

Habersham Central High School

10th – 12th Grade
2059 State Hwy 197 S
Mt. Airy, GA 30563
Phone: 706-778-7161
Fax: 706-778-1258

<http://habershamcentral.ga.hch.schoolinsites.com/>

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



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Our mission: to graduate all students prepared for life after high school.

Our vision: to be a school focused on equipping students with the knowledge and skills needed to be responsible, productive members of their communities. Administrators will support and teachers will employ diverse methods to help students reach their fullest potential to become well-rounded citizens of character.

We believe that:

- Positive development of students is the shared responsibility of the home, school and community.
- Students have the right to a safe, healthy environment.
- Learning is most productive when everyone is actively engaged through effective instruction and a quality curriculum.
- Students learn best in a caring, encouraging environment where expectations are high and everyone is treated with dignity and respect.
- Each student has choices and is responsible for the consequences of those choices.
- All students need to experience success.
- All students can learn and must be provided the opportunity and encouraged to reach their full potential.
- Learning is a lifelong process.
- Continuous evaluation of the total school program is essential for the success of our mission.

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

132 Stanford Mill Road, P. O. Box 70, Clarkesville, GA 30523 706-754-2118
Inquiries or complaints concerning sports equity in this school district may be submitted to the sports equity coordinator or principal of the school.

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.

Please take the time to carefully read this handbook. This document covers nearly every aspect of school life in grades 10 – 12. Remember that we are all here to help prepare you for life after high school by responsible, well-informed decisions. We hope that you have a successful school year.

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.

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.

504 Plan – Grievance Procedure

If a student with a 504 Plan is experiencing difficulties pertaining to the delivery of services as provided in the 504 plan, the parents and/or student should immediately bring this to the attention of a HCHS administrator. The administrator will notify the HCHS 504 Plan Coordinator within 24 hours and there will be an investigation and response to the parents/guardian of a student with a 504 Plan within 5 business days. At that point, if the matter has not been resolved, the student and/or parent/guardian will be referred to the 504 Plan Coordinator for the Habersham County School district.

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

Jill Maxwell, Habersham County School System 504 Coordinator
132 Stanford Mill Road, P. O. Box 70, Clarkesville, GA 30523
706-754-2118

Habersham Central Standard Bell Schedule

First Block	8:00-9:35
Second Block	9:40-11:15
Third Block	11:20-1:35
<i>First Lunch</i>	<i>11:20-11:50</i>
<i>Second Lunch</i>	<i>11:55-12:25</i>
<i>Third Lunch</i>	<i>12:30-1:00</i>
<i>Fourth Lunch</i>	<i>1:05-1:35</i>
Fourth Block	1:40-3:12

*Standard bell schedule is subject to change pending special circumstances determined by HCHS administration.

Quick Reference Guide

Approval of Activities	Principal
Athletics	Athletic Director
Attendance	Attendance Office
Certificate of Attendance	Attendance Office
Check-in/Check-out	Attendance Office
Clubs	Assistant Principal
College Information	Student Services Office
Enrolling/Withdrawing	Student Services Office
Graduation information	Graduation Coach
Grievance	Teacher or Administrator
Hospital Homebound/504 info	Assistant Principal
Lost and Found	Front Office
Lunchroom	Supervisor
Medical Asst/Prescription	School Nurse
Parking Permits/Lockers	Assistant Principal
Police/Legal Issues	School Resource Officer
Report Cards	Student Services Office
Summer School Information	Student Services Office
Testing	Assistant Principal
Work Permits	Student Services Office
Work Based Learning	Assistant Principal

SECTION I - GENERAL INFORMATION

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 the administration of the offending student's school (see Bus Conduct in Student Discipline Section).

Clubs and Organizations

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

- The club must have a written purpose and mission that is consistent with the purpose and mission of the school and system.
- Before organizing and meeting in the school, the club must be approved by the principal and must have a faculty supervisor.
- 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 HCHS will be given in a handout at the beginning of the school year.

Each student is expected to observe a code of personal conduct, dress, and appearance in which 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 rights of the great majority of students who want to learn and help build an outstanding school. We encourage students to use good judgment and to avoid extremes in dress and personal appearance. Students should show pride and self-respect to dress appropriately and to present a neat clean appearance.

Dress Code

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 10-12 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. 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, e-cigarettes, 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.
2. Pajamas, bedroom slippers, and trench coats are not permissible attire for school.
3. Tops should not expose any portion of the waist, hips, or midriff, and should not be open in the back. All tops should be worn so that the tops of the shoulders are covered. Male students should not wear cut out tops or sleeveless shirts.
4. No bandanas allowed in the hallways or classrooms. Hats may be worn in hallways and cafeteria but are not allowed in classrooms.
5. Pants/shorts/skirts etc. must be worn at normal waist level. Skirts/shorts must be modest as to not cause a distraction or disruption to the school environment.

