



HABERSHAM 9TH GRADE ACADEMY

Habersham Ninth Grade Academy

171 Raider Circle • Mount Airy, GA 30563 • 706-778-0830

Connie Franklin, Principal

Betsy Escamilla, School Counselor

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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HABERSHAM NINTH GRADE ACADEMY

Learn Daily • Lead Respectfully • Live Responsibly

A MESSAGE FROM YOUR PRINCIPAL

On behalf of the Habersham Ninth Grade Academy (HNGA) staff, I am pleased and excited that you are a student at our school. Please take time to carefully read this handbook. This document covers nearly every aspect of school life for ninth grade students. Remember that we are all here to help prepare you for life after high school by helping you to make responsible, well-informed decisions. We hope that you have a successful 2016-2017 school year.

For Parents:

We encourage you to read the contents of this agenda with your student. Many of our school's policies and procedures are explained. Students are required to have their agenda each day. It may also be required as a hall pass by some teachers. We look forward to a productive year and appreciate the opportunity to work with you and your student.

The first agenda is provided free of charge. Replacement agendas are \$5.00.

HNGA Vision: HNGA will provide a positive, safe learning community, equipping and empowering students with skills necessary for graduation and post secondary pursuits.

HNGA Mission: In partnership with parents, students, teachers, and community members, Habersham Ninth Grade Academy will create relevant and rigorous education experiences to increase student achievement, to facilitate character development, to prepare individuals for high school graduation, and to become productive members of our community.

Family Educational Rights and Privacy Act
Notice to Parents/Guardians and Eligible Students of Rights Under
Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the “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) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Personnel Director (or in the absence of same the School Superintendent) a written request identifying the record(s) they wish to inspect. The Personnel Director (or in the absence of same the School Superintendent) will make arrangements for access and provide notice of such arrangements.

(2) Request the 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 disclosure of personally identifiable information contained in the student’s educational 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 forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The Habersham County School District has designated the following information as directory information:

- (a) Student’s name, address and telephone number;
- (b) Student date and place of birth;

- (c) Student's participation in official school clubs and sports;
- (d) Wt. and Ht. of student if he/she is a member of an athletic team;
- (e) Dates of attendance at the Habersham County School System;
- (f) Honors and awards received during the time enrolled in HCSS;
- (g) Photograph; and
- (h) Grade level.

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 to allow 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) days after the first day of school or within 10 days after your child enrolls in the school.

(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Habersham County Board of Education 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. 20202-8520.

(6) You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, video taped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.

Equal Educational Opportunities

It is the policy of the Habersham County School System not to discriminate on the basis of age, sex, race, national origin, religion, or disability in its educational programs or activities. For information concerning Title IX of the 1972 Educational Amendments compliance, contact:

Mrs. Angela Robinson, Human Resources Director
132 Stanford Mill Rd., P. O. Box 70, Clarkesville, GA 30523
706-754-2118 ext. 130

Section 504 Policies and Procedures

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure

to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices

For additional information concerning Section 504 of the Rehabilitation Act Compliance, contact:

Jill Maxwell
132 Stanford Mill Rd., P. O. Box 70, Clarkesville, GA 30523
706-754-2118 ext. 112

Gender Equity in Sports (Board Policy IDFA)

In compliance with the Equity in Sports Act, O.C.G.A. 20-2-315, no student in the Habersham County School System shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the school system, nor shall the school system provide any such athletics separately on such basis, except as specifically authorized by the Act itself.

The school system shall comply with all the requirements of state board rules concerning gender equity in sports, including record retention and the filing of any and all reports. All donations of services or items, including booster club support, to any athletic program, shall be accepted or rejected in accordance with Habersham County Board of Education Policy DFK concerning donations to the school system.

Non-Discrimination Notice

It is the policy of the Habersham County School System not to discriminate on the basis of age, sex, race, national origin, religion, or disability in its educational programs, activities, or employment. The Habersham County School District does not discriminate on the basis of gender in its athletic programs. For information concerning Title IX of the 1972 Educational Amendments compliance, contact: Mrs. Angela Robinson, Human Resources Director and Title IX Sports Equity Coordinator at 132 Stanford Mill Road, P. O. Box 70, Clarkesville, GA 30523 706-754-2118 ext. 130. Inquiries or complaints concerning sports equity in this school district may be submitted to the sports equity coordinator or principal of the school.

Parent Involvement Policy

What is Parental Involvement?

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

About the Parental Involvement Policy

In support of strengthening student academic achievement, the Habersham County School System (HCSS) has developed this parental involvement policy that establishes the district's expectations for parental involvement and guides the strategies and resources that strengthen school and parent partnerships

in the district's Title I schools. This plan will describe HCSS's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive parental involvement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) contains the primary Title I, Part A requirements for schools and school systems to involve parents in their children's education. Consistent with Section 1118, the HCSS will work with its Title I schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118 (b) and each include, as a component, a school-parent compact consistent with Section 1118 (d) of the ESEA.

Jointly Developed

Each spring all parents are invited to participate and provide suggestions and ideas to improve this district parental involvement policy annually. Parents are also invited to participate and provide input into the Comprehensive LEA Improvement Plan (CLIP). Schools send a notice to all parents informing them about these meetings, posts the announcements on school websites and the announcement is made in the local newspaper. Additionally, each Title I school collects comments and suggestions via email, phone or in person. Parents are welcome to submit comments and feedback regarding the policy at any time on

the school district website or by submitting written comments to your child's school. All feedback received will be included with the policy each school year.

Upon final revision, the district parental involvement policy is incorporated into the CLIP, which will be submitted to the state. The district parental involvement policy is posted on district and school websites, distributed during Open House and annual Title I school meetings and made available in the schools' offices.

Strengthening Our Schools

Habersham County Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- The district will provide support to Title I Schools in the evaluation of parental involvement programs by assisting with the administering of surveys, by meeting on a regular basis with Title I administrators, by assisting with the development of parent involvement programs.
- Parent surveys will be conducted at the school and district level to allow parents the opportunity to evaluate and give feedback on the effectiveness of individual programs and to identify barriers to parental participation.
- All Title I meetings and parent involvement activities are documented with a printed agenda, signed attendance sheets, and multiple forms of advertisement. Schools will offer a flexible number of parent involvement meetings so that as many parents as possible are able to attend.

The HCSS will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Georgia Pre-K, Early Intervention Program (EIP), English to Speakers of Other Languages (ESOL), Migrant, and Parent Teacher Associations/Organizations, Prevent Child Abuse Habersham, Family Connections, Volunteers for Literacy and Parents as Teachers along with local community agencies and organizations including Partners in Education and various businesses.

Habersham County Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Opportunities for Parent Consultation

Input and suggestions from parents are an essential component of the district and school improvement plans that are developed each year. The HCSS will take the following actions to conduct, with the involvement of parents, an

annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

All parents of students attending Title I Schools are invited to participate in the review process. Parent input from review meetings and annual parent surveys, as well as input from the District Parent Advisory Committee is used to revise this plan.

Each school will submit to the district any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Submission of comments will be made to the Director of Federal Programs, and the parent will be notified by the district for a conference. Each school will provide parents with an opportunity to express concerns, ask questions, or voice complaints by the steps outlined in the school level Complaint/Concern/Question procedure and to receive timely responses from school staff members.

Unable to attend these meetings? Please visit <http://www.habershamschools.com/?PN=Schools2> to review your school's meeting documents and leave your input.

Quick Reference Guide

<u>If you need information about:</u>	<u>Please see</u>
Academic Booster Club	Martha Cantrell
Accident Insurance Claim Forms	Mrs. Rinehart
Approval of Activities	Mrs. Franklin
Athletics	Coach Harwood
Attendance	Mr. Jenkins
Certificate of Attendance	Mrs. Rinehart
Check-in/Check-out	Mrs. Rinehart
Clubs	Mrs. Franklin
College Info, SAT, etc	Mrs. Escamilla
Graduation information	Mrs. Escamilla
Grievance	Mrs. Franklin
Hospital Homebound/504 info	Mrs. Escamilla
Lost and Found	Mrs. Rinehart
Lunchroom	Mrs. Daniel
Medical Attention/Prescriptions	Mrs. Anderson
Lockers	Mrs. Williams
Police/Legal Issues	Officer Taylor
Withdrawing from School	Mrs. Escamilla
Work Permits	Mrs. Rinehart

HNGA Bell Schedule

7:15	Doors Open - students may report to the cafeteria for breakfast. Students who do not eat breakfast at school will report to the auditorium.
8:00 – 9:35	1 st Block
9:40 – 11:15	2 nd Block
11:20 – 1:35	3 rd Block and Lunch <u>Lunch Schedule will be based on 3rd block teacher</u>
1:40 – 3:12	4 th Block

SECTION I - GENERAL INFORMATION

Asbestos Management Plan

The Habersham County Schools AHERA Management Plan is available for public inspection upon request at the Habersham County Schools Board of Education Office, 132 Stanford Mill Rd., Clarkesville, GA 30523. This notification is provided to fulfill the requirement of section 763.93 (4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763. All interested parties are invited to review the plan that includes the following items:

- Location, amounts and types of asbestos-contained materials in all schools and support buildings.
- Response actions to the asbestos-contained materials, selected by the Habersham County School System.
- Plans for re-inspection, periodic surveillance and operation and maintenance programs.
- Public Notification procedures. Anyone interested in reviewing this plan should contact the Superintendent of Habersham County Schools at 706-754-2110.

Bus Transportation

Bus transportation is a privilege. All bus rules and regulations are to be followed at all times for your safety and the safety of others. The bus driver is in complete charge of his/her bus. Misbehavior on the bus will be taken seriously. Penalties will be at the discretion of school administration (see Bus Conduct in Student Discipline Section).

