



2008-2009 High School Handbook

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HOUSTON COUNTY SCHOOLS MISSION STATEMENT



*Our Mission
is to produce
high-achieving
students.*

***David Carpenter
Superintendent of Schools***

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ARRIVING ON AND LEAVING CAMPUS

Students at the high schools should not arrive on campus more than 30 minutes before the first bell and should leave campus not later than 30 minutes after the last bell unless participating in a school-supervised activity approved by the principal or his designee.

ATTENDANCE POLICY & PROCEDURES

Frequent absences and tardies reduce scholastic achievement. A student, grades 9-12 IS ALLOWED TO MISS NO MORE THAN 10 DAYS PER SEMESTER IN ANY CLASS (SUBJECT), REGARDLESS OF THE REASON, AND STILL RECEIVE CREDIT IN THAT CLASS: unless the student appeals the denial of credit to the principal or designated administrator and such person determines that ALL of the following conditions are completely satisfied by the student seeking restoration of denied credit:

1. All absences are justified and validated for excusable reasons.
2. Makeup work for all absences is completed satisfactorily in a timely manner.
3. An average of 70 or above was earned in the class.

Compulsory Attendance

Houston County School authorities, in cooperation with other county agencies, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. §20-2-690.1, Mandatory Attendance, which requires that every parent, guardian, or other person residing in the state having control of any school age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Houston County prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than 5 unexcused days in Georgia are declared as truant by law.

All Houston County students are affected by and fall under the provisions of our attendance protocol which is stated as follows;

Level I

Three (3) unexcused absences including unexcused tardies and early dismissals. School staff will contact parents and document the contact. Contacts may consist of e-mail, phone call, or teacher notification form.

Level II

Five (5) unexcused absences including unexcused tardies and early dismissals. School staff will notify parents of the truancy and request a conference with the parents to sign an Attendance Contract.

Level III

Eight (8) unexcused absences including unexcused tardies and early dismissals. School staff notifies Social Services Department; Social Services provides data to the court for judicial proceedings to begin.

Any parent, guardian, or other person residing in Georgia having control or charge of a child or children and violate GA Code Section O.C.G.A. §20-2-690.1 shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combinations of such penalties, at the discretion of the court having jurisdiction.

Non-Compliant Student - Driver License Suspension

A minor's permit or driver's license will be suspended or application for a permit or license will be denied for ONE FULL YEAR or until age 18 if the minor:

- (a) Has dropped out of school without graduating and has remained out of school for 10 consecutive school days;

- (b) Has more than ten (10) school days of **unexcused** absences in the current academic year or ten (10) or more school days of **unexcused** absences in the previous academic year;
- (c) Has been suspended from school for:
 - 1. Threatening, striking, or causing bodily harm to a teacher or other school personnel.
 - 2. Possession or sale of drugs or alcohol on school property or at a school sponsored event.
 - 3. Possession or use of a weapon on school property or at a school sponsored event.
 - 4. Any sexual offense prohibited under Chapter 6 of Title 16 or
 - 5. Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

The Department of Driver Services (DDS) will notify the licensee (student) by certified mail, return receipt requested, that a *Certificate of Non-Compliance* has been received, and that his or her instruction permit or driver's license is suspended.

Upon receiving the *Certificate of Non-Compliance*, the minor may request in writing a hearing within ten business days from the date of receipt. Within 30 days after receiving a written request for a hearing the Department of Driver Services (DDS) shall hold a hearing as provided for in Chapter 13 of Title 50, the 'Georgia Administrative Procurement Act.'

Absence from school is classified as either excused or unexcused. Reasons established by the Georgia Board of Education as excused absences are set forth in this policy. Students may be temporarily excused from school and allowed to make up work when:

- 1. Personally ill and when attendance in school would endanger their health or the health of others. Excessive/extended absences due to illness must be justified by a physician's statement.
- 2. A serious illness or death occurs in their immediate family
- 3. Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order;
- 4. Celebrating religious holidays observed by their faith;
- 5. Registering to vote or voting, for a period not to exceed one day.

NOTE: An excused absence does not mean the student is given credit for being at school. It means that the student may make up work missed during the excused absence.

Students should present a written excuse within three (3) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused. Excessive/extended absences due to illness must be justified by a physician's statement.

Only students who have excused absences may make up work or tests missed. The following items should be specified and included on each written excuse:

- 1. The date the excuse is written.
- 2. The date and day of absence.
- 3. Reason for the absence.
- 4. Signature of the parent or guardian.

Upon returning to school, students should make up work missed within five (5) school days.

It is expected that each student will be regular in school attendance and be on time each day to class. Students who are absent from school may not participate in any extracurricular activity the day or night of the absence.

At the discretion of the principal, a statement from a physician may be required to validate extended or excessive absences.

To receive an award for Perfect Attendance, a student may not be absent nor tardy, nor may he/she be dismissed before the end of the instructional day.

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

For reporting daily attendance, a student must attend for at least one-half of the instructional day before the student can be counted as present. At the high school level, attendance shall be counted on a class-by-class daily basis for granting credit in each class. **Three (3) unexcused tardies and/or three (3) unexcused early dismissals shall be counted as an unexcused absence.**

1. When a pupil is denied bus transportation due to misconduct, his absence from school is not excused. The parent or guardian shall be expected to provide transportation during the time the pupil is excluded from the bus.
2. No pupil shall be allowed to be absent from school during the regular session to take private music, drawing, dancing, or other lessons.
3. A pupil shall not be absent from school or from any class or other required school function during school hours, other than for illness or other providential cause, without written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge, or counsel other students to violate this rule.
4. According to law, students under 16 years of age must be admitted at any time, but with the understanding that credit is not automatic. Students residing in Houston County, but who fail to enroll during the first 15 days of a semester will not be admitted until the next semester begins if they are 16 years of age or older.

Military Family Deployment - Absences for Special Consideration

The Houston County School System is supportive of our military families, especially during the difficult time of deployment. In an effort to ease the burden of our students who have parents deploying, Houston County Schools will allow up to a total of 10 days of excused absences each academic year to allow families time during the deployment cycle. Absences may be planned to best fit your individual family needs. Excused absences will be allowed for the following situations:

- Pre-deployment, the day before deployment - one day;
- Day of departure - one day;
- Reunion, post-deployment - one day;
- R&R break-up to three days; or
- Travel to visit an injured parent - up to five days.

Other special circumstances will be considered; however, **10 days is the maximum that will be allowed per school year.** Students will be responsible for their homework and will need to make up any missed tests or class reports upon return to the classroom. Parents are asked to work with the classroom teacher and their children to ensure that students stay up-to-date on class material.

The form must be given to the principal for approval.

APPEAL PROCESS FOR DENIAL OF CREDIT

Failure to satisfy **any** of the above conditions will result in no credit earned in that class in which the student was absent for more than 10 days. For determining total absences in a class during the semester, three (3) **unexcused** tardies in the same class will count as an unexcused absence in that class. The student with excessive absences in a class (greater than 10) is responsible for making the appeal of denied credit **within the first five (5) school days of the subsequent semester to the principal. If the appeal is not submitted within the five-day period, denial of credit will stand.** The principal or his designee may request additional information or documentation to verify absences. The matter will be adjudicated following procedures outlined in the *High School Procedures Manual*.

ATTENDANCE ZONES

Students must attend the school in the attendance zone in which they live. The school may request proof of residence. If either of the natural parents lives in Houston County, the student must attend the school in which the residence of the natural parent is located without regard to whether the student lives with the parent or guardian.

Unsafe School Choice Option

If a student is a victim of a Violent Criminal Offense (as stated in 160-4-8-16/JBCCA Policy) on campus or at a school sponsored activity, he/she may request a transfer to a school who has made adequate yearly progress and has not been identified as being on a school improvement, corrective action, or restructuring plan. This request must be made within ten (10) school days of the commission of the Violent Criminal Offense.

BOY/GIRL RELATIONSHIPS

The school looks with favor on student relationships. They are natural and normal. Regardless of gender discretion should be used by all couples to avoid undue familiarity and the violation of accepted standards of behavior. **At no time should there be any bodily contact.** For everything there is a time and place, and school or school activities is not the place for students to show their affections for each other. It should be pointed out that the above statement includes the innocent little procedure of handholding.

BUS CONDUCT

The parents or guardians of students have the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the day. The school has the authority to discipline a student for any misconduct occurring on the way to or from school. The school bus is an extension of the classroom. Once the student boards the bus, the student is expected to conduct him/herself on the bus in a manner consistent with the established standards for classroom behavior.

The bus driver shall bring students who do not conduct themselves properly on a bus to the attention of the principal. The bus driver is responsible for the safety of all who ride the bus. Students are expected to comply with reasonable instructions given by the bus driver. The bus driver has the authority to assign seats either temporarily or permanently and to establish rules for safety and proper behavior on the bus. Bus students are not to leave the school grounds before or after school without permission. The bus driver shall report improper student behavior to the principal or appropriate person.

A student who cannot conduct him/herself properly on a bus may have the riding privileges suspended. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian shall be held responsible.

Students are prohibited from any and all acts of physical violence, bullying, physical assault of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and any other unruly behavior. A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

1. A student is found to have engaged in bullying; or
2. A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

Students are prohibited from using any electronic devices during the operation of a school bus; including but not limited to cell phones, pagers, audible radios, tape or compact disc players or any other electronic device in a manner that might interfere with the school bus communications equipment or school bus driver's operation of the school bus.

Students are also prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Minor Offenses

1. Failure to remain seated
2. Refusing to obey driver/monitor
3. Throwing objects on the bus
4. Improper/dangerous conduct boarding or unboarding
5. Inappropriate physical contact
6. Excessive noise
7. Unsafe items
8. No eating/drinking
9. Discarding trash
10. Extending objects outside window
11. Other disruptive behavior

Consequences for Infractions of Bus Conduct

First Sign of Student Misbehavior: The bus driver will make contact with the parent to ask for help with the student. The driver will document the specific elements of the incident and document the conversation with the parent.

First Bus Report: A conference with the school official, parent, and driver. Suspension from the bus for a minimum of three (3) days will follow if the parent fails to attend the conference. A contract will be executed between student, parents, and school.

Second Bus Report: Five (5) days off bus.

Third Bus Report: Ten (10) days off bus.

Fourth Bus Report: Off bus the remainder of the year.

A student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension.

Major Offenses

Although there may be no other bus report, consequences for major offenses begin at the third report level and proceed as reports occur.

1. Disrespect of driver/monitor/administrator
2. Fighting
3. Severe vandalism - restitution required
4. Possession of tobacco

For the following offenses, Board policy will be followed:

1. Possession/Use of Tobacco

- a. 1st referral = 3 days ISS
- b. 2nd referral = 5 days ISS
- c. 3rd referral = Student Review Committee

2. Possession/Use of Drugs/Alcohol/Weapons

- a. Sale of drugs or alcohol on school property or at school related activities: The appropriate law enforcement agency is notified. The parent or guardian is notified. The student is to be immediately suspended and recommended for expulsion.
- b. Possession or use of drugs or alcohol: Notify law enforcement and parents or guardian; suspension to home and refer to Student Review Committee.
- c. Possession or use of weapons: Notify law enforcement and parents or guardian; suspension to home and refer to Student Review Committee.

The student will be suspended from the bus for the remainder of the year for behaviors such as possession of weapons or drugs or severe disrespect of the driver. When a student is denied bus transportation due to misconduct, his/her absence from school is not excused. The parent/guardian shall be expected to provide transportation during the time the student is excluded from the bus.

CAMPUS MAINTENANCE

Students are earnestly requested to keep off the grass and to keep the grounds, buildings, and lobbies clean. Trash containers are provided in order that we may preserve the neatness of our school.

CHANGE OF ADDRESS

Students are to inform the guidance department or office staff if they have a change of address or phone number in order to help in addressing mailings and in case of emergencies.

