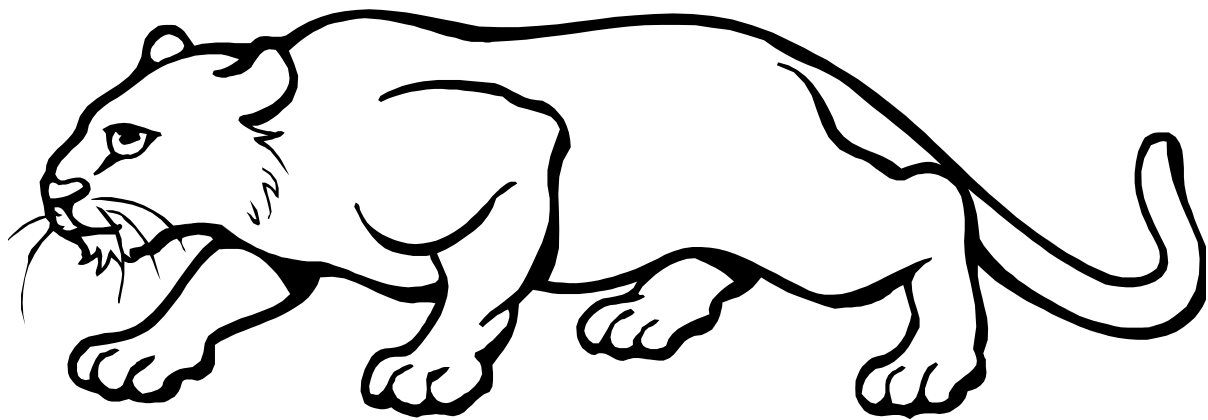


# ***HOUSTON COUNTY CROSSROADS CENTER***

## ***Middle/High School Student Handbook***

***Principal  
Ronnie Walker***

***2010-2011***



***“Cougars”***



***A Transitional Institution of the Houston County School System  
Together We Teach  
HCBOE Mission: To produce high achieving students.***

# ***Houston County Crossroads Center***

***401 Dover Dr.***

***WARNER ROBINS, GA 31088***

***PHONE: 478-929-7828***

## **PRINCIPAL**

***Ronnie Walker***

## **ASSISTANT PRINCIPALS**

***Sandra Woodfork***

***Randy Carr***

## **MEDIA SPECIALIST**

***Karen Carter***

## **COUNSELOR**

***Terry Manning***

## **GRADUATION COACH**

***Angela Wootson***

## **ADMINISTRATIVE ASSISTANTS**

***Kim Farinelli***

***Peggi Nall***

## **SCHOOL FAX #**

***478-929-7118***

**HOUSTON COUNTY BOE WEB ADDRESS**

**[www.hcbe.net](http://www.hcbe.net)**

**A Transitional Institution of the Houston County School System**

**Together We Teach**

***HCBOE Mission: To produce high achieving students.***

**HOUSTON COUNTY CROSSROADS CENTER**

**Ronnie Walker**  
**Principal**

***An Innovative Educational Center***

401 Dover Drive  
Warner Robins, Georgia 31088  
(478) 929-7828

Dear Students and Parents:

On behalf of the faculty and staff of the Houston County Crossroads Center, I would like to extend a personal welcome to you and your family. Our major focus is to strive to instill in each and every student academic as well as social values. We believe that these values are necessary for successful transition back to their respective schools. The Houston County Crossroads Center serves as an alternative to the traditional high school and middle school programs. Our goal is to give students the chance to be successful and reach the potential they were not able to in a traditional school setting.

We look forward to working with the young people who attend our school to ensure that each one receives a quality education. Further, we strive to develop both academic and behavioral skills within our student body. These skills encompass academics, social and citizenship. These are key attributes that students will be able to use when transitioning back to their home schools. Moreover, we seek to prepare them for success beyond their home school. We want our students to be better prepared for success in life. Our hope is that the ultimate goal of each student would be to graduate from the Houston County School System in particular, but from high school in general.

