GLYNN ACADEMY HIGH SCHOOL

STUDENT HANDBOOK

2019-2020

1001 Mansfield Street
Brunswick, GA 31520
(912)267-4210
Alma Mater

‘Mong the lordly oaks of Brunswick,
Glorious to our view,
Stands our own beloved high school,
Basking ’neath the blue.

Glynn Academy we will honor,
May we never fail,
For thy fame shall never perish,
Red and white all hail.

Through the years thy loving children,
We shall ever be,
Always to thy halls returning,
Glynn Academy.

Glynn Academy we will honor,
May we never fail,
For thy fame shall never perish,
Red and white all hail.
The Tradition and Pride Continue

1001 Mansfield Street
Brunswick, Georgia 31520
912-267-4210

Education is everyone’s business!

Mission
The mission at Glynn Academy in partnership with a unified community is to guarantee that all students are provided with superior instruction, resources, environment and guidance to ensure top quality graduates, with life-long learning skills, who live responsibly in society.

Home of the Red Terrors
Attendance notification: gaattendance@glynn.k12.ga.us
(for attendance and dismissal notes)

Glynn Academy Administrative Staff
Matthew Blackstone – Principal
Megan Elam – Assistant Principal for Instruction
Jeremy Foreman – Assistant Principal
Cathy Pringle – Assistant Principal
Jeff Parker – Assistant Principal/Athletic Coordinator
Dona Barrow – Registrar
Dr. Valerie Whitehead – Title IX Coordinator (ext.1156)

School Counselors
Sharonda Boggs, Class of 2023
Jonathan Roy, Class of 2022
Mary Claire Jones, Class of 2021
Mary Belechak, Class of 2020
## GLYNN COUNTY SCHOOLS
### CALENDAR 2019-2020

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REVISED AND APPROVED BY THE GLYNN COUNTY BOARD OF EDUCATION 12/11/2018

Glynn County Behavior Code can be reviewed at the following link:
http://flashmedia.glynn.k12.ga.us/parents.cfm?subpage=32893
General Information

STUDENT IDENTIFICATION CARDS
During the first week of school, every student will receive a school-issued identification (ID) card at no charge. Wearing IDs helps staff members quickly identify people who should not be on campus and ultimately makes the campus a more secure and safe center of learning. **IDs must be worn throughout the entire school day.** Any student without an ID must see an administrator, or the student must go to the media center before school to have a replacement ID made. The cost of each replacement ID is $5.00. The cost for the lanyard is $1.00. The cost of the plastic carrying case is $1.00. Thus, the total replacement cost is $7.00.

Student IDs MUST be visibly worn on the school-issued lanyard at all times during the school day while attending classes on campus. The ID must be worn around the neck. A student may not wear the ID on a belt, belt loop, pant pocket, or book bag; it may not be placed in a pocket. It may not be defaced.

Student IDs must be visibly worn in order: 1) to be on campus during school hours; (2) to attend classes; (3) to enter the lunchroom and make lunchroom purchases; (4) to enter the media center and to check out books and other materials; (5) to attend dances, sporting events, and during after-school events and activities (free and paid).

Any student who blatantly disregards the rule of wearing the required school identification card is insubordinate. Insubordination is subject to procedures and consequences of the Glynn County Schools Code of Conduct. **Failure to wear the appropriate school ID will result in an official referral on each occasion for violation of the school dress code policy.**

PLATINUM CARD
Platinum card applications can be found on the schools’ website.
http://flashmedia.glynn.k12.ga.us/Glynn.cfm

OFF CAMPUS PASSES
Forms for Off Campus Passes can be found in the administrative office in the Sidney Lanier building.
- The cost of an Off Campus Pass is $20 per semester.
- Purchasing an Off Campus Pass will make students eligible for drug testing.

DEPARTMENT OF DRIVING SERVICES AND YOUR DRIVER’S LICENSE

For the latest information on Teen Drivers in Georgia, visit the Georgia Department of Driver Services at https://dds.georgia.gov/teen-drivers

Attendance certificates and Alcohol and Drug Awareness Program (ADAP) forms may be picked up from the receptionist in the front office at Glynn Academy. The cost is $3.00 and there is a 24 hour waiting period to receive the documentation.
STUDENT ATTENDANCE
Attendance has a vital bearing on educational progress. It should not be encouraged to the point of keeping children in school who are sick but should be insisted upon to the point of maintaining interest and facilitating progress.

The professional personnel staff has the responsibility to enforce Georgia's compulsory attendance law (O.C.G.A. 20-2-690.1) applying to children between the ages of six and sixteen, which states that students may not have more than five unexcused absences per school year and compels the school system to notify the parent or guardian of consequences and penalties for violating the compulsory attendance law. Principals may refer problem attendance students to a school social worker and/or school resource officer.