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

Parking on Campus

Driving and parking a vehicle at HCHS is a privilege. Students who register to park on campus will do so with the understanding and willingness to follow the campus parking rules. Traffic tickets may be issued for the violations listed below and other activities that are deemed unsafe by the security officer or the administration. Also, the Habersham County Sheriff's Department and/or the Habersham County BOE Police Department may be called for any traffic violations within the school safety zone.

1. All student vehicles must be registered to park on campus during school hours, must display a parking permit or temporary permit, and must be parked in the assigned parking space. Parking permits may be obtained before or after school in the CTAE office. To register for a parking permit, a student must have a valid driver's license, a current liability insurance card, and a tag receipt for the vehicle being registered. *All student fines must be paid prior to purchasing a parking permit.* A temporary permit may be issued free of charge to students who have a vehicle already registered.
2. No parking in handicapped spaces or fire lane. Vehicles will be ticketed and/or towed at owner's expense.
3. Acceptance of a permit is under the condition consent by the student/parent that the vehicle the student drives on campus may be searched by the administration when deemed necessary.
4. Students MAY NOT sell or give away their parking permit. All transactions MUST be handled through Ms. Patrum. All parking permits are \$25.00; there will be no refunds or reduced prices for any reason.
5. Students cannot sit in vehicles or loiter in the parking lots before or after school. Gates are locked at 8:05 AM and all students must leave the campus by 3:30 PM unless under the direct supervision of a teacher.
6. Once a student drives on campus he or she cannot leave without checking out through the main office.
7. No student may enter the student parking lot areas without a pass, *BEFORE OR DURING* school.
8. Transporting another student off campus without permission is not allowed.
9. Flags, banners, signs, etc. may not be displayed on a vehicle while on campus.
10. Loud radios, loud mufflers, reckless driving, laying drag or squalling tires is prohibited.

11. Student drivers must follow all lanes of traffic, not cut across parking spaces and park correctly by pulling into parking space.
12. All passengers must sit in designated seat belted seats while riding in a vehicle. Riding on or in back of any open vehicle is prohibited.
13. All accidents are to be immediately reported to the security officer, BOE Police, administration or teacher on duty.

Permits may be revoked for a period of time for excessive tardies or leaving campus without permission. Habersham County Schools cannot be held liable for damage to vehicles while on campus.

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 Student Behavior Code. Students are not permitted to video, take photos or audio recordings of other students violating any section of the Code of Conduct.

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.

Evacuation: If evacuation of the campus is necessary, directions will be given from the Superintendent as to the dismissal.

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. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents will be notified after the safety and security of students is assured. The plans should include arrangements for school closings; delayed openings and early dismissals. All school and school system operations will be delayed two hours. Busses will run two hours later. School schedules will be altered at the discretion of the principal. Breakfast will not be served.

The school system may notify parents and guardians three ways by 6:00 am:

1. School system website
2. Automated call system
3. Local radio and television stations

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.

Food Services

The school cafeteria is operated for student's convenience on a non-profit basis. Free and reduced price lunch programs are available for those who qualify. Every student will receive an application form on the first day of school and is encouraged to return it on the next school

day or as soon as possible. Students will be assigned and enter their student number into the keypad when purchasing a meal. Breakfast is free and lunch is \$2.00 for students. Reduced lunch is \$.40. Employee or staff meals are \$3.25 for lunch and \$1.75 for breakfast. Visiting adults pay \$2.00 for breakfast and \$3.50 for lunch.

School Counseling Program

The mission of the Habersham Secondary Counseling Department is to implement a comprehensive, developmental school-counseling program to educate, empower and enable success for all students. School counselors design and deliver comprehensive school counseling programs that promote student achievement. These programs are comprehensive in scope, preventive in design and developmental in nature. A comprehensive school counseling program is standards-based and data driven, and an integral component of the school's academic mission. It focuses on academic, career, and social/emotional curriculum that is delivered through classroom lessons, small group, and individual consultation. For an in-depth review of services and contact information, please visit the School Counseling website at: www.hchscounselors.weebly.com.

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. Please direct conference requests through the guidance office. Teachers will not be called out of class to accept phone calls or for unscheduled conferences.

Transcripts

Final transcripts are provided to seniors free of charge. Students are expected to provide a stamped addressed envelope at the time of request. See your counselor for a transcript.