It is essential that you and your family understand the contents of this handbook. It outlines the blueprint that you will need to follow to be successful at the Crossroads Center. The handbook contains rules, regulations and expectations that we have for all of our students.

As principal of the Houston County Crossroads Center, I look forward to the challenge of leading Crossroads into the twenty-first century. My goal is to keep Crossroads students in school, excited about learning, and motivated to work toward the ultimate goal of graduation. Remember, the Crossroads Center is your school. Take pride in it! We are all here to help you attain your goals.

Respectfully,

Ronnie Walker Ed. D., Principal

Dropout Prevention and Recovery  
A Transitional Institution of the Houston County School System  
**TOGETHER WE TEACH**

## MISSION STATEMENT

To successfully transition students to their traditional home school setting.

## VISION

To educate our students socially and academically.

## PURPOSE

Houston County Crossroads Center exists to serve the needs of students who were unsuccessful in a traditional school environment.

## BELIEFS

The Houston County Crossroads Center is committed to creating an environment that nurtures students.

We believe:

- **Fairness is not treating students the same, fairness is giving students what they need.**
- Students deserve an education which addresses their individual abilities and interests.
- An education forms a foundation to build a successful life.
- Students learn valuable academic skills in a safe educational environment.
- A smaller student- teacher ratio is essential to the success of the alternative environment.
- Ownership and control of one's behavior promotes success.
- Collaboration with all stakeholders is an essential component of student success.

**Crossroads Center Uniform Dress Code Policy**  
Approved-May 21, 2001      Revised-June 4, 2010

The main purpose of the dress code at Crossroads is to minimize problems caused by giving at-risk students the responsibility to dress themselves within the norms set by the Board and society in general. Our desire is to impress upon our students that appropriate dress of some sort will be required of them once out of school in almost any work they do. The main element of the proposed code is to avoid anything that would cause undue attention to the student and may cause disruptions in the classroom.

**Crossroads Dress Code will be enforced from the moment students enter the building each morning and will continue until the students exit the building for dismissal each afternoon.**

**CLOTHING**

**Shirt:** Type: golf/tennis/polo-style shirt with collar. Shirt must be long enough to be tucked in securely. Pockets are allowed.

**Colors:** solid green, white, or yellow. **NO LOGOS.**

**How worn:** tucked in while on campus, a plain white undershirt (long or short sleeved) may be worn underneath.

**Pants:** Type: "Dockers" - style slacks with belt loops, measured to fit appropriately (not too tight or too baggy), no extra or outside pockets, no slits, no rivets, must be hemmed, no alterations; (females may wear a khaki knee-length or longer skirt).

**Colors:** khaki (tan).

**How worn:** at the waist, belt must be visible and through every loop, with small open face buckle.

**Shoes:** Type: athletic/ tennis shoes or fully closed dress shoes (no boots, sandals, ballerina, or backless shoes).

**Preferred: canvas deck shoes-must have back, shoes must have at least 1/2" sole.**

**Colors:** no requirements.

**How worn:** shoes must be properly laced (thru every eyelet) and tied (a bow at the top), athletic shoes with plain white laces, and white socks must be worn. Brown or black dress socks may be worn with dress shoes.

**Students may wear only one pair of pants and one collared shirt.**

**ACCESSORIES**

1. Belts: Dark color (black or brown), no designs, metal rivets or studs. Metal eyelets are permitted. NO oversized or western buckles.
2. Military issue clothing is not permitted. **Non-military camouflage jackets are permitted.**
3. A single wristwatch may be worn.
4. Coats or jackets must zip/button/snap from top to bottom (no pullovers) and must be left undone during the school day. **No trench coats. No handmade writing or drawing allowed. No metal rivets or studs.**
5. Sweaters and sweatshirts are not allowed. **Hooded outer garments are not allowed and will be taken up at check-in and held during the day. HCCC is not responsible for lost or stolen garments.**
6. **Makeup may not be brought on campus, but may be worn (if not a distraction).**
7. Females may carry necessary feminine items in small clutch style purse.
8. Items not necessary for school (photos, magazines, jewelry, markers, color pencils, brushes, lotions, etc.) will be confiscated.
9. **No book bags/backpacks. No zip-up or closed binders are permitted.**
10. Students must bring school supplies through check in (paper,/notebook, pen,/pencil, etc.)
11. No baseball caps, knit or stocking caps (do rags included) may be worn or brought to school.
12. Students are allowed one lip care product.

