or sunglasses • Oversized, inappropriate or computerized belt buckles • Oversized, inappropriate jewelry • Oversized belts
Identification	<ul style="list-style-type: none"> • Current and visible 	<ul style="list-style-type: none"> • No ID

In addition, acceptable dress for dress down days will be consistent with the dress code outlined below.

1. School ID badges must be worn and visibly displayed while on campus and while attending all school sponsored field trips.
2. Body piercing that causes a disruption or interferes with the learning environment will not be allowed.

3. Tops must not expose any of the midriff or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps, and other forms of transparent or revealing clothing are prohibited and should not be visible at any time.
4. Pants must be of appropriate size, be worn at the natural waist, and not drag the floor. Belts, if worn, must be buckled.
5. Shorts, skirts, jumpers, and dresses must have a finished hem and extend to the length of the tip of the longest extended finger when student is standing upright with hands by his/her side.
6. Undergarments must not be visible.

EMERGENCY INFORMATION

It is important for parents to update current phone numbers for home and work, as well as secondary contacts. Please do this with the counseling office so that if an emergency arises, you can easily be contacted. (912-395-2524)

EXCESSIVE ABSENCES

Students age 16 and over who have accrued more than 10 unexcused absences within a semester may be withdrawn to adult education. Students under age, 16 who have accrued more than 10 unexcused absences, will be referred for truancy to the school social worker.

EXCUSED ABSENCES

An excused absence is one for which a legal written excuse has been submitted. According to Administrative Regulation JBD-R absences are excused for personal illness, serious illness or death of a student's immediate family member, observance of religious holidays, orders of governmental agencies, conditions rendering attendance impossible or hazardous to student health or safety, or participation in approved school activities.

A maximum of three days is waived in the event of a death in the immediate family. Immediate family members are defined as parents/guardians, siblings, grandparents, aunts, and uncles. The student is required to provide the obituary notice.

The teacher must permit the student to complete missed homework, tests, or examinations **within five school days after the student returns to school**, provided the absence is approved for make-up work. **It is the student's responsibility to make arrangements with the teacher to make up missed assignments and/or tests.**

EXTRACURRICULAR ACTIVITIES, STUDENT ORGANIZATIONS, AND CLUBS

Robert W. Groves High School offers a wide and diverse variety of student organizations and clubs. As stated in SCCPPS Board Policy:

Clubs provide opportunities for students to explore practical applications of the curriculum and to contribute valuable services to our community. In the spirit of expanding and improving the opportunities of students to experience the satisfaction of personal growth and community service,

the Board supports the establishment of student clubs and encourages student participation. (Policy 1067) The Board recognizes that after school activities, when properly planned and conducted in an appropriate, safe environment, represent an essential part of the educational experience. The Board supports such activities and will make them available to the students. (Policy 1065)

Extracurricular activities, organizations, and clubs are an integral part of the high school experience, enriching the lives of schools, and they often result in an increase in student achievement in the classroom. The intention of this notification is to make you, the parents and guardians, aware of the purpose of the extracurricular activities, organizations, and clubs in which your child may choose to participate. This notification also provides parents and guardians the opportunity to withhold (opt-out) permission for your child(ren)'s participation in extracurricular activities, student organizations, and clubs.

This handbook contains a list of the extracurricular activities, student organizations, and clubs along with a brief description of same. If you select to withhold your permission for your child's participate for a particular extracurricular activity, student organization, or club, please complete the "Opt-Out Form" found in the Student Code of Conduct. It will be assumed that if you do not return this form your child has permission to participate in all extracurricular activities, student organizations, and clubs.

GRADING STANDARDS

The following grading scales will be used to report student achievement in the school subjects:

90 -100 = A (4 points)

80 - 89 = B (3 points)

70 - 79 = C (2 points)

0 – 69 = F (0 points)

(Reference State BOE Policy 160-4-2-.13 Statewide Passing Score)

All approved AP/IB/Dual Enrollment courses will have five (5) bonus points added to the final semester numerical grade of 70 or higher. All approved honors courses will have three (3) bonus points added to the final semester numerical grade of 70 or higher.