Cafeteria/School Nutrition Procedures

The cafeteria will serve breakfast and lunch daily. Breakfast will be served from 7:15 until five minutes before official start time. Habersham County Schools participate in the federally funded free lunch program. Applications are sent home at the beginning of the school year.

Free and Reduced Price Meal Benefits

The Habersham County Board of Education School Nutrition Program is federally funded. Under the federal guidance of the United States Department of Agriculture (USDA), free or reduced price meal benefits are available to families whose income meets the federal eligibility standard; families **must complete a new application each school year** to see if they qualify. The 2016-2017 Free or Reduced Price Meal Benefit application is available to all students at their school cafeteria or office or households may obtain an application online at the district website www.habershamschools.com . Once you access the website, click on Departments, then on School Nutrition and then on

Free/Reduced Meal Application. Meals must be paid for until the application is processed and benefits are determined. Applications are processed within 10 days of receipt by the School Nutrition office. Households will be notified by letter if they have been approved or denied for benefits. If you need assistance completing the application you may contact the School Nutrition office at 706-754-2110.

The School Nutrition Department plans meals to meet the required meal pattern set forth by USDA. The meal pattern consists of meat/meat alternates, grains, fruits, vegetables and fluid milk. Menus are published monthly and posted to the district and school website. Each school nutrition manager is ServSafe certified in food safety and sanitation as required by the state.

Meal payment and charges

Meals may be paid for online at www.mealpayplus.com or at school in the cafeteria. The online service accepts payments using a debit card, check card, or credit card (a small transaction fee applies); payments are posted the same day. Schools are not equipped to take debit or credit cards at the registers. Meal cost: Breakfast: 1.20, Lunch: 1.75; Visitors: Breakfast: 1.75, Lunch 3.25. **Student charges are limited to five days of meals only or 10.25 Elementary and 12.25 MS/HS.** Parents will be sent home a note daily in elementary school and students will be discreetly notified at all levels that they need lunch money for the next day. After the fifth day of charges, students will receive a courtesy meal that will consist of a cheese sandwich and a piece of fruit with water available in the cafeteria, until the charges are paid. Students may not charge a la carte or extra items. Accounts with charges that remain unpaid for 90 days may result in legal action.

If you have need assistance with any part of the nutrition program, please contact the School Nutrition Director at 706-754-2110.

Procedures for Enforcing Cafeteria Charge-Collection Procedure:

State Board of Education Rule 160-5-1-.12(h) states “Local Units of Administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold grade cards, diplomas or certificates of progress until fees are paid.” In addition, schools may not allow students to participate in book fairs, field days, field trips, and dances, purchasing yearbooks, snacks, graduation ceremonies or other special events or extra-curricular activities until charges are paid.

School nutrition managers and cashiers will remind students to bring money, make calls to parents and send home charge notices. School

administration will also aid in contacting parents about charge balances and payment arrangements. If possible, parents of students that are to receive a courtesy meal will receive a call from the school's "All Call" system the night before the student receives the courtesy meal, if their child's school has the system.

Any student with outstanding charges over \$50.00 that remain unpaid for 90 days will receive a letter from the district office requesting payment. If all attempts to collect money owed fail, then legal collection procedures will be implemented. In no way does the Habersham County School District wish to pursue this course of action unless absolutely necessary.

Federal funds received by the school meal program are to supplement to the cost of producing student meals only. Habersham County receives no federal funds for adult or second meal sales. Adults and parents of students are responsible for paying the sale price of any meals purchased. In order to continue receiving federal funding, Habersham County Schools are responsible for any charges (bad debt) not collected from parents or employees. Payment of this debt could become the responsibility of the school district, if required by state audits.

Clinic

The school clinic's hours of operation are 8:00am to 3:00pm. A nurse who is available for the health and well being of students and school personnel staffs the school clinic. Students with minor symptoms will be encouraged to stay in school. An enrollment form must be completed for each student every year and must contain updated emergency contact and medical information. All students must secure a clinic pass from their teacher in order to visit the clinic. Medications may not be administered unless a parent has submitted the medication and an authorization form has been completed; however, basic first aid may be administered. Students with illnesses must be evaluated in the clinic prior to leaving school. Parents and administration will be notified of excessive student visits to the clinic.

Clubs

For any non-curriculum related club organized on the campus of HNGA, the following must be in place for the club/organization to be recognized:

- The club must have a minimum membership of 30 students.
- The club must have a written purpose and mission that is consistent with the purpose and mission of the school and system.

- The club must have at least one non-school business entity to support and/or sponsor, which is approved by the school administration.
- The club, before organizing, must confer with the school principal who will assign faculty sponsor(s) to oversee the club's activities.
- Any parent has the option under Georgia law to notify the school that their child may not participate in any club.

Failure to meet any one of the above criteria will prohibit the club from being organized. Current clubs at HNGA will be given in a handout at the beginning of the school year.

Conferences

Each teacher will list his/her voice mail extension, email address, and website information on the course syllabus. Parents are encouraged to contact the school and leave a message for a teacher or request a conference with a teacher. Teachers are unable to be called out of class to accept phone calls or for unscheduled conferences.

2016 – 2017 Dress Code - Habersham Ninth Grade Academy

Each student is expected to observe a code of personal conduct, dress, and appearance that in no way interferes with or disrupts the educational opportunities of others. Policies and regulations are made and enforced to assure the efficient operation of the school and to protect the learning environment of all students. We encourage students to use good judgment and to avoid extremes in dress and personal appearance. Each student has the responsibility to dress appropriately for the school environment. Students should avoid wearing apparel that could cause a disruption to the classroom learning environment, could become unusually distracting, or that could pose a health or safety risk to the student or others.

These minimum standards of dress shall apply to all students (excluding students enrolled in the Habersham Success Academy/Alternative School) in grades 6-9 in the Habersham County School System. A separate dress code for students in the Habersham Success Academy/Alternative School is provided upon enrollment. Examples of dress that may be inappropriate for school, include but are not limited to the following:

1. Shoes must be worn at all times. Shoes in certain lab classes and PE classes must meet the required standards of those settings. Heelys, skate shoes, bedroom shoes, or bedroom slippers are not allowed at any time.

2. Halter tops, strapless tops, midriff tops, tank tops, and spaghetti straps are not permitted. Shirts must be long enough to extend beyond the top of the pants, shorts, or skirt. No cleavage should be exposed. Sleeveless shirts/dresses are permitted providing the clothing meets the end of the shoulder and does not expose undergarments or have arm openings large enough to expose the sides, back or chest of the student. Shirts with cutoff sleeves are not permitted. Exposing undergarments is prohibited. Pajamas or other bedroom apparel are not permitted to be worn as outer garments.
3. No see-through/mesh garments are allowed without proper undergarments that meet dress code requirements.
4. No clothing shall be worn that displays messages which are profane, vulgar, indecent, sexually suggestive or racially or ethnically insensitive. Advertisements or messages that promote alcohol, tobacco or drug use are prohibited. Clothing, symbols or messages that advocate criminal or gang activity are prohibited. Messages that promote hate, death, suicide or violence are prohibited.
5. All pants, shorts, dresses, and skirts must be worn at normal waist level and be no more than 3 inches above the knee when the student is standing upright. Any exposed undergarments are inappropriate. Pants and shorts should not contain holes or rips that are more than 3 inches above the knee. Holes may be patched.
6. Leggings, "jeggings", tights or yoga pants are permitted ONLY if the outer garment (shirt, skirt, dress, etc.) appropriately covers the student's front and back.
7. Hats or head coverings (except religious head coverings) are not allowed to be worn while inside of the school building.
8. Spikes, chains, or other items which might be considered weapons are not permitted.
9. Trench coats, floor length coats, etc. are not permitted at anytime.

Any student who does not comply with these guidelines will be referred to the school administration for appropriate disciplinary consequences. Final approval of any questionable dress is left to the discretion of the school administration. In the event that the administration determines that a student's dress is disruptive to the learning environment, is unsafe, or is determined to be immodest, the student will be required to change and disciplinary action may be taken.

Driving and Parking on Campus

Ninth grade students are not allowed to drive to school and/or park on campus for any reason.

Electronic Devices

Use of electronic communication devices and other electronic media during the regular school day must be in support of, and consistent with the vision, mission and goals established by the Habersham County Board of Education and for the purpose of instruction and learning. All use of electronic devices and technology resources must comply with Habersham County Board of Education Policy JCDA, Student Behavior Code.

When approved by the principal or designee, students may be permitted to use their own electronic devices to connect only to the designated Habersham County Schools network.

To enforce this policy consistently, the Habersham Board of Education authorizes the administration of Habersham County Schools to establish acceptable use guidelines.

Any failure to follow established protocols and acceptable use guidelines is subject to disciplinary action as determined by the principal or designee.

Emergency Situations

Teachers have copies of the school's emergency plan that covers emergency procedures and evacuation plans in detail. Teachers will inform students of procedures to be followed in the event of an emergency.

Accidents: All accidents must be reported to the teacher or to the main office.

Fire Drills: The sounding of the fire alarm system will signal fire drills. Students will follow the route designated by the fire drill plan posted in every room.

Severe Weather Procedures: A signal will be given and students should leave the classroom immediately and go to their designated area, which is posted in each room.

Terrorism: In the event of a terrorist act, teachers will instruct the students as to the proper procedure to follow, based on the school emergency plan.

Emergency/Delayed Opening/Early Dismissal

Parents are requested to make arrangements in advance for taking care of their children when schools are closed for emergency reasons or due to inclement weather. In the event of inclement weather, notification will be as soon as the decision is made. The school system may notify parents and guardians in the following ways: school system website www.habershamschools.com, automated call system, and/or local radio and television stations. In the event of a school crisis, parents will be notified after the safety and security of students is assured.