CONDUCT & CITIZENSHIP

People judge our school to a great degree by what they see around the building and by what they hear in town. We are a school family living in a school home as attractive as it has been possible to make it. As a good citizen, you should do your part to keep it attractive. Some of the things which give a visitor a bad impression are untidy premises, loud boisterous behavior and couples' association with each other in an indiscreet manner.

It is an unfortunate reality that all students will not cooperate with teachers, other students, and the principal. The percentage of troublemakers who consume valuable school time is small. Parents will be notified of repeated offenses by students so that a remedy can be found. Without the honest cooperation of parents, the school has little hope of helping a student to grow. Therefore, the problem of student behavior actually rests upon both the school and the home.

Consider the privileges of attending school in the same way as that of the privileges of the citizen in the community. All of us have responsibilities and obligations to society. Failure to comply often means the loss of certain privileges.

Rules and regulations are here to benefit everyone. By becoming a self-disciplined citizen, you will help yourself, and your school will become a better place to learn.

1. Students are under the authority of all adults in the building. This includes both certified and non-certified employees. All students should respond to their instructions.
2. Students are expected to be in class on time, not tardy.

3. When assigned detention by a teacher, students are expected to meet this obligation on time. Students will have 24 hours to arrange transportation, except for break detention.
4. When classes are in session, students must have written permission to be in the halls.
5. Loafing in halls or restrooms, loud boisterous talking or laughing within the building will not be tolerated.
6. Students are not to be in the parking lots during the school day without permission from the office.
7. No student is allowed to leave the school grounds after arriving without permission from the office. Students may not leave campus for lunch or have lunch delivered to them.
8. Students should not bring food or drinks into the halls or classrooms.
9. Students enrolled in Work Study Programs may not leave campus until the end of fourth period.

CRISIS COMMUNICATION SYSTEM

The Houston County School System has an automated, emergency calling system which is used in the event of emergencies such as school closings, evacuations, natural disasters, off-campus events, school lock-downs, or other major incidents. The Crisis Communication System delivers a recorded message to parents by telephone. This calling system enables the delivery of a fast, accurate message and is a valuable addition to our school safety program. **Please ensure that your child's school has accurate telephone numbers on file.**

DISCIPLINE

Code of Conduct

It is the purpose of the Houston County Board of Education to operate each school in a manner that will provide an orderly process of education that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth and referred to in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event, while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

The Houston County Board of Education believes that all students should recognize the consequences of their conduct. This refers to their actions toward each other, to their language, to their dress, and to their manners. All student behavior shall be based on respect and consideration for the rights of others. Students need to see that they benefit from an orderly school operation and that they, as members of the school community, have a responsibility and interest in promoting a good learning environment.

Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When in the judgment of a teacher an individual or group effectively challenges his authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the principal who is empowered to institute appropriate corrective and/or disciplinary action.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law, O.C.G.A. 20-2-737.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designated to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions or continuation thereof may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with School Administrator, Counselor, or Teacher
- Loss of Privileges
- Isolation or Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Probation
- Detention
- In-School Suspension
- Placement in an Alternative Education Program
- Short-Term Home Suspension
- Referral to a Tribunal for Long-Term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term home suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

Disciplinary hearings shall be held no later than ten school days after the beginning of the student's suspension unless the school system and parents or guardians mutually agree to an extension.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students expressly waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended home for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators. (See Houston County Board of Education Policy JCAB.)

Behavior Which Will Result in Disciplinary Procedures

1. **Drugs** - Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant shall be subject to a minimum suspension of two semesters.
2. **Look-Alike Drugs** - Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol shall be subject to a minimum suspension of one full semester.
3. **Prescription Or Over The Counter Drugs** - Possession, sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug when not dispensed by a parent or school administration.
4. **Weapon or Dangerous Instrument** - Possession or use of a weapon or dangerous instrument: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
5. **Verbal Assault** - Verbal Assault, including threats of bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
6. **Physical Assault** - Physical Assault or battery, including sexual battery, of other students, or persons attending school-related functions; possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
7. **Fighting** - Any student engaged in fighting may be subject to discipline up to and including long-term suspension at the discretion of the student's building administrator. **Penalties recommended for fighting shall not be reduced or limited by, but shall be in addition to, any penalties imposed by any court of competent jurisdiction.**
8. **Terroristic Threats and Acts** - Any student who commits a terrorist threat or act shall be subject to discipline, including expulsion.

9. **Physical Violence Against a Teacher, School Bus Driver, or Other School Personnel:** Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
10. **Disrespectful Conduct:** Disrespectful conduct including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.
11. **Harassment:** Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.
12. **Possession or Use of Tobacco in Any Form** - Use and/or possession of tobacco products: (Policy JCDAAB/C)

First Offense	Three (3) days ISS
Second Offense	Five (5) days ISS
Third Offense	Long-term suspension
13. **Damage/Vandalism** - Damaging or defacing personal property including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.
14. **Theft**
15. **Extortion** - Extortion or attempted extortion shall at a minimum be suspended with the opportunity to apply to an alternative school.
16. **Possession and/Or Use of Fireworks or Any Explosive**
17. **Fire Alarm/Bomb Threat**- Activating a fire alarm under false pretenses or making a bomb threat shall at a minimum result in suspension for one full semester.
18. **Insubordination** - Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff or refusal to talk with any school administrator.
19. **Classroom and School Disturbances**
20. **Violation of School Dress Code** - (See Houston County Board of Education Policy JCDB)
21. **Profanity or Obscene Conduct** - Use of profane, vulgar, or obscene words or indecent exposure.
22. **Electronic Device** - Use or possession during the school day of cell phone or electronic communication device, except for health or other reasons approved by an administrator.
23. **Inappropriate Public Displays of Affection**
24. **Gambling or Possession of Gambling Devices**
25. **Moving and Nonmoving Driving Violations on School Property and at School Events**
26. **Giving False Information to School Officials**
27. **Cheating On School Assignments**
28. **Absences** - Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law.
29. **Bullying**- Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
30. **Inciting, Advising, or Counseling of Others to Engage in Prohibited Acts**

31. **Willful and Persistent Violation of the Student Code of Conduct.**
32. **Criminal Law Violations/Off-campus Misconduct** - A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a disciplinary tribunal.
33. **Misbehavior On School Bus** - All provisions of the Student Code of Conduct apply to behavior on the school bus. Students are prohibited from acts of physical violence, bullying, physical assault or battery of persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and any other unruly behavior.

Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.

Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
34. **Gang-Related Activity**
35. **Any Other Conduct**- A student shall not engage in any other conduct not listed above subversive to the good order and discipline of his/her school.

Definition Of Terms

1. **Assault**: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).
2. **Battery**: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.
3. **Bullying**: In accordance with Georgia law, bullying is defined as (a) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (b) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
4. **Chronic Disciplinary Problem Student**: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
5. **Detention**: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.
6. **Disciplinary Tribunal**: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.
7. **Dress Code**: The current dress code is explained in the student handbook.
8. **Drug**: A legal substance used as medicine with or without a prescription or an illegal substance scheduled in the Georgia Controlled Substance Act. All legal substances shall only be possessed or dispensed according to Board Policy. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with the guidelines in the student handbook and the Health Services Manual shall not be considered a violation of this rule.
9. **Expulsion**: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.
10. **Extortion**: Obtaining money or goods from another student by violence, threats, or misuse of authority.
11. **Fighting**: Fighting is defined as "a physical struggle or a physical struggle and confrontation wherein blows of the fist, arms, legs or feet are intended to hit or do in fact hit any other student or any other person while a student is going to or from school, during the school day, at any school related activity and/or on school property.

12. **Fireworks**: The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.
13. **Gambling**: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.
14. **In-School Suspension**: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.
15. **Physical Violence**: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another.
16. **Probation**: That period of time during which a student is allowed to continue or resume his education in the Houston County School District under the terms and conditions imposed by an administrator, disciplinary tribunal or Board of Education; or during a period of enrollment immediately following long-term home suspension or expulsion or confinement in an institutional facility such as jail, detention facility, and Youth Detention Center. Any student on probation shall not violate school rules during the period of probation and shall be placed on a behavior contract with his/her school. Any student on probation who violates school rules shall be subject to discipline for the offense of “violation of probation” and be subject to discipline with consequences ranging from In-School-Suspension up to and including expulsion at the discretion of the building principal.
17. **Suspension**: Removal of a student from the regular school program for a period not to exceed ten (10) days (short-term) or for a period greater than ten (10) days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.
18. **Terrorist Threats and Acts**: Any student who commits a terrorist threat or act shall be subject to discipline, including expulsion. A student commits the offense of a terrorist threat when he threatens:
 - a) To commit any crime of violence, or
 - b) To burn/damage property for the purpose of terrorizing another, or
 - c) By causing the evacuation of a school building, place of assembly for school-related events or school bus transportation, or
 - d) Causing serious school inconvenience in reckless disregard of the risk of causing such terror or inconvenience, or
 - e) A student shall not knowingly furnish or disseminate through a computer or computer network any picture, photograph, or drawing or similar visual representation or verbal description of any information designed to encourage, solicit, or otherwise promote terrorist acts as herein defined.
19. **Theft**: The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.
20. **Waiver**: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.
21. **Weapons**: The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.
22. **Any Other Conduct**: A student shall not engage in any other conduct not listed above subversive to the good order and discipline of his/her school.

Procedure and Penalties for Physical Violence Against School Personnel

When physical violence against school personnel is alleged:

- The Houston County Board of Education shall appoint a tribunal to hold a disciplinary hearing regarding the alleged act of physical violence and penalty. Any student alleged to have committed an act of physical violence shall be suspended home pending the hearing by the tribunal.
- A student found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to Georgia law.
- The Houston County Board of Education in its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the tribunal may permit such a student to re-enroll in the regular public school program for grades 9 through 12.
- Any student who is found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
- Any student who is found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, school official, or school employee may be disciplined by expulsion, long-term suspension, or short-term suspension.

Student Support Processes

The Houston County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems.

These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans.

Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

This Conduct Code shall be strictly construed subject only to exceptions required by a State or Federal law applicable hereto, and exceptions made by a disciplinary tribunal on a case by case basis.

Behavior Not Covered Above

The school system reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

Commission of a Crime

1. Any student who commits a crime on school grounds or during a school activity whether on campus or not shall be subject to discipline including expulsion. Any student who commits a crime away from the school grounds and not during a school activity may be subject to discipline including expulsion if it is determined by the school system that the student's presence at school could endanger the lives or property of others or if the student's presence at school would be disruptive to the orderly conduct of school. (Policy JCD)
2. Pursuant to O.C.G.A. 20-2-1184, administrators are required to report students committing certain prohibited acts to the Superintendent of Schools, police authority, and the district attorney.

Other Suspension/Expulsion Information

1. Students under suspension (home or long-term) or expulsion are not allowed to make up any academic work at home or at school unless they are in attendance at the Crossroads Center.
2. Students under suspension or expulsion are **not allowed** on school campus or at school functions; **they may not participate in extracurricular activities or practice of any kind.** This applies to ISS, home, or long-term suspension and expulsion.
3. School administrators may not delay suspension or expulsion so students may participate in extracurricular activities.
4. School administrators and/or designated representatives **possess the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property or on property being used by the school.**
5. In some instances, students who have been suspended who are enrolled at the alternative school may return to the home school at the end of a semester upon recommendation by the alternative school principal and approval by the home school principal.

Definitions of Disciplinary Actions

1. **Expulsion:** Suspension of a student beyond the current school semester, up to and including permanent removal from the school system.
2. **Suspension (Short-Term):** A temporary termination of attendance, not to exceed ten days.
3. **Suspension (Long-Term):** A temporary termination of attendance that exceeds ten school days.
4. **Probation:** A conditional attendance during a trial period.
5. **Student Review Committee (SRC):** A committee appointed by the Board of Education to hear cases of recommended long-term suspension or expulsion.

