

TABLE OF CONTENTS

Page

2018 - 2019 School Calendar 2-3

Contact Information 4

Bell Schedule/ Information Guide 5

Welcome 6

Faculty and Staff 7

GCPS Vision and Mission 8

General Information 9-12

Professional Dress Guidelines 9

Academics and Instruction 13-14

Attendance Procedures 15-17

Student Behavior 18-20

Guidance and Counseling 21

Contributions/Student Organizations 22

Dual Enrollment and Community Service Seal 23

Classroom/Lab Expectations Form 24

Electronic Device Policy Form 25

Media Release Form 26

**Maxwell High School of Technology**

**Student Calendar 2018-2019**

**August**

2 Open House – Maxwell 1:00-3:00pm

**6 1st Day of School**

6-24 SPG Pre-Assessment Window – All Programs – Teacher administered online

31 Ambassador Applications DUE

**September**

3 Labor Day Holiday

**7** **Progress Reports Issued - 4 weeks**

10 Ambassador Acceptance Notices

TBD FCCLA Fall Leadership Conference

**18 Student Ambassador Training** **& Tour** –GSMST (7:45-10:15 & 11:10-1:35)

19-21 Work Ready Dress for Success

**October**

TBD SkillsUSA Champions Rally

4-5 Fall Break

8 Teacher Planning/Student Holiday

9, 11-12 Work Ready – Getting Along with People

**12** **Progress Reports Issued – 9 weeks**

TBD SkillsUSA Fall Leadership Conference

TBD FCCLA – Fall Rally

TBD HOSA Fall Leadership Rally, Perry, GA

**November**

6Student/Teacher Holiday

**9** **Progress Reports Issued – 13 weeks**

14-15 Georgia Apply to College Event Provided by Maxwell Counselors – *Seniors Only*

19-23 Thanksgiving Holidays

**November 26 - December 7 Performance Exams/Maxwell**

**December**

3-20 Dual Enrollment Classes - SPG Administration Window

12-14 Maxwell Final Written Exam Administration Window

18-20 Maxwell Enrichment - Home School Exams/Early Release

**Winter Break December 21, 2018-January 1, 2019**

**2nd semester** Work Ready: Mock Interviews Maxwell Teacher Classrooms Mandatory

**January**

9, 16, 23 & 30 Program Collaboration - Mandatory

2 Teacher Planning/Student Holiday

2 Faculty Meeting #5 – Breakfast 8:30 am Meeting 9:00 am

**3 First day of 2nd Semester**

21 MLK Jr. Holiday

24 PLC Meeting #6

**February**

**1** **Progress Reports Issued – 4 weeks**

6-7,11 Work Ready/Career Trends and Job Information

18 Teacher Planning/Student Holiday

TBD SkillsUSA Region Competition

TBD FCCLA Star Events

**21 Open House/Recruitment – 5:00-7:00 pm**

**March**

14 College & Career Fair

**15 Progress Reports Issued – 9 weeks**

TBD SkillsUSA State Leadership and Skills Conference

TBD FCCLA State Leadership Meeting

**April**

1-5 Spring Break

**12**  **Progress Reports Issued – 13 weeks**

10-12 & 16-18 Work Ready – Dining Etiquette/Maxwell Culinary Arts/Mock Restaurant

**April 22 - May 10 End of Pathway Assessments (EOPA)/Maxwell**

**April 29 - May 10 \_Performance Exams/Maxwell**

**May**

6- 16 AP Exams – Home Schools

**2 – 22 SPG Post Assessment Window Teacher administered online**

2 Honor’s Night/GSMST Commons 5:45pm

**May 13 – 16 Maxwell 2nd Semester Final Exams Window**

17 Maxwell Enrichment - Home School Exams

20-22 Maxwell Enrichment - Home School Exams/Early Release

**22** **Last Day of School**

MAXWELL HIGH SCHOOL OF TECHNOLOGY

**990 McElvaney Lane**

**Lawrenceville, GA 30044**

###### “Your Career Begins Here”

**Main Office 770-963-6838**

**Guidance Office 770-338-4604**

**Attendance Office 770-963-6838**

**Curriculum 770-338-4601/4603**

**Discipline 770-338-4624**

**Early Childhood Pre-School 770-338-4617**

**Clinic Office 770-338-4619**

**CTI Office 770-338-4828**

[**www.maxwellhigh.com**](http://www.maxwellhigh.com)

# Property of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Local School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In Case of Emergency, please notify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_

Bell Schedule

A.M. Session

7:45 A.M. Class Begins

10:15 A.M. Morning Session Ends

P.M. Session

11:10 A.M. Class Begins

1:40 P.M. Afternoon Session Ends

INFORMATION GUIDE FOR STUDENTS

Should you need assistance with any of the following areas, you may contact the person/office listed below:

Accident Insurance Claim Forms Mrs. Thomas

Academic Advisement Dr. Groce

Announcements Front Office

Audio-Visual Information Mr. Sorah

Attendance/Discipline Clerk Mrs. Serrano

Clinic Worker Ms. Edgar

College Application/Information Dr. Groce

CTI Ms. Baggett, Mr. Pendley, Mrs. Nichols, Mrs. Archer

Discipline Information Mr. Stiltner

ESOL Mrs. Folkard, Ms. Karlick

FCCLA Mrs. Grant, Ms. Mundy, Mrs. Tillman, Mrs. McFall

Graduation Requirements Dr. Groce

HOSA Mrs. Hoag, Mrs. Pontalti, Mrs. Saulmon, Ms. Compton

Mr. Wojtckowski

Instruction/Curriculum Dr. Hoffmann

Lost and Found Front Office

Parking Information Mr. Stiltner/Mrs. Serrano

Personal Guidance Dr. Groce

Schedule Information Dr. Hoffmann

SkillsUSA Mrs. Stallings, Mr. Sorah

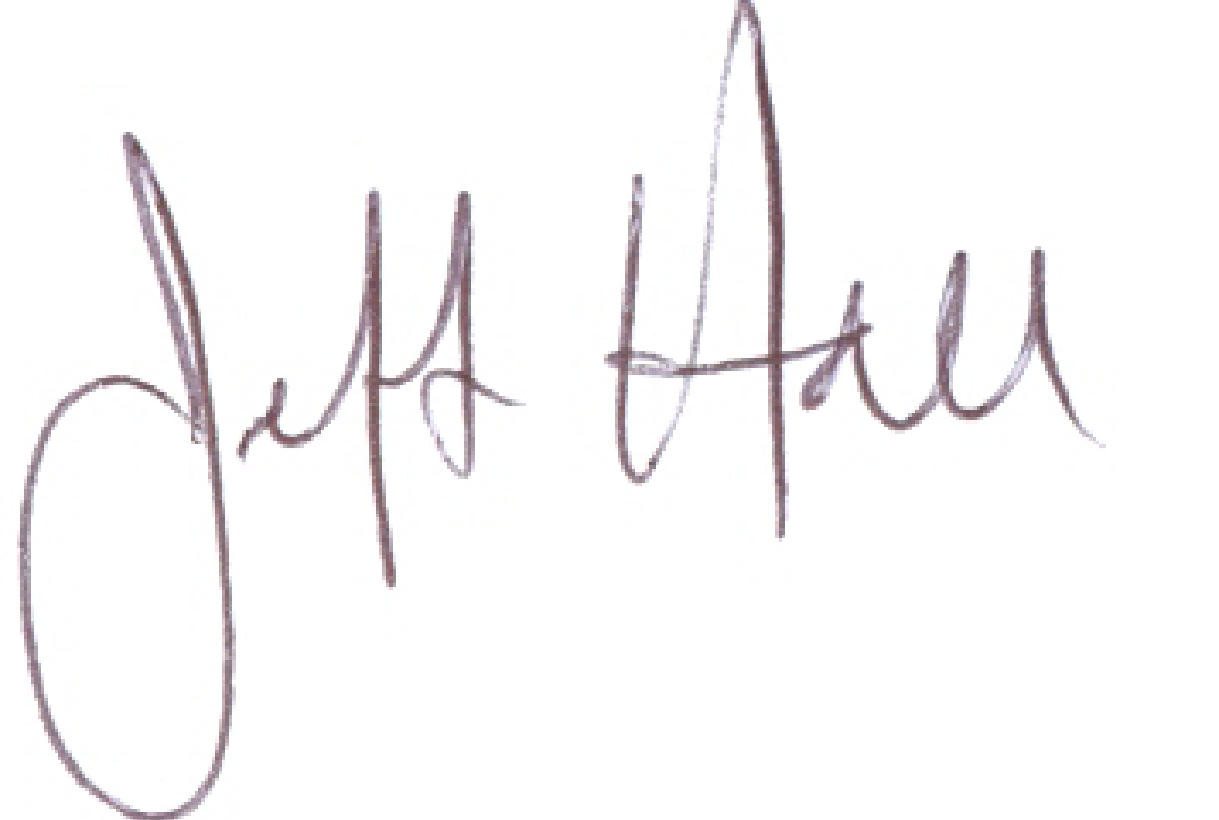
#### From the Principal . . .

**Dear Students,**

**Greetings and welcome to you on behalf of the Maxwell High school Faculty and Staff. We hope everything is going well for you and that 2018-2019 will be an exciting and rewarding school year. Maxwell carries a strong tradition of academic excellence and is lauded as one of the outstanding career and technical high schools in the state of Georgia.**

**I earnestly challenge you to build on our legacy and seek your cooperation and assistance to put forth your best effort in all facets of your education. My pledge to you is to provide a quality education, within a safe and secure learning environment, for all of our students.**

**This student handbook is provided as a resource for you and contains invaluable information regarding academic, attendance, discipline, and important dates for the school year. Please familiarize yourself with this handbook and refer to it should you have general questions about Maxwell. Also, please feel free to call on a member of our staff should you have any questions concerning Maxwell.  
  
