

DISCOVERY HIGH SCHOOL

2016~2017

Student Handbook Supplement



This supplement to the GCPS Student Parent Handbook is a living document. Changes will be made as Gwinnett County Public Schools' policies and Discovery High School's procedures and/or schedules change. Please report to a school administrator any discrepancies between this document and GCPS policies and practices. An up-to date version of this handbook will be kept on the school website <http://www.discoveryhighschool.net/>

Academic Integrity

- Instances of cheating should not impact students' academic grades. Violations of Academic Integrity shall be handled as violations of the student code of conduct and addressed via the progressive discipline guidelines in the Student Handbook. Student mastery of the standards covered by the assignment on which cheating was detected should be reassessed with supervision.
- Academic integrity violations are very serious.
- All parties involved in an academic integrity violation are considered equally guilty.
- Definitions include but are not limited to:
 - Plagiarizing
 - Copying someone's work to be submitted as one's own work.
 - Using or attempting to use unauthorized aids (electronic devices, books, notes, tests, etc.) on tests, quizzes, homework, papers, projects, etc.
 - **Being in possession of a cell phone or other electronic device (Apple Watch/Smart Watch, camera, video recorder) while taking an exam. These items should be taken up by the teacher and/ or adult proctor administering the exam.**
 - Writing formulas, notes, etc. on desk, paper, hands, clothing, etc. for unauthorized use on tests, quizzes, exams, etc.
 - Talking during a testing session.
 - Providing specific information about a test to someone that has not taken the test.
 - Changing a test paper previously graded including changing grades or falsifying notes.
 - Using electronic devices to communicate messages or answers to assignments.
- Suspected violations will be referred to an administrator.

After School Activities

- All students are expected to leave campus promptly by 2:30 pm each day unless they are participating in a tutorial, after-school detention, or a school-sponsored club or athletic event.
- Extra-curricular activities can be an important part of students' total high school experience.
 - Participation in after school activities is a privilege that may be revoked if students fail to follow rules and procedures.
- After school activities should begin promptly at 2:30 pm or as soon as Bus Duty is completed.
- Students must make transportation arrangements prior to staying after school.
- Students attending approved activities are expected to leave the campus immediately after their activity ends, without returning to lockers or other areas.
- **Any student who remains on campus without permission will be regarded as trespassing and will face discipline consequences that may include exclusion from all after-school activities, suspension, and/or referral to the school Social Worker and possible arrest by GCPS Resource Officers.**

Assemblies

- An assembly during the day will be held only at the beginning of each semester because Discovery High School faculty, staff, students, and parents value instructional time.
- The two assemblies will be pep rallies to encourage school pride/spirit and involvement in sports and the performing arts.
- Students should behave appropriately according to the type of assembly (e.g. pep rally, academic meeting, class meeting).
- Students should listen attentively and politely to guest speakers or presenters.
- Disruptive behavior will not be allowed-violators will be removed from the assembly and referred to an Administrator for disciplinary action.

Athletic Involvement

- Interscholastic athletics are an integral part of the school program.
- Eligibility requirements include:
 - A school-approved physical examination before the first practice.
 - Be in good standing with the school.
 - Have passed five (5) classes for the previous grading period.
 - Be enrolled in eight (8) classes.
 - **Participation in athletics is contingent upon maintaining good behavior—receiving administrative referrals for any reason is NOT good behavior.**
 - Please contact the Athletic Director and coaches for additional information.

- **Athletic Activities Available**

Sport	Participants	Season
Baseball	Boys	Spring
Basketball	Both	Winter
Cheerleading	Both	All
Cross Country	Both	Fall
Football	Boys	Fall
Golf	Both	Spring
Soccer	Both	Spring
Softball	Girls	Fall
Swimming	Both	Winter
Tennis	Both	Spring
Track	Both	Spring
Volleyball	Girls	Fall
Wrestling	Boys	Winter

- Please review GCPS Code of Conduct for Athletes in the GCPS Student/Parent Handbook.

Attendance

- Being present and on-time is a key expectation of any occupation or school system at any level, including college. Entering school and class late is disruptive to students who are already actively involved in learning and diverts the teachers’ attention from teaching and learning during a critical time in the lesson when teachers need to settle students into their seats, capture student attention, direct student energy to the requirements of the lesson, take attendance, and provide assistance to students who have been absent, among other duties and responsibilities. Simply put, students who are tardy to school or class, disrupt the education of other students and therefore, this violation of the school rules is taken very seriously.
- **Like other offenses, disciplinary action will be taken for students who are absent from or tardy to school or class.**
- **Absence Policy** - State law requires attendance at school from age 7 to 16. It also authorizes strict penalties for non-attendance. Excused absences are defined by state law and include only the following area
 - Personal illness: individuals whose attendance in school would endanger their health or the health of others,
 - Death or serious illness of an immediate family member,
 - Recognized religious holidays,
 - Student under orders from a government agency,
 - Service as a page in the Georgia General Assembly,
 - Conditions rendering school attendance impossible or hazardous to students’ safety or health,
 - Registering to vote or are voting, for a period not to exceed one day.
 - Military leave of a parent and/or guardian
- Discovery High School will allow senior students to have up to 3 days to be used as college visitation days. This visit is considered a pre-arranged absence.
- Chronic absenteeism can seriously jeopardize a student’s success in school. Please note that after 10 consecutive absences a student will be withdrawn if the school has not been contacted by the parent/guardian.
- If 10 or more minutes of a class are missed, the student is considered absent for that class.
- A student must be present for 3 periods in order to be counted present for the day.
 - In any of the above situations, parents or guardians must provide the school with a **written explanation of the reason for the student’s absence** and the written explanation must be signed by the student’s parent(s) or legal guardian(s). Students are to take their written excuse to the Attendance Clerk upon returning to school. **The Attendance Clerk will collect the absence notes from the students and give the students a pass to class, if necessary.**
- More than ten unexcused absences will result in a student being ineligible to receive an attendance certificate required for driver’s license applications.
- A student must bring a signed note from the parent or formal documentation within 48 hours upon return to school, or checking into school late. Notes are to be turned into the Attendance Office before school, during a class change, during lunch, or after school.
- **If students are absent from school for an unexcused reason or students do not provide a parent-signed absence note explaining an excusable reason for the absence,** students will receive appropriate disciplinary action. If the student continues this behavior, additional consequences will be applied.
- **No student may be checked out after 1:45 pm.**
- **Please Note: *Refer to Teenage & Adult Responsibility Law in link below regarding loss of driving privileges and**

chronic absenteeism. <http://www.gahighwaysafety.org/docs/newtadra.pdf>

- **Prearranged Absences**—If parents find it necessary for their student to miss school due to an out-of-town trip, or other reason not considered to be excused, a Prearranged Absence form must be completed and returned for approval in advance. If the absence is approved, it will be classified as **unexcused**, but students will be allowed to make up missed work.