6. **Detention:** A requirement that the student remain after school for a disciplinary offense. All students must be given an advance notice of one day.
7. **Alternative School:** An alternative educational environment for suspended students, affording the student the opportunity to continue his/her regular class work. Students must apply for admission.
8. **In-School Suspension (ISS):** An alternative education environment located in the school but isolated from other normal school activities and supervised by a teacher. A student may be assigned to in-school suspension for up to 10 days by the principal or designee.
9. **Bullying:** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or, any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Due Process for Students

Due process will include appropriate hearings and reviews; and, in all cases, the rights of individual students will be ensured and protected.

Suspension

1. Parents are given oral notice and opportunity to discuss the matter with the principal.
2. Parents are given written notice stating the reasons for the suspension.

Expulsion or Long-Term Suspension

1. Parents are given oral notice and opportunity to discuss the matter with the principal.
2. Parents are given written notice stating the reasons for the recommendation for expulsion/long-term suspension.
3. Parents are given written notice of a right to a hearing before Student Review Committee.
4. Parents have a right to a hearing within ten (10) school days by the Houston County Board of Education Tribunal.
5. Students with disabilities will be reviewed by the Special Education Educational Management/Placement Committee hearing.

In-School Suspension (ISS): General Regulations

1. Students assigned to in-school suspension must be isolated in the designated room from the time they report to school until school dismissal time. At that time they will either leave school or move to the bus loading area.
2. Suspended students' parents or guardians must receive written notification of the suspension. In addition, every effort should be made to contact the parents by telephone before the student is placed in in-school suspension.
3. Teachers should prepare realistic assignments for each student assigned to ISS. These assignments should be specific to each day of the student's suspension and should relate directly to the curriculum.
4. The ISS supervisor should return each assignment for each day to the corresponding teacher at the end of each school day. The teacher should then examine the student's assignment and give feedback to the ISS supervisor the next morning. If problems are detected, the teacher should work with the ISS supervisor and the student to correct misunderstandings or problems. No contact with the teacher indicates that no problems exist.
5. No student may be assigned to ISS for more than ten (10) consecutive days. Care should be taken to avoid excessive accumulated assignments to ISS for any student. Referral to the Student Support Team (SST) should be considered for repeat offenders.
6. Middle school students must devote at least 45 minutes per subject in ISS.
7. Students in ISS are to have no contact with other students during the school day, especially at lunch and bathroom breaks.
8. Students in ISS are to be provided with regular counseling services.

9. ISS must be used in lieu of suspending students from school except in cases of clear and present threat to the safety of other students or in case of other extenuating circumstances.
10. A maximum of eighteen (18) students may be served in ISS at any one time.
11. Limited use may be made of ISS as a “time out” room. However, if a student is assigned for the same class period from two or more consecutive days, the assignment must be considered a suspension and the proper procedures, including parent notification, should be followed.
12. Each school should develop clearly defined expectations, rules, and procedures for ISS and distribute them to parents, students, and teachers.

Student Rules for In-School Suspension

The following will apply to all students assigned to ISS.

I understand that I must:

1. Go immediately to ISS upon arrival at school.
2. Remain in ISS until dismissed.
3. Attend ISS for the number of days assigned before being admitted to regular class.
4. Bring an excuse from my parent/guardian explaining reasons for any absence.
5. Complete to the best of my ability all assigned work.
6. Furnish or bring to class all required materials to complete the assignments.
7. Refrain from talking except as specifically authorized.
8. Remain in the assigned seat while in class.
9. Refrain from chewing gum, eating, bringing book bags in class.
10. Refrain from all communications with other students.
11. Not compete or engage in any extra-curricular activities as a spectator or participant while assigned to ISS.
12. Abide by all school rules as explained in this handbook.

Encouraging Parents To Inform Their Children Of The Circumstances Of Certain Conduct

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Student Extracurricular Activities Notification

Each school principal shall implement procedures to annually notify all parents or guardians of all school-sponsored extracurricular activities, organizations and clubs in which students may participate and of the right of the parent or guardian to prohibit their child's participation.

Notification to parents and guardians shall be provided annually via the student handbook and shall include the name of the extracurricular activity, student organization or club; information regarding the purpose, activities or national affiliation of the extracurricular activity, organization or club. Any membership or financial requirements for a student to join or become a member of the activity, organization or club shall be included in the information provided.

No student shall be allowed to participate in any school-sponsored extracurricular activity, organization or club if the student's parent or legal guardian has indicated in writing that the parent will not allow the student to participate and has provided a copy of such written notice to the school principal.

For school clubs formed after publication of the student handbook, parents or guardians must approve their student's participation via email, fax or written permission to the school principal.

School extracurricular activities, organizations, or clubs for purposes of this policy are those that are supervised or sponsored by a school system employee designated by the principal, and that meet in school facilities.

DRESS CODE POLICY

Students of the Houston County School System are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming, which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented county-wide, thus providing equitable treatment for all students.

Students must learn that different circumstances influence the type of dress appropriate for particular occasions. Wearing inappropriate dress to school can have a negative influence on the educational process and the educational climate of the school.

Each student, with the advice and counsel of his/her parents or guardian, should dress in a manner, which is appropriate for school and its related activities. Modestly dressed students will generally have no problems concerning student dress codes.

The following guidelines are followed in determining whether or not a student's attire is appropriate.

- The dress, apparel, ornament (jewelry), or grooming is not detrimental to the health and safety of the student or other students. Male students are not permitted to wear earrings.
- The dress, apparel, ornament (jewelry), or grooming is not detrimental to the educational process or the educational climate.
- The dress, apparel, ornament (jewelry), or grooming is consistent with conventional standards of modesty and decorum.
- The dress, apparel, ornament (jewelry), or grooming is free from words, slogans, or pictures, which advertise drugs, alcohol, or sex or which contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems or which may infer membership in gangs.

Dress Code Enforcement

The principal of the school is charged with the enforcement of the student dress code. The principal is given wide latitude of discretion in the determination of proper or improper dress and behavior of students. Students who are found to be in violation of the dress code are subject to disciplinary action. The principal's actions may include:

- Counseling the student
- Warning the student
- Calling parents to bring a change of clothes
- Assigning detention
- Placing the student in in-school suspension for the remainder of the day
- Suspending the student short term
- Recommending long-term suspension (for flagrant or repeated violations)

All clothing is to be worn appropriately and in the manner for which it was designed. However, all shirts must be tucked in the trousers or skirt. Belts should be buckled. The school reserves the right to establish rules during the school year regarding new fashions in dress.

Dress Code Specifics

General Rules

- Outer clothing which resembles loungewear, pajamas, or underwear is prohibited.
- Fads and styles in dress which differ extremely from conventionally accepted standards are prohibited.
- Any clothing that is viewed as distracting because of extremes in style, fit, color, pattern, fabric, etc., shall not be permitted. Undergarments may not be exposed at any time.

Specific Rules

- Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms (no halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed). Blouses/shirts which expose any portion of the waist, hips, or midriff are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops.
- Clothing which is cut, slashed or has holes, is prohibited.
- In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, and weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- Pants, skirts, and dresses must be knee-length or longer, and must have a hem.
- Shirts must be tucked in.
- Nylon windsuits that fit appropriately are permitted.
- Mesh, nylon, or athletic shorts are not permitted in the classroom. These type shorts may be worn during P.E. classes only.

Accessories

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Male students may not wear earrings; female students may wear earrings. Neither male nor female students may wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc.
- Students may not wear hats, caps, bandanas, sunglasses, combs, picks, etc., inside the building.

Hair & Grooming

- Hair must be well groomed. Only conventional hair coloring will be permitted. Extreme hairstyles and fads that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited.
- Well-groomed mustaches are permitted; goatees and beards are prohibited.

Coats

- Due to variances in physical design of schools, principal's discretion will apply to wearing of outer garments, coats, and jackets. Students may wear coats/winter garments to school, but may be asked to store them in their lockers during the school day. Students are encouraged to bring lightweight jackets to wear in the building as changes in weather dictate.

NOTE: Principal discretion applies to all of the above.

DRUG FREE SCHOOLS

Sale or use of illegal drugs or alcohol by a student at any time or place may result in the following disciplinary action:

The principal may recommend expulsion or require that the student undergo a drug evaluation administered by HODAC or require the student to undergo treatment if the drug evaluation indicates the student is dependent on illegal drugs. (Other action may be required based on other Houston County Board of Education Policies.)

ELECTRONIC COMMUNICATION/POCKET PAGERS/CELLULAR TELEPHONES

No student is permitted to carry a pocket pager, an electronic communication device, or a portable telephone on campus or at a school-sponsored activity.

CD players, electronic games, tape players, radios, and other electronic sound devices, are not permitted on campus during the regular school day.

Any request for an exception must be made in writing to the Superintendent of Schools and approved by the Board of Education.

Any student found in violation of the above shall be subject to the disciplinary policies of the school and shall, at a minimum, be subject to in-school suspension.

Students may not use tape recorders, video cameras, or other electronic devices to record classroom instruction/activities. Exceptions to this rule may be granted, for valid reason(s), at the discretion of the teacher with written approval by the building principal. Care must be taken to protect the privacy rights of students.

ENROLLMENT REQUIREMENTS

When a student initially enrolls in the Houston County School System, parents are responsible for providing the following documents:

Birth Certificate (Grades K and 1)	At enrollment
Immunization Record (Georgia Form 3032)	30 days
Hepatitis B Vaccination	30 days
Ear, Eye, Dental Screening (Georgia Form 3300)	120 days
Guardianship Papers (if student does not live with natural parents)	At enrollment
Records from Previous School (school will make a direct request to the previous school, but the responsibility rests with the parent)	30 days
Proof of Residence	At enrollment
Social Security Number or Waiver or an Application for Social Security Number	At enrollment
Medical Information which will impact instruction	At enrollment

NOTE: Parents who object to the state immunization policy for religious reasons may complete a notarized waiver.

Georgia law requires that every student enrolled in a Georgia public school must be immunized according to the rules and regulations established by the Georgia Department of Human Resources. A **Certificate of Immunization (Form 3231)** must be on file. A Georgia physician or health clinic must complete the certificate. Students who do not provide the school with an approved certificate will not be allowed to remain in school. **A child enrolling in a Georgia school for the first time AT ANY GRADE LEVEL must be age-appropriately immunized with all required vaccines.** In addition, those students entering a Georgia public school for the first time must provide a **Certificate of Eye, Ear and Dental Examination (Form 3300)** at enrollment.

Immunizations and Health Certificates (Forms 3300 and 3231)

Form 3300 (Certificate of Eye, Ear, Dental Exam)

A student, regardless of grade level, who has never been in a Georgia public school must provide certification of eye, ear and dental examinations on the Georgia Department of Human Resources Form 3300. Any child admitted to school without a certificate must present one within 120 calendar days. Forms may be obtained and completed at the local public health departments or physician offices.

Form 3231 (Certificate of Immunization)

Georgia Law requires children attending school (Kindergarten - 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School" unless any of the following situations exist:

1. Medical exemption: in this case the 3231 has an expiration date no more than 12 months from date of issue. There must be an annual review of the medical exemption and the certificate must be reissued with or without indication of the medical exemption.
2. Religious exemption: For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school with a notarized statement and it must meet the following criteria: (A) State that their religious beliefs conflict with immunization requirements; (B) the statement must be signed and dated by the parent/guardian; (C) The statement must be notarized, dated, and signed by a Notary Public; (D) The statement should be submitted to the school in lieu of an immunization certificate (form 3231); (E) The statement does not expire.
3. Waiver of 30 calendar days granted to new entrants by the superintendent or designee.
4. Waiver of 90 calendar days may be granted by the superintendent or designee to students entering Georgia public schools from out of state, if documentation is on file from the county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the 90 day waiver period.
5. Immunizations are required for diphtheria, pertussis, tetanus, hepatitis B, polio, measles, mumps, rubella, and varicella (chicken pox). Protection against each of these diseases must be addressed on the form 3231. The form can be computer generated and if the child attends more than one school, an original or a photocopy of the form must be submitted to the second school.