I look forward to an exciting and rewarding school year for you. Please let me know if you need my assistance.  
  
Regards*,***



Dr. J**eff Hall**

#### Maxwell High School of Technology Mission Statement

#### "Maxwell Career Academy, in partnership with business, industry, labor, parents, students, and post-secondary institutions, will provide students with world-class academic, technical, dual enrollment opportunities and employment skills needed to successfully enter the workforce and/or post-secondary institutions."

#### “Your Career Begins Here”

**ADMINISTRATION**

Dr. Jeff Hall, Principal

**Dr. Vicki Hoffmann, Assistant Principal**

**Brian Stiltner, Assistant Principal**

**COUNSELORS**

**Dr. LaVonna Groce**

**Emily Latone**

**CLERICAL STAFF**

**Keelie Thomas, Administrative Assistant**

**Carol Moore, Bookkeeper**

**Lisa Daenen, SDMC/Registrar**

**Jennifer Serrano, Attendance/Discipline Clerk**

**Lynne Edgar, Clinic Worker**

**TECHNICAL SUPPORT STAFF**

**Tim Meers, Technology Support Technician**

**John Sorah, Local School Technology Coordinator**

**TEACHERS**

**Architecture Drawing & Design Dee Tillman**

**Automobile Maintenance & Max Chavez Rich Getrum Ervin Cruz**

# Light Repair

**Carpentry Mike Mahaffey Jeff Folkard Kent Doehrman**

**Collision Repair** **Paul Kable Sam Melaragno**

**Culinary Arts Deborah Grant Amanda Williams**

**Early Childhood Education Jennifer Mundy Karey McFall**

**Electronics Ken Womack**

**Fire & Emergency Services Gary LaPrad**

**(Firefighting)**

**Flight Operations Kenneth Phelps**

**HVACR Mike Mahaffey Jeff Folkard Kent Doehrman**

**Graphic Design Michael Bates**

**Law Enforcement Services Shalesia Richards Scott Wilson**

**Manufacturing Brandon Myers**

**Personal Care Services Janice Loyd Cathy Smith Latoya Browder**

**(Cosmetology)**

**Programming Mark James**

**Therapeutic Services (Healthcare) Katie Pontalti Genia Saulmon Cortney Compton Michael Wojtkowski Barbara Hoag**

**Welding Charles Kachmar**

**CTI Stephanie Archer Marsha Baggett Linda Nichols**

**Brett Pendley**

**ESOL Karen Folkard Cathy Karlick**

**Georgia Pre-K Program Arlene Bishop Tricia Floyd Martha Carmack**

**Linda Kay Brown**

**In School Suspension Linda Breedlove**

**Language Arts Jessica Stallings**

**Mathematics Tim Maloney**

**Science Bruce Rountree**

**Para Professionals**

**Carmencita Corbett Sue Compton Harry Ehrenborg Alicia Grady Doug Harper Frank Kirkman Randy Romines Stacy Tyler Pre-K Paraprofessionals Stellar Substitute**

**Naomi Rivera Susan Frye Patti O’Byrne**

#### GWINNETT COUNTY PUBLIC SCHOOLS

**Vision**

Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

**Mission**

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards.

**Strategic Goals**

Goal 1: Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.

Goal 2: Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.

Goal 3: Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.

Goal 4: Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.

Goal 5: Gwinnett County Public Schools will support instructional and operational needs with technological systems and processes that support effective performance and desired results.

Goal 6: Gwinnett County Public Schools will provide and manage the system’s facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.

Goal 7: Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

**GENERAL INFORMATION**

**Clinic Cards**

Please return student locator form verified and signed by a parent. **This form must be** **on file before a student is allowed to check out.**

**Contributions**

A contribution is requested of **each** student attending Maxwell High School of Technology (MHST). This contribution helps defray the high costs involved in offering a quality career/technical education program. This fee also helps to defray the cost of our Maxwell Work Ready Program. All contributions may be made through My Payments Plus at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

**Disaster Alerts**

A signal has been devised to warn all persons of the following emergencies: fire, national alert and/or attack, severe weather, and natural disaster. These signals will be identified over the intercom on a regular basis throughout the year. Plans are posted in each room indicating proper routes and best areas to go in emergency situations. All students should familiarize themselves thoroughly with these procedures.