Computation of Grades

- **40%:** Class assignments, homework assignments, group participation, including make-up and extra credit
- **60%:** Student assessment activities include oral tests, teacher-made tests, nine-weeks tests, semester tests, term papers, and research (projects)
- **Courses which have mandated state end-of-course exams will include the exam score as 20% of the final grade for students entering in 2011-12.**

GRADUATION REQUIREMENTS

Generally all students must:

1. Attend a Savannah-Chatham County public school full time for at least one semester and pass all courses for that semester.
2. Complete community service requirements (20 hours before end of junior year)
3. Meet attendance regulations.
4. **Meet the graduation requirements in effect at the time of enrollment in the ninth grade, regardless of changes in requirements affecting subsequent classes.**
5. Earn the required number of units, as described on the following pages in a specific Seal of Endorsement Program of Study. (All programs lead to a diploma with specific Seals of Endorsement)

NOTE: No student shall participate in a graduation ceremony unless all of their specific diploma requirements are met.

PROGRAM OF STUDY: FOR STUDENTS ENTERING 9TH GRADE FOR THE FIRST TIME IN 2008-2009 OR AFTER

II. DEFINITIONS

A. Career, Technical and Agricultural Education (CTAE) Pathways - a coherent sequence of courses in a specific career pathway that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of student interest. Four units are required in a pathway.

B. The Maritime and Logistics Program Speciality Program and the Business Logistics Management program of study are designed to prepare students for employment in the field of business logistics. The program will introduce students to supply chain management, e-commerce, Occupational Safety and Health Administration (OSHA) safety standards, and Environmental Protection Agency (EPA) standards for hazardous materials handling. The program will provide insight into the process of product movement from receipt of inventory to the delivery of the product to the consumer. Mastery of these standards through project-based learning and leadership development activities of the Career and Technical Student Organizations will help equip students with a competitive edge for the business logistics industry.

C. Core Courses - courses identified as “c” or “r” in GADOE Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses.

D. Elective Courses - any courses identified as “e” in GADOE Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

E. Required courses - specific courses identified as “r” in GADOE Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses that each student in a program of study shall pass to graduate from high school. The local board of

education reserves the right to require additional state courses within the graduation regulation.

F. Secondary School Credential - a document awarded to students at the completion of the high school experience.

1. High School Diploma - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in GADOE Rule 160-3-1-.07 Testing Programs - Student Assessment.

2. Diploma of Performance- the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in GADOE Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).

F. Significant Cognitive Disabilities - students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

G. Unit - one unit of credit awarded for a minimum of 150 clock hours of instruction or 135 hours of instruction in an approved block schedule.

H. Unit, Summer School - one unit of credit awarded for a minimum of 120 clock hours of instruction.

III. REQUIREMENTS

A. The local board of education shall provide secondary school curriculum, instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

B. The local board of education shall require that:

1. Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in GADOE Rule 160-3-1-.07 Testing Programs - Student Assessment.

2. Students who enroll in the ninth grade for the first time in the 2008-2009 school year and withdraw shall meet the graduation requirements specified in this rule and the assessment requirements specified in GADOE Rule 160-3-1-.07 Testing Programs - Student Assessment.

C. All students placed in special education must decide on a diploma option. This decision should be documented in the Individualized Education Plan (IEP). Two diploma options are available: regular High School Diploma and Diploma

of Performance. Students placed in special education who elect to follow the regular High School Diploma curriculum must fulfill the same requirements as non-special education students. Special education students who follow the Diploma of Performance option have two pathways: the special education diploma based on their IEP or the Diploma of Performance with a vocational endorsement. Upon entering high school, all students placed in special education will receive a thorough explanation of the diploma and pathway options. In 10th grade, the parent and student will be informed at an IEP meeting of the various diploma options. The requirements of the two diplomas (regular High School Diploma and Diploma of Performance) will be reviewed to assist in the selection of the appropriate diploma. A decision regarding a diploma option must be made at least one year in advance of graduation and documented in the IEP. The signature of the parent and student will verify that all diploma options have been explained, that a diploma option has been selected and that the decision is final. Once this decision is made the diploma option cannot be changed. In all cases, students may not receive a Diploma of Performance by default if they have selected a regular High School Diploma and have not fulfilled all the requirements of that diploma.