ELIGIBILITY

Participation in athletics, literary events, competitive band, and cheerleading is governed by the rules of the Georgia High School Association and State Board of Education Rule. The Houston County Board of Education endorses in policy these rules and regulations involving the participation in extra-curricular activities by students of their schools. A student is eligible to represent his school in interscholastic competition when:

1. He/she is a regular student enrolled in grades 9-12, who is in regular attendance and is taking a minimum of five subjects towards graduation.
2. He/she has passed five subjects which carry credit towards graduation during the semester preceding participation in an activity. Summer school is an extension of the spring semester.
3. He/she meets the requirements of normal semesters or years of enrollment and is on track for graduation.
4. He/she will not be nineteen (19) prior to May 1 preceding the year of participation in an extra-curricular activity.
5. He/she is not a migrant student of less than a year.
6. He/she has had a physical examination (athletic teams and cheerleaders).
7. He/she has not participated in an unauthorized game or contest nor signed a professional contract.
8. He/she is not assigned to the Houston County Crossroads Center.
9. He/she is not assigned to ISS.

No Pass - No Participate

All students who participate in competitive extracurricular and co-curricular activities must take six classes and pass and receive credit for five classes the semester prior to participation. Summer school is an extension of spring semester. All students must be on track toward graduation to participate.

A student must have four units to participate as a sophomore, 10 units to participate as a junior, and 16 units to participate as a senior. Students must earn one unit in "Core Subjects" and pass five courses first semester to be eligible second semester. Four units in the "Core" are required for 10th grade eligibility.

EXEMPTION POLICY - (Second Semester)

In keeping with Houston County Board of Education Policy, students in grades 9-12 may exempt final examinations Spring (Second) Semester if the following criteria are met:

1. Must have a ninety (90) average in the course to be exempted.
2. Must not be absent from school more than four (4) days, regardless of the reason, during the semester of the course.
3. Must not have been a discipline problem in the course to be exempted.
4. Must not have been assigned to ISS during the semester.
5. Must have cleared all financial obligations or fines/fees owed to the school.

NOTE: Students receiving hospital homebound services may not exempt final exams.

Students who meet the above criteria for exemption may be excused for home release with written parental permission in accordance with the following guidelines:

1. Students who exempt two exams in one day may be excused from school all day. Students who choose to exercise this privilege should not be on campus at any time during the school day for any reason.
2. Students who must take the morning exam, but who exempt the afternoon exam, should leave campus not later than 15 minutes after the end of the morning exam period, lunch period excepted.
3. Students who exempt the morning exam, but who must take the afternoon exam, should arrive on campus not more than 15 minutes before the beginning of the afternoon exam, lunch period excepted.

Students who exempt any exam may remain on campus during the exam but must report for supervision at the beginning of the test period as directed by the school administration. Students may not enter/exit classrooms or be in the hallways during the exam period and may not disturb in any way those taking exams.

If a student exempts the final exam in a class that requires an End of Course Test (EOCT), the student final grade may change depending on the grade received on the EOCT. The EOCT counts for 15% of the student final grade.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERBA)

❖ Notice To Parents/Guardians And Eligible Students

Under the Family Education Rights & Privacy Act, you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older or those who are emancipated, your own educational records. Parents or eligible students should submit to the child's school principal a written request and identify the record(s) they wish to inspect. The child's school principal will make arrangements for access and provide notice of such arrangements.
2. Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the

school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district shall forward educational records without prior consent to another school in which the student seeks or intends to enroll.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the HCBOE to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

❖ Notice To The Public

The Houston County School District has designated the following information as directory information:

1. A student's name.
2. A school at which a student is enrolled.
3. A student's participation in official school clubs and sports.
4. A student's weight and height if he/she is a member of an athletic team.
5. Awards or honors received during the time the student is enrolled in the Houston County School District.
6. Photographs or other student depiction used in information to the public regarding awards, honors, extracurricular activities, sports or school promotions.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled, in writing, within ten (10) school days after the first day of the school year.

Notice of additional rights under the Family Educational Rights and Privacy Act (20 USC 1232g) is available through the Office of Superintendent of Schools.

FIRE DRILLS

Fire drills will be conducted during the school year. Students will be advised by their teachers as to the procedure to follow. Those procedures are posted in the classroom.

GENDER EQUITY

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that *Houston County Board of*

Education does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is:

Executive Director for Secondary School Operations
HCBOE, P.O. Box 1850
Perry, Georgia 31069
Phone: 478/988-6223
Fax: 478/218-7517

GEORGIA HOPE SCHOLARSHIP PROGRAM

The Georgia HOPE Scholarship rewards a financial assistance at eligible Georgia public and private colleges and universities to students with an overall grade point average of 3.0 or better in the college preparatory program of study or an overall average of 3.2 or better in the technology career program of study.

The **Georgia Student Finance Commission (GSFC)** calculates the HOPE Scholarship GPA. The eligibility requirements for a HOPE Scholarship will be based on ALL academic credits a student earns in the academic areas of English, math, science, social science, and (for College Preparatory students only) foreign languages, regardless of the number of credits the student has earned in each area.

A brochure about the program is available in the counselor's office or at Internet Address: <http://www.gacollege411.org>. This program is dependent upon adequate funding from the Georgia Lottery for Education; therefore, students should contact their counselor for more information.

GEORGIA VIRTUAL SCHOOL PROGRAM

The Georgia Virtual School Program offers online high school courses in a variety of areas for Georgia students. Because of the limited number of seats available through the Georgia Virtual School, Houston County students will be allowed to enroll according to the priorities set forth below:

- 1st priority:** Students enrolled at the Houston County Crossroads Center for whom required courses are not available.
- 2nd priority:** Seniors who transfer into Houston County School System who need courses to meet graduation requirements which are not offered at the home school.
- 3rd priority:** Students who wish to enroll in Advanced Placement courses not offered at their home school.

Contact your counselor for additional information including possible online course fees.

GIFTED EDUCATION PROGRAM

A gifted-identified student, as defined by the Georgia Board of Education, is one who demonstrates a high degree of intellectual, creative, and/or artistic ability(ies); possesses exceptional leadership skills or excels in specific academic fields/ and who needs special instruction and/or special ancillary services to achieve at levels commensurate with the student's abilities. Students, grades kindergarten through twelve, in the Houston County School System who demonstrate a high degree of intellectual, academic, creative and/or artistic ability shall be provided special services by the Program for Gifted Students.

A challenging curriculum for high school gifted students is available in core academic areas. Gifted classes differ from other college-preparatory courses by offering more advanced study materials, greater emphasis on investigative skills, more extensive outside reading, more research/independent study, and maximum emphasis on critical thinking. Humanities class, a multidisciplinary program for gifted seniors, explores the cultural values of literature, art, music, history, and philosophy. Advanced Placement (AP) course offerings are also available to accelerated high school students. Each semester, gifted program students must take a minimum of two gifted segments and / or AP courses in the areas of English, math, social studies, and science unless an exception is approved by the principal and the Director of Gifted Education.

Because Gifted English is accelerated, students who commit to it should expect to continue to take Gifted English courses throughout their high school careers. If a student chooses to drop out of the Gifted English sequence in grade 10 or thereafter, he/she must take an AP English course as a senior unless a policy exception is approved by the school principal and the Director of Gifted Education.

Students currently enrolled in Houston County Schools may be referred for testing at any time during the school year. All referrals will be reviewed by the school's eligibility team for consideration for formal evaluation. Gifted eligible students can enter gifted classes at the beginning of the following semester. Gifted students who were enrolled in a gifted program from another state will be evaluated immediately upon receipt of records. New students who were in a gifted program in Georgia will be placed upon written confirmation of eligibility.

For further information, contact either the Gifted Lead Teacher, a counselor at your child's school, or the Director of Gifted Education.

Gifted Program Continuation Criteria

All students placed in the Houston County Gifted Program must meet eligibility criteria established by the Georgia Department of Education. According to state regulations, criteria for continued placement shall include satisfactory performance in both gifted and regular education classes, as well as provisions for a probationary period. The following Gifted Program Continuation Criteria for students in Houston County Schools are as follows:

Grades - The student shall pass all gifted and regular education classes as well as maintain an 80.00 average each grading period. In elementary and middle school, this average is computed using grades from the four core subject areas only. For the purposes of this policy, grading period shall be defined as each nine-week grading period in elementary and middle schools and each semester in high school.

Probation/Withdrawal - Any student failing to meet the criteria for grades shall be placed on probation for one grading period. Students not performing satisfactorily during the probation period shall be removed from the program at the conclusion of that grading period.

Re-Entry - Re-entry is available at the parent's request under the following conditions:

- a. Re-entry may be considered only at the beginning of an academic year.
- b. The student must have met continuation criteria each grading period from the time of withdrawal to the time of requested re-entry.
- c. A student may re-enter without being retested if and only if re-entry is requested and granted at the first possible opportunity.
- d. Gifted students who are suspended long-term or expelled from school are not eligible for gifted services. However, those students who apply for admission to a system alternative school and who attend for the duration of their suspension or expulsion are eligible for re-entry into the Gifted Program upon returning to their home school. Additional testing/evaluation is not necessary in this instance.

GRADE POINT AVERAGE (GPA)

There are four (4) different GPA's listed on the student transcripts.

Total GPA - This GPA is the total of all numeric grades, including failing grades, for the student, divided by the total number of attempted classes.

To determine number of attempted classes is as follows: classes that would give .5 units of credit count as 1 class. A class that gives a 1.0 unit of credit counts as 2 classes so for this class you would add the numeric grade twice. For example, if a student has taken 8th grade algebra that gives a 1.0 unit of credit, and received a grade of 93, you would count the 93 twice and count the number of attempted classes as 2.

Total 4.0 GPA - This GPA is determined by the total grades for all classes, including failing grades, based on a 4.0 scale, divided by the total number of attempted classes. Each class grade would be awarded a number from the 4.0 scale based on the numeric grade, i.e. 90-100 = 4, 80-89 = 3, 70-79 = 2, below 70 = 0. Again, any 1.0 unit of credit class would be counted twice and the number of classes would be counted as 2. For example, a student who has taken 8th grade algebra and received a grade of 93, that class would be labeled as a 4, you would count the 4 twice and the number of classes as 2.

Core GPA - This GPA is computed exactly like the **Total GPA**, but only includes classes in the **core areas** of Language Arts, Math, Science, Social Studies, and Foreign Language.

Core 4.0 GPA - This GPA is computed similar to the **Total 4.0 GPA**, but only includes classes in the **core areas** of Language Arts, Math, Science, Social Studies, and Foreign Language. However, any class that is an Advance Placement (AP) class will have the 5 additional quality points removed from the grade, and any class that is an Honors class will have the 3 additional quality points removed, before calculating the 4.0 GPA. For example, a student has taken Honors Biology A and made a numerical grade of 98 will have 3 points that are added for taking an Honors class removed, making the grade a 95, which would equate to 4.0. Now, if a student has taken the same class and made a grade of 90, the 3 points would be removed, making the grade a 87, which would equate to 3.0.

HOPE GPA - The Georgia Student Finance Commission calculates the GPA for the HOPE Scholarship. Courses taken in middle school are not incorporated into a student's HOPE Scholarship GPA calculation.

Any questions concerning your transcript, including the GPA's, need to be referred to the counselor at the school.

NOTE: Any course on the student transcript that does not have a numeric grade, but have grades such as "P", "NC", "I", "NG", etc. are not included in any of the GPAs.

GRADING

Students in grades 9 - 12 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

NG=Excessive Absences
NC=No Credit
WP=Withdrawal Passing
WF=Withdrawal Failing
I=Incomplete

GRADUATION EXAMS

All students are required to pass the **English/Language Arts** test, the **Mathematics** test, the **Social Studies** test, the **Science** test, and the **Writing** test as one requirement for earning a high school diploma.