**Professional Dress Guidelines**

**While attending Maxwell High School of Technology, students must wear Professional Dress in all programs. If your selected program requires that you wear a uniform, you must follow your teacher’s guidelines.**

**Students who choose to disregard the Professional Dress policy will receive, at a minimum, loss of employability grades, and discipline consequences that may include: written warning, parent phone call to bring professional dress to Maxwell, parent phone call to take student home from Maxwell, loss of lab time, ISS, and/or OSS:**

* **No midriff tops, no tank tops no spaghetti straps, no off the shoulder blouses, tops or dresses – bra straps must be covered**
* **Cleavage must be covered**
* **No short skirts or shorts – clothing must cover to at least mid-thigh**
* **No holes or rips in jeans or pants**
* **Pants must be worn at waist level using a properly fitting belt**
* **No foul language or derogatory comments printed on clothing**
* **NO Leggings, jeggings, yoga, workout gear, or tights OF ANY KIND!**
* **Pants have zippers and buttons – leggings, jeggings, yoga, workout gear, and tights do not**
* **Pants/tops that are excessively tight are not acceptable**
* **You are here to learn professional skills. Professional dress is part of professionalism**
* **Maxwell dress is separate from your home high school’s dress code policy**
* **Students are expected to enter and exit the building in either their program assigned uniform or follow these professional dress guidelines**

**Elevator Access**

An elevator is available for those who are unable to use the stairs. The elevator is operated by key only. Please see someone in the front office, a custodian, or a CTI staff member.

**Field Trips**

A student must obtain each of his/her teachers’ signatures verifying a passing grade before being permitted to go on a field trip. Failure to follow this procedure could result in disciplinary action. Lack of attendance and/or discipline history may also affect participation.

**Individuals with Disabilities**

It is the practice of the GCPS to provide instructional and related services appropriate to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact the main office or Related Vocational Instruction office for information regarding such services.

Maxwell High School of Technology wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact Principal, Dr. Jeff Hall.

**Health Issues**

MHST employs a clinic worker who will be supervised by a core of licensed health care nurses. When a student becomes ill or injured during the day, he/she should report it immediately to the teacher and request a pass to see the clinic worker, Ms. Lynne Edgar. She will contact parents as situations require. For this reason, it is imperative that parents complete a clinic card at the beginning of school that includes emergency phone numbers. Any changes in contact information should be reported to Mrs. Serrano at 770-963-6838 in a timely manner.

**Prescription Medications**

Taking medications during school hours is discouraged. Parents are asked to arrange medication schedules so that it is not necessary for medication to be taken at school. However, if the treating physician recommends such administration of the medication, then the parent must complete the “Administration of Medication Request Form” and return it to school. Teachers and the clinic worker have this form available. The form asks for a specific length of time the medication is to be taken, and the instructions including dosage and time of administration. **Prescription medications must be in the original prescription container, and must be housed in the clinic.** Students may not have prescription medication in their possession or share these medications with others.

**Over the Counter Medications**

Administering over the counter medications at school is discouraged. If a student must have a medication in order to attend school, the parent/guardian must furnish a written request for the school to supervise administration of the medication. This request must include the student’s name, name of the medication, dose and time to be administered. **Medication must be kept in the original container in the clinic office.** If the medication is to be administered for more than one day, a “Medication Request Form” must be completed. Students may not have over the counter medications in their possession and may not share medications of any kind with fellow students.

**Lockers**

Students should not give locker combinations to anyone, share lockers with other students, or leave money and/or valuables in a locker. The school assumes no responsibility for lost or stolen articles, including textbooks. Every effort is made to ensure that lockers are in good repair; however, an occasional problem may arise. If a locker does not lock properly, the student should notify the discipline office (in the “C” building) immediately and should not use the locker. The non-working locker will be repaired, or a new locker issued as soon as possible. If the student fails to report the broken locker, he/she takes full responsibility for the items placed in it (including textbooks).

Lockers are the property of Maxwell High School of Technology and may be inspected and searched by school officials. No decals, stickers, or padlocks may be put on lockers.

**Out-Of-School Suspension**

If a student is suspended at either Maxwell or the local school, he/she is suspended from both schools. Students who are OSS are not allowed on any GCPS campus and may not attend any school-sponsored activity. If a student violates this policy the student is subject to being charged with trespassing, arrest, and/or serious disciplinary consequences.

**Parking**

Bus transportation is provided for all students who attend Maxwell High School of Technology. Students are allowed to drive to MHST and to park on campus in the student parking lot. **The parking fee is $35.00 per year and parking permits are available in the Front Office.** Students who drive must park in the student parking lot at Maxwell, and purchase a parking permit. Efforts are made to ensure parking lot security. However, Maxwell High School of Technology and GCPS assume no responsibility for damages, loss or theft. Students drive to Maxwell and park on campus at their own risk.

Students who drive should remember that they are expected to be at school on time. Drivers are expected to drive safely to and from school. Careless driving is within the jurisdiction of the administration of MHST if it occurs coming to or going from MHST. Parking permit can be suspended or revoked without refund due to disciplinary action.