Emergency Evacuation of Campus

In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured, traffic control is established, and checkout preparations are made, parents will be notified as described above about family reunification procedures.

Field Trips

HNGA believes in the importance of educational opportunities outside of the traditional classroom. Field trips must be approved by Mrs. Franklin in advance of the trip. Class field trips are an extension of the classroom and school discipline expectations apply.

Hall Passes

No student will be permitted to leave class without a hall pass signed by a teacher or administrator. The destination of the student, the time and teacher's signature will be required. A student found in the hall without a hall pass may be subject to administrative action. All faculty members will be in the hallways during class change.

Head Lice Policy

The Habersham County Board of Education recognizes the importance of protecting the health and welfare of students and employees of the educational system from the spread of parasitic infestations. The purpose of this policy shall be to provide protection for individuals who have not been exposed to head lice or scabies and to create an awareness of appropriate treatment for individuals who exhibit signs of infestation. Any individual of the Habersham County School System is required to maintain a lice and nit-free status. The parent/guardian will be given a copy of a board approved procedure for treating head lice or scabies. In the event of an infestation of head lice, the individual will not be allowed to remain on campus or return to campus until all evidence of infestation has been removed. In case of scabies, a physician or health department release will be required.

Hospital Homebound

The Habersham County Board of Education recognizes its responsibility to provide instruction to those students enrolled in an education program who have a medically diagnosed condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education. For information regarding requirements for Hospital Homebound instruction please see the school counselor.

Lockers

School lockers are available to students for a rental fee of \$5.00 per school year due to yearly maintenance and repair. *Circumstances may arise under which the Administration has not only the right but the duty to search lockers in the interest of the welfare and protection of the school, its property, students, and employees.* Private locks are not allowed and will be cut off if found on a locker. No student may exchange lockers with another student or move to an empty locker without permission from the administration. Students who rent lockers are responsible for the upkeep of both the inside and outside of their locker. *No stickers or marking allowed.* Any damage beyond normal use will be dealt with as vandalism to school property. HNGA is not responsible for items lost or stolen from lockers.

Medication (Code JGCD)

All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

All students are required to have the appropriate immunizations and health screenings as required by law if they are enrolled in Habersham County Schools.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other

student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any question that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an epi pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an epi pen to a student in such circumstances shall be immune from civil liability.

Parent Groups

Parents and community members are encouraged to be an active participant in their child's education. HNGA has multiple opportunities for parents to be involved including the Academic Booster Club, School Council, PSTA, etc.

Parents Right to Know

Our system is very proud of our teachers and feels they are ready for the coming school year and are prepared to give your child a high-quality education. As a system that receives federal funds, we must meet federal regulations related to teacher qualifications as defined in No Child Left Behind. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you have any questions about your child's assignment to a teacher or paraprofessional, please contact your school administrator or Dr. Renee Pryor, Title I Director at 706-754-2118.

Parties

There are to be no parties at HNGA unless approved by the Principal.

Physical Education and Health Education

All 9th grade students in Habersham County are required to take health and physical education. Students who are taking a PE course at HNGA are required to dress out daily in the appropriate attire designated in the course syllabus. All students are encouraged to rent a PE locker to secure personal items and valuables. HNGA is not responsible for items stolen or lost in PE.

Posters and Signs

No posters or signs may be displayed inside or on school grounds or announcements made without the principal's approval.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U. S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning political affiliations or the beliefs of the

student or his/her parents; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program; or religious practices, affiliations, or beliefs of the student or the student's parents. Parents will be notified of the opportunity to opt their student out of (1) participation in any survey related to the above areas; (2) the collection of personal information for marketing purposes; or, (3) administrator of any invasive physical exams or screenings required as a condition of attendance before such activities are performed. Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office at the following address: U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-8520. Complaints must contain specific allegations of fact giving reasonable cause that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

School Counseling/Guidance Programs

School Counseling Services at NGA are designed using the blueprint of the American School Counseling Association's model of a Comprehensive School Counseling Program. What makes this model unique is that it serves ALL students by providing these four cornerstones: a Foundation, Delivery Services, Management and Accountability.

The Foundation: Why are School Counselors here? The Foundation answers that question by providing a strong focus on our students and how we serve their individual and whole group needs. The American School Counseling Association (ASCA) has established high standards and competencies for Ninth Grade students, to prepare them to continue their path to high school and beyond.

The Delivery System: What can the Counselor do for my child? A comprehensive Guidance Curriculum Plan is developed each year that reflects on the current needs of the student population. Three primary areas are addressed: Academic Development, Career Development, and Personal/Social Development. Individual advisement, group

counseling, classroom guidance, individual counseling, school wide assemblies, informational ads are examples of delivery formats.

Management: How does the School Counselor know what my child needs? Management agreements between the Counselor and Administration clearly outline expectations and are updated frequently throughout the year. An Advisory Council, which consists of parents, teachers and other stakeholders help check the pulse of the community within the school and provide insight into what is needed. Data is critical in helping the School Counselor find areas where achievement results for students may be lacking and then intentional plans are formed to address and evaluate the results.

Accountability: How will I know if the program and my child are successful as a result? Authentic assessments that reflect growth and positive change within the three areas of the Delivery System are one way to measure accountability. This is concrete data that can be used to make improvements in student needs. Other assessments may include parent and teacher reflections on individual student progress and a student's personal goal setting evaluation.

Academic Services

- Exploration application of attitudes, knowledge, and skill sets needed to be successful students
- College and Career Readiness and PATHWAY selection
- Understanding the link between academic success and the world of work
- Appropriate course selection
- Transitioning to Habersham Central High School
- Georgia Virtual School
- Credit and course evaluations
- Exploration of Post-Secondary Options (how to plan for college and career choices)
- Preparing for Georgia Milestone testing and Test Out Options
- Graduation Requirements
- Planning for the Readi-Step, PSAT, ACT and SAT

Career Exploration Services:

- Investigation of values, interests and personal qualities to plan a college/career path successfully
- Develop a working knowledge of GCIS and GA College 411
- Exploration of post-secondary institutions including, but not limited to universities, colleges, technical colleges, military service, and work

- Choosing extracurricular activities to develop the individual, build community, and contribute to college/career planning
- Explore opportunities for job shadowing and appropriate youth jobs

Personal/Social Services

- Develop and apply attitudes, knowledge, and interpersonal skill sets needed to be successful students
- Consistently use a decision making model to assist in making healthy decisions
- Asking for help when needed and recognizing appropriate adults who can assist in a time of need
- Creating healthy boundaries in which to develop lasting and positive relationships with adults and peers
- Resolving conflict in a healthy manner
- Understanding self worth and value

To contact the School Counselor, Betsy Escamilla, you may call 706.778.0830 or email at bescamilla@habershamschools.com.

School Insurance

Students can obtain school accident insurance at the beginning of the school year. It is quite inexpensive and it is recommended that everyone obtain coverage. Students participating in football will have to provide their own accident insurance. However, the school accident Insurance will cover other sports programs if a student is enrolled. It is the responsibility of the students and their parents to see that claim forms are properly processed and mailed to the claims department. These forms are available in the school office. These forms should not be returned to the school.

School Store

The School store is provided as a service to you and your students. The school store is located in in the Media Center. It will be open from 7:30 a.m. – 3:30 p.m. every day and is stocked with every day supplies that your students will need. Students must have a pass to the School store during the instructional day.

Soliciting

No person or group (club) may solicit on school premises unless the solicitation is related to the school or school activities. The person or group (club) must obtain prior permission from the club sponsor and principal. Private solicitation for personal gain is strictly prohibited.

Textbooks

Textbooks, which are provided in many courses, are the property of the State of Georgia. They are loaned to students with the expectation that a certain amount of wear is inevitable. Replacement cost must be made for books that are lost or damaged according to a variable scale.

- 1st yr use – 100% new book price
- 2nd yr use – 90% new book price
- 3rd yr use – 80% new book price
- 4th yr use – 70% new book price
- 5th yr use – 60% new book price
- 6th yr use – 50% new book price

Should a student lose a book during the school year he/she must pay for the book before he/she receives his/her grade.

Valuables

Money, jewelry, cell phones, and personal valuables should be safeguarded at all times and must not be left unattended. **HNGA cannot be held liable for money, cell phones, or valuable personal items brought to school.** Thefts should be reported immediately to administration.

Visitors

All visitors must report to the Main Office immediately upon arriving to campus. Failure to report to the office immediately may result in trespassing on school grounds. All visitors will be given a visitors badge that must be displayed prominently while on campus and returned to the office before leaving campus. All visits at HNGA will be limited to parents or guardians. Other visitors with business on campus will be required to meet with administration before meeting with any students or staff.

Withdrawal/Enrollment Procedures

Parents/Guardians wishing to enroll students in NGA must first complete the registration process at the Centralized Registration Center, located in the technology center at the end of the NGA building. Once all forms are completed and previous school records are received, the Parent/Guardian may accompany the new student to HNGA to receive course planning services and new student orientation.

To withdraw a student from HNGA, a Parent/Guardian must come to HNGA to sign a formal withdrawal form and clear any charges prior to transferring records to another school.

SECTION II – ATTENDANCE (CODE: JB)
HABERSHAM CENTRAL HIGH SCHOOL AND HABERSHAM
NINTH GRADE ACADEMY ATTENDANCE PROCEDURES

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parents/guardians. While the following procedures indicate the required contacts on behalf of the school, the Principal or his/her designee may, at his/her discretion, contact parents/guardians by phone, mail, or in person, at any time school attendance is a concern.