Withdrawing/Enrolling Procedures

Withdrawals/Enrolling are initiated in the Counseling Office. A parent or guardian should accompany students when withdrawing or enrolling in Habersham Central High School.

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. Students are not allowed in the courtyard areas without permission of their teacher or administration.

Medical Procedures/Medicines (Code JGCD)

HCHS recognizes the necessity of providing individualized medical procedures ordered by a licensed physician to promote physical comfort for optimum learning. In order to provide a medical procedure, your parent/guardian must provide a copy of the physician's order for the requested procedure and provide written permission for school personnel to perform the medical procedure. All medical supplies required to complete the procedure must be provided by your parent/guardian. School personnel will confidentially document in writing that you received the medical procedure. See an administrator if you have need for medical procedures during school hours. All students are required to have the appropriate immunizations and health screenings as required by law if they are enrolled in Habersham County Schools.

Over The Counter Medications

Administering over the counter medications at school is discouraged. If a student must have a medication in order to attend school, the parent/guardian must furnish a written request for the school to administer the medication. This request must include the student's name, name of the medication, dosage, and time to be administered. *Medication must be kept in the nurse's office in the original container. Students may not have over the counter medications in their possession and may not share medications of any kind with fellow students. Medications must be turned in to the nurse upon arrival to school.*

Prescription Medications

Taking medications during school hours is discouraged. Parents are asked to arrange medication schedules so that it is not necessary for medication to be taken at school. If the treating physician recommends administration of the medication at school, the parent/guardian must provide a written request for the school to administer the medication. The note should include the student's name, name of the medication, dosage and time to be given. The information on the form must be the same as that on the prescription container label. Habersham Central High School will not accept medication sent to school in a baggie or any container other than the container provided by the pharmacy with correct dosages and time specified. Students may not have prescription medications in their possession or share these medications with others.

Students needing to carry inhalers or epi-pens on their person are allowed to do so, after ensuring that the school nurse has written parental permission on file and a signed statement from the parent releasing the district and its employees from liability if the self-administering student suffers an adverse reaction.

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.

Requirements

The Habersham County School System shall provide hospital/homebound instruction to students, including students with disabilities, who meet the following eligibility requirements:

- Receipt of a medical referral form stating that the student will be absent a minimum of 10 consecutive school days; or, that the student has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year.
- A statement that the student is physically able to participate in instruction; and
- A signature of a physician licensed by the appropriate state agency or board.

- Students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic and Statistical Manual (DSM), may be eligible for hospital/homebound instruction.

The school system may consider a student ineligible for hospital/homebound instructional services if absence is due to a communicable disease, except as specified in Rule 160-1-3-.03 (Communicable Disease). Re-documentation of chronic or recurring conditions shall not be required after each absence. However, at a minimum, an annual medical referral and update must be submitted to the school system. A certified teacher shall provide instruction. Students eligible for services under the Individuals with Disabilities Education Act shall be served by appropriately certified personnel. The IEP Committee shall convene to review the IEP for any necessary changes and to recommend hospital/homebound instruction. In addition to the hospital/homebound teacher, an adult shall be present during each entire home instructional period, except where instruction is provided through telecommunication devices.

Each school shall count present the student receiving hospital/homebound educational services if such instruction is provided a minimum of three hours per week, excluding travel time. In the event that a student is hospitalized under the appropriate hospital/homebound criteria in a facility outside the school system, the school system shall be responsible for the student's academic instruction. The Superintendent or designee shall be authorized to make arrangements or contract for hospital-based instruction with the hospital directly, with the school system in which the hospital is located or with appropriately certified teachers in the geographic area. Upon discharge hospital/homebound instruction may continue according to need.

The school clinic's hours of operation are 7:30am to 3:00pm. A registered 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.

ID Badges

Each student will be issued an ID badge at the beginning of the school year or upon his or her enrollment. At the conclusion of the school year, or at the time of withdrawal, the student will return his or her ID badge to the main office.

Right to Know

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications:

By law, LEAs are required to notify parents of their "Right To Know" the professional qualifications of the student's classroom teachers. In Georgia, within 30 calendar days from the start of school, LEAs are required to notify parents in all schools that they may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers or paraprofessionals, including at a minimum, the following:

Whether the student's teacher---

- has met state qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction
- is teaching under an emergency or provisional status through which state qualifications or licensing criteria have been waived; and
- is teaching in field of discipline of the certification of the teacher
- whether the child is provided services by paraprofessionals and if so, their qualifications.

Notification (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.