IV. UNITS OF CREDIT

- A. All state-supported high schools shall make available to all students the required areas of study.
- B. A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart.

High School Diploma - a program of study requiring 24 units as specified by the State Board of Education. Completion of this program is signified by a High School Diploma.

C. AREAS OF STUDY

REQUIRED AREAS OF STUDY FOR 2008-2009 & AFTER

** Required Areas of Study	Units Required
English/Language Arts	4
Mathematics	4
Science	4
Social Studies	3
Health and Physical Education	1
World Language	2 College Prep Pathway (3 preferred) OR 1 CTAE Pathway (2 preferred)
CTAE	4 CTAE Pathway only
Electives	6 College Prep Pathway OR 3 CTAE Pathway
Total Minimum Units	24
** Students who entered ninth grade prior to 08-09 must see their guidance counselor for specific graduation requirements.	

Community Service Requirements for Graduation: In addition to successfully meeting all academic, assessment, and attendance requirements as outlined by the SCCPSS and the state of Georgia, every student must complete a minimum of 20 hours of community service by the end of his/her junior year.

Elective Courses - any course that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

Joint Enrollment - an arrangement between a local board of education and a regionally accredited post-secondary institution wherein a student attends classes away from a high school and earns units of credit for high school graduation (Policy IDCH).

- **Secondary School Credential** - a document awarded to students at the completion of the high school experience.
 1. **High School Diploma** - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements, and the state assessment requirements as referenced in GADOE Rule 160-3-1-.07 Testing Programs - Student Assessment.
 2. **High School Certificate** - the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in GADOE Rule 160-3-1-07 Testing Programs - Student Assessment, but who have earned a minimum of 26 units. The certificate must be requested. **It is not a diploma and, therefore, will not qualify a student to participate in a graduation ceremony.**
 3. **Diploma of Performance** - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in GADOE Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).
- **Significant Cognitive Disabilities** - students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory, or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

Core Courses - courses identified in English/language arts, mathematics, science, social studies, and world language for a high school diploma. For a Technology/Career Preparatory program of study, six Technology/Career Preparatory units are also considered to be core courses.

Students are to remain in class during the entire instructional period. Hall passes may be obtained from the teacher if an emergency arises. The only valid hall pass is the official school-wide pass. Verbal permission is unacceptable. Students must report to class before going to any other scheduled activity. Students must be able to show their Hall Pass to any school personnel who requests to see it. No passes will be issued during the first 10 or last 10 minutes of class.

HEALTH INFORMATION

If a student becomes ill at school, he/she is to report to the Nurse's office after obtaining a Hall Pass from their teacher. Under no circumstances is he/she to go to the restroom or leave campus, a situation that could lead to making his/her condition more serious. If a student needs to go home from school because of illness or injury, parents/guardians will be contacted and are responsible for the student's transportation.

HONOR ROLL

To be considered for Honor Roll a student must have an average of 90 or better at the conclusion of the year. When computing this average, all courses are to be included. Averages less than 90 (95 or better for High Honor Roll) may not be rounded up to 90. The student must also:

- be enrolled in eight course periods, four of which must be in the academic areas of English, mathematics, science, social studies, or foreign language. Students enrolled in identified technical courses requiring cluster instruction will be considered if they take three or more courses in the areas of English, mathematics, science, foreign language, or social studies. On a block schedule, students must be enrolled in four course periods, two of which must be in academic areas.
- have met all the guidelines of the attendance policy.
- have no grade below 80.
- have an overall conduct grade of E or S.
- The principal may withhold a student's name from the honor roll if the student has a Level II or Level III offense as defined in the Student Code of Conduct.