**\*Maxwell does NOT condone students riding with other student drivers. Bus transportation is provided from each local school with the exception of Phoenix.**

Students are not allowed in any parking areas at any time without written permission of an administrator except when arriving on campus or leaving campus. Upon arrival at school, students should go directly to the building. **Vehicles brought on campus are subject to search by school officials.**

The following rules apply when obtaining a parking permit:

1. All rules listed on the application become the responsibility of the driver.
2. Student must display the parking permit on the vehicle at all times.
3. Students who drive without a permit will face disciplinary action, parking fines, and loss of driving privileges.

**Pep Rallies**

Every attempt will be made to release students to participate in local school activities, if MHST is notified by the local school in a timely manner. Local school principals and the MHST principal agree in advance concerning students’ attendance at local school events. Students will be released when the buses from the local school arrive at MHST.

**Safety**

Your teacher will discuss the specific safety requirements of the school and your particular class. These requirements are for your protection and the protection of others. No student shall go into another teacher’s lab at any time. *Do not use any equipment without the permission of the teacher.*

**Title IX Information**

If you believe you are being mistreated by school employees on the basis of your race, color, religion, gender, age, national origin or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why.

You may also contact the school system’s Title IX Coordinator for assistance by writing or calling:

Equity Compliance Coordinator Local School Title IX Coordinator

Human Resource Department Brian Stiltner, Assistant Principal

437 Old Peachtree Road, NW Ph: 770-338-4624

Suwanee, GA 30024

678-301-6050

**Valuables**

Students are discouraged from bringing valuables (i.e. large sums of money, jewelry, IPods, etc.) to school. The school cannot be held responsible if these items are lost or stolen.

**Visitors**

Students are NOT allowed to have visitors during the school day. Parents or others with business at Maxwell High School of Technology must sign the visitor’s log and obtain appropriate identification in the main office. The teacher should have advance notice before parents may visit a teacher during instructional time.

**ACADEMICS AND INSTRUCTION**

Maxwell offers strong academic and career/technical programs for students. A comprehensive set of learning objectives, called Academic Knowledge and Skills (AKS), has been developed and is being implemented in all classes. These AKS provide a common foundation which teachers use as they develop meaningful lessons. Teachers supplement the AKS with a variety of materials to create an academically rigorous course of study for students.

**Course Syllabus**

Each student is given a course syllabus specific to the expectations of that course. Students and parents are encouraged to thoroughly read this information and contact the teacher if there are questions or concerns. All syllabi are located on www.maxwellhigh.com.

**Grading Scale**

Excellent Performance A = 90 or above

Above Average Performance B = 80 – 89

Average Performance C = 74 – 79

Minimum Performance D = 70 – 73

Failure to Achieve F = Below 70

**Homework**

The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension and remediation of instructional objectives, and practice of skills.

The teacher has the obligation to assign homework as necessary to meet instructional objectives and to use the homework to evaluate and monitor student progress. Students are encouraged to take the initiative to study material presented in class to prepare for tests and extend their knowledge of their career choice. Through a strong home/school partnership, homework has the potential to increase learning time and student achievement.

**Make-Up Policy for Excused Absences and School Sponsored Activities**

The GCPS policy concerning make-up work is: “If a student has missed an assignment due to an unexcused absence, the grade of zero will be averaged in the place of that grade until the student makes up the work and an approved excuse note is provided. Make-up work will be completed either before or after class time. All pre-assigned work will be due as determined by individual teacher. Students will be given five days to make-up work or follow other arrangements granted by the teacher.

**Progress Reports/Report Cards**

Progress reports are issued after the completion of the 4, 9, and 13 week of each semester. The report card, issued at the end of each semester, is a record of the student’s final grade and credit for the class. The progress report dates for 2018-2019 are as follows:

September 7, 2018 Progress Reports Issued (4 Weeks)

October 12, 2018 Progress Reports Issued (9 Weeks)

November 09, 2018 Progress Reports Issued (13 Weeks)

February 1, 2019 Progress Reports Issued (4 Weeks)

March 15, 2019 Progress Reports Issued (9 Weeks)

April 12, 2019 Progress Reports Issued (13 Weeks)

**Textbooks**

Students will be responsible for reimbursement to the school for any lost or damaged books. Students must turn in or pay for the textbooks issued to them in order to take exams on the regularly scheduled day. A money order or cashier’s check for textbooks should be made payable to Maxwell and submitted to the textbook/SDMC clerk for a receipt. The receipt allows the student to take final exams on the regularly scheduled day. A student’s local school will be notified if a student has not met textbook or financial obligations.