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rules, and the Student Attendance Protocol that has been developed by the county’s Student Attendance Protocol Committee.

Excused Absences
It is the policy of the Board to excuse students from school for the following reasons:
1. Personal illness or attendance in school that endangers a student’s health or the health of others.
2. A serious illness or death in a student’s immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day for registering to vote or voting in a public election.
7. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for, or is on leave from, overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent’s deployment or during the parent’s leave.
8. Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient cause for an excused absence from school.

Students in foster care shall be counted present when they attend court proceedings related to their foster care.

Up to ten approved School Sponsored Activities (SSA) are considered part of the school day and do not count against the student’s classroom attendance or against the 10 unexcused absences.

School attendance is required on the day of any extracurricular school activity in which the student wishes to participate. Individual exceptions to this rule may be appealed to the principal.

Any student who has more than seven (7) unexcused absences during the school year will be ineligible for participation in any extracurricular activities - examples include, but are not limited
to, athletic contests, fine arts productions and competitions, dances (homecoming), prom, senior activities such as Grad Night, vocational competitions, literary competitions and band competitions. **FAMILY VACATIONS ARE NOT EXCUSED ABSENCES.**

Students shall be counted present when they are serving as Pages of the Georgia General Assembly.

The principal or designee may in certain circumstances require students to present appropriate medical or other documentation upon returning to school for the purpose of validating that absences are excused.

**Grades and Absences**  
Final course grades of students shall not be penalized because of absences if the following conditions are met:  
1. Absences are justified and validated for excusable reasons.  
2. Make up work for excused absences was completed satisfactorily in the time specified.  

Make-up work requires “time for time.” For example, if a student is absent three consecutive days, the student has three days after s/he returns to complete any make-up work to receive credit.  
Students will not receive unlimited time to complete make-up work.

**MAKE-UP WORK**  
Students who are absent from school or from an individual class should make up work within the general timeline of one day to return to school and one day for each day of missed school to complete all work. Teachers are given the latitude to be flexible with deadlines for class work and should list the options in the course syllabus. Exceptions to the general timeline are for major projects or tests that were pre-announced for all students well in advance. Students are strongly encouraged to make up work or tests before or after school to avoid missing additional class time.

**Policies and Procedures to Reduce Unexcused Absences: Notification**  
1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student’s enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy.  
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate Offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via first-class mail. The school system will notify parents via certified
mail, return receipt requested, prior to any action to begin judicial proceedings for violations of the compulsory attendance law.

3. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. § 15-11-67 and the possible denial of a driver’s license.

Voluntary Withdrawal of Unemancipated Minors
When a 16- or 17-year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/legal guardian educational options available and the consequences of not earning a high school diploma.

***Missing more than 45 minutes of a block class period constitutes an absence.***

REQUIRED ATTENDANCE ON DAYS OF AFTER-SCHOOL ACTIVITIES
School attendance is required on the day of any proposed school activity in which a student wishes to participate. Students must be present one half-day to participate or attend any after-school sponsored activity on that day unless excused by an administrator. Examples of such events include, but are not limited to, athletic practices and/or contests, school plays, musical events, and other social activities (privileges). Students must be in school on Friday to participate in Saturday events. If an activity requires an early dismissal by the team, the student must be in school a minimum of half the student’s actual school day prior to the time of the team’s early dismissal.

Phone calls for early dismissals are not accepted.
If there is no verifiable written or printed documentation including a phone number or email/fax address, a parent or guardian must come to the school to sign the student out. Exceptions can be made in case of an emergency, subject to building administrator approval. If the student has his/her own transportation, it is still required that a note from the parent or guardian be presented or have a note sent by email or fax to the attendance office preferably prior to the start of the school day. Regardless of the student’s age, the Attendance Office will contact a parent or guardian by phone to verify the early dismissal.

Students are discouraged from checking out of school except for an emergency, a medical appointment, a court appearance, or a funeral. Personal errands such as hair appointments, banking, car repairs, senior pictures, driver’s permit, or job interviews are unexcused absences and will not be approved for check-out purposes. Unapproved absences are subject to truancy discipline procedures. The attendance office is required to contact a parent or guardian by phone to verify the early dismissal, regardless of the student’s age.

Students who wish to check out during the school day must bring a note signed by a parent, a fax or email may be sent to the attendance office prior to the beginning of the school day. (Phone calls are not accepted.) If a verifiable note is not provided, students will not be permitted to
leave campus. Checkouts will be marked excused or unexcused using the guidelines set forth in the attendance policy.