AWOL from class/school

- Students who skip a class, leave campus without checking out, or who have an unexcused absence that has not been prearranged will be considered AWOL and be subject to disciplinary actions. Once a student arrives on campus, the student is considered to be at school and must obtain administrative permission or check-out through the Attendance Office in order to leave campus, even if classes have not begun. Students found in unauthorized areas will be regarded as AWOL.
- If an AWOL involves leaving campus by vehicle, the students(s) involved will lose parking privileges for the remainder of the school year.
- **Out of Assigned Area**
 - **Out of Assigned Area is defined as being absent without permission for more than 10 minutes and will be addressed as a disciplinary issue.**
 - Students are expected to be in their assigned areas at all times.
 - A hall pass only allows a student direct, expeditious travel to a specific location.
- **There are no approved class “skip days.”**
- **Consequences for AWOLS from Class:**
 - 1st AWOL - 3 days Restricted Lunch
 - 2nd AWOL - 5 days Restricted Lunch
 - 3rd AWOL - 1 day ISS
 - 4th AWOL - 2 days ISS
 - 5th AWOL - 1 day OSS & Parking pass revoked
 - 6th AWOL - 2 days of OSS
 - 7 or more AWOLS - 3 days of OSS per offense
- **Consequences for AWOLS from School:**
 - 1st AWOL - 2 days ISS
 - 2nd AWOL - 3 days ISS
 - 3rd AWOL - 2 days OSS
 - 4 or more 3 days OSS per offense & Parking pass revoked

Bell Schedule

- The school has two bell schedules: Regular and Advisory bell schedules.
- A copy of the bell schedules can be located on the Share drive.
- Occasionally, an alternate bell schedule will be used for testing and special events.
- Teachers should follow the bell schedule, and **not release students early**.
- **Except for safety reasons, teachers may NOT hold students after class for any reason (such as discipline), making them late for class. (If a teacher wants to keep a student after class, the teacher needs to ask the student the location of the student’s next class and determine if the location gives the teacher enough time to have a conversation with the student.)**

DISCOVERY HS BELL SCHEDULE 2016-2017					
A – Day: Periods 1 2 3 4 (Monday & Thursday)			B – Day: Periods 5 6 7 8 (Tuesday & Friday)		
1st Period	7:10-8:40		5th Period	7:10-8:40	
2nd Period	8:46-10:16		6th Period	8:46-10:16	
3rd Period	10:22-12:31		7th Period	10:22-12:31	
Lunch <i>*students report to class before going to lunch</i>	1st Lunch	10:25-10:49	Lunch <i>*students report to class before going to lunch</i>	1st Lunch	10:25-10:49
	2nd Lunch	10:59-11:23		2nd Lunch	10:59-11:23
	3rd Lunch	11:33-11:57		3rd Lunch	11:33-11:57
	4th Lunch	12:07-12:31		4th Lunch	12:07-12:31
4th Period <i>*Daily announcements at 2:07pm</i>	12:37-2:10		8th Period <i>*Daily announcements at 2:07pm</i>	12:37-2:10	

ADVISEMENT WEDNESDAY ALTERNATING		
1 st Block	7:10-8:30	
2 nd Block	8:36-9:56	
3 rd Block	10:02-12:05	
Lunch <i>*students report to class before going to lunch</i>	1 st Lunch	10:05-10:29
	2 nd Lunch	10:37-11:01
	3 rd Lunch	11:09-11:33
	4 th Lunch	11:41-12:05
Advisement	12:11-12:41	
4 th Block <i>*Daily announcements at 2:07pm</i>	12:47-2:10	

(A DAY) LUNCH SCHEDULE			
1 st Lunch	2 nd Lunch	3 rd Lunch	4 th Lunch
400 (Except Science)	100/200/Theater	500/600/Trailers/ 300 Art	700/Dance/Science

(B DAY) LUNCH SCHEDULE			
1 st Lunch	2 nd Lunch	3 rd Lunch	4 th Lunch
400/500	100/200/Theater	300 Trailers	700/600/Dance

Bus Conduct

- Students are expected to follow all directions given by a bus driver.
- Misbehavior on buses may result in a student's suspension from riding the bus **and** suspension from school.
- A student is to ride only the bus to which he/she is assigned.
- **A request to ride an alternate bus must be submitted in writing by the parent/guardian and given to an administrator for approval at least one day in advance.**

Certificate of Enrollment

- Students may request a certificate of enrollment from the attendance office. There is a two (2) day turn around for this information. The cost for the certificate of attendance is \$5.00. There is no charge for the ADAP verification.

Change of Address or Phone Number

- As a condition of continued enrollment, you must keep your address and telephone number current with the Registrar.
- If your telephone number changes, please provide Registrar with a signed note from parent requesting the change. The note must include student name, student number, and the new phone number.
- To change your address you must bring an electric bill, dated within the last 30-days and a copy of your lease or mortgage in the parent's or legal guardian's name.
- **Students illegally attending Discovery will be referred to the school social worker and are subject to administrative removal.**
- If students reside outside of the Gwinnett County, tuition will be charged.
- School mailings will always be sent to the residence address on file.
- Mail which is returned to the school as undeliverable will require re-verification of student's address.

Check-In/Check-Out

- Any student who needs to leave campus during the day for any reason must check out in the Attendance Office. For your convenience, if you know you will be checking out during the school day, drop off a note at the Attendance Office prior to 7:25 a.m. with a parent contact number to verify the note. **If check out is not prearranged, the student must be checked out before 1:45 p.m.** Contact with a parent or guardian will be required. A student information card and clinic card complete with parent contact information and persons designated by parent to pick up student must be on file before a student is allowed to check out. **Anyone checking a student out should be prepared to provide picture identification at the Front Lobby desk at the time of check out.**
- All student late-arrivals and early-departures from school will be recorded in the Attendance Office.
- Students may not check out without parent/guardian permission and permission from the Attendance Office—this includes students who are 18 and older.

- Once a student has checked out, they are expected to leave campus immediately.
- If students return to school during the same day, they must check in with the Attendance Office.
- Students leaving school due to illness must report to the nurse's office—parents/ guardians meet the student in the nurse's office and then sign out at the Attendance Office.

Clinic

- The primary purpose for the school clinic is to aid students who are injured or become ill at school. **However, our staff is not allowed to dispense any medication unless the parent supplies it and completes a GCPS Request for Administration of Medication Form that may be obtained in the clinic.** All medications, over-the-counter or prescription must be brought to the school by the parent and not the student. Medications must be in the original, labeled container. No medication in baggies, envelopes, blank bottles, unmarked containers, etc., will be administered. Under no circumstances are students permitted to have any form of prescription, nonprescription or over-the-counter medication, vitamins on his/her person or belongings.