**PHYSICAL APPEARANCE**

**Males**

**Afros not to exceed 2 inches of bulk**

No jewelry

No unnatural hair coloring

**Hair length-top of ears, collar, eyebrows**

No extreme hair styles-spikes, braids, cornrows, twists, etc.

**Clean shaven-earlobe to earlobe (well-groomed moustaches are allowed).**

**Tattoos or other permanent body markings must be covered at all times.**

**Females**

No distracting hair coloring (**Administration discretion**)

No extreme hair styles-spikes, etc.

One pair of stud earrings (one earring per ear), no other jewelry

Fingernails must not extend 1/4" past fingertips

## **CROSSROADS CENTER IMPORTANT INFORMATION**

1. Books are not issued but may be checked out. Payment must be made for damaged or lost books.
2. Students are allowed to use the office phone for emergencies only. **No one will be allowed to come to the office during school to call about transportation.** All transportation arrangements should be made prior to coming to school.
3. Progress reports are sent home every 6 weeks for high school students and every 4 1/2 weeks for middle school students. It is the student's responsibility to show these to their parents. **Smartweb is always available.**
4. Students are not allowed to bring outside beverages or food of any type into the building.
5. Students can lose bus privileges by inappropriate conduct either at the home school or on the bus.
6. No Crossroads student is to be on another campus unless he/she is in the assigned area waiting to board a bus. Criminal trespass charges will be filed if this rule is violated.
7. No one is allowed in the parking lot during school hours.
8. Crossroads Center students are not allowed to drive to school unless approved by the administration. Bikes may be ridden to school; however, they must be in front of the school in the bike rack.
9. Bullying and taunting will not be tolerated under any circumstances. Be respectful to others at all times. Always treat others the way you would want to be treated.
10. **Absolutely no graffiti or drawing of any type is allowed ANYWHERE at the Crossroads Center.**
11. No candy is allowed at school anytime unless distributed by a faculty member. **No chewing gum is allowed at school anytime.**
12. Students who walk will be dismissed at 3:00 p.m.
13. The Crossroads Center reserves the right to punish behavior which is subversive to the order and discipline in the school, even if such behavior is not specified in the preceding written rules.

## PROCEDURES

Upon arrival at school:

1. Proceed directly to check-in. Do not linger outside the building.
2. Go directly to the cafeteria if eating breakfast. If not, go directly to homeroom.
3. After arriving at school, **STUDENTS MAY NOT LEAVE THE CAMPUS** unless authorized.
4. Students must have a pass to leave homeroom.

## LUNCH

We request that students support our school lunch program. Lunch records are transferred to Crossroads from home schools. Students cannot charge meals in May. **No student may leave campus for lunch, or have lunch brought to them at school.**

Middle and High school meal prices will remain the same for the 2010 -2011 school year..

	Paid	Reduced
Breakfast	\$1.50	\$ .30
Lunch	\$2.25	\$ .40

There will continue to be a no charge policy.

## CONFISCATED ITEMS

***\*Items/contraband (except jewelry and electronic devices) that is confiscated will be discarded. \*Students should not stop by the office in the afternoons to pick up jewelry or electronic devices. Only parents/guardians may pick up these items.***

**Do not bring large sums of money to school.**

## ARRIVING AND LEAVING CAMPUS

Students begin check-in at 7:15 a.m. The school day ends at 2:40 p.m. Houston County Board of Education policy JGGA states that students should be off campus no more than 30 minutes after the school day ends. Students loitering on campus after 3:10 p.m. will be charged with loitering on school grounds and taken to the Houston County Juvenile office on Carl Vinson Parkway.