**EMERGENCY MESSAGES**

All messages for students will be routed through the attendance office. Crucial emergency messages will be communicated in an appropriate manner. Messages of a less critical nature will be delivered at the end of the school day by calling the student to the attendance office.

All eighteen-year old students’ parents will be contacted by the Attendance Office prior to checking out. If the eighteen-year old student is legally emancipated from his/her parents or is considered homeless, an administrator’s signature will be required.

**ILLNESS WHILE AT SCHOOL**

If a student becomes ill during the school day, he/she should immediately report to a teacher, secure a pass, and go to the nurse’s office. Sick students are not permitted to stay in the restroom unsupervised under any circumstances and are required to report to their teacher first and then to the nurse’s office to seek immediate medical assistance and supervision.

**PERSONAL DELIVERIES TO STUDENTS**

All deliveries of items of a personal nature (gym clothes, keys, lunch money, books, etc.) will be coordinated through the attendance office. Students should check by the Attendance Office between classes (time permitting), after school, or when called to the office. Items such as flowers, balloon bouquets, birthday, special occasion gifts, or similar, non-necessary items, will not be delivered to students. Students are not to bring such items unless they are brought to coincide with a classroom activity. These items will be confiscated and returned at the end of the day.

**VISITORS**

Students are not allowed to have visitors at school. All visitors, including parents who have come to pick up students or parents who have an appointment for a conference, must check in at the Attendance Office to receive a visitor’s pass. Visitors must show a valid ID to receive the pass. Persons who do not follow these guidelines will be asked to leave or asked to go the attendance office to obtain a pass.

**ENROLLMENT OR WITHDRAWALS FROM SCHOOL**

Initial enrollment takes place at the Central Registration office. Afterwards parents will be directed to the appropriate school. Withdrawals are initiated in the Registrar’s Office. Students must turn in all textbooks, library books, and athletic equipment before their school account can be cleared.

**ATTENDANCE AND TRANSPORTATION TO AND FROM SCHOOL**

School transportation is available for all in-zone students and other students who qualify for school transportation subject to Board of Education policies and procedures. If a student chooses to provide their own means of transportation to and from school, they accept responsibility for
arriving at school on time. If a student is issued a parking pass and fails to arrive at school on
time, or if the student abuses the driving privilege, the student will lose the parking pass.

**PRE-PLANNED FAMILY VACATION**

Each year the school calendar is approved by the Board of Education. It is made available online
several months prior to the start of the school year. This practice is designed to assist families in
planning vacations and other events to avoid conflicts with the school schedule. **Please know**
that vacations are considered unexcused absences, but students are permitted to complete all classwork. Excessive unexcused absences could impact the student receiving an attendance
certificate which is necessary for the student to receive a driver’s permit or license. Criteria for
family vacations include:

1. The student has not accumulated excess unexcused absences during the current year.
2. The student is passing all classes during the current semester.
3. The student has not been suspended during the current semester.
4. Student completes the pre-planned family vacation form and submits the form to the
   Principal before the date of the vacation.

**COLLEGE VISITS**

Any Junior or Senior who is planning a college visit must begin the process by picking up the
SSA College Visit form from the Junior or Senior Counselor in the Guidance Office.

To qualify for a college visit the student must:

1. Be a Junior or Senior
   a. Seniors are limited to three visits (generally one day per visit. Additional days must
      be preapproved.)
   b. Juniors are limited to two visits (generally one day per visit. Additional days must
      be preapproved.)
2. Have SIGNED approval of the Guidance Counselor
3. Have SIGNED approval of the parents or guardian
4. Have teachers’ signatures on the College Visit form prior to the visit
5. Have a written note, email, or faxed college verification sent to guidance counselor.
6. Note: College visits within 75 miles will be scheduled during days when school is not in
   session. Exceptions must be approved in advance by an administrator.

The student should not be marked absent for a School Sponsored Activity (SSA) including
college visits. **Prior to the college visit**, the student is responsible for informing the teachers
and collecting the teachers’ signatures. It is the student’s responsibility to schedule make-up
work in compliance with the policy. The teacher will schedule make-up work either before or
after the dates that the student will miss. The student will receive no credit if they fail to make
up work.

**DEPARTMENT OF DRIVING SERVICES AND YOUR DRIVER’S LICENSE**

**School Attendance and Driver’s Licenses**
Per the Georgia Department of Driver Services (DDS):
Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school and has satisfied the attendance requirements listed in #1 and #2 below for a period of one academic year prior to application for an instruction permit or driver's license. This suspension is mandated by O.C.G.A. 40-5-22(a.1)(2).