Club Sponsorship

- Discovery High School provides a variety of student clubs and organizations that seek to enhance students' leadership, academic, cultural, and social development skills.
- The following guidelines apply to the function of student groups which meet or request to meet in school facilities:
 - A student group will be considered curriculum-related if:
 - its subject matter directly relates to subject matter which is actually taught, or will soon be taught, in a regularly offered course; or
 - its subject matter concerns the body of courses as a whole; or
 - participation in the group is required for a particular course; or
 - participation in the group results in academic credit.
 - All other student groups which do not meet one of the criteria in paragraph (A) will be considered noncurriculum related.
 - If any noncurriculum-related group is allowed access to school facilities, then all other noncurriculum related groups must be granted similar access. School officials retain the authority to prohibit meetings that would interfere with the orderly conduct of educational activities at the school.
 - In the case of noncurriculum-related student initiated groups and organizations with religious, philosophical, political or controversial views, the following guidelines apply:
 - The school may not sponsor or endorse such groups.
 - Such groups must be student initiated.
 - Student participation in such groups must be voluntary.
 - Meetings must be held outside the school's instructional time.
 - Employees may not direct or control activities unless students violate this policy or school rules and can only be present in a non-participatory custodial capacity to ensure that minimum decorum is maintained and property is not damaged. Non-school persons may not direct, control or regularly attend activities of the student initiated groups.
 - All student groups must have a school employee who monitors the group in a custodial capacity to insure minimum decorum is maintained and property is not damaged. This employee must also verify that student participants do not engage in or advocate unlawful conduct; conduct that infringes the rights of others; or conduct that jeopardizes the health, welfare or safety of the students or staff at the school. Any student group which will not adhere to these rules will not be allowed to meet or be afforded access to the school facilities. Local schools must make clear that the views of student initiated groups such as religious, philosophical, political, or others of a potentially controversial nature are not endorsed by the local school.
 - The following guidelines apply to all student groups or organizations:
 - The group sponsor or monitor must verify to the school administration that student participants do not engage in or advocate unlawful conduct; conduct that infringes the rights of others; or conduct that jeopardizes the health, welfare or safety of the students or staff at the school. Any student group which will not adhere to these rules will not be allowed to meet or be afforded access to the school facilities. Moreover, individuals who violate these guidelines or school rules will be referred to the school administration for appropriate disciplinary action.
 - Each student group will have a charter which shall state in pertinent part its purpose and its adherence to the guidelines set forth herein with specific reference to Paragraph E.1. The group's sponsor or monitor and the group's student leader(s) shall review and sign the charter annually and submit to appropriate school personnel for approval.
 - Local schools which have student groups and organizations must operate with procedures consistent with this policy.

Counselors

- Each student has an assigned counselor who is located in the counseling office.
- The counselor is available for personal, academic, and career guidance.
- Students must have an appointment **and** signed Hall Pass to meet with the counselor.

Deliveries to Students at School

- Students may not receive fast food or other commercial food during lunch or another part of the school day.
- **The school WILL NOT interrupt instructional time for any items dropped off for students.** Students may pick up these items in the Main Office before school, during their lunch and after school. The school **will not** be responsible for items not delivered. In addition, we **CANNOT** accept deliveries such as: outside food chains, balloons, flowers etc.

Classroom Discipline & Management

- Teachers are expected to support and hold students accountable for meeting the following ***Classroom Expectations***:
 - Enter class quietly, be seated and immediately begin the Titan Time warm-up.
 - Come prepared to learn by bringing all materials to class everyday (e.g., writing utensils, paper, and assignments).
 - Respect yourself, others, and others' property.
 - Follow all directions of faculty and staff the first time they are given.
 - Comply with all school rules and district policies.
 - If at any time you believe an adult is treating you unprofessionally, first discuss this with the adult one-on-one but then see an administrator if the situation is not resolved
- In the case of student misbehavior, teachers are expected to follow the progressive discipline guidelines below.
 - **First Offense** – Teacher warning (Except for offenses requiring immediate Office Referrals– see following section)
 - **Second Offense** – If the type of behavior persists, the teacher modifies student's behavior / intervenes—for example, moving the student's seat, assigning a silent lunch, conducting a one-on-one conversation with the student, assigning class time-out, etc. **(Teachers are encouraged to contact a parent at this time.)**
 - **Third Offense** – Teacher detention **with parent contact**
 - **Fourth Offense**—Issue the student a “time-out” from class.
 - The assigning teacher will call a parent/guardian by the end of the day of the circumstance and before assigning implementing the timeout, to explain the situation including the consequences of the student receiving a day of timeout. ALSO, the teacher will schedule a Parent Conference, which may include other teachers, a counselor, and an administrator.
 - While in “time-out,” the misbehaving student will complete the “Titan-up Student Reflection” form, as well as classroom assignments.
 - **Fifth Offense** – Teacher submits an Administrative Referral and calls the parent by the end of the day to explain the situation leading to the teacher's office referral. Appropriate consequences will be applied by the Administrative team.
- Student Conduct Requiring Immediate Office Referral / Administrative Notification include:
 - Pulling a fire alarm
 - Disorderly conduct that substantially disrupts the orderly learning environment, or poses a threat to the health, safety and/or welfare of students, staff and others;
 - Classroom disruption—student behavior prevents teacher for teaching and/or students from learning;
 - Refusal to identify self
 - Use of force or threat
 - Vandalism
 - Possession of a dangerous instrument or weapon
 - Possession of drugs or alcohol
- **Scope of the Gwinnett County Public Schools Discipline Code**
 - Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. The rules and regulations in this Code are designed toward that end and are effective during the following times and places:
 - On school grounds at any time;
 - Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
 - When either the alleged perpetrator or the alleged victim is in route to and/or from school, or to or from a school activity, function or event;
 - Off school grounds when the behavior of a student (1) could result in the student being criminally charged with a felony or which could result in a felony criminal charge if committed by an adult; and which (2) makes the student's continued presence at school a potential danger to person or property at school or which disrupts the educational process. See O.C.G.A. § 20-2-751.5(c).

- Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conferences or athletic events, or is otherwise subject to the jurisdiction of school authorities;
 - Off school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
 - Off school grounds and when a student leaves without permission (AWOL) of a school official, or anytime Rule 10 would apply.
 - The rules of this Code do not apply to:
 - Student speech that occurs off campus if the speech is at a non-school-sponsored event and does not cause or is not likely to cause a material and substantial disruption to the school environment or a school activity.
- **Times when suspension and/or a disciplinary panel may result immediately include:**
 - Possession or distribution of narcotics, alcohol, stimulant drugs or pretense of possession or distribution of the same, including prescription and/or over-the-counter drugs.
 - Assault on a school employee, verbal and/or physical.
 - Obscene gestures toward a school employee.
 - Possession or distribution of guns, knives, dangerous weapons or implements, slingshots, or any type of explosives including poppers.
 - Indecency.
 - Possession, distribution, and/or use of tobacco.
 - Fighting.
- **Class Rank**
 - Class rank is determined at the end of each semester
 - Class rankings will be determined using numeric grades listed on the student transcript.
 - Class rank is calculated two ways—weighted and unweighted—which both appear on the transcript. (See Grade Weights for more information.)

Dress Code

- **Dress Code (Student)**
 - **Purpose:** To promote a positive and educational learning-ready environment in which students focus on mastering the AKS in preparation for success in college and career.
 - **Students must enter the building in dress code and remain appropriately dressed all day.**
 - If students dress inappropriately, they will receive disciplinary action.
 - **If students do not have appropriate clothing to change into, they will be given the opportunity to work on assignments but they will not be permitted to go to class or circulate the building.**
 - Students may contact parents to bring different clothing but will still receive disciplinary action for not coming dressed appropriately.
 - Students are expected to comply with the following dress code:
 - Headgear is prohibited in the building. This includes, but is not limited to, caps, hats, hoods, **bandanas**, wave caps/ doo-rags, **head-scarfs**, sweatbands, beanies, or any other head covering. **Headgear, including ball caps/visors, must be kept in student lockers during school.** Headgear may not be fastened to belts, belt loops, book bags, or any other item and may not be worn as an accessory. Head scarves may be worn as a headband but not as a head covering. That is, head scarves may not cover most of the head. ***School Administration will make exceptions to this rule for religious or medical reasons.***
 - Sunglasses may not be worn over the eyes while in the building (unless a medical note is provided).
 - Blouses, shirts and tops are to be worn so the tops of the shoulders are covered. No **tank tops**, halter tops, strapless tops, **spaghetti straps**, or bare shoulder tops are allowed. Blouses, shirts, and tops that expose cleavage or any portion of the waist, hips or midriff are not allowed. (If you raise your arms and the stomach shows or you sit down and the lower back is revealed, the top is inappropriate.)
 - Other blouses, shirts, and tops that are not appropriate for school include, but are not limited to, low-cut, see-through, backless, or tube tops. Rips or holes are not allowed in blouses, shirts, and tops.
 - **Boys are not permitted to wear sleeveless shirts and must wear shirts at all times, including during P.E. and athletic practice, whether inside or outside of the building.**
 - All clothing must be worn properly and **undergarments, including bra straps, should not be visible.**
 - Shorts, skirts and dresses must **be an appropriate length (no higher than mid-thigh)**, even when leg coverings are worn underneath.

- Waistlines of shorts, skirts and pants **MUST BE ON OR ABOVE THE HIPS/WAIST** with no undergarments or other clothing showing under the pants or skirts. SAGGING pants are NOT allowed.
- **No skin should be visible through rips, holes, tears, or frayed fabric on any clothing above mid-thigh.**
- **Skirts, dresses, pants or other outer garments with slits above mid-thigh are NOT acceptable.**
- Oversized and/or baggy pants or shorts that a student must hold up with a hand are never appropriate and **ties may be used with students to keep baggy pants, shorts or skirts at the waist.**
- Health regulations and safety factors require that shoes be worn at school at all times. House slippers are never appropriate.
- No pajamas or sleep/lounge wear of any kind are allowed to be worn at school, including slippers/house slippers. (Please come to school prepared to learn not to sleep.)
- Jeggings, pants and tights that are usually made of stretch Lycra, spandex, or nylon, leggings, leotards, undergarments, **or any garment that is made to look like these garments, may NOT be worn as outer clothing. Leggings are like legs and must be appropriately covered.**
- Students are not allowed to wear clothing or display images or symbols of drugs or alcohol, including images of marijuana, or display images that are sexually provocative in nature.
- Jewelry or accessories that may be used as weapons are not allowed. This includes, but is not limited to, chains—including wallet chains, spiked rings, shoes, wrist bands, chokers, etc., two or three finger rings that are joined and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as straight pins and safety pins, are not allowed on clothing or book bags.
- Students are not allowed to wear clothing or display images or symbols that have been commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang affiliation are prohibited at school, and no item may be worn in a manner that communicates gang affiliation.
- Gang related attire includes, but is not limited to, the following: students rolling up one pant leg, long bulky chains and necklaces, gang-styled belt buckles (belt buckles which have Old English script letters and symbols), large oversized pendants on necklaces and chains, **bandanas**, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands, and draping articles of clothing, towels, or other objects out of pants pockets, over the shoulder, or around the neck area.
- All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.
- All students should be dressed in symmetrical fashion. Students may not wear clothing or accessories in a manner that would distinguish a particular side of their body.
- Writing on the body and face painting/decorating, except for regular use of make-up, is prohibited.
- **A student will be required to change clothing if, in the judgment of the administration, a student is dressed inappropriately. Additionally, any student dress and/or appearance that may not be stated specifically in this code, but that the administration deems distracting or disruptive, will not be permitted.**
- The Discovery High School Student Dress Code is subject to updates and changes at any time during the school year as additional apparel becomes identified as inappropriate. You should consult the Discovery High School web site frequently to learn about changes to this code <http://www.discoveryhighschool.net>. This dress code is available in English and Spanish on the Discovery High School web site.
- **Exceptions to the Discovery High School Student Dress Code may be made only by the principal or the principal's designee.**

Dress Code for Homecoming and Prom

- Formal attire are required for both Homecoming and Prom.
- The following are not acceptable attire for Homecoming or Prom: Dresses with hemlines that are above mid-thigh, tight (clinging to the body), revealing (see through, low cleavage or low back), or with high splits on the front, side or back of dresses/skirts.
- Also, jeans, do-rags, scarves, caps, and sagging pants are not appropriate.

Electronic Devices (including Cell Phones)

- Electronic Devices, with the exception of calculators, are not to be used while inside a classroom during the school day without explicit consent of the classroom teacher.
- **Photographing, audio recording or videotaping by any means another student or staff member is strictly prohibited while on school system premises without the consent of a staff member.**
- Employees of GCPS will **not** investigate the loss or theft of any electronic device.
- If parents need to contact their students during the school day, they should contact the Main Office or Academy Office. Talking on the cellphone at any time during the school day is prohibited.
- **Electronic devices will be confiscated if used during class time without the permission of the teacher**, including instances where the device is being used to communicate with parents.