- At the beginning of the year and upon enrollment, the school will review the attendance procedures, list of excused absences and possible consequences and penalties of excessive absences with the students. This attendance information will be sent home to parents/guardians. Students and parents/guardians will sign the enrollment or signature form indicating that they have received the attendance information. After two attempts to obtain signatures, a copy will be sent via first class mail.
- When a student has 3 unexcused absences the student will be notified of the current attendance policies and procedures.
- When a student has 5 unexcused absences and is under age 16, the school will have an Attendance Support Meeting with the student and parent/guardian explaining what will happen after future unexcused absences. As the law instructs, after 2 reasonable attempts have been made to contact a parent/guardian with no response, a letter will be sent via first class mail. Documentation of attempts and contacts will be kept by the school. When a student is age 16 or older and has 5 unexcused absences, the school will meet with the student.
- If there are further unexcused absences following the attendance contract, and the child is under the age of 16, or if a parent/guardian fails two times to respond to attempts to schedule or to attend the attendance meeting, a referral will be made to the School Social Worker. If a student accumulates 10 or more unexcused absences during the school year, truancy

charges may be filed in Juvenile Court. Parents/ guardians will be notified by the School Social Worker via first class mail prior to the case being referred to the legal system.

- When a student reaches 7 unexcused absences in a class they will not be able to receive academic credit for the course. In order for credit to be issued, the student will have to file an appeal 10 days prior to the end of the current semester.

Consequences and Penalties of Excessive Absences - Parents/Guardians

Mandatory attendance is required for children between their sixth and sixteenth birthdays. All children enrolled for twenty school days or more in a public school prior to their sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age (O.C.G.A § 20-2-150). Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child subject to mandatory attendance shall be responsible for enrolling in a public school, private school, or home school program. (O.C.G.A. § 20-2-690.1) Legal complaints may be filed with Juvenile Court against the parent(s) or guardian(s) and/or student for violating the Georgia Compulsory Attendance Law after all reasonable efforts to resolve and address absenteeism and/or tardiness have been exhausted by the Board of Education.

STUDENT CONSEQUENCES include but are not limited to:

- permitting the child to remain with their caregivers with or without conditions prescribed by the court (O.C.G.A. § 15-11-212);
- placing the child on probation;
- requiring community service;
- requiring the child to attend structured after school or evening program;
- requiring the child be supervised during the day (O.C.G.A. § 15-11-442);
- transferring temporary custody of the child;
- ordering the child and his or her parent, guardian, or legal custodian to participate in counseling;

- ordering the Department of Family and Children Services to create a case plan and ordering parent participation (O.C.G.A. § 15-11-212);
- requiring as a condition of probation that the child obtain a high school diploma or equivalent (O.C.G.A. § 15-11-601);
- continuing court involvement supervision for the time necessary for compliance, not to exceed two years (O.C.G.A. 15-11-443); and/or
- utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future.
- Student may also earn poor grades and test scores resulting in being retained.
- High School students may have their parking permit revoked for the remainder of the school year.

PARENT(S) CONSEQUENCES include but are not limited to:

- using contempt powers to incarcerate the parent or guardian for up to 20 days (O.C.G.A. § 15-11-31);
- imposing a fine up to \$1000.00;
- requiring the child's parent, guardian, or legal custodian to participate in parenting classes (O.C.G.A. § 15-11-31); and/or
- requiring the child's parent, guardian, or legal custodian to enter into a contract or plan as part of the disposition of any charges against the child to provide supervision and control for the child (O.C.G.A. § 15-11-31)

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. Any person found in violation of said Code shall be guilty of a misdemeanor and, upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00; imprisonment not to exceed 30 days; community service; or any combination of such penalties.

Each day's absence from school in violation of this part after the child's school system notified the parent, guardian, or other person

who has control or charge of a child of five unexcused days of absences for a child shall constitute a separate offense.

Excused Absences

- Personal illness or attendance in school endangering a student's health or the health of others. (Medical, counseling, dental, and other agency appointments that cannot be scheduled before/after school hours)
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed for registering to vote or voting in a public election.
- A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
- Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

Students shall be counted present when they are serving as pages in the Georgia General Assembly and they shall be counted present when participating in local/state activities for 4-H or bona fide CTAE-related activities as approved by the CTAE director. Students in foster care shall be counted present when they attend court proceedings relating to their foster care. (School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy - S.B.O.E. 160-5-1-.10.)

Written documentation of absences should be turned in to the school within 3 days of an absence. Examples of written documentation include a parent note explaining a child's absence, a doctor's excuse, a hospital intake form of an immediate family member, an obituary of an immediate family member, a copy of a court order or subpoena, government documentation the student served as a page or had a pre-

induction physical examination for the armed forces. If a student has several parent notes explaining that a child has been ill, the school may ask for verification from a doctor or medical advisor. An excused absence is required before middle and high school students can make up work. All work should be completed satisfactorily by the due dates specified by the classroom teacher. Asking for make up work is the responsibility of the students/parents.

NGA Tardy and Early Dismissal Procedures

Tardy Procedure:

NGA students should report to the Attendance Office to receive a pass to class, which will be stamped, dated and timed. If a student is checking into school after 8:00am and has an excused note, they will sign in at the Attendance Office for an excused tardy slip to class.

Records of tardiness are monitored and maintained in the PowerSchool Student Information System.

Early Dismissal Procedure:

In order to leave school early,

- a student must bring a signed note from the parent/guardian, with a phone number where the parent/guardian can be reached. The note must be presented to the appropriate secretary before school.
- the note will be verified and the student will be called when approval has been granted.

EXCUSED TARDIES AND EARLY DISMISSALS:

A tardy or early dismissal may be considered excused for any of the reasons for which absences are excused. Written documentation should be provided to the school for tardies or early dismissals in the same manner as for excused absences.

TARDY AND EARLY DISMISSAL CONSEQUENCES

One - Four Tardies – Students will receive a warning

Five or More Tardies – One day In School Suspension (ISS)

- Students must be in class for at least fifty (50) minutes to be counted present.

CHRONIC UNEXCUSED TARDY AND/OR EARLY DISMISSAL

The school and the School Social Worker will communicate with the parents/guardians about the student's chronic unexcused tardy and/or early dismissal. After the parents/guardians are informed and the situation persists, a referral will be made to the Department of Juvenile Justice by the School Social Worker.

Enrollment Requirements for Driver's License/Permit (O.C.G.A. § 40-5-22):

The Department of Driver Services (DDS) shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time of application for an instruction permit or driver's license the minor presents acceptable proof that he or she:

- Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion;
- Has terminated his or her secondary education and is enrolled in a postsecondary school, or is pursuing a general education development (GED) diploma; OR
- The records of the DDS indicate that the applicant is enrolled in and not under suspension or expulsion from a public or private school or is enrolled in a home education program that satisfies the reporting requirements of all state laws.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT

TAADRA is a graduated driver's license program for young drivers ages 15 to 18. It was established in Georgia by a collaborative effort of highway safety advocates, legislators, law enforcement officials, educators, businesses and media in the wake of a high number of fatal vehicle crashes involving young, inexperienced drivers.

This act directly addresses the leading killer of our young people - traffic crashes. The law significantly changes the way young motorists earn and maintain the privilege of driving by providing a controlled means for new drivers to gain experience, and by reducing high-risk driving situations. While the law does focus on young drivers, it also contains important provisions that affect drivers over 21, particularly in the area of DUI prevention and enforcement.

Three-Step Process in TAADRA

TAADRA involves an intense, three-step educational process that allows the young driver to gain more experience behind the wheel: **STEP ONE - INSTRUCTIONAL PERMIT (CP)** is granted to 15-year-olds upon successfully passing a written examination. The driver with this permit must be accompanied by a passenger who is at least 21 years old and possesses a valid Class C driver's license at all times while driving.

STEP TWO - INTERMEDIATE LICENSE (Class D) The license is granted to drivers between 16 and 18 years of age who have held an Instructional Permit for 12 months and passed a driving test. The Intermediate License has the following restrictions:

1. Curfew:

- a. No driving between the hours of 12 a.m. and 6 a.m. *No exceptions.*

2. Passenger restrictions:

- a. *For the initial six-month period* immediately following the issuance of a Class D license, any Class D license holder shall not drive a motor vehicle upon the public roads, streets or highways of this state when any other passenger in the vehicle is not a member of the driver's immediate family.
- b. *During the second six-month period* immediately following issuance of a Class D license, any Class D license holder shall not drive a motor vehicle upon the public roads, streets or highways of this state when more than one other passenger in the vehicle (who is not a member of the driver's immediate family) is less than 21 years of age.
- c. *After the second six-month period*, any Class D license holder shall not drive a motor vehicle upon the public roads, streets or highways of this state when more than three other passengers in the vehicle (who are not members of the driver's immediate family) are less than 21 years of age.

3. Joshua's Law - Any 16 year old who obtains an initial Class D license must have completed:

- a. You must have completed a driver education course approved by the Department of Driver Services and
- b. You also must have completed a cumulative total of at least forty (40) hours of other supervised driving experience, including at least six (6) hours at night.

If you have not completed an approved driver's education course, you cannot get your Class D driver's license until you reach age seventeen (17).

STEP THREE - A FULL LICENSE (Class C) driver's license is granted to drivers ages 18 years of age and older who hold the class D license and have incurred no major traffic convictions during the previous 12 months. The following violations must not occur during this period:

1. DUI
2. Eluding a police officer
3. Drag racing
4. Reckless driving
5. Hit and run
6. Any violation that assesses four or more points on the driver's license

** Drivers under the age of 18 years in a 12-month license suspension period must not incur a violation point count over four points.

** Georgia has a zero tolerance for underage drunk driving. Convicted drivers with a blood-alcohol content level of .08 grams or higher will face a 12-month license suspension on the first offense.