The DDS will suspend the license of a minor who:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
2. Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year.
3. Has been found in violation by a hearing officer, panel, or tribunal of one of the following Offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following Offenses:
   - Threatening, striking, or causing bodily harm to a teacher or other school personnel.
   - Possession or use of a weapon on school property or at a school sponsored event.
   - Any sexual Offense prohibited under Chapter 6 of Title 16.
   - Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.
   - Possession or sale of drugs or alcohol on school property or at a school sponsored event.

Any infraction of the above conduct Offenses will be a one-year suspension, or the minor shall be suspended until his or her eighteenth birthday, whichever comes first.

Attendance certificates and Alcohol and Drug Awareness Program (ADAP) forms may be picked up from the receptionist in the front office at Glynn Academy. The cost is $3.00 and there is a 24 hour waiting period to receive the documents. If a student has more than 10 unexcused absences, there will be an extended waiting period of 9 weeks before obtaining an attendance certificate.

For the latest information on Teen Drivers in Georgia, visit the Georgia Department of Driver Services at https://dds.georgia.gov/teen-drivers

MEDIA CENTER
The Media Center is a treasure house of materials chosen to supplement the curriculum and highlight students’ interests and hobbies. Current magazines, daily newspapers, computers, and photocopying are only a few of the services available. In addition, students are allowed access to the Internet if they have proper clearance. The media center hours are from 7:30 a.m. through 3:45 p.m. each school day with extended hours available on various days.
STUDENT BEHAVIOR

DRESS CODE
Students are expected to be clean, neat and appropriately dressed at all times. A student is expected to exercise good judgment in his/her choice of dress, making sure that it is appropriate for school. Clothing, hair styles, make-up, etc. must not be a distraction to the learning of the individual or others, immodest, inflammatory or offensive, or pose a safety hazard. The determination as to the appropriateness of any item will be made by the faculty and administration. Dress code will be followed per board policy. The board policy can be found at the following link:


Certain school environments or classes may require more restrictive dress due to safety issues, i.e. Career/Technical classes, science labs, physical education. Students are expected to comply with safety guidelines. Student dress and appearance are the responsibility of the student and the parent. The dress code will be enforced on a daily basis by all teachers. An administrator or other school district employee will confer with students who report to school inappropriately dressed. In some cases, parents may be called to bring appropriate clothing to the school and/or the student may not be permitted in class until appropriately attired.

School-wide exceptions may be made to this policy for such special events as "hat days" or "spirit days." The school principal and/or designee will make the final determination on whether a student's dress conflicts with these guidelines. Other exceptions to this rule could be made by the administration based on the student's medical condition.

BULLYING
To review Glynn County Schools policy on bullying, please follow the link:
https://simbli.eboardsolutions.com/ePolicy/Policy.aspx?S=4075&Sch=4075&PC=JCDAG&Z=P&revNo=1.25&srch=Bullying&ktype=Exact&encu=xar9jwu0EeqNJP1IIMR8zEr12Eu9hM2yurtmPs7R4uWoEAq3wN4veAqfSN2VE7z70i1YZZFJ4S87SDUur27wBkD8sK7ZaT41g8icPCRUFw7yQAdBwpRTLhuFYKymBLS9r7yiplsukTdk7beXl8x2TMVOfjiu6mNO5hsjvdoQ8=

Glynn Academy has a ZERO TOLERANCE policy for bullying. Any student that may feel that they are being bullied may report it to any school staff, faculty, or administrator. When students want to remain anonymous, they must report bullying through our STOPIT app.

DRESS CODE
Dress code and ID checks will be completed at the start of each school day. Students out of dress code will report to their designated counselor. When the issue is resolved the student will report back to class with a note. Students without an ID will be provided with a temporary ID by their 1st Block teacher. After the student has accumulated 4 temporary IDs, the discipline process will go as follows:

Dress code policy can be reviewed at the following link:
http://flashmedia.glynn.k12.ga.us/parents.cfm?subpage=32893

5th Offense: 1 hour of After School Tutorial
10th Offense: 1 Day After School Tutorial
15th Offense: 2 Days After School Tutorial

*** The Temporary ID list will start over at the beginning of each semester. ***

ELECTRONIC DEVICES
Glynn Academy will not be held responsible for recovering electronic devices that are brought onto school property by students. At no time will a class be disrupted to search students for a missing personal electronic device. Students are responsible for securing personal property such as electronic devices while on campus, on the school bus, or away at extracurricular events.