Late Enrollment—Course Credit and Auditing Courses

- Students entering from another public or accredited private school after the semester began will be subject to the assignment grades provided by the former school. The assignment grades earned in GCPS during the enrollment period will be combined with these grades to determine the final grade for the student.
- A grade should be a reflection of a student's academic achievement and **there is no** required seat time for students entering after the semester begins.
- If a student demonstrates 70% of the AKS, the teacher will give the student the grade earned. Teachers are now giving these students the opportunity to learn the essential content missed up to that point. This can take several different forms (assignments, quizzes, assessments, and/or final exam) and is up to the teacher. There is not a requirement that students make up all missed work, only those items that are essential. If a student does not obtain 70% of the AKS, the student can then earn an "AUD" (audit). "AUD" will not be calculated into student grade-point averages (GPAs) or class rankings.

Exams

- Every course will have a Midterm and Final Exam, including GEORGIA MILESTONE ASSESSMENT EOC courses.
- Midterms and Finals are to be given only on designated days.
- The GEORGIA MILESTONE ASSESSMENT EOC will count as a final exam for courses in which it is required.
- Midterm and Final Exams will be given two-per day.
- **Final Exams will be given on the last four days of a semester and may not be taken early for any reason, including absences due to family travel plans.**
- Final exams are planned to take approximately 60 minutes.
- If a student misses a Final Exam for excused reasons, that exam may be made up during the next day that the school staff reports to work.
- If a student misses a Final Exam for unexcused reasons, zeroes may be assigned for the final exam grade.
- Common Assessments by grade and course level will be issued to students in English/Language Arts, Foreign Language, Mathematics, Science, and Social Studies courses.
 - Common Assessments will be collaboratively created by the teachers teaching these courses at their particular grade and course level.
 - Common Assessments will count equally as test grades for the course.
 - Common Assessments will be administered at the 4.5, 9, 13.5 and 18 week marks of each semester
 - The 9 and 18 week Common Assessments will be the Midterm and Final Exams.
- Senior Exemptions
 - *Honor Graduate*
 - Honor Graduates must have a cumulative "A" average, 90 (not rounded) or greater at the end of the 1st semester of their senior year, to be eligible to exempt all finals (if they meet the other criteria). If an Honor Graduate has a 69 or below in a certain class the student will be required to take the exam.
 - Exam exemption applies only to second semester graduating seniors. Exam exemption does not apply to state Milestones or end-of-course exams. In order to exempt a final exam, graduating seniors must meet the following criteria:
 - **Academics:** Seniors who have a cumulative "A" average, 90.0 (not rounded) or greater, at the end of fall semester may be eligible to exempt all exams if they meet the other criteria; **OR** Seniors who have an "A" average, 90.0 (not rounded) or greater, in a specific course may be eligible to exempt an exam in that course if they meet the other criteria.
 - **Attendance:** Seniors will **NOT** be eligible to exempt an exam in a class if they have more than **5** absences in the class for the semester. All absences, except school sponsored activities count against the total of ten. Students will be counted absent from class **if they miss more than half a period.**
 - **Behavior:** Seniors who have been suspended in or out of school during their final semester will **NOT** be eligible to exempt exams. Seniors may exempt all exams for which they qualify. Seniors who are eligible to exempt an exam must turn in textbooks prior to the exam day. Students must have clearance from the Media Center that they have no books.
 - **Exemption status will be determined by grades, attendance, discipline, textbook check and any outstanding fees student owes at the designated date for submission of the exemption form. If your exemption status changes (absences, discipline, grades, and fines).**
 - Seniors who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. *The exam can improve the average, but cannot lower it.*

Field Trips and In-School Activities

- Students take field trip permission forms home for parent/guardian signature.
- Students return signed field trip permission slips to the DHS staff member coordinating the field trip or in-school activity no later than ONE WEEK prior to the trip.
- Students who fail to provide a signed permission slip at least one week in advance **MAY NOT PARTICIPATE IN**

THE TRIP OR ACTIVITY.

- Students who participate in field trips or in-school activities are responsible for making up any work missed.
- All school and district rules, including rules specific to the use of electronic devices and dress code, apply while students are on fieldtrips.

Food and Drink

- **Neither food nor drink is allowed in the classroom, with the exception of water.**
- **If students bring food (e.g., chips, breakfast sandwiches, candy, rolls, or pastries) or beverages to school, other than water in clear/see-through containers, they will not be permitted to eat in class.**
- **Students are not allowed to receive fast food deliveries from outside sources during the day.**
 - **If students choose to finish their food and drink before going to class, and this makes them late, the tardy will be unexcused and appropriate consequences will be enforced.**
- Students are not allowed to sell any item, including food that is not part of a school-wide fundraiser.
- Teachers wanting to provide food or beverages to students, especially during instructional time, must receive prior permission by an administrator. In general, food and beverage may be provided to students during instructional time **ONLY** if it is directly related to standards being taught.
- During lunchtime:
 - Students must report to and remain in the cafeteria or area designated approved by school administration during their assigned lunchtime.
 - **Students are to take their seats and remain seated during the lunch period.**
 - At no time are students allowed to take food or beverages outside the cafeteria unless given prior permission by an administrator.
 - **Students may not eat lunch in classrooms.**
 - **Food cannot be delivered to students during the school day by delivery food establishments.**
 - **Students are required to pick up and throw away all paper, beverage cartons, and other types of trash before leaving lunch.**
 - **Students are not allowed to go to cars or leave campus during the lunch period.**

Grades

- The GCPS Board Policy IHA was revised in September 17, 2015. The policy addresses a variety of areas including, but not limited to, grading practices, grade reporting, and students in danger of not meeting academic expectations. The revised regulation places a greater emphasis on mastery grading, including allowing students an opportunity to re-assess when they have not achieved content mastery. The entire policy can be found on the GCPS website on the link bulleted below:
<http://www.gwinnett.k12.ga.us/polproc.nsf/2eb61728da9e71be85257b550023c4e1/8525684e004e2c2985257e8200458f71?OpenDocument>

Grading Practices

- Each student should generally receive at least one (1) academic grade in each subject each week. Grades should be entered in the grade book on a weekly basis. Principals may approve alternate grading plans that support student achievement.
- Teachers should provide opportunities for re-teaching and reassessment for students who have not yet provided evidence of basic mastery. This may occur during regular instructional time, during “lunch and learn” sessions, or at other times when students will not miss required instruction.
- Evaluation of Non-Academic Goals
 - Student progress toward non-academic goals that are critical to student success shall be assessed on age-appropriate competencies which may include, but are not limited to, conduct, citizenship, class participation, preparation, punctuality, meeting deadlines, neatness, organization, etc.
 - **Mastery of non-academic goals are assessed separately and should not impact course grades.**
- Students shall receive report cards after the end of the 9th, 18th, 27th and 36th weeks of the school year. The report cards received after the semester midpoints (9th and 27th weeks) will be considered progress reports for all students.
- Evaluation of student mastery shall be cumulative for the semester.
- All students shall receive interim progress reports at least four (4) times per year—4.5 weeks into the school year and midway between report card issuance dates.
- **Errors in grade entry or calculations affecting student grades may be corrected at any time.**
 - Challenges to grades based on objective criteria may be considered by the principal within 15 days of the issuance of a final report card. Any grade changes approved by the principal shall be documented in writing with a detailed explanation of the rationale. Disputes shall be settled by the school’s Area Superintendent.
 - Incompletes must be changed to a numerical grade no later than the midpoint of the following 9-week grading period.