Withdrawals

Habersham County Schools will withdraw a student who:

- Has missed more than 10 consecutive days of unexcused absences;
- Is not subject to compulsory attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
- Each principal or designee shall use his/her best efforts to hold a conference and get parental permission if a student wishes to withdraw or if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

Schools shall withdraw a student retroactive to the first day of the consecutive absences if the principal or designee has determined the student is no longer a resident of the local school system or enrolled in a private school or home study program.

SECTION III - ACADEMICS & INSTRUCTION

College Credits

Career Advanced Placement Courses

Students may receive advanced credit at any college in Georgia for courses identified in the statewide articulation agreement. This agreement is designed to aid in a seamless transition from high school to postsecondary education without repetition of coursework already mastered in high school. In order to be awarded credit a student must have a final grade of 85 or higher and claim the credit within 18 months of receiving a high school diploma. The technical college may have additional requirements based on the program of study.

Dual Enrollment & Move on When Ready

High school students who are academically eligible are given the opportunity for acceleration of their formal academic programs. Students are given two opportunities through two programs (1) Dual Enrollment in which the student, while continuing his/her enrollment in high school, enrolls in courses for post secondary credit and (2) an early admission program, entitled Move on When Ready, in which the student enrolls as a full-time college student following the completion of his/her sophomore or junior year in high school. Both programs must have prior approval by the administration and the student must meet the admission criteria of the participating college. Details on the minimum academic admission standards for both the Dual Enrollment and Move on When Ready programs are available in the Guidance Office.

Honors and Advanced Placement Courses

All students are encouraged to take a rigorous course of study, which may include the following: Honors and Advanced courses as well as Advanced Placement Courses. All Advanced Placement classes are weighted (7 points added to the semester average). Students who receive a passing score of 3 or higher may receive college course credit for the course taken at HNGA. College credit, based on Advanced Placement Exam scores, vary depending on the university as well as the program of study. The university issues credits for Advanced Placement course.

College Planning Timeline

- Prior to 10th grade – get work or community service experience
- Prior to 10th grade – begin researching colleges and careers including college and military options

- October 10th grade – take the PSAT and continue researching colleges and careers
- November 10th grade – attend the PROBE Fair at HCHS & HNGA and talk with a wide variety of colleges
- November 10th grade – meet with your counselor and discuss your interest and how to further your research
- September 11th grade – register for the SAT and/or ACT given in October at HCHS & HNGA
- October 11th grade – take the PSAT again. Your junior score is the one that will be used to determine qualification for the National Merit Scholarship Program
- November 11th grade – attend the PROBE Fair at HCHS & HNGA and talk with as many colleges as possible
- December 11th grade – register for the January SAT offered at HCHS & HNGA (take this as many times as needed to reach the score that you need for entry into the school of your choice)
- January 11th grade – register for the spring ACT offered at HCHS & HNGA (take this as many times as needed to reach the score that you need for entry into the school of your choice)
- Fall - Spring 11th grade – visit colleges that you are interested in attending and meet with your counselor to assist in narrowing your college choices to the top 3
- Spring 11th grade – register for senior courses needed to get into the college of your choice
- Summer before 12th grade – make additional college visits to narrow your list of colleges
- August 12th grade – meet with your counselor about your academic career/choice/plans
- September 12th grade – register for the October SAT/ACT at HCHS & HNGA if necessary
- Fall 12th grade – apply to colleges – the earlier the better – see your counselor for assistance with any applications
- Fall 12th grade – apply for scholarships – pay close attention to deadlines and specific needs for the scholarship such as teacher recommendation form
- Fall 12th grade – parents and seniors attend Financial Aid Workshop to learn about college financing
- Spring 12th grade – apply for local scholarships
- May 12th grade – request an official transcript to be sent to the college of your choice

For any assistance with academic/career planning see your counselor.

Course Syllabus

Students will receive a course syllabus for each class at the beginning of each semester. Students are encouraged to take the syllabus home and review it with their parents/guardians. Parents are asked to sign an acknowledgement to be returned to the classroom teacher.

Diploma Seal Options

Students at HCHS & HNGA can add a local Fine Arts Seal to their High School Diploma by earning a total of 6 units in the area of fine arts with four units in one area (Visual Art, Band, Chorus, or Drama). The student must have received a final grade of 90 or greater in all 6 fine arts courses.

Georgia Milestone Tests and Student Learning Objectives

Georgia Milestone's and SLO's will count 20% for all students. Georgia Milestone's given in 9th grade are Physical Science, 9th Grade Literature and Composition, and Coordinate Algebra. Students will take the following Georgia Milestones in grades 10-12: American Literature and Composition, Biology, US History, Economics, and Analytic Geometry. In 9th grade students may test-out of 9th Grade Literature, Coordinate Algebra, or Physical Science by taking the Georgia Milestone for that course and scoring 90 or above. Please contact the school office if interested in the test out option.

Grading and Report Cards

HNGA is on a four by four block system. All students are required to take the End-of-Course test when one is given in a course in order to receive credit for that class. A student who completes a successful semester's work with a grade of 70 or greater will receive 1 unit of credit per course. Final examinations or a Georgia Milestone will be given in each course.

The following numerical grading system is used:

A = 100-90 B = 89-80
C = 79-70 F = 69-0

Progress Reports/Report Cards will be given out to students approximately 5 days after the end of each four and one-half week grading period. We now provide access to student's grades and attendance through PowerSchool via the internet. The confidential ID and password are provided on the report card or progress report. For assistance with this site, please contact your counselor.

Graduation Requirements

Grade Classification & Promotion Requirements

The number of earned units determines grade classification and a student's homeroom placement in the fall of the school year. Participation in extra-curricular activities will be based partly on this grade classification. The number of units earned for grade placement is: 5 units - 10th grade 12 units – 11th grade

19 units - 12th grade 27 units - Graduate

Habersham Central grants the following diplomas and/or alternates according to the guidelines set by the State of Georgia:

- **Regular High School Diploma** completion of regular diploma requirements.
- **Life Skills Diploma** completion of requirements specified in the student's Individual Educational Plan (IEP); will not qualify for honor graduate status.

Students graduating from HCHS & HNGA with a Regular Diploma or Certificate of Attendance must have 4 units of English, 4 units of Math, 4 units of Science, 3 ½ units of Social Studies, ½ unit of Personal Fitness, ½ unit of Health, 3 units of either CTAE or Foreign Language or Fine Arts, and 7 ½ units of Elective courses. (3 units of ROTC may be used to replace the Personal Fitness requirement.) All seniors who wish to graduate from Habersham Central must be enrolled for at least the final semester of their senior year. On the day of a student with disabilities' 22nd birthday their participation with the Local School System and IEP requirements will cease. Students with disabilities will not be able to attend Habersham Central High School and Habersham Ninth Grade Academy after their 22nd birthday.

Habersham Central Academic Letter Criteria:

- 95 or above semester average – Honors/Pre-AP/Advanced (non-AP) courses weighted 4 points (does not apply to honor roll status, school GPA, or class rank) – calculated by the credit weight of the class. Averages will not be rounded.
- Must be enrolled in two or more core academic courses.
- Semesters need not be consecutive.
- Violation of academic integrity disqualifies student for one or more semesters as determined by the Faculty Advisory Committee.

- Core academic courses are classified as on-track, grade level college prep courses for grades 9-12 to include third level “area of concentration” courses for tech prep students who are active on the regional level in the appropriate Career Technical Student Organization (Skills USA, DECA, FCCLA, FBLA, FFA or TSA)

An academic class that is not on “grade level” or is being repeated due to a failure will not count as a core academic. Transfer credits from other high schools will be considered. If the previous school system(s) did not employ block scheduling, the annual cumulative average will count as two semesters. The Faculty Advisory Committee will determine, on a case-by-case basis, if a course can be counted as a core academic if the sequencing listed above was unavailable.

HOPE Scholarship

Only the grades earned in core curriculum high school subjects (English, Math, Science, Social Studies, and Foreign Language) are considered when calculating the Grade Point Average (GPA) for HOPE eligibility. For any questions regarding HOPE eligibility see the guidance counselor. All HNGA students are encouraged to open an account with Gacollege 411 to assist them with college planning and information. For more information about this go to www.gsfc.org.

Homework Policy

The Habersham County School System believes that it is important for students to have an appropriate amount of homework on a regular basis. Homework should be an extension of the current learning occurring in the classroom, and should be directly related to the standards in the particular subject area.

Honor Roll & Honor Graduates

Students must be enrolled in HNGA for a grading period of 9 weeks, pass all courses, and have an average of 90 to earn Honor Roll status. A student with an average of 95 or better will qualify for Honor Roll with Distinction. Honor Roll is published every 9 weeks during the school year. To earn honor graduate status, a student must have earned no less than a 90.00 cumulative average for all courses for 4 years by the end of the third nine weeks of the senior year. Averages will not be rounded off. Students need to have a passing grade during the 4th nine weeks of their senior year in all courses in which they are enrolled to maintain Honor Graduate Status. (Only students receiving regular education diplomas are eligible for honor graduate status.)

Media Center

The media center is a multimedia classroom where patrons are instructed in the use of print and nonprint materials and are encouraged to access, evaluate, and utilize information. The school library media program also strives to instill in students a love of reading, both for pleasure and personal growth, as it strives to develop a collection of quality literature. The Media Center is open each day during school hours, as well as 30 minutes before school. **Students who come to the media center during class time must sign in and out on the sign-out sheet provided unless they come with a class.** Students may only check out books for themselves. **All overdue books and fines must be cleared before a student can check out a book.** Fines for overdue books are \$.10 per school day with the maximum fine for a single book being the price of that title in the same binding. The price for a lost book is the replacement cost of that title in the same binding plus \$1.00 for processing. Damages to books may be charged at the discretion of the media specialists. Students may not leave the lunchroom during their lunch shift to come to the media center unless issued a pass by the administrator in the lunchroom. **Substitute teachers may not send students to the media center.** Computers in the media center are available for academic purposes. Printing from computers must be limited to school assignments. Parental involvement in the school's media program is welcomed. Parents are invited to come to HNGA and review any books that have been challenged in Habersham County within the past five years and any other part of the media collection. Parents may request, in writing, that their child not be allowed to check out certain books.