***\*If parents/guardians pick up students during afternoon bus dismissal, they must either park on the grass parking areas or the side access street next to the school. Under no circumstances should vehicles be in the buses only section from 1:30 p.m.-2:30 p.m.***

## GRADING

Students will be given a numerical grade in all courses. A grade of "70" or above must be achieved to pass.

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

**NC=No Credit    I=Incomplete    W=Withdrawal**

## WITHDRAWALS

If for any reason it becomes necessary for a student to withdraw from school, please notify the counselor immediately. A withdrawal form will be filled out once any monetary obligations or text/media center book obligations have been cleared.

## **STUDENT PERFORMANCE MEETINGS**

At any time during the semester, the graduation coach, counselor or administrator may request a teacher committee meeting on a student. The purpose of this meeting is to examine the student's progress in all areas: attendance, academics, behavior, attitude, etc. and make recommendations on the student's educational future.

Recommendations may vary from conferences with the counselor or any other individual who may have influence on the student; conferences with parent or with student and parent; placement on strict probation (academic or behavioral).

Before any recommendation from a student performance meeting is executed, it must be approved by the administration.

## **GOOD STUDY HABITS**

1. Develop an interest in what you are studying.
2. Set up a time and place to study.
3. Have adequate lighting and all the necessary materials on hand.
4. Budget your time wisely.
5. Understand your assignment completely – ask teachers for help.
6. Take notes.
7. Do your homework daily.
8. Review and give practice tests.
9. Have parents review assignments with you daily.

## **CHANGING CLASSES**

1. During class changes, walk directly to class.
2. During class changes, keep voices at a normal tone.
3. During class changes, walk on right side of hall.

## **EARLY DISMISSALS**

1. If at all possible, parents should schedule appointments for after school hours.
2. Parents should send a note in the morning and avoid picking up students without notice to eliminate classroom interruptions.
3. Parents are asked to pick up the student in the office and sign the early dismissal sheet for safety reasons.
4. Students who leave school early should come to the office in the morning before homeroom to present their reason signed by parents stating the reason for early dismissal. Students are not allowed to come to the office during homeroom.
5. Students will sign out giving their destination and they will be given a slip stating the time to be dismissed. The student will show the slip to the classroom teacher at the time of the departure.
6. If students return the same day, they must come to the office to sign back in and get an admittance slip.

## **Student Standards of Behavior Contract**

**I UNDERSTAND THAT IN RESPONSE TO THE PRIVILEGES AFFORDED ME AT THE CROSSROADS CENTER, I AM RESPONSIBLE FOR MY BEHAVIOR. I UNDERSTAND THAT A VIOLATION OF ANY OF THE USUAL STANDARDS OF BEHAVIOR IN PUBLIC SCHOOLS MAY RESULT IN SUSPENSION AND/OR LOSS OF ATTENDANCE PRIVILEGES AT THE DISCRETION OF THE PRINCIPAL AND WITHOUT A HEARING.**

**Students are responsible for:**

1. Attending school and participating in class every day.
2. Being in uniform.
3. Being prepared with paper, pencil, and notebook(s) every day.
4. Being at school before 7:55 a.m. each day if eating breakfast. (**Arrival after 8 a.m. will result in student being marked tardy.**)
5. Signing out through the office before leaving campus.
6. Conduct on transportation and behavior at home school. **Transportation is a privilege - not a right.**

**Violations which will warrant in-school/home suspensions, banned from HCBOE property include, but are not limited to:**

1. **Any behavior that is considered to be subversive to the order and discipline of the school.**
2. Terroristic threats/bullying students.
3. Disrupting the school and/or staff.
4. Using profane, vulgar, or obscene words.
5. Possessing contraband other than drugs, weapons or alcohol.
6. Abusing another's and/or school property.
7. Showing disrespect for authority.
8. Stealing.
9. Cheating.
10. Displaying inappropriate physical affection.
11. Criminal trespass. (Each school has a designated area for Crossroads students who are riding the bus).
12. Use/possession of tobacco.
13. Gang related activities.