Students should take the Writing test for the first time in the **fall** of their junior year. They should take the Language Arts, Mathematics, Social Studies, and Science tests for the first time in the **spring** of their junior year. Any student with nine (9) or more credits in their 3rd year of high school is eligible to take the tests. Students have four additional testing opportunities (if needed) before high school graduation. Please see the Testing Schedule for exact dates.

	<u>Writing</u>	<u>Content Areas</u>
Grade 11 Fall	First	
Grade 11 Spring	Retest	First
Grade 11/12 Summer	Retest	Retest
Grade 12 Fall	Retest	Retest
Grade 12 Winter	Retest	
Grade 12 Spring	Retest	Retest

GRADUATION OBLIGATIONS

Students must complete ALL financial obligations to the school in order to participate in graduation exercises. Students who graduate early may participate in the graduation exercise at the end of Spring Semester. It is the responsibility of the student to inform the school they will participate and to pay for their cap and gown as well as class dues. They will not be allowed to attend the Junior/Senior Prom as a student; however, they may attend as a guest.

GRADUATION REQUIREMENTS

The *Houston County Board of Education* requires that:

1. Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in **State Board of Education Rule 160-3-1-.07** (Testing Programs-Student Assessment).
2. Students who enroll in the ninth grade for the first time in the **2003-2004** school year and withdraw will meet the graduation requirements established in this rule and the assessment requirements established in State Board of Education Rule 160-3-1-.07 (Testing Program - Student Assessment).
3. Attendance Requirements of the Houston County Board of Education shall be consistent with State compulsory attendance laws, Houston County Board of Education Policy JBD, and regulations governing student attendance.

Units

1. The Houston County School System shall make available to all students the programs of study for the required College Preparatory, College Preparatory with Distinction, Technology/Career-Preparatory, and Technology/Career-Preparatory with Distinction programs of study.
2. No substitutions may be made for courses in the Required Minimum Core Curriculum in the College Preparatory or Technology/Career-Preparatory Diplomas. Further, students may not be exempt from any required courses, with the exception of approved foreign language credit for international students in the College Preparatory Program of Study as specified herein.
3. A course shall count only once for satisfying any unit requirement for graduation. The same course cannot be used to satisfy a unit requirement in more than one core area of study. See the following chart.

Graduation Requirements for Core Areas

CORE AREAS OF STUDY	CP	CP+	TC	TC+
(I) English/Language Arts*	4	4	4	4
(II) Mathematics*	4	4	3**	3**
(III) Science*	3	3	3	3
(IV) Social Studies*	3	3	3	3
(V) Health and Physical Ed	1	1	1	1
(VI) Computer Technology and/or Fine Arts and/or Career/Tech Prep and/or Foreign Language	1	1	1	1
(VII) Foreign Language*	2	2	0	0**
(VIII) Career/Tech Prep units*** (From core Career/Tech Prep courses)	0	0	4	4
(IX) Locally req or elective units	4	4	3**	4**
(X) State Electives (from Core Courses - English/Language Arts, Mathematics, Science, Social Studies and/or Foreign Language)	0	2	0	1
TOTAL UNITS (MINIMUM)	22	24	22	24

* Core Courses

- ** Technology/Career-Preparatory students may want to utilize an elective unit as Foreign Language or as a fourth unit of mathematics depending upon the student's program of study and the student's intentions to enter a University System of Georgia institution or other post-secondary institution. Determination of the appropriate number of mathematics units for each Technology/Career-Preparatory program of study shall be determined by the local board of education.
- *** Technology/Career-prep includes JROTC.

Students who enroll in the ninth grade for the first time during the **2008-2009** school year and then **withdraw**, must meet the graduation requirements specified below and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

AREAS OF STUDY	Units Required
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science*	4
<i>The 4th Science unit may be used to meet both the science and elective requirement.</i>	
(IV) Social Studies*	3
(V) CTAE and/or Modern Language/Latin and/or Fine Arts	3
(VI) Health and Physical Education**	1
(VII) Electives	4
TOTAL UNITS REQUIRED	23

*Required Courses and/or Core Courses

**Three (3) units of credit in JROTC may be used to satisfy this requirement.

Dual Seal: To receive both the College Preparatory (CP) or College Preparatory with Distinction (CP+) and the Technology/Career-Preparatory (TC) or Technology/Career-Preparatory with Distinction (TC+) seal, a student shall complete the requirements as specified in the above graduation requirements.

Areas of Study

Courses that shall earn unit credit in English/language arts, mathematics, science, social studies, health, physical education, foreign languages, military science, music, visual arts, dance, theatre arts, computer science, education, humanities, personal/interpersonal/social skills and Technology/Career-Preparatory are listed in State Board of Education Rule 160-4-2.03 List of State-Funded K-8 Subjects and 9-12 Courses.

Any student may select any course offered in Houston County and listed in the course listing rule providing prerequisites, if specified, have been met. The one exception to this provision is where the letter "r" appears with course names. These courses are required. They must be successfully completed and cannot be substituted with any other course. Any course identified as "c" is a core course and may be selected to count as one of the core unit requirements. Courses identified as "c" in Technology/Career-Preparatory areas will count as one of the four core Technology/Career-Preparatory courses for a T/C or T/C+ program of study. A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the unit requirements.

English/Language Arts: At least one-half unit of credit in American literature/composition shall be required. All courses that may satisfy the remaining units of credit are identified with a "c". The other courses identified with an "e" are electives. Grammar/composition shall be a component of all courses and shall be integrated into the course of study, not isolated.

Fine Arts: One elective required of all students may be selected from courses in fine arts. For students working toward diplomas with distinction, two additional elective units are required for College Preparatory (CP) programs and one additional elective unit is required for Technology/Career-Preparatory (T/C) programs. These electives may be chosen from fine arts.

Foreign Language: Two units of credit of the same foreign language shall be required for the College Preparatory (CP) and College Preparatory with Distinction (CP+) programs of study. Students whose native language is not English may be considered to have met the foreign language requirement by exercising the credit in lieu of enrollment option if they are proficient in their native language. The determination as to whether an international student qualifies for the foreign language exemption shall be made according to procedures established by the Houston County Board of Education.

For a student who is hearing impaired, American Sign Language may be taken as an elective or as a core course to fulfill the requirements of the College Preparatory (CP) or College Preparatory with Distinction (CP+) seal. If American Sign Language is to be used to fulfill the college preparatory requirement of two units of the same foreign language, adherence to the requirements in the following paragraph is required.

For the purpose of fulfilling the foreign language requirement for a College Preparatory (CP) or College Preparatory with Distinction (CP+) seal, a demonstrated proficiency in American Sign Language shall be accepted as a foreign language if it is determined that a deaf student has a hearing loss which significantly impacts upon the student's ability to learn a foreign language. The Individualized Education Program (IEP) Committee shall state in the IEP that American Sign Language is substituting for two units of foreign language.

For students who are not hearing impaired, American Sign Language may be taken for one unit of elective credit or for a third unit of foreign language credit.

Health and Physical Education: For each program of study, one unit of credit of health and physical education is required. Students shall combine one-half unit of credit of Health and one-half unit of Health and Personal Fitness or Advanced Personal Fitness to satisfy this requirement. Health and physical education courses may be taken as electives for all programs of study. Courses in physical education shall be taken to enhance lifelong fitness and physical activities rather than development of athletic performance.

Mathematics: For the College Preparatory (CP) and College Preparatory with Distinction (CP+) programs of study, four units of credit of approved mathematics will be required. The student record shall show credit or equivalency for each of the core courses of Algebra I, Euclidean Geometry or Informal Geometry; and Algebra II and an additional course listed in the College Preparatory Mathematics or Advanced Mathematics categories or Statistics. For the student who takes Applied Problem Solving and Applied Algebra, the record shall show credit for Applied Problem Solving, Applied Algebra, Euclidean Geometry or Informal Geometry or Applied Geometry and Algebra II. This latter program of study will fulfill admission requirements for some institutions in the University System of Georgia.

The Technology/Career-Preparatory (TC) and Technology/Career-Preparatory with Distinction (TC+) programs of study require that a student earn at least three units of mathematics which shall include, as a minimum, Algebra I or its equivalent. To meet the requirements for Algebra I or its equivalent, a student shall earn a unit of credit in (1) Algebra I or (2) earn two units of credit by passing both Applied Problem Solving and Applied Algebra or (3) two units of credit by passing both Concepts of Problem Solving and Concepts of Algebra.

Science: Students shall earn at least three (3) units of credit in science. Students earning the College Preparatory (CP) and College Preparatory with Distinction (CP+) seal shall satisfactorily complete a physical science, a life science, and one additional science course.

Students earning the Technology/Career-Preparatory (TC) and Technology/Career-Preparatory with Distinction (TC+) seal shall meet the requirements for the College Preparatory (CP) or College

Preparatory with Distinction (CP+) seal or shall pass any three units of science including one physical science, one life science or two units of applied biology/chemistry.

Science courses that meet the science requirement for graduation shall be year-long courses with the exception of the third unit of credit. All courses meeting the science requirements for graduation must be laboratory-based.

Social Sciences: At least three units of credit shall be required in social studies. One unit of credit shall be required in United States history. One unit of credit shall be required from the world studies area, e.g., world history or world geography. World history shall be required for the College Preparatory and College Preparatory with Distinction (CP+) seals. World Geography may be taken to meet the world studies requirement for a Technology/Career-Preparatory (TC) or Technology/Career-Preparatory with Distinction (TC+) seal. One-half unit of citizenship education (government) shall be required. One-half unit of Principles of Economics/Business/Free Enterprise shall be required. Students who transfer to Houston County Schools from a school which was organized on the quarter system shall be required to take one other one-third (or one-half) social studies unit from the political science/government area or from the economics area or from the international relations area to be added to the Citizenship Education and Principles of Economics/Business/Free Enterprise courses to complete the unit of credit requirement.

English to Speakers of Other Languages (ESOL)

A student may earn no more than two (2) units in English through the ESOL Program (ESOL II, III, or IV). ESOL I counts as elective credit only.

Attendance

Attendance requirements must also be met.

Required/Core/Elective Credit

1. Unit credit for graduation shall be awarded only for courses that include concepts and skills based on the Quality Core Curriculum (QCC) and Georgia Standard Performance (GPS) or those approved by the State Board of Education.
2. Unit credit for core courses shall be awarded only for courses that include concepts and skills based on the QCC and GPS for grades 9-12. The individualized education program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
3. Unit credit for course(s) studied in middle school (with the exception of **Algebra I, Geometry, and Foreign Language** as outlined in this policy) must be based on the QCC and GPS for grades 9-12, must be approved by the Houston County Board of Education, and will increase the student's required units for promotion and for graduation.
4. Either elective course credit or no course credit shall be awarded for courses in which instruction is based on the QCC and GPS for grades K-8.
5. Completion of a program of study does not necessarily qualify students for the HOPE Scholarship Program.

Areas of Study

Courses that shall earn unit credit in English/language arts, mathematics, science, social studies, health/physical education, foreign languages, military science, music, visual arts, dance, drama, computer science, education, humanities, personal/interpersonal/social skills and Technology/Career-prep are listed in Appendix A of Georgia Board of Education Rule 160-4-2-.46 and in the Houston County School System High School Course Catalog.

Required Procedures for Awarding Carnegie Units of Credit

1. A unit of credit for graduation shall be awarded only to students in grades 9-12 (except as specified herein) for successful completion of courses of study based on a minimum of 150 clock hours of instruction provided during the regular school year or a minimum of 130 clock hours of instruction in summer school.

2. Specific courses transferred from other school systems shall be determined to meet core curriculum requirements by evaluating course content. This evaluation shall be done by a school administrator or counselor. Information about course content should be obtained from former schools. Credit will be granted when in the judgment of the evaluator the course substantially meets the requirement. Equivalency credit will be shown on the student's transcript.
3. Should the Houston County Board of Education choose to grant unit credit for learning that has occurred outside the 9-12 classroom, it shall use the following assessment procedures to award or exempt unit credit in lieu of class enrollment: evaluation of the student's transcript for course equivalency and/or a proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript. Any credit so awarded must be approved in writing by the Assistant Superintendent for Teaching and Learning and the Executive Director for Secondary School Operations.