IDENTIFICATION BADGES

ID badges must be worn by all students at all times during the school day and when attending school or a school function. The ID Badge will be required to make use of the Media Center, to purchase lunch from the Cafeteria, and to get on the school buses. ID cards are NOT transferable, and any lost card must be reported to the Administrative Staff. A new card will then be issued to the student upon a charge of \$5.00, payable in advance. (Clips may cost extra).

ID badges must be visible. The initial ID will be supplied by the school through the homeroom teacher. Replacement IDs are the responsibility of the student and must be purchased before or after school in the media center. Students may obtain a temporary ID from their 1st block teacher. It is the student's

responsibility to notify his/her teacher that a temporary ID is needed for that day. (See Discipline Protocol for consequences/penalties for failure to wear an ID badge or obtain a replacement ID). Students will be required to purchase a new ID if their ID is defaced in any manner and will be subject to disciplinary penalties. The cost of a replacement ID is \$5.00.

LOST AND FOUND

Students may claim or turn in any lost articles at the attendance office. Periodically, the custodians may dispose of items held for a reasonable length of time due to lack of storage space. Please check early for any lost items.

LUNCH

Students are not to leave campus for breakfast or lunch or have meals delivered to them. Restaurant food delivered by a parent/guardian is also unacceptable. All restaurant food brought on campus will be confiscated and will not be returned. Students are not to take ANY food out of the lunchroom. Students are required to clean their own eating areas and place trash in a receptacle. **Students must be wearing their ID badge to enter the cafeteria.**

MAKE-UP WORK

The teacher must permit the student to complete missed homework, tests, or examinations **within five school days** after the student returns to school, provided the absence is approved for make-up work. If it is the last week of school, the teacher must permit the student to complete the homework, test, or examination by the end of the teacher's post-planning days, provided the absence is approved for make-up work. Teacher discretion may be used to extend the make-up time in extenuating circumstances. It is the student's responsibility to make arrangements with the teacher to make up missed assignments and/or tests.

MEDIA CENTER

The Media Center is open every school day from 7:15 a.m. to 3:30 p.m. Students using the Media Center during their class time must have a pass from a teacher. Students may be asked to present a pass for verification. Students are expected to return books on or before the due date. Overdue notices and fines will be issued. THE MEDIA CENTER IS FOR QUIET STUDY PURPOSES. STUDENTS WHO USE THE FACILITIES FOR SOCIALIZING WILL BE ASKED TO LEAVE. NO FOOD OR BEVERAGES ARE ALLOWED IN THE MEDIA CENTER AT ANY TIME.

Students using the Internet must have an Internet sticker on their I. D. and an Internet agreement on file. Failure to comply will result in District consequences.

MEDICINES

Any prescriptions or over-the-counter medications must be taken by the parental guardian to the nurse. Emergency authorization forms must be on file for all students in the nurse's office. Medicines and drugs, when prescribed by a licensed physician, must

- be in original containers and list the name of the patient, date, dosage, prescribing physician, and the pharmacy.
- Medication will be kept in the nurse's office during the school day.
- Students will take the medication in the nurse's office or in the principal's office at the appropriate time(s) under the observation of the nurse or selected school personnel.

Other drugs are prohibited on school campuses. Teachers cannot give students any medications.

Parent Conference/Home Contact

In addition to mid-term progress reports and report cards, each teacher will make a home contact at least once during a nine-week grading period. This contact may include: critical decision form, progress reports, success plan, letters, and/or phone call. Teachers maintain logs indicating and documenting parent conferences and home contact. Parents are encouraged and welcome to request a conference with their child's teacher. To request a conference, call the guidance office at 965-2524. As instructional time with students is precious, teachers cannot take phone calls from parents during class time.

Parent/Student Liabilities

Students and their parents or guardians will be held financially responsible for the repair or replacement of any school property damaged through carelessness, misuse, or vandalism. Students who willfully cut, deface, or otherwise damage property will be held liable. The parent or guardian of a student may be held liable to the school district for all property belonging to the school district which is loaned to the student and not returned.