**Final Exams**

Cumulative written exams will be given the last week of each semester, at the announced time (please see the calendar). We ask that you avoid scheduling appointments during the final month of the semester because of performance exams, review for, and administration of final exams. Exams will **not** be given early. ***Students will not be permitted to check out during an exam period.*** If a student misses an exam due to an excused reason, the exam must be taken on the announced make-up day. Students should not schedule pre-arranged absences on exam days.

**Vending Machines**

Vending Machines may be used before 7:45 A.M., during break or after 10:15 A.M. for morning students. Afternoon students may use the machine before 11:10 A.M., during break, and after 1:40 P.M.

**ATTENDANCE PROCEDURES**

Student attendance is critical to the attainment of high academic achievements and efficient use of instructional time. School attendance is the responsibility of both parents and students. For specific information on the adopted attendance protocol, please see the 2018-2019 GCPS Student/Parent Handbook.

**Absences - Excused**

State law requires school attendance for students ages 6-17. Gwinnett County Board of Education Policy states that students will be excused from school under the following circumstances:

1. Personal illness or attendance in school endangering 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. Celebrating 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 is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. Serving as a page for the Georgia General Assembly.

**Absences – Other**

1. Maxwell follows guidelines for absence approval based on the seven reasons provided by the state of Georgia as stated above.

2. Per county policy, any work missed due to unexcused absences will result in a grade of zero.

3. Prearranged absences, generated from the home school, must be submitted to the attendance office for review.

4. “Family Emergency” is not a state recognized circumstance for an excused absence.

**MHST Policy For Excessive and Unexcused Absences**

Since students spend approximately 2 ½ hours a day at Maxwell, it is of the utmost importance that students attend classes regularly and on time. Missing one day at Maxwell is the equivalent of missing three days at the home school. With this in mind, Maxwell High School of Technology will employ the following attendance procedures:

1. The 3rd unexcused absence will result in parent /guardian phone contact.
2. The 5th unexcused absence will result in a letter being sent to student’s home.
3. The 7th unexcused absence will result in letter being sent to student’s home.
4. Students with excessive absences (10 or more) first semester may be subject to attendance review to determine if second semester enrollment at Maxwell is appropriate.

**Return to School**

When a student returns to school following an absence, the process described below should be followed:

1. The student should bring a note from his/her parent/guardian within 5 days of his/her return to school explaining why the student was absent. The note should include the date, reason, parent/guardian signature, and phone number for verification.
2. **The student must bring an excuse note to both their local school and to the MHST Attendance Office.**
3. After 5 days, notes for unexcused absences will not be accepted.

A**WOL (Truancy)**

Students who leave campus without checking out or who are absent from school without their parent’s permission will be considered AWOL. Students who skip a portion of a class, a full class, or several classes are considered truant. “Senior Skip Days” are a violation of the Gwinnett County and MHST Attendance Policy, and are never sanctioned by the school.

**Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out in the attendance office, even if classes have not yet begun.**

Students are not allowed to check themselves in or out when they reach the age of 18 unless the student has an approved emancipated student document on file with the attendance office.

If the student has purchased a parking decal and the student’s car is used in violation of any attendance policy (truancy, excessive tardiness, excessive absences, and/or excessive checking out), the student’s parking permit may be revoked temporarily or permanently by the discipline administrator.

Students who are found to be AWOL or out of their assigned area during regular school hours will be subject to consequences in accordance with GCPS Student Discipline Guidelines.

**MHST Policy For Excessive and Unexcused Absences (continued)**

**Check In/Out**

Students who arrive at MHST but have not attended or checked out of their home school, must check in at the attendance office. Any student needing to leave campus during the day for any reason must check out through the attendance office. Contact with parent/guardian will be required before a student is released from school. A clinic card must be on file before a student is allowed to check out. Students who depart home school, prior to their time at Maxwell, must check out at the home school to avoid being AWOL.

At Maxwell, our teachers and staff put a high priority on class time. As we are mainly a lab based school, our programs do require that students spend a large portion of time here showing performance in class. This can only be accomplished by students who attend regularly and on time. Since this is a top priority for our school, there is a strict code of consequence that follows students who do not attend classes on time. Please take note of the following policies that effect student attendance in the 2018-2019 school year.

**Tardiness to school**

1 – Free

2 – 4 Parent/Guardian contact

5 - 9 ISS/Loss of parking privilege

10+ ISS/OSS/Attendance Contract

\*\*Student with high rates of tardies and absenteeism first semester may be referred back to homeschool for second semester options.

**Withdrawal**

A request to withdraw from school during the last two weeks of a semester will not be honored and a “0” will be given for any assignment missed.

**STUDENT BEHAVIOR**

The Gwinnett Board of Education Student/Parent Handbook contains Board-adopted policies that are related to discipline in GCPS. The publication provides detailed information about these policies and the current procedures for implementation, including consequences for student misconduct. It is the student’s responsibility to be familiar with these policies and exhibit acceptable behavior.