Make-up Work

It is the student's responsibility to turn in make-up work, when he / she is absent from school. The student has five (5) school days to make-up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances. Consequences for make-up work during unexcused absences will be outlined in each teacher's course syllabus.

Habersham County Schools Computers and Network Resources **Student Acceptable Use Guidelines of Electronic Devices**

Habersham County Schools (HCS) strongly believes in the educational value of electronic devices and services and recognizes their potential to learning through sharing, innovation, and communication.

Students will connect devices to the Internet using a designated guest network that is content filtered as required by the Children's Internet

Protection Act. Students will be expected to abide by the following guidelines and class specific teacher rules.

General

Some classes or courses may not require electronic devices and teachers may choose not to use technology in every class. Students must put away personal electronic devices if asked by the teacher or other school officials.

Use of Personal Technology Devices

- I will only use personal electronic devices when allowed by my teacher or other school officials.
- I will only use personal electronic devices at school for learning and not for playing games or talking with friends.
- Personal electronic devices must be able to connect to wireless networks and display web sites for use in the classroom.
- I will only use personal electronic devices when connected to the designated school wireless network.

Protection of Personal Technology Devices

- I will take care of my electronic devices and not leave them laying out when I am away from my desk.
- Use of cases on electronic devices can keep them from breaking and a label can be placed on the case with the student name.
- I agree not to hold the school or other students responsible for my device if I drop it and break it or allow others to hold it and they drop it.
- Sharing my device means allowing another student to see my screen. I am not required to allow other students to hold my electronic devices.
- I agree not to attempt to take electronic devices from another student without their permission.
- I will maintain my devices and install up to date security and antivirus software if required. Infected devices will be blocked from the HCS network.

Network Guidelines

Personal Safety

- I will not post personal things about myself or other people online without asking my parent and teacher. Personal things include pictures, my address or phone number, or where I am at.
- I will not agree to meet with someone I have met online without my parent's approval.

- I will tell my teacher or other school employee about any message I receive that is not right (inappropriate).

Illegal Activities

- I will not attempt to gain access to HCS's network resources or to any other computer system to go beyond my allowed access. This includes trying to log on using another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- I will not try to break the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- I will not use HCS's district network to do anything illegal, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
- I will not install software on any HCS computers or on the HCS network without direct supervision of HCS staff.
- I will not alter hardware or software setups on any HCS computer resources.

Security

- I will keep my computer accounts secret and not tell others my password and will not allow others to see me type in my passwords.
- I will tell my teacher or principal if I have identified a possible security problem with the network or school computers. I will not go looking for these security problems, because this may be seen as an illegal attempt to gain access.
- I will take all precautions to avoid the spread of computer viruses.
- I will not attach non-HCS computer equipment or peripherals to the HCS wired network or any network other than the designated guest network. I will not use USB drives, CD drives, or other devices without teacher permission.

Inappropriate Language

- Restrictions against obscene language apply to public messages, private messages, and material created for assignments or to be posted on web pages.

- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when posting on any electronic devices.
- I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- I will not harass another person using electronic devices. Harassment is to continue acting in a manner that will distress or annoy another person. If I am told by a person to stop sending them messages, I will stop.
- I will not knowingly post false information about a person or organization or information that may make another person look or feel bad.

Respect for Privacy

- I will not repost a message that was sent to only me without permission of the person who sent me the message.
- I will not post private information about another person.

Respecting Resource Limits

- I will use the technology at my school only for educational and career development activities.
- I will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unneeded message to a large number of people.
- I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have permission from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
- I understand that HCS personnel may monitor and access any equipment connected to HCS network resources and my computer activity. HCS personnel may delete any files that are not for a classroom assignment.

Plagiarism and Copyright Infringement

- I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- I will respect the rights of copyright owners. Copyright violation occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains rules that state appropriate use of that work, I will follow those rules. If I am

unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

Inappropriate Access to Material

- I will not use district network resources to access or store material that is profane or obscene (pornography), that promotes illegal acts or that, promotes violence or discrimination toward other people.
- If I mistakenly access inappropriate information, I will tell my teacher or principal and will not try to access the inappropriate information again.
- My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The District fully expects that I will follow my parent's instructions in this matter.
- I understand that Internet access is provided for support of classroom assignments, and I will not attempt to surf secretly or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

Enforcement

- Failure to comply with these acceptable use guidelines will result in disciplinary action as determined by administrators and the student code of conduct. Technology devices that repeatedly attempt to access inappropriate materials will be blocked from the network and reported to administration. Parents/guardians may request their child be denied access to the Internet and technology based resources by submitting a written request to the principal.

Valedictorian and Salutatorian

Valedictorian is an academic title conferred upon the graduating student with the highest GPA (grade point average) in all courses attempted from the first semester of the ninth grade year through the third nine weeks of the senior year. The GPA is defined as the numerical average of all courses attempted during this timeframe. Salutatorian is an academic title conferred upon the second highest-ranking student among those graduating from HCHS. To maintain this honor, the students must continue to sustain high academic achievement and meet the HCHS & HNGA attendance requirements through graduation day. Both the valedictorian and salutatorian must meet HCHS graduation requirements and have attended HCHS at least three semesters of his/her junior and senior years. Transfer students

who do not meet this qualification will be ranked for college placement purposes but not for valedictory or salutatory honors.

SECTION IV - ATHLETICS

Athletic Code

Georgia High School Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage's, starting dates, use of school equipment, etc. Each coach or director has the responsibility to be knowledgeable of and to inform team members and parents and to enforce school and GHSA regulations in these matters. It is the responsibility of the athletic director to make needed information available to the coaches and directors and to assist them in the enforcement of school and GHSA regulations.

Dual Sports

A student may participate in only one sport or activity per season. However, should both coaches/directors agree to a practice and game schedule arrangement the student may then participate in more than one activity or sport for that season. Such an arrangement must be made in writing and provided to the athletic director.

Expectations

- Any civil law, criminal law, or student handbook violation by a student athlete or student participant in interscholastic activities that is determined by the head coach/director and school administration to be detrimental to the athletic program, school, or community will result in counseling the student by the (a) head coach/director and athletic director, or (b) head coach, athletic director and principal, with possible suspension from extra-curricular activities.
- An athlete or participant may not quit one sport or activity and tryout for another sport or activity during the same season.
- Students must travel to and from competitions and/or **school-sponsored activities** away from Habersham Ninth Grade Academy in transportation provided by the Habersham County Schools. The only exceptions to this policy are as follows:
 - Injury to a participant, which may require alternate transportation.
 - Prior arrangement between the participant's parents/guardian and the coach/director for that activity. Such arrangements must include transportation with the parent/guardian and must be in advance of a team's departure time.
- Any display of unsportsmanlike conduct or illegal behavior while representing HNGA in an activity or sport will result in counseling

by the coach/director with suspension from competition a possible result.

- Unexcused absence from established scheduled practice will result in disciplinary action by the coach/director in each activity with suspension from competition a possible result.
- Violations requiring administrative action as established in the “Student Handbook” will result in suspension from extracurricular activities for the duration of the student’s suspension from school.
- Completion of the season in a sport or activity is required in order for the student to be eligible for a varsity letter or additional team or individual awards. An exception would be an injury to a student that prevents further participation in the activity or sport.

Equipment

Each athlete or participant shall be responsible for all equipment and uniforms that are issued to them. Should the athlete or participant lose, damage, or destroy equipment or uniforms he/she will be required to make restitution.

Game Day Eligibility

In order to participate in any athletic contest, the student must be present at least 1/2 of the school day. This rule is applicable to all extra-curricular athletic activities and sports. The final decision of this policy is up to the head coach of each sport and the athletic director. Excused absences must be reviewed by the athletic director and prior approval is preferred.

Inclement Weather Days and School Activities

Should the school day have a late start, all activities will continue as scheduled. On days where Habersham County schools are closed but the roads are clearly safe for travel after the school day normally begins, games and practices may be played at the discretion of the athletic director, the principal and the superintendent.

Individual Coach’s Rules

Each coach/director may develop his/her own rules for that team or squad. It will be the responsibility of the student to follow rules established by the coach/director of the particular sport or activity

Off Season Conditioning Program

Conditioning may be provided year round for students who are not part of a sports team for that season. Such programs shall not be deemed mandatory to be selected for a particular team. However, conditioning programs will supplement all sports programs while providing the

benefit of injury prevention. Students who are in ISS may not participate until they have completed their ISS punishment.

Substance Abuse

Any athlete or participant in a sport or activity known to be using or in the possession of any illegal substance(s), alcohol, and/or drugs will receive severe disciplinary action and may be subject to expulsion from the team.

Activities, Assemblies, and Sports Etiquette

Rules and regulations that apply at school also apply at other school activities, assemblies or sporting events. Violations of rules may result in removal from the premises and disciplinary action at school. All high school sporting events, home or away, are governed by GHSA by-laws 2.70-2.73, which states that the officials have the right and authority to have removed or banned any spectator whose conduct they deem inappropriate. Such removal from any sporting event may result in non-attendance or non-participation at any sporting event. A student section is provided for student seating.

Equity Coordinator

The purpose of the Athletic Department is to build on the character of our athletes and to prepare them for their adult life. The athletic department emphasizes academics, discipline, and high morals. As teachers and coaches, we hope to build a strong foundation for our athletes so that they will become productive citizens.