All parents are encouraged to become actively involved in the GHS PTA. If you are interested in becoming a member, please contact the main office.

The Mission of the Parent Teacher Association

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

PARKING

Parking on campus requires a permit. Permits may be purchased in the JROTC building.

- Requirements to purchase a permit are: driver's license, proof of insurance, and registration. Cost of the first decal is \$20.00. Each replacement is \$25.00 thereafter. The parking permit must be displayed hanging from the rearview mirror.
- Illegally parked cars will be ticketed and/or towed at the owner's expense.
- Parking policies will be given to students at time of issue.
- The student parking lot gates will be locked during class time.
- Cars must be parked in the official student parking lot.
- Students are not allowed in the parking lot any time during the day except upon arrival, departure, or with an administrative pass. Students found parking in an area other than the student parking lot will be ticketed. Students are not to sit in cars in the parking lot or to hang out in the parking lot. Cars may be towed away at owner's expense.
- Only right hand turns out of the student parking lot will be allowed after school.
- Student parking areas shall be subject to the following regulations:
- Speed limit - 10 miles per hour.
- Vehicles left more that 72 hours will be towed away at the owner's expense.
- Failure to drive safely will result in a loss of driving privileges and/or parking permit.
- Vandalism/thefts/break-ins of cars should be reported to the Police Department. Cars must be securely locked. GHS does not assume any liability.
- Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs or objects prohibited by school policy or state law are contained therein.

PROGRESS REPORTS

A progress report will be issued in accordance with the district calendar. As this is an important form of Parent-Teacher communication, students are expected to deliver a copy of all process reports to their parents. The progress reports are to be returned, signed by a parent the next school day. Please contact your child's teacher immediately if you DO NOT receive progress reports.

PROMOTION POLICY

1. Ninth Grade Students- In order to be considered for promotion to the tenth grade students must meet each of the following standards:

- Pass successfully at least 5 units
- Minimum of 1 unit in English*
- Minimum of 1 unit in Mathematics*
- Minimum of 1 unit in Science*
- Minimum of 1 unit in Social Studies*

2. Tenth Grade Students: In order to be considered for promotion to the eleventh grade, students must meet each of the following standards:

- Pass successfully at least 10 units
- Minimum of 2 units in English*
- Minimum of 2 units in Mathematics*
- Minimum of 2 units in Science*
- Minimum of 2 units in Social Studies*

3. Eleventh Grade Students: In order to be considered for promotion to the twelfth grade, students must meet each of the following standards:

- Pass successfully at least 16 units.
- Minimum of 3 units in English*
- Minimum of 3 units in Mathematics*
- Minimum of 3 units in Science*
- Minimum of 2.5 units in Social Studies*
- Minimum of 1 unit in World Language
- Minimum of 1 unit in a CTAE Course for CTAE pathway students
- Community Service - 20 hours
- For students entering the District from private or out-of-county schools after ninth grade, use the scaled system as follows:
 - Enters as a 10th grader - 15 hours
 - Enters as an 11th grader 1st semester - 10 hours
 - Enters as an 11th grader 2nd semester - 5 hours
 - No community service is required for students entering as a 12th grader

*Must be courses that fulfill graduation requirement (Course code of "r" or "c") according to Georgia Rule(s) 160-4-2-.20 or 160-4-2-.03.

Graduation Requirements

Refer to Policy IHF, IHF-R(0), IHF-R(1), IHF-R(2)

REQUEST FOR EARLY DISMISSAL

Early dismissal is strongly discouraged, except when absolutely necessary. However, if a student must leave early the following procedures must be followed:

1. The student must bring a note (or completed early release form) from the parent/guardian, which includes a telephone number, so that the parent/guardian may be contacted to verify the authenticity of the note. The note must be turned into the Attendance Office by 7:30 a.m. on the day of the early release.
2. If the Attendance Office is unable to verify the authenticity of a note, the early release will not be allowed.
3. If a note or form is not submitted, the parent/guardian must come to the school to sign out the student. (See section on Visitors).
4. Any student enrolled at Groves High School, regardless of age, must have an early release form/note from a parent/guardian, or be signed out by a parent/guardian.
5. Married students must provide the Attendance Office with a copy of their marriage certificate and proof of residence to sign themselves out.
6. Parent/guardian wishing to sign a student out early must show a picture ID. Only those persons listed on the student profile information are allowed to sign a student out or write an early release note.
7. Student must sign out in the Attendance Office. After receiving a dismissal pass they must leave the building and leave the campus within five (5) minutes of issuance of the dismissal pass.
8. In the event a student becomes ill during the school day, the nurse will determine if early release is necessary in cooperation with the parent/guardian.
9. Students age 18 do NOT automatically gain the right to sign themselves out and must follow the early release procedure.

STUDENTS SIGNED-OUT BEFORE 11:00 a.m. OR ARRIVING AFTER 11:00 a.m. ARE CONSIDERED ABSENT FOR THE ENTIRE SCHOOL DAY.

SATURDAY SCHOOL

A teacher or administrator can assign Saturday School for disciplinary infractions. Saturday School is from 8:30 to 11:30. Students are to report to the cafeteria prior to 8:30. **It is the responsibility of the student and parent to make transportation arrangements when a student is assigned either detention or Saturday School.**

SEXUAL HARASSMENT

Students have the right to attend school in a safe environment, free of sexual harassment. No person is permitted to participate in any form of sexual harassment against fellow students or staff. Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of a persons employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individual or;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

The Board of Education has established procedures for protection of students and investigation of sexual harassment. Specific procedures and definitions may be found in the Board of Education policy manual. In general, any person believing to have been the victim of sexual harassment should report the incident to the building administration.

HOW CAN STUDENTS DEAL WITH SEXUAL HARASSMENT?

TAKE THESE STEPS

Report serious actions immediately!

Be Assertive

- Be honest and direct
- Say you find the behavior offensive
- Don't apologize ("I'm sorry, but I didn't like. . .").
- You are the one being harassed, not the other way around
- Don't hint or be evasive ("I'm busy tonight" or "I have other plans")
- Say "NO" clearly ("The answer is no, don't ask again." Or "I've told you before that I'm not interested in that kind of relationship, so stop asking me.")

Document the Incidents

- Keep a journal
- Note the date(s), time(s), and place(s) that the harassment occurred
- It is important to describe the event in as much detail as you can
- Describe the harasser's words and behavior
- Write down what you said, what you did, and how you felt
- Document how the harassment is affecting your school performance or health
- Include the names of everyone involved, particularly if you have witnesses that can verify what happened
- Report any incident of Sexual Harassment to a school official.

SCHOOL-SPONSORED ACTIVITIES

A student will not be permitted to participate in any extracurricular activity unless he/she is counted present at school the day of the event. If the event occurs on a day which is not a school day, the student must be counted present in school the day immediately preceding the event, providing the preceding day is a school day. Students participating in approved school-sponsored activities during school hours are considered present for the days of the activities.

SCHOOL PROPERTY/TEXTBOOKS/UNIFORMS

Students are required to pay for lost, stolen or damaged school property. Replacement property and/or property for new classes may not be issued until fines are cleared. All debts owed to the school for lost or damaged property must be paid before a student can graduate or before records can be forwarded to another school.

SCHOOL WITHDRAWAL

1. Schools will notify parents/ guardians of students they plan to withdraw under the above conditions.
2. Students who are subject to compulsory school attendance and no longer reside in the local school system or have enrolled in a private school or home study program will also be withdrawn.
3. Students shall be withdrawn retroactive to the first day of the consecutive absences.

STUDENT WITHDRAWAL FROM SCHOOL

In order to withdraw a student from school, parents/guardians should report to the Counselor's Office. All media books, textbooks, uniforms, and other property of Groves High School must be returned before withdrawal is complete. Proper forms will be completed and a legal withdrawal will be made. The parent/guardian must sign the withdrawal form.