Local school administrators have broad discretion to determine consequences for most student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include, but is not limited to, a student conference, parent conference, before or after school detention, in-school suspension, out-of-school suspension up to ten days per occurrence, or referral to a Student Disciplinary Panel Hearing which may result in long-term suspension or expulsion.

Depending upon the severity of the offense, Safety and Security may be contacted for referral to law enforcement officials. All rule violations handled by an administrator are cumulative over a student’s high school career.

**Local schools provide students a copy of the GCPS Student/Parent Handbook for 2018-2019. All policies, procedures, and rules in this handbook apply to all students at Maxwell High School of Technology.**

**Local School Rules – GCPS Student Conduct Behavior Code 11A**

1. **Students are expected to conduct themselves as mature young adults while on the MHST campus.**
2. **Students are expected to comply with reasonable requests of staff, including identifying themselves by name when asked.**
3. **Running in the building is prohibited.**
4. **Loud and boisterous behavior is not allowed.**
5. **Students are not to block hallways. Be courteous in the hallways.**
6. **Students are not to loiter in the restrooms.**

**Administrator Disciplinary Actions for Selected Student Misconduct**

Student discipline is cumulative. MHST administrators will communicate with student’s home school and access student discipline file/records in determining the fair and appropriate consequences for rule violations. In certain situations that are detailed in this section, a specific MHST consequence may be noted.

**Cheating**

“Cheating includes any attempt to defraud, deceive, or mislead a teacher in arriving at an honest evaluation of student achievement.” Cheating includes, but is not limited to:

1. Looking at test, quiz, or exam of another student while taking an assessment.
2. Attempting to communicate information in any way during an in-class assessment.
3. Having cheat sheets, or information written on the body or other personal objects.
4. Using programmed calculators or other electronic devices unless expressly permitted by the teacher.
5. Looking at quiz, test, or exam materials prior to their administration.
6. Failing to properly give credit when the ideas, words, or works of others are used.

**Administrator Disciplinary Actions for Selected Student Misconduct (continued)**

**Cheating (continued)**

1. Giving information regarding an assessment to another student who is scheduled to take the same assessment.
2. Submitting work through the use of technology that is not created by the student. This includes, but is not limited to file sharing (submitting the same work with different header, copying files to and from disks) and/or receiving or purchasing solutions or works from others.

**First offense:**

Zero given for assignment, Teacher calls parent, referral submitted to AP for documented warning.

**Second offense and subsequent offense:**

Zero on assignment, Teacher calls parent, referral submitted to AP who assigns 1 day of out of school suspension.

**Fighting**

All parties involved in fights are subject to consequences regardless of who started the fight. Additional consequences may result depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc.). School administrators will issue consequences based on the GCPS Student Code of Conduct and will refer the incident to the School Resource Officer for possible criminal charges.

**Public Displays of Affection**

Students should refrain from public displays of affection. Violations will be subject to GCPS Student Discipline Code.

**Inappropriate Language**

Students should refrain from using inappropriate or vulgar language. Violations will be subject to GCPS Student Discipline Code.

**Technology**

Students will be required to read and sign the “Acceptable Use of Electronic Media for Students” procedure. Failure to follow the guidelines established in school policy and the GCPS Student Conduct Behavior Code will result in disciplinary action that may include restricted or denied access to school computers and other instructional tools.

**Tobacco Products**

Students in violation of Rules concerning tobacco and tobacco products will be subject to GCPS guidelines stated in the Student Discipline Code.

1st offense – consequences range up to 3 days OSS

2nd offense – referral to county intervention program and suspension

3rd offense – possible referral to GCPS Disciplinary Panel

# Confidential Hot Line

Help keep your school safe. Notify an administrator immediately if you think you know that someone is carrying a weapon, drugs, or alcohol, or call 770-822-6513, 24 hours a day. You do not have to give your name.

**Administrator Disciplinary Actions for Selected Student Misconduct (continued)**

**Harassment**

Harassment and bullying are not tolerated. If a student feels that he/she is being harassed or bullied by another student, it should be reported immediately to a teacher, counselor, or administrator.

**Electronic Devices Policy**

A student shall not perform any other act which is subversive to good order and discipline in the schools. This includes but is not limited to violation of local school rules; violation of state and federal law; involvement in criminal gang-related behavior and/or criminal gang conduct as defined and prohibited by O.C.G.A. 16-15-3 and 16-15-4; providing false information to school personnel; **unauthorized possession or inappropriate use of laser pointers and electronic communications devices (including tape recorders, CD Players, MP3 players, video games, radio and television**

**(cell phone, iPhone, iPod, etc.);** loitering or trespassing; or community misconduct that would be so serious as to pose a threat to the school community.