Students in grades 9-12 shall be permitted to bring electronic communication and listening devices to school, this includes cellular phones, with the specific provision that students will be responsible for following the teachers’ rules and procedures for using cell in the classroom. If used or powered on at unauthorized times within the classroom, the teacher will confiscate the electronic device. If a student refuses to hand over a device to a staff member and administration is called, it will elevate the discipline consequence.

Students will be referred to an administrator on an official disciplinary referral for each violation. Parents may ONLY pick up confiscated electronic devices between 2:30 and 3:30 PM daily. Students may also retrieve their electronic device(s) after serving Afterschool Tutorial.

ELECTRONIC DEVICES
1st Offense: 1 hour of After School Tutorial and confiscation of device.

2nd Offense: 1 Day After School Tutorial and confiscation of device.

3rd Offense: 1 Days After School Tutorial and confiscation of device.

4th Offense: 1 Day ISS and confiscation of device.

5th Offense: 1 Day ISS and confiscation of device.

Tardy Policy
Students have five minutes to change classes. A warning bell will sound one minute prior to the tardy bell. A student is tardy to class if they are not in the classroom when the tardy bell rings. If a student comes to class before the 45 minute absent time (block class), the student will be marked tardy. Teachers will enter the tardy into Infinite Campus and enter the time that the student entered class. After the fourth tardy, the discipline process will go as follows:

5th – Teacher assigned consequence NO DISCIPLINE REFERRAL
8th – Discipline Referral and 1 Day After School Tutorial
10th – Discipline Referral and 2 Days After School Tutorial
11th – Discipline Referral and 1 Days ISS and Behavior Contract
A student that is late to school must check in with Mrs. Murray in the Attendance Office.

***A warning bell will sound 1 minute prior to the tardy bell.***

**OFF CAMPUS WITHOUT PERMISSION/SKIPPING**
Students who are found to be off campus without having off campus privileges will receive an official disciplinary referral for each Offense.

If a student is on campus, not in class and has no excuse from a staff member and/or comes to class more than 10 minutes late without an excuse, then the student will be referred to the office for skipping.

Consequences:

1st Offense: 1 Day After School Tutorial

2nd Offense: 2 Days After School Tutorial

3rd Offense: 3 Days After School Tutorial

4th Offense: 1 Day ISS and Behavior Contract with Parent Conference

***IF A STUDENT IS SKIPPING CLASS, MISSED ASSIGNMENTS ARE NOT ELIGIBLE TO BE MADE UP.***

**CHEATING**
Cheating on any type of assignment will not be tolerated. Students caught cheating will receive the following consequences:

1st Offense: Zero on the assignment, call to parent by teacher, and the student receive an alternate assignment for a grade up to a 70 to replace the zero.

Each subsequent Offense: Zero on the assignment and an official disciplinary referral to administrator.

Dual enrollment classes are subject to the policies and procedures of the institution where classes are taken.

**After School Tutorial Regulations:**

Students assigned to After School Tutorial (AST) will be expected to bring school related work material or will be assigned a grade appropriate assignment to complete. If a student is assigned less than 3 days AST, the student may choose which days that week they attend AST. The AST Coordinator will have a check in list for students to verify they attended during the week. Failure to attend, late arrival or removal for misbehavior will not result in one opportunity for reassignment.

1 hour AST = 3:30pm – 4:30pm
2 hours AST = 3:30pm – 5:30pm
Failure to attend will result in an escalated disciplinary referral for willful disobedience. Students will be assigned to ISS as follows:

1 hour AST = Isolation/Time Out during 1BLK

1 Day AST = Isolation/Time Out during 2BLKS

2 Days AST = 1 Day ISS and call/email to parent

3 Days AST = 2 Days ISS and parent conference

If a student cannot attend AST for any reason, his/her parent (guardian) MUST notify an administrator prior to the assigned date.

**ISS Regulations:**

Students who are assigned ISS must complete the ISS assignment and complete all classwork assigned before returning to the regular classroom. Students who are suspended home from ISS or absent from ISS must complete the allotted time in ISS when returning.

Students who are removed from ISS by an administrator will serve the remaining days OSS and may also receive additional consequences for their actions in accordance with the Glynn County School Board Policy.

**Major Behavior Issues**

Students who choose to disrupt the learning environment and/or create an unsafe school atmosphere for others will be immediately removed from the class or activity. Under no circumstances will these types of behaviors be tolerated. Consequences for such acts will be swift and severe.

**UNINTERRUPTED INSTRUCTIONAL TIME**

Glynn Academy’s desire is for all students to be successful academically. Often times it is vitally important for a student to be in the class when the teacher is providing direction for the activities during the course of the class period. This process takes place at the beginning of class. As a result, there will be a 10 minute time period, at the beginning of class, where students will not be allowed to leave class. This will ensure that the student receives all of the instructions that are given by the teacher. Students will not be able to leave class for ANY reason, unless considered an emergency by the teacher.