The Habersham County School Sports Equity Coordinator is:

Angela Robinson
Habersham County School System
Post Office Box 70
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Clarkeville, GA 30523
706 -754- 2118
Email: arobinson@habersham.k12.ga.us

Sports

Fall

Comp. Cheer
M/W Cross Country
Football
Softball
Volleyball
Drill Corps

Winter

M/W Basketball
Cheerleading
Dance
M/W Swimming
Wrestling

Spring

Baseball
M/W Golf
M/W Soccer
M/W Tennis
M/W Track

SECTION V - CODE OF CONDUCT

Board Policy Descriptor Code: JCDA Student Behavior Code

All student behavior shall be based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system. Expected behavior is such that promotes a safe, healthy environment for all members of the learning community.

Students should:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs his/her own or other students' educational achievement. Student should know and avoid the behaviors prohibited by the Code of Conduct, take care of books and other instructional materials and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and activity participation of others.

The Superintendent shall develop or cause to be developed rules and procedures, which implement and are consistent with this policy. Each school will be responsible for developing and distributing to students and parents a student handbook, which outlines expected behavior and consequences related to violations of Board Policy and School Rules. These student handbooks are designed to improve student learning by improving student behavior and discipline. Each school will ensure in their code of conduct through the student handbook the following:

- a. Standards for student behavior during school hours and at school-related functions.
- b. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available to help the student address behavioral problems.
- c. Progressive discipline processes designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed.
- d. Parental involvement processes designed to create the expectation that, parents, guardians, teachers, and school administrators will work

together to improve and enhance student behavior.

Consequences, which are age and developmentally appropriate for infractions will be developed by each school and placed in the student handbook, and discipline will be administered in a progressive manner. The rules and regulations of conduct shall apply to the following conditions:

- At school or on school property at any time of the day or week
- Off school grounds at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system
- At school bus stops
- Off school grounds when the student's conduct is subversive to the mission and order of the school or school system

The following code of conduct sets forth school rules prohibiting certain types of student conduct that constitute major offenses. A student found to be in violation of any one of them may be subject to suspension, expulsion or other disciplinary consequences. Disciplinary action for violations will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The school system will make every reasonable effort to administer the discipline code consistently in all schools.

Rule 1: Disruption and Interference with School - No student shall:

- a. Occupy any school properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use
- b. Block the entrance or exit of any school building or property or room thereof so as to deprive others of access thereto
- c. Damage any school building or school property
- d. Possess, discharge, display or otherwise threatening use of any firearms, explosives, other weapons, or any object construed to be a weapon on school premises or at school activities
- e. Prevent or attempt to prevent the convening or continued functioning of any school class, activity or lawful meeting or assembly on the school campus; or at school activities
- f. Prevent students from attending a class or school activity
- g. Block normal pedestrian or vehicular traffic on a school campus or adjacent grounds
- h. Make noise or act in any manner so as to interfere with the teacher's ability to conduct his/her class

- i. In any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, any sexual harassment or misconduct, or any other conduct, cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function of the school
- j. Refuse to identify himself/herself upon request of any school or system teacher, administrator, school bus driver, or other school system personnel
- k. Use profanity, vulgarity, or obscenity, or sexually harass others. Such use includes profane, vulgar, obscene words or gestures, indecent exposure, possession and/or distribution of profane, vulgar, or obscene material, or other similar materials, items, or gestures. This includes, but is not limited to, inappropriate electronic communication.
- l. Loiter and/or enter on any school campus without authorization. A student is not allowed to enter the premises of a school other than his/her school, unless prior permission is received from an administrator of the school to be visited. A student may not enter any school buildings on weekends or after school without authorization.
- m. Inappropriately make bodily contact with other students including, but not limited to, sexual contact or misconduct. Students shall not engage in sexual misconduct between or among students on school property or away from school, which may adversely affect the education process or endangers the morals, health, safety, or well-being of other students, teachers, or employees within the school system. Students engaging in sexual acts with any student under the age of 16 may be subject to criminal charges, which, depending on the age of the individuals, may include statutory rape or child molestation. Students who are 13 or older may be charged with a felony and tried as an adult for committing offenses of rape, aggravated sodomy, aggravated child molestation, and aggravated sexual battery. In addition, students who commit such offenses may be subject to criminal penalties if convicted, which may include probation and/or imprisonment. The General Assembly of Georgia requires that the code of conduct include

language encouraging parents to inform their children about the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

- n. Display or wear gang articles, paraphernalia, or clothing. Students shall not display or wear clothing or articles relating to ethnic race or color, or logos relating to any sadistic cult, secret society, or gang, or that bears content that is obscene, libelous, or slanderous. Students shall not recruit or solicit membership in any gang, gang-related organization, or any secret society that poses a threat to the school mission or that is subversive to good order and discipline. Students shall not display, possess, transmit, distribute, or create writing, symbols, or gestures that reference gangs or gang-related activity. Students shall not claim membership or affiliation with a gang or with a secret society that would be subversive to good order and discipline.
- o. Trade, buy, or sell goods and services on campus that have not been approved by the school administration. Students shall not participate in any type of gambling activity.
- p. Cause or allow electronic or other technological devices to be heard, used, or displayed without the express permission of authorized school system personnel. These devices include, but are not limited to, cell phones, and other communication devices, personal entertainment audio devices and headphones, cameras, and handheld game systems. The school system assumes no responsibility for loss or damage to such devices.
- q. Urge, encourage, or counsel other students to violate any of the preceding items of this rule.

Rule 2: Disregard of Directions or Commands -A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrators, school bus drivers, or other authorized school personnel.

Rule 3: Bullying - Bullying is strictly prohibited and should be reported to a teacher, counselor or administrator. Bullying is defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on

another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) Has the effect of substantially interfering with a student's education; (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Per Georgia law, if any student in grade 6 through 12 is found guilty by a disciplinary tribunal or hearing officer to have committed the offense of bullying three times in a given school year, such student shall be assigned to the alternative school.

Rule 4: Tobacco Use - A student shall not possess, distribute, or use any form of tobacco and/or tobacco paraphernalia, lighters, or matches at any time.

Rule 5: Illicit Drugs and Alcohol - A student shall not possess, sell, use, transmit, or be under the influence of or in any way be detected to be in the presence of any illicit drug, alcohol or substance "represented" to be an alcohol, illicit drug, or chemical, or an chemical(s) intended to alter one's mood or behavior. Misuse of a prescription or nonprescription/over-the-counter drug shall be considered a violation of this rule. Major offenses in Habersham County Schools including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16.

Rule 6: Destruction of School Property - A student shall not cause or attempt to cause damage to or disrupt school property or school resources or attempt to steal school property or school resources. A student shall not possess, sell, use or transmit stolen school property or resources.

Rule 7: Damage or Destruction of Private Property - A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property. A student shall not possess, sell, use or transmit stolen property on school grounds.

Rule 8: Assault, Battery, or Harassment of a School Employee - A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee. A student shall not harass or insult a school employee. This includes, but is not limited to, verbal, written, and electronic means of insult, disrespectful conduct, threat, use of profanity, ethnic, racial, sexual, religious slurs, verbal and written harassment, and Internet

harassment/threats.

Rule 9: Physical Abuse, Harassment, Assault, or Battery By a Student To Another Student or To Any Person Not Employed By the School - A student shall not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person. A student shall not make threatening, disrespectful, harassing or intimidating remarks, written or electronic statements, gestures, or posturing toward any student, which threatens the safety or well being of that student or has the likelihood of provoking a fight. This includes, but is not limited to, fighting, pushing, hitting, use of profanity, sexual harassment or misconduct, Internet harassment/bullying/threats that disrupt the school environment, or ethnic, racial, or religious slurs.

Rule 10: Misbehavior on Bus - A student shall obey all reasonable rules and directives of the bus driver at all times and:

- a. Shall not do anything that interferes with the driver's ability to safely transport students
- b. Shall not participate in the unsafe or inappropriate use of electronic devices or reflective objects/devices on the bus
- c. Shall remain seated safely on the bus at all times
- d. Shall keep hands, arms, and/or objects to themselves and inside the bus
- e. Shall talk in a normal tone of voice that is conducive to safe bus transport
- f. Shall not bring any item on the bus that obstructs the bus driver's view
- g. Shall follow all other conduct rules established by the Board.

School Bus and Bus Stop Conduct

Students are prohibited from acts of physical violence as defined by O.C.G.A. § 20-2-751.6, bullying as defined by O.C.G.A. § 20-2-751.4(a), physical assault or battery 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 other unruly behavior;

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 without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and

Students are 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.

School Bus Behavior Contract: A meeting of the parents or guardians of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- 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.

Rule 11: Weapons - Students shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be

thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student handbook issued by the school.

Rule 12: Unexcused Absences/Tardies/Truancy - Truancy is defined as unexcused absences that violate system and school policy, as well as state law. A student shall not be absent from or tardy to school or any class or other required school function during required school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official, nor shall a student encourage, urge, or counsel other students to violate this rule. A student may not leave school grounds prior to the end of the day, after his/her initial arrival on campus, without the permission of a duly authorized school official. Refer to the attendance section of this handbook to see the possible consequences of failure to attend school regularly.

Rule 13: Dress and Grooming - A student shall not dress, groom, or wear or use garments, jewelry emblems, hairstyles, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

Rule 14: Academic Misconduct - A student shall not cheat in any form, whether using the ideas, knowledge, words, or visual images of another individual.

Rule 15: Conduct Subversive to Good Order - A student shall not perform any other act, on or off campus, which is subversive to good order and discipline in the schools. This rule includes any off-campus behavior of a student, 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. This rule also prohibits violations of local school rules, violations of state and federal law, providing false information to or about school system personnel,

actions that are ethnically and racially inflammatory or other community misconduct that would be so serious as to pose a threat to the school community, mission, or environment.