**Violations which will warrant immediate expulsion from Houston County Crossroads Center are:**

1. ***Use, possession, distribution or being under the influence of drugs or alcohol.***
2. ***Possession or use of weapon.***
3. ***Profanity/vulgarity directed at staff.***
4. ***Fighting, physical abuse, assault/battery towards students/staff.***
5. ***Repeated violations of rules/regulations resulting in an accumulation of ISS/Home suspensions:***

### **Conduct**

**The Houston County Crossroads Center expects its students to exhibit good behavior. Each student signs a contract of terms for his/her voluntary enrollment at the Houston County Crossroads Center. Any misconduct or violation of policies/rules of the Houston county Board of Education as interpreted by the principal will result in forfeiture of education at the Houston County Crossroads Center.**

## **CROSSROADS CENTER IN-SCHOOL SUSPENSION RULES/POLICIES**

1. Upon arrival at school, follow procedures for eating breakfast and homeroom procedures.
2. Attend ISS the number of days assigned. Unfinished work will be returned to the teacher and it will be the responsibility of the student to make arrangements with the teacher to complete work.
3. Remain in assigned seat in an upright position with both feet on the floor. Head and elbows must be kept off the desktop at all times.
4. Stay awake at all times. Sleeping will result in extra days or being sent home.
5. Refrain from talking or communicating **in any way** with other students, or **leaving your desk** except as specifically authorized by the ISS teacher.
6. Refrain from chewing gum and from eating any food except as a part of lunch.
7. Abide by all school rules as explained in the Crossroads Student handbook.
8. Refrain from **PERSONAL GROOMING** in the ISS classroom.
9. Abide by the dress code standards as outlined by the Board of Education and Crossroads Center.
10. Restroom breaks - per school policy.
11. Serve an extra day if tardy or leaves school early if **unexcused**.
12. Walk in a very regimented and disciplined manner in a single file line without talking or communicating to anyone.
13. When responding in the ISS classroom, speak in a **respectful** manner.
14. Whenever a rule is broken, it will be documented and the disposition for these infractions will be enforced.
15. **If a student is suspended home from ISS, future assignments to ISS MAY NOT be an option. Home suspension may be used in lieu of ISS. When students are suspended home for an ISS infraction, upon returning to school they must fulfill any remaining time left on original ISS assignment.**

*Houston County Crossroads Center*  
*Internet/Computer Acceptable Use Policy*

This internet/computer use policy is superceded by any and all policies set forth by the Houston County Board of Education.

**\*\*Computer(s)** is defined as all computer units, printers, keyboards, drives, monitors, mice and software.

*Educational Use*

- ❖ Computers are to be used for educational purposes only. This includes, but is not limited to, classroom activities, career development, and teacher specified self-discovery activities.
- ❖ Computers within the HCRC are not considered public access vehicles. Administration reserves the right to restrict access to certain sites and materials deemed inappropriate for student use.
- ❖ Computers are not to be used for commercial purposes. This includes, but is not limited to, selling, purchasing, or soliciting materials and goods online.
- ❖ Computers may not be used for chat rooms or forums or to solicit political gain.

*Internet Access*

Student will have internet access through Houston County Board of Education for educational purposes only.

- ❖ Transmission of personal contact information of student's names, addresses, phone numbers, school address and other relevant data is not permitted.