The Gwinnett County Board of Education (BOE) permits students to possess communication devices on a limited basis and provides local school principals with the authority to set forth rules pertaining to student possession and use of such devices at their individual schools.

In accordance with GCPS Board Policy and under authority of local school principal, students will be asked to read, review, and sign acknowledging the MHST Electronics Policy.

**GUIDANCE AND COUNSELING**

Maxwell High School of Technology has one full time counselor who provides many services and programs for students, parents, and faculty to assist in achieving academic success and in exploring options for the future. The counselor is available to work with students individually, in small groups and in classroom guidance. Parent conferences are available by appointment.

Students may schedule individual counseling appointments through the counseling office.

**CONTRIBUTIONS**

All students are encouraged to participate in the student organization which is a co-curricular part of the career and technical program of study. The dues may be paid with the student fees at the beginning of the school year.

**STUDENT ORGANIZATIONS**

MHST offers the following opportunities:

SkillsUSA

SkillsUSA provides the opportunity for high school students to demonstrate the skills they have developed in their occupational area through contests, leadership activities, and achievements. SkillsUSA also works to demonstrate to businesses the value of graduates from the various programs. All students are encouraged to participate in SkillsUSA. *Dues: $25.00/school year.*

National Technical Honor Society (NTHS)

NTHS is a non-profit, honor organization for outstanding students enrolled in occupational, vocational, or technical programs. Students must have an “A” average in their technical class at MHTS, an overall “B” average, and must be recommended by their technical teacher. *Dues: $20.00 (Membership is by invitation only during 2nd semester.)*

HOSA

HOSA is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. *Dues: $25.00/school year.*

FCCLA

Family, Career, and Community Leaders of America is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private school through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. *Dues: $25.00/school year.*

TSA

Technical Student Association is dedicated exclusively to students enrolled in engineering and technology education pathway programs. Georgia TSA chapters prepare students to be successful inventors, designers, creative problem solvers, responsible citizens and leaders in a technological society. *Dues: $25.00*

**Community Service Seal**

Maxwell High School of Technology students who complete 50 hours of documented volunteer service between August 2018 and May 2019 will be awarded a Community Service Seal which can be affixed to the diploma. Opportunities to earn service hours will be available through school organizations including SkillsUSA. Students will also receive credit for hours accumulated through organizations such as Scouts, Police Explorers, food banks, and civic clubs.

**Dual Enrollment**

~~Opportunities with Gwinnett Technical College (GTC) are available in the following Maxwell programs: Early Childhood Education, Fire & Emergency Services, Law Enforcement Services, Maintenance & Light Repair, Metals, Personal Care Services, and Therapeutic Services. Classes are taught at the high school by the current teacher during the regular scheduled class time. Eligible students earn both high school and college credit while enrolled in one of these programs. Tuition and mandatory fees are paid for by the funding of the Dual Enrollment program. The student’s future Hope Scholarship award is not impacted by this opportunity.~~

**Maxwell High School of Technology**

**Classroom/Lab Expectations**

Students engaged in classroom/lab activities at Maxwell are required to abide by all guidelines of the GCPS Student Code of Conduct. Any item that is produced, created, manufactured, and or altered during the course of fulfilling the requirements of the course’s AKS, must be within the policies and procedures that have been established in the Code of Conduct. Students should consult with the teacher before beginning work on a project that has not been expressly created, designated, or assigned by the teacher to determine what the guidelines and parameters are for the particular activity. Further, as students use materials, tools, and other equipment during the completion of assigned work, they are not to use these to damage or vandalize school, county and personal property.

Failure to abide by guidelines established above, the student is subject to discipline consequences that could include In or Out of School suspension as prescribed by the GCPS Student Code of Conduct. Students could face the possibility of withdrawal from the course if the offense poses a threat or disrupts the learning of other students. Students are expected to dress appropriately for their program.

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Electronic Device/Cell Phone Policy 2018- 2019**

At Maxwell High School of Technology instructional time in the classroom and lab are critical to student success. In preserving this time we will abide by the following policy in regards to electronic devices in an effort to help teachers maintain maximum time spent on instruction.

Per GCPS Policy, students are allowed to possess electronic devices on a limited basis. Once students enter a MHST classroom or lab, all electronic devices should be silenced and secured out of sight, unless teacher uses those devices for instruction. Failure to do so will result in the following actions:

* **First Offense**: Official warning issued by administrator, parent called.
* **Second Offense**: Official warning issued by administrator, parent called.
* **Third and Subsequent Offenses**: Student receives one day out of school suspension (OSS) for failure to follow administrative directions.
* **When device use interrupts instruction**, teachers may send students to office to turn in device to Assistant Principal, which may be retrieved at end of the day.

These actions are within the guidelines of the GCPS Student Discipline Code in regards to Rule 11L Electronic devices.

I have been made aware of this policy, and I understand the consequences for violations and the expectations of me the student.

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Print Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