GUIDANCE AND COUNSELING

Guidance and counseling are integral parts of the curriculum. Students and parents should avail themselves of this service. Conferences with the counselors may be arranged at any time. Plans for high school courses, selection of a college, scholarship opportunities, college loans, occupational choices, selection of trade/technical schools, personal and home problems, study habits, dropping out of school, and part-time jobs may be discussed.

Tests which are available to students are:

1. Preliminary Scholarship Aptitude Test/National Merit Scholarship Qualifying Test (PSAT) Administered to 10th graders (fee covered by the State); optional for 11th graders with students paying the fee.
2. College Entrance Examination Board Test - (SAT) for juniors and seniors who expect to enter college (October, December, January, May and June). Dates are posted on school bulletin boards and in guidance offices. This test is given locally at Northside High School and at Mercer University, Macon, Georgia.
3. American College Testing Program (ACT) 11th and 12th grade students. Dates are posted on bulletin boards in guidance offices. Administered at Warner Robins High.
4. GED Test for 18-year-olds who have withdrawn from high school. These tests are administered monthly at the Middle Georgia Technical Institute. Call MGTI at 988-6800 for test dates.

Applications for the SAT and for the ACT may be obtained from the counselor's office.

Materials and Services

1. College applications and college catalogs are available in the guidance office.
2. Information and applications concerning financial aid are available upon request in the guidance office.
3. College applications and student transcripts are sent by guidance personnel upon request from students.
4. Upward Bound information is available in the guidance office.
5. A career/college center provides information using the computer based Georgia Career Information System (GCIS). Information on colleges and careers is available upon request.

HALL TRAFFIC

You are requested to keep to the right of the corridors while changing classes. Form a line down the wall to the right of the water fountains when you stop to get water. Do not stand in the center of the corridor. Do not stop in the center to talk with your friends. Students are requested not to use the halls during lunch where classes are in sessions. You are requested to exercise consideration for others at all times.

HEALTH SERVICES

Head Lice

Head lice can infect anyone, not just children.

Head lice are spread only through head-to-head contact.

Lice are more common among preschool and elementary school-aged children and their families. Head lice cannot live on pets or animals, only on humans. No diseases are spread by head lice.

How do I know if we have head lice?

- A few people will get an itchy scalp. Nits or eggs may be found close to the scalp and are hard to remove. Live crawling lice can be found throughout the scalp.
- The scalp will itch for many reasons AND for weeks after detection.
- Black specks may be found on the pillowcase (this is the droppings)
- Some people have no symptoms at all
- Once lice are found on a student's head the child has had lice infestation for at least 7-10 days

If your child is found to have active crawling head lice, you will be called to pick him/her up.

A letter will be sent home with these directions:

1. Inspect each member of your family daily for 3 weeks (then routinely once a week). Look closely at the scalp and you will see small, yellowish-tan nits (eggs) firmly attached to the hair shaft. They are not easily removed.
2. Treat each member infested (DO NOT treat unless there are live, crawling lice or eggs present; treatment WILL NOT prevent head lice). Several safe products are on the market. When used as directed, these products will kill the lice. REMOVAL of ALL nits (eggs) is the only way to stop the repeated problem.
3. ALL personal clothing, bed linen, towels, combs, and brushes must be washed in hot water with a strong detergent.
4. Items unable to be washed should be vacuumed (mattresses, furniture, carpets, stuffed animals).
5. A repeat shampoo treatment with the medicated product should be done 7-10 days after the first shampooing was done. This will kill any hatched eggs that were not killed or removed during the first treatment.

Please help the school prevent lice outbreaks by encouraging your child not to share clothing items or other personal items such as combs, brushes and towels with friends. The school nurse is available for consultation with difficult cases.

Medication Administration

Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician and when the following guidelines are followed:

1. School personnel must be informed by a written note from the parent directing that medication be given to the student at school. Specific information regarding medicine, dosage, and time to be given must be clearly stated.
2. Medication forms (HRS 29) are available to be filled out by the physician and parent in cases of long-term medication (more than two weeks).
3. All medication must be presented to the school office in a prescription labeled bottle, which will include student's name, date, instructions for administering, name of drug, and name of issuing physician.

Non-prescription medicine, over the counter medicine, such as Tylenol, will be given only for a short-term duration i.e. two consecutive weeks or for a total of 10 times through the semester without a

physician's order. Medication must be in the original container and accompanied by written parental request and direction for administering. (Form HRS 29C)

HERBAL Medications will not be given without an order from the student's physician.

Expired medication will not be given. Please check for expiration date before bringing medications to school.

You are responsible for requesting your medication at the appropriate time.

HOMEROOM PLACEMENT REQUIREMENTS

Students must have 16 units of credit to be assigned to a senior homeroom, 10 units to be a junior, and 5 units to be a sophomore. Any student with fewer than 5 units will be placed in a ninth grade homeroom. The HCBOE has ruled that graduates must meet requirements prior to graduation. This means that students will not be able to participate in graduation and then go to summer school to earn needed credits. Diplomas will be awarded at the end of summer school to those who continue their study and meet graduation requirements.

HOSPITAL/HOMEBOUND SERVICES

If you suffer an injury or illness (non-communicable) that requires an extended absence from school (at least ten consecutive days), you may be eligible for services from the hospital/homebound program. Your parents should notify the counselor's office as soon as possible if they think you qualify or will qualify for the program. Your parents will be given a hospital/homebound referral form that your physician will need to complete. In case of extended absences caused by a chronic illness, the school will work with the parents in referring the student for hospital/homebound services. Once approval for the services is given, you will receive tutorial assistance at home or at the hospital and days missed are marked as "present" in school. Policy allows a maximum of 14 school days (after the end of a semester) for a student to make up work missed. An "I" Incomplete will be converted to a numerical grade.

HOUSTON COUNTY CAREER & TECHNOLOGY CENTER (HCCTC)

HCCTC is a non-traditional high school that offers students many opportunities for success in a supportive, self-paced environment. Dual enrollment, competency based instruction, and articulated courses create a smooth transition into the workforce or post-secondary technical education. This is a school of choice for those Houston County students who are interested in achieving a career/technical preparatory diploma.

Each student will earn core area credits in math, science, English, and social studies using a computer-based learning system called NovaNET. NovaNET credit is not transferable to a home high school if the student withdraws. Once a student is admitted, he/she must stay there for the entire semester.

In order to qualify for a technology/career preparatory diploma, a student is required to complete (22) units which include all core and technology/career requirements and pass all areas of the Georgia High School Graduation Test. Call 322-3280 for information.

Admission Requirements to HCCTC:

The student must:

- Be at least 16 years of age
- Be a resident of Houston County
- Have a good attendance record
- Have a good discipline record
- Have completed one year of high school
- Have a minimum of three (3) Carnegie units
- Be committed to a technical career and diploma from this school.

Enrollment Process for HCCTC:

The student must:

- Provide a copy of school records
- Provide proof of residence in Houston County
- Provide an immunization certificate
- Complete the application for enrollment
- Provide three teacher recommendations
- Be interviewed with a parent present
- Have parent or legal guardian sign a contract on student behavior and attendance

HOUSTON COUNTY CROSSROADS CENTER

Students suspended from their home schools for discipline reasons may apply for admission to the ***Houston County Crossroads Center***.

Any students entering the Houston County School System from YDC, residential treatment facilities or other appropriate facilities must contact the Executive Director of Secondary School Operations for admission. The student may be referred to a tribunal hearing for appropriate placement.

Admission Procedures

To register, a student must be accompanied by a parent or guardian and complete an application for admission. An interview with an administrator will also be required when application is made. At the time of registration, students must bring the following to the Crossroads Center:

1. A copy of previous school records;
2. A complete withdrawal packet from the last school attended;
3. Health certificates: immunization record, (Georgia 3231), and EED (ear/eye/dental screening record - Georgia 3300);
4. Copy of Social Security card.

Registration is held on Monday thru Thursday from 8:30 am to 1:30 pm., there are no new student registrations on Friday.

The Crossroads Center will not admit: (a) any student who does not sign the contract and agree to abide by all policies and rules or (b) anyone who owes fees/fines to their regular school.

Crossroads Center Mandatory Uniform Dress Code Policy

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, 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, with a plain white undershirt (long or short sleeved) if worn.

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: worn at the waist, belt must be worn through loops, visible and with **small open face buckle** (no western or oversized buckles).

Shoes

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

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 will 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

- Belts: Black or brown. **No western or oversized buckles. No metal rivets or studs.**
- Military issue clothing is not permitted.
- A single wristwatch may be worn.
- Coats or jackets must zip/button/snap from top to bottom (no pullovers) and must be left undone during the school day. **No trenchcoats. No handmade writing or drawing allowed. No metal rivets or studs.**
- **Makeup may not be brought on campus, but may be worn (if not a distraction).**
- Females may carry necessary feminine items in small purses.
- Items not necessary to school (photos, magazines, jewelry, markers, color pencils, etc.) will be confiscated.
- **No Bookbags/backpacks.** Purses big enough to carry textbooks and folders may not be brought to school.
- Students must be prepared for school when they arrive. Paper/notebook, pen/pencil, etc.
- No baseball caps, knit or stocking caps (do rags included) may be worn or brought to school.
- Students are allowed one lip care product. No grooming items (brushes, lotions, etc) are allowed.
- Sweaters and sweatshirts are not allowed. **No hooded outer garments of any kind are allowed.**

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, 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 unnatural hair coloring
- No extreme hair styles - spikes, etc.
- One pair of earrings (one earring per ear), no other jewelry
- Fingernails must not extend ¼" past fingertips
- Tattoos or other permanent body markings must be covered at all times.

Violation of dress code: 1st - 1 day ISS; 2nd - 2 days ISS; 3rd - 3 days home; 4th - 5 days home: 5th - withdrawal from the Crossroads Center.

INSTRUCTIONAL PROGRAMS

Two programs of study are offered in all Houston County high schools, grades 9-12, in keeping with State Department of Education policy. These programs of study are:

1. **Technical/Career Program of Study**
(Career Sequence)
(Technology Sequence)
2. **College Preparatory Program of Study**

Students who plan to attend college should enroll in the College Preparatory Program of Study no later than the beginning of ninth grade, earlier if possible. Students who select the College Preparatory Program as ninth graders must take college prep courses only. All core courses must be college prep in grades 9 through 12. Career and Technical academic classes will not count toward graduation with a college prep seal. The World History requirement should be completed in grade 10.

Health, a required course of study for graduation, contains instruction required by the state in sex education and HIV/AIDS education. When a student enrolls in Health, a parental permission form must be on file indicating whether the student may/may not receive instruction in sex education and HIV/AIDS education. Those students whose parents choose to opt out of sex ed and HIV/AIDS education may miss only that portion of the class addressing sex education and HIV/AIDS education.

INTERNET POLICY

The Houston County Board of Education recognizes the importance of making advanced technology and increased access to learning opportunities available to students and staff. As resources permit, INTERNET services shall be made available in schools. The Board of Education realizes that with access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Houston County School System personnel shall take available precautions to restrict access to controversial materials. The following procedures must be followed by Houston County employees and students in INTERNET use:

1. All student access to the Internet will be under the direct supervision of a teacher or designated professional staff member.
2. The Houston County School System shall employ Internet filtering technology, which will restrict access by minors to inappropriate materials on the Internet.
3. The Houston County School System will use appropriate measures, including Internet filtering solutions and network security devices, which will insure the safety of minors when using Internet mail, chat rooms, and other forms of communication.
4. The Houston County School System will use appropriate tracking methods to insure that minors do not participate in unauthorized or illegal measures while online.
5. The Houston County School System will employ adequate network firewall and server security measures as to insure against the unauthorized use or disclosure of personal information regarding students and faculty.