**The following are considered illegal activities and as such may be punishable.**

- ❖ Students shall not attempt to gain unauthorized access to any Houston County Board of Education system or any other system outside beyond their authorized access. This includes, but is not limited to, attempting to log on under someone else's identity, attempting to access another person's computer or files.
- ❖ Deliberate attempts to disrupt or destroy the computer or computer system via viruses, changing of settings or going beyond the authorized parameters are considered illegal.
- ❖ Any attempt to sale or procure alcohol or drugs.
- ❖ Any type of criminal gang activity.
- ❖ Any form of threatening the safety of another person or destruction of a person's property.
- ❖ Any violation of local, state, or national laws.
- ❖ Language that is profane, obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful is not allowed.
- ❖ Information/Comments that could cause damage, disruption, indicate personal attacks, including prejudicial or discriminatory attacks, harassment of another person or comments that contain defamatory information against another person/group is strictly prohibited.
- ❖ Access to material that is profane, obscene, pornographic, promotes illegal acts, violence or discrimination is restricted. If such material/sites is mistakenly accessed the teacher or technology coordinator must be notified immediately. This protects your claim against any violation of policy.
- ❖ Downloading of files/programs is prohibited unless prior permission is given by a school official or technology coordinator.

Any and all material on your computer or material accessed is subject to review at any time by teachers, school officials, or technology coordinator. In other words, you have very limited privacy with respect to the computer.

**The Houston County Board of Education places no warranty either expressed or implied on the computers, the network or internet with respect to safety, privacy or offensive sites.**

**CROSSROADS**  
**Middle School**  
**BELL SCHEDULE**

<b>7:15 - 7:55</b>	<b>Student Check-in</b>
<b>7:55 - 8:15</b>	<b>Cougar Time</b>
<b>8:17 - 9:12</b>	<b>1<sup>st</sup> Period</b>
<b>9:14 -10:09</b>	<b>2<sup>nd</sup> Period (Restroom Break)</b>
<b>10:11 -11:06</b>	<b>3<sup>rd</sup> Period</b>
<b>11:08 -12:21</b>	<b>4<sup>th</sup> Period</b>
<b>Lunch will be during 4<sup>th</sup> Period</b>	
<b>12:23 -1:18</b>	<b>5<sup>th</sup> Period (Restroom Break)</b>
<b>1:20-2:15</b>	<b>6<sup>th</sup> Period</b>
<b>2:15-2:40</b>	<b>Bus Dismissal</b>
<b>2:40</b>	<b>School Dismissal</b>

## HOUSTON COUNTY CROSSROADS STUDENTS

**Criminal trespass charges** will be filed against any Crossroads student who is found in unauthorized areas of any school in the county (especially Warner Robins High School and Rumble Academy). **Bus riders must remain in authorized areas while waiting for the school bus.** If your bus privileges have been revoked, you are banned from all transportation provided by the Houston County Board of Education. Your parents are responsible for transporting you to and from school.

**Alternative school students are not allowed to attend any extra-curricular activities at any Houston County Schools.** If alternative school students are found in attendance at any school event, you will be asked to leave and the admission fee will NOT be refunded. **You could also face criminal trespass charges.** Please be reminded that you are banned from all Houston County Board of Education Property when you are suspended or expelled from school.

Alternative school students are not allowed to drive to school unless approved by the administration. If you are found parking on another campus, your car will be towed and you will be suspended home.

### Arriving and Leaving Campus

Students begin check-in at 7:15 a.m. The school day ends at 2:40 p.m. Houston County Board of Education policy JGGA states that students should be off campus no more than 30 minutes after the school day ends. Students still on campus after 3:10 p.m. will be charged with 'loitering on school grounds' and taken to the Houston County Juvenile office on Carl Vinson Parkway.

\*If parents/guardians pick up students during afternoon bus dismissal, they must either park on the grass parking areas or the side access street next to the school. Under no circumstances should vehicles be in the buses only section from 1:30 p.m. - 2:30 p.m.

Ronnie Walker, Ed.D.  
Principal Crossroads Center  
478-929-7828 Ext. 49107  
Fax 478-929-7118

(Excerpts of page 6 of the student application.)

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ALL Crossroads students have signed a copy of this page when enrolling at Crossroads and therefore have been **warned and made aware of possible criminal trespass or loitering charges** if found to be on/or around another campus or not in the designed area for drop off before school or pick up after school to include walkers, car, and bus riders.

**A law enforcement officer may arrest based on this information without any further warning.**

Sgt. Porter Wood  
School Liaison Officer  
Warner Robins Police Dept.  
(478) 929-7257