- Notification of grade changes made for any reason shall be sent to the parent/legal guardian and the school's Area Superintendent.
- **Grade Weights**
 - GCPS and state policies require weighting the grades of students who take Advanced Placement, International Baccalaureate, and Dual Enrollment classes.
 - Ten points are added to the final numerical averages of students who earn a 70 or above in AP, IB or Dual Enrollment classes.
 - **Students only receive weighted credit in classes that are clearly identified as AP, IB or Dual Enrollment classes.**
 - No weighted credit is awarded to students in Honors or Gifted classes.
 - **Grades in unweighted classes cannot exceed 100.**
 - Grades in weighted classes cannot exceed 110.

Graduation Requirements

Subject	Language Arts - LA	Math - MA	Science - SC	Social Studies – SS	Health and Physical Education	Modern/Classical Language*, Fine Arts, Technical Education	Electives	Total
Credits Required	4 Credits; including 1 Credit of 9th Grade Lit. and Comp., and 1 Credit of 11th Grade Lit. and Comp.	4 Credits; including Algebra I, Geometry, and Algebra II (or equivalent)	4 Credits; including Biology, Chemistry, Physics, and science elective	3 Credits; including 1 Credit World History, 1 Credit U.S. History, .5 Credit Political Systems, and .5 Credit Economics	1 Credit; including .5 Credit Physical Fitness, and .5 Credit Health	3 Credits (Any Combination)	4 Credits	23 Credits

Graduation Participation

- All students, including seniors, are required by the Quality Basic Education Act, the State Department of Education, and the Gwinnett County Public Schools to follow the required school year of 180 days.
- Seniors are required to be present for the whole school year. This includes the scheduled graduation rehearsal days.
- **Only seniors who meet all graduation requirements will be allowed to participate Graduation ceremonies.**
- Seniors will not receive caps and gowns, cords, or diploma covers until they are eligible to graduate **and completed payment of all financial obligations**, whether that be in May with the rest of the class, or during summer graduation or later.
- Seniors who are not eligible to graduate in May are still able to participate in the senior activities.
- Seniors who do not meet graduation requirements will also receive their yearbooks and any memorabilia/gifts, if they have paid their Senior Dues.

Parent Portal

- Students and parents are strongly encouraged to Parent Portal to track attendance and grades.
- Parents may obtain their initial login and password from the Registrar's Office
- Problems with the portal (once logged in) can be addressed via link at bottom of page in Parent Portal.
- The Parent Portal website is: <https://go2.gwinnett.k12.ga.us/parents/PPS/login>

Length of School Day

- Students must leave campus immediately when they are released from after school activities, without returning to lockers or other areas of the building.
- **Remaining on campus after hours without supervision will be considered trespassing.**

Lockers

- For safety and security, students are not permitted to share lockers or reveal their combinations to other students.
- The school does not accept responsibility for items left in a locker.
- Locker privileges may be lost if students use their lockers inappropriately.
- School officials retain the right to inspect locker contents to ensure the safety and welfare of others.

Lunch periods

- Students will be dismissed for lunch.
- Students may have different lunch periods because their A and B Day classes may be in a different part of the building.
- Students are expected to clean up when done eating.
- Students will take a seat immediately upon entering the cafeteria or receiving their food from the food line.
- Students will remain in their seats for the duration of the lunch period.

Media Center

- Students may visit the media center before school or during lunch.
- Lunch availability is contingent on scheduled classes and activities. Before school, students do not need a pass.
- During class, students may visit the Media Center only with a pass from the teacher of that class.
- Unless otherwise specified, the Media Center is open daily from 6:40 am to 2:40 pm.
- Media Center hours may vary for meetings and events.
- No food or drink is allowed in the Media Center.
- We welcome constructive conversation and activity and have spaces to support quiet and collaborative work. Please be courteous and respectful and use your time wisely. And let the Media Center staff know if you need assistance.
- Students need their student ID number to check out books and other materials. Students can check out up to five books at a time. Books are due back in three weeks. The due date will be stamped on a sticker on the back of the book.
- **Fines are charged for overdue books. The fine is 10 cents per day per item.** If you have an overdue book, you will not be allowed to check out other books until it is returned. If you have a fine exceeding \$1, your check out privileges will be suspended until you take care of your fine.
- Lost books are \$20 for hardback and \$10 for paperback. Fines and lost book fees can be paid in cash in the Media Center or online through MyPaymentsPlus.
- Magazines may be checked out for three days.
- Students also check out digital video and still cameras for school projects.

Printing/Copying

- Black and white printing and copying is 10 cents per page.
- Color prints are 25 cents per page.
- Printing and copying is for academic purposes only. We do not charge for printing when you come in as a class.

Morning Arrival

- Students may not enter building before 6:45 AM
- Upon entering the school, students are to go directly to their first block class.
- Students may purchase breakfast from a kiosk located nearest to their first block class.
- First & 5th period begins **promptly** at 7:10 AM.
- **Students late to class must have a signed pass to enter class.**
- **Students who are tardy to their first block class must receive a late pass from the Academy Office closest to them.**

Parent Teacher Student Association (PTSA)

- The mission is to support our school—internally with our administration, faculty and students and externally with our families and community.

Personal Property

- Students should not bring valuable personal property to school.
- **It is not the responsibility of the school to investigate lost or missing property, including personal electronic devices of any kind.**
- Any student/parent who wishes to file a lost property report or a police report may see an administrator for assistance.
- **The school or school district will not make restitution for stolen personal items—students found possessing stolen property will be turned over to the school detective.**

Posters and Publicity

- All posters, flyers, and banners of any kind must have administrative approval before being posted in the school building or on school property
- **Posters may only be posted in designated areas. (See an Assistant Principal or Principal for direction.)**

- **Individuals who receive approval to put up posters are also responsible for removing them within two school days of the completion of the event.**

Power Outage

- Students are to remain in their classroom or report to their class immediately in the case of a power outage.
- Students are to remain in the classroom until they receive further instructions from an administrator.