6. The Houston County School System shall employ Internet filtering and network firewall facilities, which will restrict access by minors to harmful matters.
7. All students who are granted access privileges to the Internet must first read and sign the Student Agreement form. Furthermore, their parents and guardians must read the acceptable use policy and sign the Parent Agreement form, and return it to a designated person at the student's school.

Penalties for Improper Internet Use

Any user violating these rules or any other state or federal laws or classroom or school system policies is subject to lose network and/or computer use privileges. Furthermore, school disciplinary action, including in-school suspension and/or suspension or expulsion may be imposed.

If the actions of a user cause or contribute to the loss of service, applications, and/or data, school disciplinary action commensurate with the magnitude of the infraction shall be administered. In the event that such action causes the need for technical assistance to restore the service, application, or data, restitution may be charged.

Any unauthorized access or breach of state or federal law is subject to criminal prosecution.

LOCKERS

Lockers are available at no cost to the student and this includes a combination lock. Other locks are not permitted. Students must keep lockers clean and must keep them locked. Students are not allowed to go to their lockers during class without permission. Lockers may be searched with reasonable cause. Report any problems to main office.

LUNCHROOM

As much time as possible is provided for your lunch period. Students should be aware of the line and not "break" in front of other students. With the number of students passing through the lunchroom each period, it is necessary that loud boisterous talking and laughing not be permitted. An adequate number of lines is provided, each with a well-balanced meal for students. Each student is expected to assume responsibility for keeping the lunchroom clean and orderly. Each student is responsible for depositing plates and utensils in the proper place immediately after lunch. Students wishing to pay for lunches in advance should see the lunchroom supervisor. Students may bring their lunches from home but consumption of all foods should occur in the lunchroom. During the lunch period, students should not use corridors where classes are in session. Students are not allowed to receive food items from commercial vendors at school.

The regular cost for a student lunch is \$2.25. A reduced lunch price of 40 cents is available to eligible students. Meals may not be charged. Make checks payable to *Houston County School Nutrition*.

**SCHOOL BREAKFAST AND LUNCH INFORMATION
HIGH SCHOOL**

PRICES	REDUCED	STUDENT	ADULT	ADULT (VISITORS)
BREAKFAST	\$.30	\$1.50	\$1.75	\$1.750
LUNCH	\$.40	\$2.25	\$3.00	\$3.25

ALA CARTE ITEMS: Cannot be pre-paid or charged. This item must be paid for during lunch.

*******PRE PAYMENT*******

In order for your children to be served efficiently, pre-payments should be made weekly or monthly. Please use the following schedule as a guide for making monthly payments. Checks should be made to Houston County School Nutrition.

MONTH	BREAKFAST		LUNCH	
	REDUCED	FULL-PAID	REDUCED	FULL-PAID
August (20 days)	\$6.00	\$30.00	\$8.00	\$45.00
September (21 days)	\$6.30	\$31.50	\$8.40	\$47.25
October (19 days)	\$5.70	\$28.50	\$7.60	\$42.75
November (14 days)	\$4.20	\$21.00	\$5.60	\$31.50
December (15 days)	\$4.50	\$22.50	\$6.00	\$33.75
January (18 days)	\$5.40	\$27.00	\$7.20	\$40.50
February (14 days)	\$4.20	\$21.00	\$5.60	\$31.50
March (22 days)	\$6.60	\$33.00	\$8.80	\$49.50
April (17 days)	\$5.10	\$25.50	\$6.80	\$38.25
May (20days)	\$6.00	\$30.00	\$8.00	\$45.00
TOTAL (180 days)	\$54.00	\$270.00	\$72.00	\$405.00

MEDIA CENTER SERVICES

The school provides material for recreational reading and research. The media center staff is anxious to help students, and we urge students to request assistance when needed. During the school hours, admittance is by written permit only unless the student comes with a class and a teacher. A permit is obtained from the subject teacher and stamped by a library assistant when the student returns to class. Students coming to the library from class must have a purpose relative to the subject and require the use of library materials. All books and materials taken from the media center will be checked out at the circulation desk. Reference and reserve books and magazines may be checked out overnight only. These will be checked out during the last period of the day or immediately after school and must be returned before school or during homeroom the following day. A reasonable fine per day per item is charged when overdue items are late. This includes being overdue because of illness. Seniors must clear with the library before they graduate.

Challenged Materials

Criticisms of instructional and library materials that are in the Houston County Schools shall be submitted in writing on the form available to the individual school principal. It is suggested that the critic file the complaint which will be submitted to the school Media Committee appointed by the principal. If a parent or guardian objects to a reading assignment made by a classroom teacher, the parent may request in writing that the student be given a comparable alternative assignment without penalty; in so doing, the parent should state the reason for the request.

CHEWING GUM WILL NOT BE ALLOWED IN THE MEDIA CENTER. BOOK BAGS MAY BE ALLOWED INSIDE THE MEDIA CENTER AT THE PRINCIPAL'S DISCRETION.

MEDICAL APPOINTMENTS

Parents are requested to make dental, medical, and other appointments for students after school hours and on Saturdays. Reasonable requests by parents for students' medical appointments during the school day will be honored if arranged by parents in advance.

MILITARY RECRUITMENT PROVISION - §9528 of the NCLB Act of 2001

The *No Child Left Behind Act* of 2001 (NCLB) requires the Houston County School System to disclose the name, address, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning. However, parents or individual students 18 years or older may request that the information not be released.

Under the current federal law, you do not have to allow your child's information to be shared if you request non-disclosure. Forms are available in the counselor's office should you choose to opt out. The form must be completed by the parents (or the student if 18 years or older) and returned to the school.

OFF-CAMPUS SCHOOL EVENTS

Pupils are not to be permitted to drive cars and/or transport other pupils to and from any off-campus event planned and/or sponsored by the schools during the instructional day, except with written permission from the parent and approval by the principal.

PARENT/TEACHER CONFERENCES

A parent wishing a conference with his child's teacher should contact the school counselor by phone. Conferences should be scheduled in advance.

PARENT PERMISSION TO DROP OUT

When a sixteen or seventeen 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/guardian educational options available and the consequences of not earning a high school diploma.

PERMANENT RECORDS

A student and/or his/her parents may review the student's permanent record at any time. It is suggested that the student make an appointment with his/her counselor to do this.

PERSONAL POSSESSIONS AND VALUABLES

You are discouraged from bringing personal possessions and valuables to school. The school is not responsible for any items lost or stolen. Large sums of money should not be brought to school.

PROM

A student must have earned a minimum of 10 units in order to be eligible to purchase a prom ticket. The building principal has discretion to restrict a student's prom attendance for students not actively enrolled in their home school.

RELEASE OF STUDENTS

The school may not release a student to any person other than the person who enrolled the student in school. If an individual other than the person who enrolled the student in school is authorized to take the student from school on a regular basis (e.g., a grandparent or other relative, childcare provider, etc.), the person who enrolled the student in school must notify the school of such in writing, and this

notification should be placed in the student's record. **A PICTURE ID MUST BE PRESENTED BEFORE THE STUDENT WILL BE RELEASED.** If someone other than the person who enrolled the student in school (or an individual authorized in writing by this person) attempts to take custody of the child or to remove the child from the school, the school will immediately contact the person who enrolled the student in school. If a person who attempts to take custody of the child without consent of the person who enrolled the student in school refuses to leave the school or causes a problem the school should contact the appropriate law enforcement agency. (This provision shall apply with respect to State or local law enforcement officers.)

REPORT CARDS

Report cards will be issued at the end of each semester. Progress reports will be issued after 6 and 12 weeks each semester. Additional progress reports may be sent to parents at any time during the semester at teacher discretion. Only semester grades are recorded on the student's permanent record.

SAFE & DRUG-FREE SCHOOLS NEEDS ASSESSMENT PARENT INFORMATION

The Houston County Board of Education has approved for the Statewide & Local Needs Assessment to be administered to students in grades 6, 8, 10, and 12 (Georgia Student Health Survey II). These surveys require 20 minutes to complete, are totally anonymous and pertain to student involvement in substance abuse and violent situations.

Our main goals in the Safe and Drug-Free Schools program:

- 1) To assist in maintaining a school environment that is free of drugs and violence;
- 2) To promote an atmosphere that allows teachers to teach and students to learn; and
- 3) To offer experiences that involve students in applying the concepts of decision-making and accepting responsibility for their behavior.

Sample Questions of the State Needs Assessment are as follows:

- * I feel successful at school.
- * I know what to do if there is an emergency at my school.
- * I have been bullied by other students in the past 30 days.
- * Perception Statement: I think alcohol is harmful to my health.

SCHOOL INSURANCE

Accident insurance may be obtained on an optional basis. The insurance covers the student in route to and from school and while attending school. Insurance is mandatory for each student participating in athletics, certain trade and industry courses and work-study courses. A certification from parent or guardian of private insurance coverage for the student will be acceptable. The homeroom teacher will provide information about insurance.

SEARCH AND SEIZURE POLICY

School personnel have the right to search you, your car, your book bag, and your locker with due cause. School lockers, desks, and other school property are subject to inspection by school authorities at any time. Searches may be conducted using "drug-sniffing" dogs and/or metal detectors.

SELLING

No items may be sold on campus without permission of the principal or his/her designee.

SEVERE WEATHER

Full and complete severe weather instructions are posted on the wall in every room.

SEXUAL HARASSMENT

The Houston County Board of Education will not tolerate sexual harassment in any form by any person.

It is the policy of the Houston County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any person to harass a student, an employee, or any other person through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment or an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for promotion or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic or work environment.

Any person who has knowledge of or suspects that sexual harassment is occurring within the system shall immediately report the same as provided for in the grievance policy.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be immediately reported to the Superintendent or his/her designee, be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

SELECTION OF HONOR GRADUATES

Seniors who have a cumulative average of 90 or above **at the end of first semester** have satisfied the GPA requirement for Honor Graduate recognition. In computing the numerical average for academic standing, grades received in those courses which are remedial or developmental will not be included. (Policy IHC)

SEMESTER TESTS

A comprehensive final examination in each course grades 9-12 will be given each semester. This test will be given during the last week of the semester and will count one-fourth (1/4) of the final grade. Students may exempt final examinations of the spring semester provided they have an A average and are absent no more than four (4) days. Further, in order to be exempt from one or more examinations the student must have cleared all obligations to the school, including media center textbooks, school property, fees and the like. No other students may be exempted from tests.

In courses for which a State-mandated End-of-Course Test (EOCT) is required, the grade on the EOCT shall count 15 percent of the final grade. The comprehensive teacher-made final examination shall count 10 percent of the final grade. No student may exempt the EOCT. Students may exempt the teacher-made final the second semester under the same stipulations stipulated above.

Dates of system final examinations will be decided during each semester; no more than two (2) final examinations per day shall be scheduled for any student. Dates of End-of-Course Tests are established by the Georgia Department of Education.

SMARTWEB

In addition to receiving printed progress reports and report cards, parents can access their student's grades at any time via the Internet. You will be required to go through the parent registration in order to view information by going to the Houston County Board of Education website, www.hcbe.net.

Directions for accessing SmartWeb: At the Houston County Board of Education website on the left side of the page, you will need to select the star "Parents," then scroll down the page to SmartWeb System and select "SmartWeb Access." If you are a first time user, you will need to select "Register me." You will be prompted to enter Student ID which is located on past report cards, picture ID, etc., social security number, and birthdate of the student's records you are accessing. To complete the process, you will be asked to give an e-mail address and password. This password will be required for future log-ins.

You might be asked to download the latest version of JAVA - (which is required for viewing). If you are asked about JAVA security, choose "Grand Always."

SmartWeb will assign a "User Number" to you. It will be something like FN_____(with the FN being part of the number that you will have to enter. These steps are in place to ensure security and to protect your child's privacy. After the initial log-in, you will be required to enter the User Number and Password.

It is a good idea to save the "Registered Parent/Guardians" site to your Favorites list for easier future access. If you have any questions or problems accessing SmartWeb, please call the school's office for assistance.