**RESTROOMS**

Students are advised to use the restrooms between class changes and during lunch periods. Each teacher will limit the number of restroom requests. In some cases, students will be required to make up time missed from class due to questionable restroom requests. Students are not allowed to leave class without permission to use the restroom.
Students using the restroom are asked to cooperate with teachers and others checking or supervising the restrooms. Students may not go to another building to use the restroom. Staff personnel have been directed to prevent student congestion, intimidation, smoking, eating, and loitering in restrooms. These directions are for the welfare of all. Vandalism of the restrooms will result in severe disciplinary actions. Faculty restrooms may not be used by students.

**ACADEMIC INFORMATION**

**GRADING SCALE**

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

*Please note: Passing grades in Advanced Placement (AP) courses and in ACCEL College courses will earn an extra quality point for use in grade point average calculation and class rank. Dual enrollment classes are subject to the policies and procedures of the institution where classes are taken.*

**WORK ETHIC GRADE:**

Each teacher will assign a work ethic grade for every student. The grade will be placed in the grade book and will count no more than 10 percent of the total grade. Students will start with a grade of 100 and will lose 1 points for each of the following infractions. Students will receive one work ethic grade for each class, each semester, and it will count as a test grade.

- Unexcused tardy to class  
- Unexcused absence from class  
- Skipping class  
- Having no student ID or refusal to properly wear ID
  - Temporary sticker ID will count as an ID if worn properly  
- Sleeping in Class or not doing work

**REPORT CARDS**

Students receive progress reports and one final report card each semester on dates indicated in the Glynn County Schools Activity Calendar. Final semester grades become a part of the student’s official high school transcript.

**CLASS SCHEDULES**

Student schedules are built from course requests and alternates that are selected and marked on individual registration sheets during the registration process in the spring semester. Schedule changes are made for the following reasons:

- a course already passed by the student appears on the schedule;  
- a course not scheduled is needed to meet graduation requirements;
• a student is registered in the wrong course level of a class (Petition for Course Level Change Form may be required)
• the schedule is incomplete and has fewer than four instructional blocks.
Legitimate schedule changes are made as quickly as possible. Lunch period and teacher requests will not be made. Students must follow their original schedules while waiting for their schedule changes. No changes will be made after the first five days of class in a semester.

SCHOOL-SPONSORED ACTIVITY ABSENCES
School-sponsored activities include athletic team events, debating team events, literary events, school or class field trips, school-related competitive events, and other events associated with the school, classes, or clubs. When students are away on trips participating in a school-sponsored activity, which has been approved in advance by an administrator, they are not counted absent. However, a notation is made on the attendance record. In all cases, it is the student’s responsibility to make up all work or tests missed.

CAFETERIA PROCEDURES
**Students will not be allowed to take food items outside of the cafeteria.** All cafeteria food must be consumed inside the cafeteria (Breakfast and Lunch). Lunch and breakfast are served to students daily. Applications for free and reduced meals are made available to all students at the beginning of the school year and should be completed and returned promptly. Students must have an approved application on file with the school to receive free or reduced-price meals. If a student received free or reduced priced meals last year, they will continue to receive free or reduced priced meals for the first thirty days of school. This grace period allows these students to continue receiving meals while their new applications are being processed. Students who do not have an application on file from last year will be charged full price for meals until an application is approved. Public Law 108-265 states that all foods consumed on the school campus should promote student health with nutrient-rich meals and snacks. Meals provided by the school lunch and breakfast program meet these criteria. The cost for breakfast is FREE daily and the cost for lunch ranges from $1.55 to $2.00 per day depending on the meal selected. Monthly or weekly payments in lunch accounts are preferred and will reduce the amount of time students wait in line.

IMPORTANT ONLINE PAYMENT PROVIDER INFORMATION
The Glynn County Schools Food and Nutrition Program will no longer use the School Payment Solutions Company as our online payment provider. You will need to register your student at [http://www.myschoolbucks.com](http://www.myschoolbucks.com) to pay online and to receive notifications when your student’s balance is low. You are in control of your student’s account and this new system will even enable you to set up automatic payments. Decide if you would like to use these features or continue to send a check to your student’s cafeteria manager. This program will continue to allow you to see your student’s current account balance exactly as you were able with the School Payment Solutions program last year. All funds left in accounts last year will be available for your review when you register and log on to My School Bucks. Please be sure to spell your student’s name exactly the way it is spelled in Infinite Campus, our school district’s student information system. If you have any problems, call Theresa Sauseda at 912-267-4100 ext. 1351.
Free lunch application can be found at:  

STUDENT PARKING
During the next few years, our campus will be going through a much needed renovation. As a result, we will have Student Parking in the Albany Street Parking Lot. Seniors will be given priority for parking.