Public Displays of Affection

- Public displays of affection are NOT permitted at school and school-related events (e.g., hand-holding, extended hugging, kissing, and or excessive physical contact).
- Public displays of affection will be addressed with disciplinary action.

Repeating Courses/Recovering Credit

- Students may not retake courses for which they have already earned credit.
- Students may repeat courses for which they have earned a grade below 70. In such cases, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).
- Credit Recovery – Students may recover credit through the local school sponsored credit recovery, Gwinnett On-Line Campus (GOC), Phoenix High School, and GCPS summer school programs. When a student successfully participates in a credit recovery course, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).

Safety Guidelines

- **Except for in the gym, students may not carry basketballs, footballs, or other sports items in the building.**
- Students are not allowed to leave campus at any time without administrator permission.
- No running in the building or in congested areas outside.
- No going into wooded areas on or off campus
- No throwing objects.
- Use the right-hand side of the stairs and halls.
- No sliding down the stairway railings
- No lifting of other students.
- No horseplay of any kind.
- Use safety equipment in laboratory classes.
- Use sports equipment only under the supervision of a staff member.
- No sporting activities are allowed during lunch.
- Report safety concerns immediately to an adult.
- Sporting equipment (baseball bats, golf clubs, soccer bags etc.) must be secured during the school day.
- **Skateboards are not allowed on campus or GCPS buses.**

Schedules and Schedule Changes

- Teacher Advisors, counselors, students and parents work together to provide accurate and appropriate class schedules for each student.
- Students may request schedule changes for only the following reasons:
 - The student has previously passed the course.
 - The student has been inappropriately placed (must be signed by a teacher).
 - Administrative directive.

School Closing

- At times, the GCPS Superintendent chooses to close school for safety reasons.
- WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for GCPS announcements of school closure.

School Nutrition Program for High School Students

- Students are not allowed to charge for their lunches.
- Parents and students may keep track of students' accounts by going to www.mypaymentsplus.com to view their accounts as well as place money on the account at any time using a credit card, debit card or personal checking account.
- If parents would like to apply for free or reduced lunch, please visit: www.school lunchapp.com.

- All students must reapply each year to determine eligibility for free or reduced lunch.
- Students have up to one month after the start of school to reapply.
- Students who fail to reapply will have to pay full price for meals.

Senior Exemptions

- Honor Graduates
 - Honor Graduates must have a cumulative “A” average, 90 (not rounded) or greater at the end of the 1st semester of their senior year to be eligible to exempt all finals (if they meet the other criteria). If an Honor Graduate has a 69 or below in a certain class the student will be required to take the exam.
 - Exam exemption applies only to second semester graduating seniors. Exam exemption does not apply to state Milestones or end-of-course exams. In order to exempt a final exam, graduating seniors must meet the following criteria:
 - **Academics:** Seniors who have a cumulative “A” average, 90.0 (not rounded) or greater, at the end of fall semester may be eligible to exempt all exams if they meet the other criteria; **OR** Seniors who have an “A” average, 90.0 (not rounded) or greater, in a specific course may be eligible to exempt an exam in that course if they meet the other criteria.
 - **Attendance:** Seniors will **NOT** be eligible to exempt an exam in a class if they have more than **5** absences in the class for the semester. All absences, except school sponsored activities count against the total of ten. Students will be counted absent from class **if they miss more than half a period.**
 - **Textbooks and Media Center Books/Materials:** Seniors who are eligible to exempt an exam must turn in textbooks prior to the exam day. Students must have clearance from the Media Center that they have no unreturned books or materials.
 - **Unpaid Fines:** Students who have unpaid school fines of any kind may not exempt finals.
 - **Exemption status will be determined by grades, attendance, textbook and Media Center book/materials checks and any outstanding fees at the designated date for submission of the exemption form. If a student’s exemption status changes (absences, grades, unreturned books/materials, and fines), the student will have to take final exams.**
 - Seniors who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. **The exam can improve the average, but cannot lower it.**

Sexual Harassment and Bullying

- Sexual harassment and bullying will not be tolerated at Discovery High School and will be subject to disciplinary action.
- See GCPS Policy on Sexual Harassment Descriptor Code P.JCE
<https://publish.gwinnett.k12.ga.us/gcps/wcm/connect/e4b3bb0b-b3e8-493a-8ee5-32b8862164b9/Procedure-J-Student-Complaint-and-Grievances.pdf?MOD=AJPERES>

Suspensions

- In School Suspension (ISS)
 - Suspended students report to school during normal school hours.
 - Students will not attend classes, regular lunch, or events during the school day.
 - Suspended students are **NOT** allowed to participate in or attend any GCPS-sponsored after school activities during the suspension time or be on campus.
 - Students will be allowed to make up class work missed during ISS.
- Out of School Suspension (OSS)
 - A suspended student is not allowed on campus for the duration of the suspension.
 - Suspended students are not allowed to participate in or attend any GCPS-sponsored activities during the suspension time.
 - Students will be allowed to make up class work missed during OSS.

Student Indebtedness

- Students who owe money to the school for any reason must pay it in a timely manner.
- Seniors or transferring students will not be awarded diplomas until all indebtedness is cleared.
- Students will be expected to pay debts before receiving parking passes or tickets to prom and other events.

Student Medical Needs

- The school nurse is available in the clinic to assist with student medical needs during the school day.
 - Students must have a teacher signed pass to go to the clinic.
 - The nurse can provide first aid and a place to recover when ill.
 - **Student medications—prescription medication must be kept in the clinic and dispensed only by the nurse.**

- A note from the physician and medical form signed by parent are required to store student medications with the school nurse.
- If an ill student must go home, the nurse will call a parent or guardian.
- **Students are required to have an updated Clinic Card on file.**

Student Parking

- All student drivers must register their vehicles and obtain a **parking permit/decals**.
- A valid driver's license and proof of insurance along with parking fees paid in full are required to register student vehicles.
- Discovery High School is not responsible for damages to any vehicle while on campus.
- **Failure to register a vehicle or improperly parking a vehicle may result in:**
 - **Revocation of parking privileges for up to one academic year.**
 - **Parking ticket and fine.**
 - **Towed at owners expense.**
- **If students lose their parking sticker/ decal, they will have to pay \$15 for another parking sticker/ decal**
- **Only students in 11th and 12th grade are allowed to purchase a permit and park on campus**
- **ALL AUTOMOBILES BROUGHT ON CAMPUS ARE SUBJECT TO SEARCH BY SCHOOL OFFICIALS.**

Student Responsibilities

- The student will attend school daily.
- The student will act responsibly and be courteous to others.
- The student will report to class on time, prepared to learn.
- The student will cooperate with all staff and follow directives.
- The student will contact teachers for make-up work.
- The student will complete work assigned by each teacher.
- The student will follow attendance procedures for arriving late, leaving early and absences.
- The student will contact the school with any questions concerning his/her attendance, grades and/or transcripts.