SUSPENSIONS

Students who are suspended may not attend or participate in any school or extracurricular activities/programs for the duration of the suspension. Students assigned OSS must serve the total number of days assigned before returning to class or school. All students under contract for previous disciplinary actions may face possible suspension, expulsion, or referral to alternative educational setting for violation of their contract. It is the responsibility of the student to complete all missed class assignments/tests and to submit them to the appropriate teachers within five (5) days of his/her return to class. Failure to complete an assignment will result in a zero for the assignments.

TARDY POLICY

Students who arrive tardy to school or class will not be admitted to class without a pass from the attendance office. Students who are late will receive progressive disciplinary consequences.

VISITORS

Visitors are not permitted during the school day unless they are on school-related business. **ALL VISITORS MUST REPORT TO THE OFFICE TO RECEIVE A DATED I.D. TAG** and to be directed to the appropriate area. Persons present on school property (i.e., in the building, in any of the school's parking areas, etc.) without permission are subject to prosecution for **TRESPASSING**. Visitation of students during school hours is restricted to parents and legal guardians on school related business.

The Fabulous Five

The Groves High School Leadership plans to make the Fabulous Five our focus for a positive academic year. All students are expected to know and follow these rules. All teachers and administrators will enforce these rules each and every day.

1. Be Respectful
2. Be Prepared and Ready to Learn
3. Be on Time
4. Be Dressed Appropriately (which includes wearing your ID)
5. Be the Best Groves Rebel You Can Be



EXHIBIT A: GHS STUDENT ACTIVITIES LIST

Dear Parent/Guardian:

Please review this listing of school-sponsored student clubs/organizations. You must provide the school written notice if you do **NOT** approve for your child to join or participate. The "Opt-Out" form is included within the Code of Conduct booklet.

Name of Club or Organization	Faculty Advisor	Purpose	Past or Planned Club Activities
Beta Club	Robin Holmes, Carrie Howard	Service Club - founded upon the principles of academics, service, leadership, and character.	<ul style="list-style-type: none"> •Bi-Monthly Meetings •Fund Raisers and Community Service •Honor roll Banquet •Honors Night •Homecoming Pretty Legs Contest •Faculty Pre-Planning breakfast •Academic tutor •School and community service projects
Book Club	Media Specialist	Each month the members select a book to read and discuss in the relaxed atmosphere of the Savannah room.	<ul style="list-style-type: none"> •Monthly Book Discussion •Author presentations •Book signings
Career Technical Instruction	Douglas Hancock	Allows students the opportunity to work as team members, develop leadership skills, and become contributing members of their school and community.	<ul style="list-style-type: none"> •Monthly Meetings •School Projects •Community Projects •Leadership Conferences •Field Trips •Fund Raising Activities
Foreign Language Clubs	Tim Brown	Allows students the opportunity to experience the language, music and culture of various countries including, but not limited to, the French speaking worlds.	<ul style="list-style-type: none"> •Bi-Monthly Meetings •Fund Raisers and Community Service •Cultural activities
Future Business Leaders of American	Chasity Williams-Lasley	FBLA provides opportunities for students to develop vocational and career competencies and to provide civic and personal responsibilities.	<ul style="list-style-type: none"> •Weekly meetings •Fund raisers •Holiday Program for local nursing homes •Local / state conferences and competitions
Gospel Choir	Angela Stewart	Student directed choir providing students an opportunity to express themselves both artistically and spiritually. The Gospel Choir performs for community organizations and school-sponsored functions.	<ul style="list-style-type: none"> •Gospel Festival •Performance for Rotary Club and other community organizations