Outstanding Fees/Fines

Students may be deprived of privileges such as on campus parking, prom, yearbook, etc., until all fees, fines and lunch charges are paid in full. *All fees, fines and lunch charges must be paid in full before any student will be allowed to participate in the graduation ceremony.*

Parent Groups

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

Parties

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

Physical Education and Health Education

I. DEFINITIONS

- A. **Disease prevention education** – a planned program of instruction provides information on how to prevent chronic and infectious diseases, including sexually transmitted diseases.
- B. **Alcohol and other drug use education** – a planned program of instruction that provides information about the use, misuse and abuse of alcohol, tobacco, legal and illegal drugs.
- C. **Sex education/AIDS education** – a planned program that shall include instruction relating to the handling of peer pressure, promotion of high self-esteem, local community values and abstinence from sexual activity as the only sure method of preventing pregnancy and sexually transmitted diseases. This instruction shall emphasize abstinence from sexual activity until marriage and fidelity in marriage as important personal goals.

II. REQUIREMENTS

- A. The Habersham County Board of Education shall develop and implement an accurate, comprehensive health and physical education program that includes information and concepts in the following areas:

Alcohol and other drug use
Nutrition

Community health

Consumer health	Environmental health
Family living	
Disease prevention	Health careers
Personal health	
Motor skill	Physical fitness
Safety	
Sex education/AIDS education	Lifetime sports
Mental health	
Outdoor education	
Growth and development	

- B. Each school containing any grade K-12 shall provide alcohol and other drug use education on an annual basis at each grade level.
- C. The Board of Education shall develop procedures to allow parents and legal guardians to exercise the option of excluding their child from sex education and AIDS prevention instructional program.
1. Sex education and AIDS education shall be a part of the comprehensive health program.
 2. Prior to the parent's or legal guardian's making a choice to allow the child or ward to take the specified unit of instruction, such parent or legal guardian will be informed as to what instruction is to be provided and have the opportunity to review all instructional materials to be used, print and non-print.

Any parent or legal guardian of a child to whom a course of study in sex education is to be taught shall have the right to elect, in writing, that such child not receive such course of study.

All students who are taking a PE course at HCHS are required to wear dress code appropriate attire. All students may be required to rent a PE locker to be used on a daily basis. All students should lock valuables in the assigned PE locker during PE class. HCHS 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.

Prom

Those students who are in the eleventh and twelfth grades at HCHS (and their dates) will be permitted to attend the prom. Students who have a non-HCHS date must complete a prom approval form, signed by

an administrator, to request permission for their date to attend. Students in attendance at the prom must be under the age of 21. No refunds will be issued for prom tickets. The Administration reserves the right of approval for those students wishing to attend the prom. All fees and outstanding fines must be paid prior to the purchase of a Prom Ticket.

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 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 Lockers

School lockers are available to students for a rental fee of \$5.00 per school year due to yearly maintenance and repair. Students may choose the location of their locker based on availability. *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. HCHS is not responsible for items lost or stolen from lockers.

School Store

The School store is provided as a service to you and your students. The school store is located in room AL51. It will be open from 7:30-8:00a.m. and 3:30p.m. every day. The school store 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 and personal valuables should be safeguarded at all times and must not be left unattended. **HCHS cannot be held liable for money or valuable personal items brought to school.** Thefts should be reported immediately to the HCHS administration and the teacher.

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. Other visitors with business on campus will be required to meet with administration before meeting with any students or staff.

SECTION II – ATTENDANCE (CODE: JB)

HABERSHAM CENTRAL HIGH SCHOOL

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

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. 15-11-443); 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 the 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.

Perfect Attendance:

A student is recognized and eligible for perfect attendance when they are counted present all four blocks of the school day. Students who are on school related field trips are counted present.

Tardy Procedure:

High School 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 8:20am 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 their parent/guardian, with a phone number where the parent/guardian can be reached. The note must be presented to the Attendance Office before school. The note will be verified and the student will be called when approval has been granted. Students will be given a check out slip, which will be given to the Security Guard upon exiting the school.

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 Attendance Office 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 Tardies – Administrative Detention

Six Tardies or more – One day In School Suspension (ISS)

*Students must be in class for fifty (50) minutes to be counted present.

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

Academic Integrity Policy

Academic trust is an integral part of the learning process and self-discipline is necessary in this pursuit. Any instance of dishonesty hurts the entire school community. The Academic Integrity Policy is designed to cultivate an academic atmosphere based on trust, academic integrity, and honor.