Student Support Team (SST) Procedures

- When a classroom teacher or parent has a concern about a student's academic achievement, behavior, health or social competence, either may seek the assistance of a school's Student Support Team (SST).
- The Student Support Team can include:
 - Classroom teachers
 - Counselor
 - School social worker
 - School psychologist
 - Administrator
 - Other specialists in the school (ESL, Reading, Speech Pathologist, etc.).
- The SST process is the first step towards Section 504 Accommodation Plans and Special Education services.
- Accommodations given for school do not automatically transfer to national and international standardized tests (such as PSAT, SAT, AP or IB).

Tardy to class

- All students are expected to be in class prior to tardy bell ringing. If the student is not in the room on time, they must go to the closest Academy Office to obtain an unexcused tardy pass. At this location, the student will obtain a pass and then be sent to class. The student will not be allowed into class without the pass. If a student fails to get a pass and/or fails to attend class, the student will be considered AWOL (absent without leave/permission).
- **Students tardy to class will receive an immediate consequence and parent will be contacted.**
 - 1st–3rd Offense: Warning
 - 4th Offense: 1 day of Restricted Lunch
 - 5th Offense: 2 days of Restricted Lunch
 - 6th Offense: 3 days of Restricted Lunch
 - 7th Offense: 1 day After School Detention (2hours on Mon, Tue, Wed, &/or Thur)
 - 8th Offense: 2 days After School Detention (2hours on Mon, Tue, Wed, &/or Thur)
 - 9th Offense: 3 days After School Detention (2hours on Mon, Tue, Wed, &/or Thur)
 - 10th – 12th Offense: In School Suspension
 - After the 12th offense the consequence issued to a student will be at the discretion of administrator; suspension of parking privilege for the remainder of the school year may occur.

Tardy to School

- All students are expected to be in their classrooms before the tardy bell rings.
- Students are considered tardy if they are not inside their assigned classrooms when the bell rings 7:10 a.m.
- Please note that the state of Georgia nor GPCS recognize heavy traffic and/or poor weather conditions as an excusable reason for being tardy to school.
- Students who arrive at school after 7:10 a.m. should report directly to Attendance Office to obtain a tardy pass and then report directly to their 1st or 5th period class.
- Teachers will close their door and direct students to Attendance Office for a tardy pass.
- The consequence for being tardy to school is the same as being tardy to class. (See “Tardy to Class.”)

Testing

- The Scholastic Achievement Test (SAT)
 - The SAT is given on Saturdays several times during the school year.
 - Interested students may get applications and test guides from their counselor.
- The Preliminary Scholastic Aptitude Test (PSAT)
 - PSAT is given on a school day each fall.
 - This test is available to 9-11th grade students.
- American College Testing (ACT)
 - ACT assessment is given several times during the school year.
 - Students may get applications and test guides from their counselor.
- Advanced Placement Exams (AP)
 - AP exams are given in the month of May.
 - Students register for AP exams through the AP Coordinator.
- The Armed Services Vocational Aptitude Battery (ASVAB)
 - ASVAB is given to selected upperclassmen each fall.
 - The ASVAB test gives students career guidance.
 - Students may see their counselor for registration information.
 - Retests are given in February and July.
- End of Course Test (GEORGIA MILESTONE ASSESSMENT- EOC)
 - The GEORGIA MILESTONE ASSESSMENTs will be administered to students in grades 9-12 at the completion of selected classes.
 - Those classes are Algebra 1, Geometry, United States History, Economics, Biology, Physical Science, 9th Grade Literature, and 11th Grade American Literature.
 - These exams count 20% of the students’ final course grades.
 - Students who do not take the GEORGIA MILESTONE ASSESSMENT - EOC will not receive course credit until they sit for the GEORGIA MILESTONE ASSESSMENT exam.

Textbooks

- Textbooks are the property of the Gwinnett County Public Schools System and are on loan to students.
- Some classes do not have textbooks because of the structure of the class while other courses require additional books.
- Lost or damaged textbooks, workbooks, or electronic media must be paid for by the student.
- Students may see the textbook coordinator to check their book balance at any time.

Tobacco, Alcohol & Drug Use

- Discovery High School is a drug-free school zone.
- The possession or use of any tobacco products, alcoholic beverages or drugs on the school grounds, school bus or at any school activity is strictly prohibited.
- Disciplinary action may include arrest and disciplinary referral to a hearing.

Tornado & Fire Drills

- Tornado and fire drills will be conducted throughout the school year.
- At the sound of the fire or tornado alarm, everyone will move to their designated areas.
- Fire drill routes to be followed are posted in each room.
- Students will remain in their designated areas with their teacher throughout the drill.
- At the sound of the bell, students will move quietly back into the building and return directly to their classroom.

Tutorials

- All teachers will hold at least one tutorial per week—check your teachers' syllabi for details.
- Additional sessions may be held before or after school as scheduled by the teacher.
- Students must leave the building immediately after tutorial.

Visitors

- All visitors are to report immediately to the front desk and secure a visitor's badge
- Students are not permitted to bring friends, family members, children or any other visitors to school.
- All school-aged children must be accompanied by an adult at all times while on campus.
- Student visitors will not be permitted without administrative approval.
- Only visitors with school business (e.g., meetings with teachers, administrators, and counselors, picking up / dropping off documentation) may remain on campus.
- Visitors must leave campus immediately upon completion of their meetings with teachers, administrators, and counselors or after picking up or dropping off items.
- The principal or his/her designee may, at his/her discretion, grant or deny permission for classroom or school visits and determine the duration of time.
- Former students or staff are not permitted to enter classes or visit staff during the school day without proper authorization from an administrator.
- Visitors may not remain on the school campus after regular school hours without administrative approval and proper supervision.
- School personnel have the authority to warn persons trespassing to leave the facilities or properties; persons who refuse are subject to prosecution under the laws of the State of Georgia.
- Parents should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes. Classroom visits cannot be conducted without prior authorization by the principal or a grade level administrator. If permission is granted, the principal or his/her designee will confirm the visit time and date with the teacher and person requesting the visit. Unless they are part of a behavior intervention applied by the teacher or instructional team, classroom visits may be permitted to up to a single class period as long as the visit does not interfere with instruction. Visitors are not generally allowed to assist school faculty or staff with students unless they are given specific permission to do so by the principal (usually during field trips or field days)