Students may park after completing the following steps:

1. Obtain a Parking Registration form from Ms. Herrington in the Sidney Lanier Building. Have the parent form signed on file in Ms. Herrington’s office. The students will then obtain the decal from Ms. Herrington.
2. Students are not allowed to park in front of the Board of Education, or in faculty or visitors’ parking areas. The school district assumes no responsibility for damage to or theft of cars on or off school property. Student cars are subject to drug and weapons searches. Students are encouraged to carpool or use school buses to reduce the number of cars parked on and around the campus.

Glynn Academy will not guarantee student parking on campus. Paring in undesignated areas may lead to your vehicle being towed.

TEXTBOOKS AND FINES
Students are responsible for their own textbooks. Lost or damaged textbooks will be replaced at the student’s expense. Failure to pay fines will result in textbooks not being issued until the financial obligation is met. In addition, diplomas will not be issued at graduation; transcripts will not be sent to colleges, and report cards will not be mailed home. It is suggested that students use book covers and write their name in ink in the front of each book. It is the student’s responsibility to inform the teacher of any damage to the book when they are issued the book.

There will be a charge of $20 along with whatever amount is owed on all non-sufficient checks. After receiving a returned check, we will no longer accept checks from the student. Thus, any additional fees must be paid in cash.

GRADUATION
Early Graduation – Students who complete their graduation requirements in December will participate in the January graduation ceremony. They will not be permitted to participate in the May graduation ceremony or other Senior events. Early graduates who wish to participate in Prom will have to fill out a guest form and it must be approved by the principal or designee.

Graduation: Thursday, May 21, 2020 8:00pm at Glynn County Stadium

To participate in graduation, a student must attend all practices on time (unless previously cleared by the principal). They must also have met ALL final obligations.
National Honor Society and Beta Club stoles may be worn along with Honor Graduate and Path Completion cords. Other approved stoles may be worn as long as a student does not wear more than two additional stoles or cords.

The Glynn Academy Valedictorian/Salutatorian shall be determined based on the following guidelines:

1. Each student must be enrolled in the 12th grade and must graduate with their cohort.
2. Each student must have attended Glynn Academy on campus for a minimum of four consecutive semesters immediately prior to graduation.
3. The Valedictorian must have earned the highest grade point average in their graduating class based on the weighted quality point GPA.
4. The Salutatorian must have earned the second highest grade point average in their graduating class based on the weighted quality point GPA.
5. The GPA will be calculated to the sixth place beyond the decimal point.
6. In the case of a tie, the non-weighted numerical GPA will be used to determine the valedictorian and salutatorian.
7. Graduation Speakers also must have attended Glynn Academy on campus for a minimum of four consecutive semesters immediately prior to graduation.

GLYNN ACADEMY CLUBS & ACTIVITIES
Access to student clubs and activities can be found at the following link:


Glynn Academy Bell Schedule

<table>
<thead>
<tr>
<th>Block/Lunch (A)</th>
<th>Times</th>
<th>Block/Lunch (B)</th>
<th>Times</th>
<th>Block/Lunch (C)</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>8:20 – 10:00</td>
<td>Block 1</td>
<td>8:20 – 10:00</td>
<td>Block 1</td>
<td>8:20 – 10:00</td>
</tr>
<tr>
<td>Skinny 1</td>
<td>8:20 – 9:10</td>
<td>Skinny 1</td>
<td>8:20 – 9:10</td>
<td>Skinny 1</td>
<td>8:20 – 9:10</td>
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<tr>
<td>Skinny 2</td>
<td>9:15 – 10:00</td>
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<td>9:15 – 10:00</td>
<td>Skinny 2</td>
<td>9:15 – 10:00</td>
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<tr>
<td>Block 2</td>
<td>10:05 – 11:40</td>
<td>Block 2</td>
<td>10:05 – 11:40</td>
<td>Block 2</td>
<td>10:05 – 11:40</td>
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<tr>
<td>Skinny 1</td>
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<td>10:00 – 10:50</td>
<td>Skinny 1</td>
<td>10:00 – 10:50</td>
</tr>
<tr>
<td>Lunch (A)</td>
<td>11:40 – 12:10</td>
<td>Block 3 (Split)</td>
<td>11:45-12:30/105-1:50</td>
<td>Block 3</td>
<td>11:45 – 1:20</td>
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<tr>
<td>Block 3</td>
<td>12:15 – 1:50</td>
<td>Skinny 1</td>
<td>11:45 – 12:30</td>
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<tr>
<td>Skinny 1</td>
<td>12:15 – 1:00</td>
<td>Lunch (B)</td>
<td>12:30 – 1:00</td>
<td>Skinny 2</td>
<td>12:35 – 1:20</td>
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<tr>
<td>Skinny 2</td>
<td>1:05 – 1:50</td>
<td>Skinny 2</td>
<td>1:05 – 1:50</td>
<td>Lunch (C)</td>
<td>1:20 – 1:50</td>
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<tr>
<td>Block 4</td>
<td>1:55 – 3:30</td>
<td>Block 4</td>
<td>1:55 – 3:30</td>
<td>Block 4</td>
<td>1:55 – 3:30</td>
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<tr>
<td>Skinny 1</td>
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<td>1:55 – 2:40</td>
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<tr>
<td>Homeroom Schedule:</td>
<td>Will be used at every grading period for advisement (4 ½ and 9 weeks).</td>
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<tr>
<td><strong>Block/Lunch</strong></td>
<td><strong>Times</strong></td>
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<td><strong>Block/Lunch</strong></td>
<td><strong>Times</strong></td>
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<td>8:20 – 8:40</td>
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<td>Skinny 2</td>
<td>2:45 – 3:30</td>
</tr>
</tbody>
</table>

**TERROR Period Schedule: Will be used each Monday as an advisement period.**

| **Block/Lunch**   | **Times** | **Block/Lunch** | **Times** | **Block/Lunch** | **Times** |
| **Block 1**       | 8:20 – 9:50 | **Block 1** | 8:20 – 9:50 | **Block 1** | 8:20 – 9:50 |
| Skinny 1          | 8:20 – 9:00 | Skinny 1 | 8:20 – 9:00 | Skinny 1 | 8:20 – 9:00 |
| **Block 2**       | 10:15 – 11:40 | **Block 2** | 10:15 – 11:40 | **Block 2** | 10:15 – 11:40 |
| Skinny 2          | 11:00 – 11:40 | Skinny 2 | 11:00 – 11:40 | Skinny 2 | 11:00 – 11:40 |
| **Lunch (A)**    | 11:40 – 12:10 | **Block 3 (Split)** | 11:45-12:30/1:05-1:50 | **Block 3** | 11:45 – 1:20 |
| **Block 3**       | 12:15 – 1:50 | Skinny 1 | 11:45 – 12:30 | Skinny 1 | 11:45 – 12:30 |
| Skinny 2          | 12:15 – 1:00 | **Lunch (B)** | 12:30 – 1:00 | Skinny 2 | 12:35 – 1:20 |
Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Glynn County School System’s Section 504 Coordinator at the following address:

Amy Yacobacci
1313 Egmont Street
Brunswick, GA 31520
912.267.4100 ext. 1310

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35
6. You have the right not to consent to the school system’s request to evaluate your child. 34 CFR 104.35
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36
12. You have the right to examine your child’s educational records. 34 CFR 104.36
13. You have the right to an impartial hearing with respect to the school system’s actions regarding your child’s identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36
14. You have the right to receive a copy of this notice and a copy of the school system’s impartial hearing procedure upon request. 34 CFR 104.36
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system’s impartial hearing procedure. 34 CFR 104.36
16. You have a right to, at any time, file a complaint with the United States Department of Education’s Office for Civil Rights. The address of the Regional Office (which includes Georgia) is:
   Office for Civil Rights
   Region IV
   61 Forsyth Street S. W.
   Suite 16T70
   Atlanta, Georgia 30303-8909

**GLYNN COUNTY SCHOOLS**  
**PROGRESS REPORT / REPORT CARD SCHEDULE**  
**2019/2020**

<table>
<thead>
<tr>
<th>Grade Period</th>
<th>End Date</th>
<th>Progress Report/Report Card Date</th>
<th>Progress Report/Report Card Grading Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-nine Weeks – Progress Report</td>
<td>Fri, Sept 6, 2019</td>
<td>Mon, Sept 9, 2019</td>
<td>Aug 26 – Sept 6</td>
</tr>
<tr>
<td>Mid-nine Weeks – Progress Report</td>
<td>Fri, Apr 17, 2020</td>
<td>Mon, Apr 20, 2020</td>
<td>Apr 13 – Apr 17</td>
</tr>
</tbody>
</table>
                                                                 | MS & HS – May 11  
                                                                 | ES – May 15  
                                                                 | MS & HS – May 26 |