Consequences for academic dishonesty will include but not be limited to parent contact, a grade of zero for the assignment, loss of eligibility for semester credit toward Academic Letter Award, and loss of eligibility for Beta Club and Honor Society memberships. Students will be allowed to appeal the Academic Integrity Board.

MOWR (Move On When Ready)

Move On When Ready is Georgia's dual enrollment program that allows high school students (9th – 12th grade) to earn college credit in core academic courses and career technical courses while working on their high school diploma. The Move On When Ready program covers tuition, mandatory fees and required textbooks.

The goal of Move On When Ready is to increase college access and completion, and prepare students to enter the workforce with the skills they need to succeed. HCHS partners with over seven colleges to provide eligible students with opportunities to earn college credit in core academic and technical courses. All degree level course work is weighted with 7 additional points to the final numerical grade assigned by the college. Technical courses taken to meet requirements of diploma or certificate programs are not eligible for weighting per Georgia Finance Commission.

Please contact the School Counselors to assist in determining student eligibility for MOWR enrollment. HCHS and colleges work in a partnership to ensure the graduation goals at HCHS are met. Please note that all HCHS deadlines set for enrollment take precedence over college enrollment deadlines. For more information, please visit www.gafutures.org.

Honors and AP (Advanced Placement) Courses

Students are highly encouraged to take rigorous course work to prepare themselves for successful post secondary opportunities. Honors rigor is available for most core academic courses, but do not receive weighted points. Teacher recommendations and School Counselor advisement are helpful in determining appropriate placement.

Advanced Placement (AP) courses, developed by The College Board, are rigorous, college-level classes in a variety of subjects that give students an opportunity to gain the skills and experience colleges recognize. These courses are weighted with 7 additional points to the final numerical average the student earns in the course. Every AP course exam with a score of 3 or higher can potentially earn a college credit. Each college and university determines what score is acceptable for the credit. The AP exam does not influence the final grade earned in the course itself. For students intending to apply to competitive colleges such as Division 1 colleges and universities, AP courses are highly recommended for competitive candidacy.

College Planning Checklist:

FRESHMAN YEAR

- Take challenging courses
- Attend the PROBE college fair (September/October)
- Join clubs and volunteer for activities related to your interests

- Visit college websites; talk to classmates, parents, teachers, and recent graduates to learn about colleges
- Take the PSAT in October to practice for the SAT
- Keep your grades up
- Talk with your parents about colleges that interest you
- Start a resume highlighting your academic achievements, special skills, and talents
- Review PSAT Score results to target areas for improvement.
- Explore summer activities related to your career goals
- Visit at least one college campus

SOPHOMORE YEAR

- Continue to take challenging courses
- Attend the PROBE college fair (September/October)
- Join clubs and volunteer for activities related to your interests
- Visit college websites; talk to classmates, parents, teachers, and recent graduates to learn about colleges
- Take the PSAT in October to practice for the SAT
- Keep your grades up
- Talk with your parents about colleges that interest you
- Start or update a resume highlighting your academic achievements, special skills, and talents
- Review PSAT Score results to target areas for improvement.
- Register for elective courses that meet admission requirements
- Explore summer activities related to your career goals

JUNIOR YEAR

- Continue to take challenging courses
- Attend Jr/Sr Parent Night – Guide to College Admissions (August/September)
- Attend the PROBE college fair (September/October)
- Join clubs and volunteer for activities related to your interests
- Visit college websites; talk to classmates, parents, teachers, and recent graduates to learn about colleges
- Take the PSAT in October to qualify for National Merit Scholarship competition
- Register for the ACT/SAT

- Keep your grades up
- Talk with your parents about colleges that interest you
- Sign up to meet with college representatives visiting CHS
- List, compare, and visit colleges
- Start or update a resume highlighting your academic achievements, special skills, and talents
- Review PSAT Score results to target areas for improvement.
- Spring semester meet with your counselor for your Junior Conference
- Register for elective courses that meet admission requirements
- Take the SAT/ACT in the spring. Check with colleges to determine which tests are required for admission.
- Investigate scholarship opportunities
- Explore summer activities related to your career goals
- Clarify your goals. Develop a preliminary list of several colleges.
- Register with the NCAA Eligibility Center if pursuing an athletic scholarship for a Division I or II institution

SENIOR YEAR

Fall

- Register to retake the SAT/ACT to improve scores if necessary
- Make sure you are on track to graduate and fulfill college admission requirements. Register for any make-up courses if needed.
- Attend Jr/Sr Parent Night – Guide to College Admissions (August/September)
- Continue your scholarship search and apply well before the deadline
- Check the Scholarship Bulletin often to learn about local scholarship opportunities
- Keep working hard all year; senior grades can affect admissions and scholarship eligibility.
- Ask for recommendations from teachers, school counselors, or employers at least two weeks before application deadlines. Don't forget to say, "Thank You."
- Visit with college admissions representatives who come to HCHS
- Attend the PROBE college fair (September/October)