Rule 16: False or Misleading Reports about School System Staff - Students may not falsify, misrepresent, omit, or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

Rule 17: Repeated Violations/Willful Misbehavior - Students may not willfully and repeatedly violate school system rules and state/federal laws. Students who chronically disrupt the school environment or repeatedly violate school rules may be charged with repeated violation of school rules or behavior. This rule applies after remediation attempts such as: Behavior Support Processes or Student Support Team processes have been utilized.

Discipline of Special Education Students - Disciplinary action involving students with disabilities will be handled in compliance with the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973, and implementing regulations of the same. Special education students who commit serious offenses, which could otherwise result in suspension or expulsion, shall be brought before the Student Discipline Tribunal for a determination as to whether the student is guilty of the offense charged. Students with disabilities who are found guilty of any misconduct shall be subject to a recommendation by the Tribunal for disciplinary action/placement, and the IEP committee will make the final determination on placement of these students. Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

“20-2-75117.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting

instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

- (a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- (b) Any student, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
- (c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the

superintendent and the Professional Standards Commission
Ethics Division.

Drug Free Schools

The Habersham County Board of Education believes that all students have a right to attend school in an environment conducive to learning for all. Since alcohol and other drug use is illegal, contagious and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental, legal, and ethical obligation to prevent drug use and to maintain a drug-free educational environment. In accordance, the Board of Education declares the following: Students shall not possess, sell, use, distribute or be under the influence of any prohibited drug to include: alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates or any intoxicant of any kind or any other controlled substance as now or hereafter defined by Federal or State law.

The use of tobacco products of any description by students shall not be permitted in school buildings, on school buses, nor on school campuses during the regular school day or while in attendance at a school activity, function or any other school related event. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.

Student violators shall be reported to the appropriate law enforcement agency at the discretion of the administrator and will be subject to disciplinary action.

*THIS NOTICE IS BEING DISTRIBUTED IN ACCORDANCE WITH
THE NATIONAL DRUG-FREE SCHOOLS AND COMMUNITIES
ACT.*

Student Searches

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 that occur outside normal school hours or off the school campus at the discretion of administrators.

Student Support Processes

The Habersham County Board of Education provides a variety of resources that 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 student plans, mentoring programs, peer mentors, and student leadership class support.

School Bus and Bus Stop Conduct

Students are prohibited from acts of physical violence as defined by O.C.G.A. § 20-2-751.6, bullying as defined by O.C.G.A. § 20-2-751.4(a), physical assault or battery 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 other unruly behavior;

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 without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. In addition, students are 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.

School Bus Behavior Contract: A meeting of the parents or guardians of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- 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.

Definition of Terms

Arson: Intentionally starting or attempting to start any fire or combustion.

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).

AWOL: Unauthorized absence and/or leave from class, school, activity, or event.

Battery: A beating or other wrongful physical violence or constraint without the person's consent.

Bomb/Explosive: A device containing combustible materials and a fuse.

Bullying – An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) Has the effect of substantially interfering with a student's education; (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school.

Burglary: Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [See Theft].

Bus Misconduct: Failure to comply with rules of bus safety or Student Conduct Behavior Code.

Bus Suspension: The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

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.

Chronic Lack of Supplies: Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

Detention: Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation.

Disciplinary Probation: A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Disciplinary Tribunal/Hearing Officer: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Disobedience/Insubordination: Failure of the student to comply with a reasonable direction or instruction by staff.

Disorderly Conduct: Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

Disrespect: Responding in a rude and impertinent manner. No student shall communicate verbally or non-verbally (body language) an attitude of disrespect toward a teacher, staff member, administrator, bus driver, or other adults. Such behavior could be identified by but not limited to: rolling of eyes, heavily sighing, making faces, refusing to answer, turning away when being talked to, mumbling under one's breath, talking back, or using profanity.

Disruption: Behaving in a manner which interferes with educational activities.

Dress Code: The current dress code is explained in the student handbook.

Drug/Alcohol/Chemical Offense: Any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

Due Process: A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

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 hearing officer or tribunal.

Extortion: Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

False Fire Alarm: Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Felony: Any offense punishable as a felony under Georgia or federal law.

Fighting: Involves the exchange of mutual physical contact such as pushing, shoving, and hitting, with or without injury. Fighting between students on school campus is dangerous because of the possible injury not only to the participants but also to those in the surrounding area and the individuals who try to stop it. Fighting which is of a severe nature will result in a disciplinary hearing, notification of law enforcement, long term suspension, or expulsion.

Gambling: Playing any game of skill or chance for money or anything of value.

Harassment/Intimidation/Verbal Abuse: Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

Inappropriate Dress: Dressing in a manner that disrupts the teaching and learning of others or in violation of the school's dress code.

Inappropriate Personal Property: Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

In-School Suspension: The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

Insubordination and Willful Disobedience: Any student who refuses to identify himself /herself when asked, carry out requests, directives, or instructions of teachers, administrators, staff members, bus drivers or other authorized school representatives will be considered insubordinate or willfully disobedient.

Loitering/Trespassing: Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

Long-Term Suspension: The student is suspended out-of-school for more than ten (10) days.

Non-Prescription Drug: Over-the-counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with school procedures.

Prescription Drug: Use of a drug (medication) authorized by a registered physician *and* prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

Profanity/Vulgarity: Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message. No student shall use profane, vulgar or obscene words, gestures or actions at school on school events or functions directed toward faculty or staff members, students, or use non-directly in the presence of any teacher, administrator, employee, or students.

Robbery: Taking property from a person by force or violence, or threat of aggression.

Sexual Assault/Offense: Intentional sexual contact of a harmful or offensive manner.

Sexual Harassment: It is the policy of the Habersham 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 member of the district staff to harass a student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature. Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or to a system employee constitutes sexual harassment.

Short-Term Suspension: The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up tests and assignments at the discretion of the school administrator.

Tardiness: Failure to be in assigned place at the assigned time without a valid excuse.

Theft/Larceny: Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use [See Burglary]. Also a student shall not possess, sell, use, or transmit stolen property. Students who know of thefts and do not report them or who withhold pertinent information concerning thefts are guilty of a major offense.

Tobacco: Students are prohibited from using or possessing tobacco in any form while at school, on school related activities, or on any school bus. Possession of paraphernalia such as lighters, matches, rolling papers, etc. will result in disciplinary action.

Transmission: The passing of any substance, article, or weapon to another person.

Truancy: The student stays out of school without permission or valid excuse as defined by Georgia law, O.C.G.A. § 20-2-690.1 et seq.

Vandalism/Graffiti: The willful or malicious destruction or defacement of public or private property. No student shall engage in the willful and /or reckless destruction of and/or threat to destroy school property. Student will be held financially responsible for damage or the replacement cost.

Waiver of Disciplinary Tribunal/Hearing: In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of

Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation, the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

Weapon: An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nunchahka, or any other object intended to be used to inflict bodily harm, as identified in O.C.G.A. §16-11-127.1. A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, chain or any accessory with a chain attached or any other object that can reasonably be considered a weapon (A) on the school grounds during and immediately before or immediately after school hours; (B) on the school grounds at any other time when the school is being used by a school group; or, (C) off the school grounds at a school activity, function, or event.

PERMISSIONS

PICTURE/VIDEO APPROVAL

As an integral part of the learning environment, staff members and other students may use technology within the context of the school environment. HNGA reserves the right to post pictures and/or videos on the school website or submit pictures to the newspaper unless you specifically request to be kept out of those publications. If you do not want your son's/daughter's picture or video to be displayed in the newspaper or on the school website, please complete the form below and return it to the main office as soon as possible.

I do not want my child's picture or video to be displayed in the newspaper or on the school's website.

Parent Name: _____

Child's Name: _____

Date: _____

-----cut and return to main office, if applicable-----

CLUB OPT OUT

If you do not want your son/daughter to participate in any of the clubs listed in this handbook or in the beginning of the year addendum, please complete the form below and return it to the main office as soon as possible.

I do not want my child to participate in the following clubs:

Parent Name: _____

Child's Name: _____

Date: _____

HABERSHAM COUNTY BOARD OF EDUCATION 2016-2017

SUPERINTENDENT OF SCHOOLS
Matthew Cooper
Office Phone 706-754-2110



HABERSHAM COUNTY SCHOOLS
PO Box 70
Clarksville GA 30523

BOE Approved 2-8-2016

- ★ Teacher Training / System Improvement Day August 1-4
 - First Day for Students August 5
 - Holiday September 5
 - End Nine Weeks October 6
 - ★ Teacher Training / System Improvement Day October 7
 - Fall Break October 10
 - Holiday Break November 21-25
 - End Nine Weeks/Early Release December 16
 - Holiday Break December 19 - January 2
 - ★ Teacher Training / System Improvement Day January 3
 - Holiday January 16
 - Weather Make-Up February 17
 - Holiday February 20 and 21
 - End Nine Weeks March 13
 - Teacher Training / System Improvement Day/Weather Make-Up March 16
 - ★ Teacher Training / System Improvement Day March 17
 - Spring Break April 18-14
 - Last Day of School/Early Release May 26
 - ★ Teacher Training / System Improvement Day May 30 and 31
 - Possible Teacher Weather Make-up Days June 1 and 2
 - Holiday May 29
- 180 Student days**
1st Semester - Days (1st-44, 7th-44)
2nd Semester - Days (1st-46, 4th-46)

- First / Last Day
- Holiday
- Holiday/Weather Make-Up
- ★ Teacher Training / System Improvement
- Nine Weeks End
- Nine Weeks End / Early Release
- Possible Teacher Weather Make-up Days
- Teacher Training/System Improvement Day/Weather Make-Up

August 2016						
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September 2016						
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June 2017						
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