Name of Club or Organization	Faculty Advisor	Purpose	Past or Planned Club Activities
Majorette, Flag and Dance Auxiliary Units	Kevin Blackmon	The auxiliary units present creative dances for entertainment during half-time for the football and basketball seasons. This troupe is open to female students.	<ul style="list-style-type: none"> •Performances at football games, school pep rallies •Performances at school related activities •Community parades •Marching band festivals •Fund raisers for equipment, instructors, and end of year trip
Marching Band (Marching Rebels)	Kevin Blackmon	The Marching Rebel Band is open to all students who can already play a band instrument or are willing to learn. The band provides half-time entertainment for all Groves football games as well as participates in area marching festivals, competitions, and community parades.	<ul style="list-style-type: none"> •Performances at football games, school pep rallies •Performances at school related activities •Community parades •Marching band festivals •Fund raisers for equipment, instructors, and end of year trip
National Art Honor Society	Robert Carter	Honor Society - Service organization based on leadership, character, academic achievement, and community service.	<ul style="list-style-type: none"> •Community projects •Guest presentors
National Honor Society	Angelina K. Muskin and Angela Stewart	While National Honor Society functions as a club, membership is accorded as an honor to students who have shown outstanding achievement in the areas of scholarship, character, leadership, and service. Students must meet the standards in all four areas to be considered for membership.	<ul style="list-style-type: none"> •Blood Drive •Christmas gifts •Faculty appreciation luncheon •Greenbrier Children's Home •Food Drives •Teachers' Helper Program with Port Wentworth Elementary •Various fund raisers •Annual spring banquet
Principal's Advisory Council	Timothy Cox	Elected group of students representing each class that meets monthly with the principal to discuss school issues.	<ul style="list-style-type: none"> •Monthly Meetings •Participation in Superintendent's Student Senate

Name of Club or Organization	Faculty Advisor	Purpose	Past or Planned Club Activities
Rotary Interact	Angela Muskin	Interact is a Rotary-sponsored service club for secondary students. Members carry out at least two service projects yearly: one that serves the school or the community and another that furthers international understanding. Through Interact, young people develop initiative, leadership skills, and lasting friendships.	<ul style="list-style-type: none"> •Community Service •Participation in local Rotary Club activities.
Spanish Club	Tim Brown	The purpose of this club is to practice Spanish and become familiar with the history, customs, and cultures of the Spaniards and Hispanics. The Spanish Club is a great way to experience the language, music, and culture of the Spanish-speaking world.	<ul style="list-style-type: none"> •Guest speakers •Formation of scholarship(s) in conjunction with local businessmen
Student Council		The purpose is to instill high ideals of citizenship, cooperation and leadership with the student body and to encourage student participation in all school activities.	<ul style="list-style-type: none"> •Annual elections •Class council activities include Senior Week •Spirit Week Activities
Yearbook	Andrea Mobley	Provides students exposure to journalism, marketing skills and historiography as they produce the annual yearbook.	<ul style="list-style-type: none"> •Production of the Sentinel
Youth Alive	Angela Stewart	An inter-denominational Bible study group.	<ul style="list-style-type: none"> •Weekly student led meetings •Operation Christmas Child's Shoe Box

Disclaimer

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with local, state, and federal regulations and are subject to such review and alteration as become necessary for routine operation of the school. Not all rules of behavior can be written and placed in the handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

The Savannah-Chatham County Board of Public Education does not discriminate in educational programs, activities, or employment on the basis of race, color, national origin, sex or disability. For further information or to file a complaint, contact:

Mr. Rob Gordon
Title IX Coordinator/ ADA Coordinator
208 Bull Street
Savannah, GA 31401
(912) 395-5552

Dr. Mikki Garcia
Section 504 Coordinator
208 Bull Street
Savannah, GA 31401
(912) 395-5877

A FINAL WORD

It is the desire of Groves High School Faculty that the high school years be challenging, rewarding, secure and comfortable for all students. If at any time, there are questions, concerns, or a need for information, please do not hesitate to see an administrator. We are here to serve the students and parents of this school and it is our hope to be available when you need us.

I have read the Groves High School Student Handbook and Code of Conduct, and have discussed them with my child.

Parent(s)/Guardian(s) Signature

Date

Student's Name Printed

Student Signature

Date

Homeroom Teacher's Name

Please sign this page and return it to school with your child.