- Apply for admission at the colleges you've chosen
- Find out if you qualify for scholarships at each college you have applied to
- Attend Financial Aid/Scholarship Workshop (November/December)

SENIOR YEAR

Spring

- Complete the FAFSA after January 1st (Now open as early as October 2016)
- Continue to apply for scholarship opportunities
- Keep track of important financial aid and scholarship deadlines
- Watch the mail for your Student Aid Report (SAR)—it should arrive four weeks after the FAFSA is filed
- Compare financial aid packages from different schools
- Decide which college to attend, and notify the school of your decision
- All students must submit a final transcript to the college they decide to attend. Prospective Division I or II athletes must also send final transcripts to the NCAA Eligibility Center (May)

Course Syllabus

Students will receive a course syllabus 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.

Seal Options

Students at HCHS 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. If you believe that you are eligible for this seal, please speak to a counselor.

Georgia Milestones (EOC)

Students must take the Georgia Milestones (End of Course) assessment as mandated by the state in order to receive a regular diploma. The Georgia Milestones are given in Physical Science, Biology, 9th Grade Literature and Composition, American Literature and Composition, US

History, Economics, Coordinate Algebra, Algebra I, Geometry, and Analytic Geometry.

Field Trips/ Educational Trips

HCHS believes in the importance of educational opportunities outside of the traditional classroom. Field trips and individual student educational trips must be pre approved by the principal in advance of the trip. Class field trips are an extension of the classroom and school discipline expectations apply.

Grading and Report Cards

HCHS is on a four by four block system. 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 and an EOC will be given for 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 11 units – 11th grade

17 units - 12th grade 24 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 with a Regular Diploma 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 4 ½ units of Elective courses. (3 units of ROTC may be used to replace the Personal Fitness requirement.) On the day of a student with disabilities' 22nd birthday, his/her participation with the local school system and IEP requirements will cease. Students with disabilities will not be able to attend Habersham Central High School after their 22nd birthday.

Habersham Central Academic Letter

Criteria:

- Four semesters of a 95 or above semester average calculated by the credit weight of the class. Honors/Pre-AP/non-weighted Dual Enrollment courses are weighted 4 points (does not apply to honor roll students, school GPA, or class rank). Averages will not be rounded.
- Must be enrolled in two or more core academic courses.
- Semesters need not be consecutive.
- A violation of academic integrity disqualifies a student for one or more semesters as determined by a Faculty Advisory Committee.
- Core academic courses for this calculation are classified as on-track, grade level courses that are used to calculate the HOPE grade point average for grades 9-12 and will also include third level CTAE pathway courses.

A course 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. A transfer student must complete one semester at Habersham Central with a semester average of 95 or above to be eligible for the Academic Letter award with qualifying transfer credits.

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 your grade level counselor. HCHS Students should create an account with Georgia Futures at www.gafutures.org to assist with HOPE eligibility monitoring as well as college and career planning.

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 HCHS 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 and after 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 check out books for only 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 leave the lunchroom during their lunch shift to come to the media center with permission from the administrator/teacher to leave the lunchroom. Computers in the media center are available for academic purposes. Printing from computers must be limited to school assignments. Color printing is available at \$.50 per sheet. Parental involvement in the school's media program is welcomed. Parents are invited to come to HCHS 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.

Technology Use

Habersham Central High School believes that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. HCHS further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. It shall be the policy of the Habersham County Board of Education that the school shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications

- c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors
- e. Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

Acceptable Use of Habersham County Schools Computers and Network Resources

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Habersham County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use policy. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications. It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the school that the Internet’s advantages far outweigh its disadvantages. The Habersham County Technology Department will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Habersham County Board of Education’s acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Habersham County Schools Computers and Network Resources Student Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student’s access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken. Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of

the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair. Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do. Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students are permitted to use their own computers or computing devices to connect to the district network *only* through the secure wireless connection provided by the school system and all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

Safety Issues

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

1. Accessing, sending, creating or posting materials or communications that are:
 - a. Damaging to another person's reputation,
 - b. Abusive,
 - c. Obscene or Sexually oriented,
 - d. Threatening or demeaning to another person,
 - e. Contrary to the school's policy on harassment, or

f. Illegal

2. Using the network for financial gain or advertising.
3. Posting or plagiarizing work created by another person without their consent.
4. Posting anonymous or forging electronic mail messages.
5. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
6. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
7. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws. This includes any computers or computing devices that students may bring on campus.
8. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
9. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
10. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
11. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
12. Using the school's computers or network while access privileges have been suspended.
13. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
14. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
15. Attempting to vandalize, disconnect or disassemble any network or computer component.
16. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
17. Providing another student with user account information or passwords.

18. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
19. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
20. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
21. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
22. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
23. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
24. Students should follow these guidelines when utilizing HCHS technology resources.

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 3rd nine weeks of the senior year. The GPA is defined as the numerical average of all courses attempted during this time frame. Salutatorian is an academic title conferred upon the second highest-ranking student among those graduating from HCHS. Transferring students who move in to Habersham County Schools after his/her sophomore year must take at least one course on campus to be eligible for these honors.

In the event of a numerical tie, the title of Valedictorian will be shared as a "Co-Valedictorian" title and a separate Salutatorian will be named. In the event that scholarships/grants cannot be shared, the following criteria will be used in turn to determine the Valedictorian and the candidate with the second highest ranking will be determined as Salutatorian. If the tie cannot be broken, the Principal will select a committee to determine the final result.

*Numerical Grade Averages

*Number of courses taken that are weighted with seven points

*SAT Score (Scholastic Aptitude Test)

The principal reserves the right as to whether the Valedictorian and/or Salutatorian will speak at graduation ceremonies. The Valedictorian and Salutatorian will be recognized and have an active part in the graduation activities.

SECTION IV - ATHLETICS

Athletic Code

Georgia High School Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverages, 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 Central High School and 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 HCHS 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

All athletes or participants 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
132 Stanford Mill Road
Clarkesville, GA 30523
706 -754- 2118
Email: arobinson@habersham.k12.ga.us

Sports

Fall	Winter	Spring
Comp. Cheer	M/W Basketball	Baseball
M/W Cross Country	Cheerleading	M/W Golf
Football	Dance	M/W Soccer
Softball	M/W Swimming	M/W Tennis
Volleyball	Wrestling	M/W Track
Drill Corps	One Act Competition	Literay

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. Students 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

items addressed in this rule or any other rule in the Code of Conduct. This includes but is not limited to the filming, photographing, or audio recording of students violating the Habersham County School System Student Code of Conduct.

- r. **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 or e-cigarettes 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.

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 nunchaku, 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, grievants' 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/e-cigarette 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*

SECTION VI - DISCIPLINARY ACTION

It is the practice and policy of HCHS to encourage parents, teachers, and students, and the administration to communicate with each other in

order to minimize action needed to correct problems. It is the practice and policy of HCHS to encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. Each teacher has developed a set of guidelines for his/her classroom. In those instances where corrective action must be taken by the school administration, the following steps may be adopted in addition to the attempts at corrective action initiated by the classroom teacher. Exceptions to the disciplinary guidelines are at the discretion of the administration.

Detention

- Report to the assigned detention room and be seated.
- Make sure you sign-in to get credit for attendance.
- Bring school materials to study quietly.
- Work quietly at desk and do not get out of your desk.
- Do not expect to leave for any reason.
- Discipline problems will result in your ejection and with no credit for attendance.
- If you cannot stay for detention, see the referring teacher before 2 p.m. on that day for reassignment.
- Date and location for detention will be listed on your discipline referral form when the assignment is made.

Should you fail to uphold any of your responsibilities when assigned to teacher detention, you will not receive any credit for that day. Teachers must notify parents of student's assigned detention.

Administrative Detention Guidelines

Administration detention will be held in the morning from 7:30 – 7:55am and in the afternoon from 3:10 – 3:40pm. Once the detention begins students are expected to be quiet and do homework or read. Late students are not allowed to enter. In order to assign a student to administrative detention, the teacher will send a referral to the appropriate administrator.

In-School Suspension

The purpose of the In-School Suspension (ISS) program is to isolate disruptive students from the regular school program on a short-term basis while continuing their classroom progress and providing remedial guidance to ensure no further disruptive behavior. Students get credit for attendance and class work completed while in ISS. The guiding principle concerning entry into the ISS program is that whenever possible, students are placed in ISS rather than being suspended from school. Since this is an effort to keep students in the school, we expect

the parents involved to support us in dealing with their children. Upon arriving in ISS, a full copy of the rules and regulations are given to the student and explained by the ISS instructor. The following are general regulations for ISS:

- All HCHS school rules apply in ISS. The student shall be on time each day with necessary school supplies to complete the assignment for the day.
- Students may be required to complete a plan of action for improved behavior to submit to the counselor who will review the plan with the student within five school days after release from ISS. Failure to do so may result in additional days of ISS.
- Students must complete all work assigned by the regular teachers.
- Students must remain in the ISS class for the entire segment of time assigned by administration. Failure to do so will result in another day of ISS.
- Students must remain in assigned seats, not speak unless permission is given, not eat or chew gum, not sleep or put head on desk and keep the area around the desk clean.
- ISS time must be served before the student can return to the regular educational program. Students in ISS are not permitted to participate in any extracurricular activity (sports, clubs, et.) until they are released from ISS and return to the regular educational program.
- A referral to the administration for a major discipline problem in ISS will lead to OSS for the student.

A referral period may range from 1-10 days of ISS. Whenever a student has accumulated 3 ISS assignments or served 10 days of ISS, he/she may be assigned OSS and/or referred to a tribunal for long-term suspension or expulsion for repeated school violations.

Out-of-School Suspension

A HCHS student can be suspended for up to 10 days depending on the seriousness of the offense. Students receive zeros (0) for all work missed and are counted absent while suspended out-of-school. Students cannot participate in any school activity (sports, clubs, etc.) or be on school property while suspended. Following a suspension from school, a parent conference must be held prior to the student being readmitted to classes.

Long-Term Suspension or Expulsion

A referral to a tribunal is made for severe offenses, repeated school violations, or extraordinary circumstances. The administration may recommend long-term suspension or expulsion from HCHS. The

student is suspended from school for up to 10 days prior to the hearing. If the OSS runs out before the hearing has been held or a ruling issued, the student will be placed in ISS upon their return to HCHS until the tribunal is held or a ruling issued. Parents are notified in writing from the hearing officer about the nature of the hearing, their legal rights, and the hearing location and time.

Placement Review Committee

A referral to a Placement Review Committee will be made when a student has been removed from the classroom by the teacher because of substantial disruption of learning opportunities and/or threatening the safety of other students. Upon removal from the classroom, the student shall be placed in ISS. The teacher shall file a report of removal to the principal by the end of the day of removal. The principal shall give the student oral or written notice for reason or removal, a chance for the student to explain his or her actions, and will make contact with parents or guardians by end of the second day of removal from the classroom. The Placement Review Committee made up of three teachers and one alternative will be convened within three days of removal. A decision of the Placement Review Committee will be made in writing within one day of the hearing. The Placement Review Committee can recommend the return to the classroom, referral to the administration for discipline action, or the permanent removal from the classroom.

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 administrator.

PERMISSIONS

PICTURE APPROVAL

As an integral part of the learning environment, staff members and other students may use technology within the context of the school environment. HCHS reserves the right to post pictures 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 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 to be displayed in the newspaper or on web.

Parent Name: _____

Child's Name: _____

Date: _____

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

MILITARY CONTACT

Under federal law, HCHS is required to provide a list of student names to the recruiters of the United States Armed Services upon request. If you do not want your son/daughter to be contacted by any of the branches of the United States Armed Services please complete the form below and return it to the main office as soon as possible.

I do not want my child to be contacted by the US Armed Services.

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 2017-2018

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



HABERSHAM COUNTY SCHOOLS
PO Box 70
Clarksville GA 30523
www.habershamschools.com

BOE Approved 2-13-17

- ✳ Flexible Teacher Training/System Improvement Day
- ★ Teacher Training / System Improvement Day
August 1, 2, and 3
- ☐ First Day for Students **August 4**
- Holiday **September 4**
- End Nine Weeks **October 5**
- ★ Teacher Training / System Improvement Day
October 6
- Fall Break **October 9**
- Holiday Break **November 20-24**
- ☐ End Nine Weeks/Early Release
December 15
- Holiday Break
December 18-January 2
- ★ Teacher Training / System Improvement Day
January 3
- Holiday **January 15**
- Holiday **February 19**
- End Nine Weeks **March 12**
- ☐ Teacher Training / System Improvement Day/Weather Make-Up
March 15
- ★ Teacher Training / System Improvement Day
March 16
- Spring Break **March 30-April 6**
- Last Day of School/Early Release
May 25
- ★ Teacher Training / System Improvement Day
May 29, 30, and 31
- ✳ Flexible Teacher Training/System Improvement Day
- ☐ Possible Teacher Weather Make-up Days **June 1**
- Holiday **May 28**
- 180 Student days*
- 1st Semester – days (1st-44, 2nd-44)*
- 2nd Semester – days (3rd-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
- ✳ Flexible Teacher Training/Improvement Day

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