SmartWeb will be closed to parents/guardians the week before finals through the time report cards are received. You will not be able to access your student's information during this time.

STUDENT DRIVING AND PARKING

Students may drive automobiles to school within the limits of the criteria established by the principal (grade restrictions may apply at principal's discretion). Students who refuse to comply with approved regulations and restrictions will be subject to disciplinary action which may include suspension from school.

Parking Procedures:

The following regulations are set forth in the best interest of all students. The privilege of parking and/or driving on campus may be withdrawn from any student who violates any one or any combination of these regulations:

1. Students may park only in the areas provided for student parking. Improper parking, such as wrong areas, blocking roadway, straddling lines, is prohibited.
2. Campus speed shall not be in excess of 10 miles per hour.
3. Cars must be locked from the time the student parks until he leaves the campus at the end of his school day.
4. Vehicles must be driven at all times safely so as to provide maximum protection for the safety of other people and their property.
5. Middle school students will not be permitted to drive motor operated vehicles on the school campuses.
6. Students who violate the rules pertaining to parking will have their privileges temporarily suspended. Three violations will mean permanent loss of privileges.
7. Principals may require students to purchase a parking permit.
8. Any vehicle parked on school grounds or board of education property shall be subject to search and seizure under the provision of Houston County Board of Education Policy JCAB.

STUDENT OR PARENT GRIEVANCE

Level I

The complaint shall be presented orally or in writing to the principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence should be provided at this time. The administrator will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint.

Level II

A complainant dissatisfied with the decision of the principal may appeal to the Superintendent of Schools by filing a written request to meet with the Superintendent. The complaint should be mailed to:

*David Carpenter, Superintendent
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069-1850*

This request must be filed within ten (10) calendar days after the complainant receives the decision from the principal.

The Superintendent will render a written decision within ten (10) calendar days after the meeting.

Level III

A complainant dissatisfied with the decision of the Superintendent may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Superintendent. The Board of Education will act on the complaint at the next scheduled BOE meeting.

STUDENT SUPPORT TEAM

The Student Support Team process known as SST, pairs a faculty member with a student who is having academic, behavioral, and/or motivational problems. This faculty member meets regularly with the student, monitors the student's progress, and plans alternative strategies to try to help the student be more successful in the classroom. SST is also the vehicle through which special needs are met for students covered under Section 504, which prohibits discrimination against students with disabilities; for students with chronic medical problems; and for students with attention deficit/hyperactivity disorder (ADHD). Students may be placed on SST by administrative placement, parent or student request, or teacher referral.

SUBSTITUTE TEACHERS

Courtesy to substitute teachers is one of the most vital ways to build good school-community relations. Students should treat substitute teachers as they would guests in their home. The school feels obligated to take severe action against students who persist in being uncooperative and disturbing to the substitute teacher.

SUMMER SCHOOL

A student may earn at most two (2) units of credit during summer school. A student may not miss more than 3 days during the summer and all absences must be made up in order to receive credit. A fee is charged for each course taken in summer school. Academic core courses may be taken in summer school for initial credit if the student is behind in course work. First time electives may be scheduled, however. The availability of high school courses, (college prep and career/tech) offered in summer school will depend upon student demand and the ability of administration to hire the necessary instructional staff. Contact the guidance department for further information on specific course offerings and guidelines.

Courses taken in summer school from systems outside Houston County will be evaluated upon receipt of transcript for possible credit. Credits from a school accredited by the Southern Association of Colleges and Schools or other regional accrediting agencies and which are compatible with state and local course descriptions will be accepted with proper documentation. Because summer school is paid for with tuition monies and not with State or Federal funds, no special services will be available.

Remediation will be offered for those students who have failed one or more sections of the Georgia High School Graduation Test. This program, funded by the State, is offered within resources available in addition to the regular summer school program. Participation in summer remedial classes carries no credit but is free to participants.

TELEPHONE

Students will not be allowed to use the office telephone for personal business.

TESTING SCHEDULE

The Houston County Student Assessment Program for high school students consists of tests required by the State Department of Education as mandated by the Quality Basic Education Act (QBE), Georgia Performance Standards (GPS), and tests required by the Houston County Board of Education.

HIGH SCHOOL TEST SCHEDULE 2008-2009

<u>Date</u>	<u>Name of Test</u>	<u>Grade(s)</u>
September 24	GHSGT	11
October 15	PSAT (Preliminary SAT)	10
November 10 - 14	GHSGT & Make-up	
December 1 - 5	Week of EOCT	
December 17 - 19	System Finals	
February 25	GHSWT	
March 23 - 27	GHSGT	11
April 27 - 30	Week of EOCT	11
May 4 - 15	AP Testing	
May 27 - 29	System Finals	

(Georgia High School Graduation Test)
 Test Order: math/science/social studies/language arts

RETESTING GHSGT

September 15-19	GHSGT	
September 25	GHSWT make-up	
November 10 - 14	GHSGT (Math/Sci/Soc Stu/Lang Arts)	12
February 26	Writing makeup	12

SAT Test Dates (Administered at Northside High)

October 4, 2008
 December 6, 2008
 January 24, 2009
 May 2, 2009
 June 6, 2009

ACT Test Dates (Administered at Warner Robins High)
 Dates will be posted in the Counselor's Office

Note: These examinations require a fee; registration information is available from the guidance department. Late registration will result in additional charges and may change the location of the preferred test site.

Register on-line at www.collegeboard.org

SAT HELP LINE: Toll free: 1-888-728-4357

TEXTBOOKS

Every student enrolled in a course which requires a textbook must be issued a text. Students are responsible for the textbooks which they are issued. Students must pay for textbooks which are lost or damaged (beyond normal wear) according to the schedule below.

1. All books will be bar-coded. Books will not be accepted with the bar-code removed or damaged. Students will be charged 100% of the purchase price if the bar-code is damaged in any way.
2. The student must pay 100% of the purchase price if the book is lost during the first year the book is used.
3. Depreciate 10% each year thereafter, but in no case will the student's cost be less than 50% of the purchase price of the book.
4. Charges for damaged books are assessed by the principal according to the condition of the book when issued and the extent of the damages.
5. A student's failure to pay for lost or damaged books/media materials will result in the withholding of report cards, progress reports, etc.

Replacement textbooks will not be issued until payment has been made. A textbook price list is available in the school office. Book bags and other personal belongings should not be left unattended.

TITLE IX NON-DISCRIMINATION

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Houston County Board of Education does not discriminate in any educational programs or activities. Please call the Assistant Superintendent for Human Resources, HCBOE, at 988-6200 or contact by mail at P.O. Box 1850, Perry, Georgia, 31069, for questions or concerns about Title VI/IX or Section 504 or ADA.

TRANSCRIPTS

Transcripts or records require a written release and may be obtained from the Records Secretary. Students or parents may request the school to send a student's records at any time. The first three transcripts will be sent free of charge. Each additional transcript will cost \$1.00.

VISITORS

Visitors are not allowed on campus unless written permission is given by the principal or assistant principal in the office. Students are not allowed to receive deliveries of food, balloons, or flowers at school.

A visitor is defined as any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school.

Any person who shall not have any legitimate cause or need to be present upon the premises or within the school safety zone of any school and who willfully fails to remove himself or herself from such premises after the principal or designee of such school requests him or her to do so shall be guilty of a misdemeanor of a high and aggravated nature.

All visitors are reminded of the following Georgia law:

Any parent, guardian, or person other than a student at a public school who has been advised that minor children are present who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such persons shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.

Each principal or designee of each school shall have the authority to exercise such control over the buildings and grounds upon which a school is located so as to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering on such premises.

Any person who is not a member of the school staff or student body who loiters on or about any school building or grounds without written permission or who causes disturbances may be prosecuted according to law.

WEATHER

In the event of school cancellation, parents will be notified by telephone through the **Crisis Communication System**. This system has the capability to call all 15,000+ parents within a matter of minutes, delivering a fast and accurate message. The message will also be posted to our school system's Website, www.hcbe.net, and will be posted on the HCBOE TV stations, channel 17 for Cox customers and channel 10 for ComSouth customers. A Public Service Announcement request will also be sent to the local media, to include 13WMAZ TV, FOX24 TV, WMGT41 TV, WNNG 1350 AM, 100.9 FM, Clear Channel radio stations and Cumulus radio stations.

If a tornado warning is issued, bus dismissal may be delayed.

WITHDRAWALS

Parents should notify the school if for any reason it becomes necessary for their child to be withdrawn from school. Students should secure a withdrawal slip from a counselor. The form must be signed by each teacher, the media specialist, lunchroom manager, attendance clerk and returned to the counselor. Fees owed for lost or damaged books, library fines, lunch fees, etc. must be paid before the withdrawal process is complete. Parents should take a copy of the withdrawal form with them to the new school.

The ***High School Student Handbook*** is updated each year. Please make comments in writing to the building principal or to:

Executive Director for Secondary School Operations
Houston County Board of Education
P.O. Box 1850
Perry, Georgia 31069

Suggestions and comments are always welcomed.

HOUSTON COUNTY SCHOOLS STUDENT CALENDAR 2008-2009

August 4	Monday	First Day of School
September 1	Monday	HOLIDAY - Labor Day
October 9-10	Thursday-Friday	HOLIDAY - Fall Break
October 13	Monday	HOLIDAY - Columbus Day
October 14	Tuesday	HOLIDAY - Students
November 11	Tuesday	Holiday - Veterans Day
November 24-28	Monday-Friday	HOLIDAY - Thanksgiving
December 19	Friday	Last day before Holidays
December 22-January 2		HOLIDAY - Christmas Holiday
January 5	Monday	HOLIDAY - Students
January 6	Tuesday	Second Semester Begins
January 19	Monday	HOLIDAY - Martin Luther King
February 16	Monday	HOLIDAY - President's Day
February 17-20	Tuesday-Friday	WINTER BREAK /Intercession
February 23	Monday	HOLIDAY - Students
April 6 - 10	Monday-Friday	SPRING BREAK
May 25	Monday	HOLIDAY - Memorial Day
May 29	Friday	Last Day of School

REPORT CARD SCHEDULE 2008-2009

Progress Report	Tuesday	September 16, 2008
Progress Report	Friday	October 31, 2008
End of 1 st Semester	Friday	January 9, 2009
Progress Report	Friday	February 27, 2009
Progress Report	Monday	April 20, 2009
End of 2 nd Semester	Wednesday	June 3, 2009

PARENT'S SIGNATURE PAGE

Dear Parents:

After reading this handbook, please respond to the following information. You should remove this page from the handbook and return it to your child's homeroom teacher.

Student's Name _____

Homeroom Teacher _____

Yes, I have read the terms and conditions of the **Attendance Policy**.

Yes, I have read the terms and conditions of the **Bus Conduct Policy**.

Yes, I have read the terms and conditions of the **Internet Policy**.

Yes, I have read the terms and conditions of the **Military Recruitment Disclosure**.

I give permission for my child to participate in the Safe and Drug-Free Schools Assessment.

Yes, I have read the information in the **High School Student Handbook** and understand that the school must operate in accordance with the stated policies and procedures.

Student's Signature _____

Parent's Signature _____

Date _____

Houston County Schools
1100 Main Street, Perry, Georgia 31069
478-988-6200
www.hcbe.net

STUDENT PROHIBITION FROM EXTRACURRICULAR ACTIVITIES

Note to Parent/Guardian: Please complete this form ONLY if there are school clubs and/or organizations from which you are PROHIBITING your child to participate.

Name of Student _____

School _____

Grade _____

Name of Parent/Guardian _____

My child (named above) is prohibited from participating in the following school clubs and organizations:

1 _____ 6 _____

2 _____ 7 _____

3 _____ 8 _____

4 _____ 9 _____

5 _____ 10 _____

Signature of Student _____

Signature of Parent/Guardian _____

Date _____

Please return this form to the Principal at your child's school