



# 2017-2018 High School Handbook

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*Superintendent*

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# HOUSTON COUNTY SCHOOLS MISSION STATEMENT



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

***Dr. Mark Scott  
Superintendent of Schools***

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## HOUSTON COUNTY SCHOOLS STUDENT CALENDAR 2017-2018

August 2	Wednesday	First Day of School
September 4	Monday	<b>HOLIDAY</b> - Labor Day
October 6	Friday	<b>HOLIDAY</b> -Students/In-Service for Staff
October 9-13	Monday-Friday	<b>HOLIDAY</b> - Columbus Day/Fall Break
November 10	Friday	<b>HOLIDAY</b> - Veterans Day
November 20-24	Monday-Friday	<b>HOLIDAY</b> - Thanksgiving
December 20	Wednesday	Last day before Holidays
December 16	Friday	<b>HOLIDAY</b> - Students/Staff Work Day
December 21-January 2		<b>HOLIDAY</b> - Christmas Holiday
January 3	Wednesday	<b>HOLIDAY</b> - Students/Staff Work Day
January 4	Thursday	First Day of Second Semester
January 15	Monday	<b>HOLIDAY</b> - Martin Luther King, Jr
February 19	Monday	<b>HOLIDAY</b> - President's Day
February 20	Tuesday	<b>HOLIDAY</b> - Students/In-service for Staff
March 26 - 30	Monday-Friday	SPRING BREAK
May 23	Wednesday	Last Day of School

### High School

Semesters	End Date	Date Reports Issued
Progress Report, Day 32	September 15	September 20
Progress Report, Day 61	November 3	November 8
End 1st Semester, Day 88	December 20	January 9
Progress Report, Day 118	February 15	February 21
Progress Report, Day 148	April 9	April 11
End 2nd Semester, Day 180	May 23	May 25

## ARRIVING ON AND LEAVING CAMPUS

Students at the high schools should not arrive on campus more than 30 minutes before the first bell and should leave campus no later than 30 minutes after the last bell unless participating in a school-supervised activity approved by the principal or his designee.

## ATTENDANCE POLICY & PROCEDURES

### Compulsory Attendance

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

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

#### Level I

Three (3) unexcused absences.

School staff will contact parents and document the contact. Contacts may consist of e-mail, phone call, or teacher notification form.

#### Level II

Five (5) unexcused absences.

School staff will notify parents of the truancy and request a conference with the parents to sign an Attendance Contract.

#### Level III

Eight (8) unexcused absences.

School staff notifies Social Services Department; Social Services provides data to the court for judicial proceedings to begin.

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

### Excused and Unexcused Absences

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

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

**NOTE: An excused absence does not mean the student is given credit for being at school.**

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

The following items should be specified and included on each written excuse:

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

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

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

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

For reporting daily attendance, a student must attend at least one-half of the instructional day before the student can be counted as present. At the high school level, attendance shall be counted on a class-by-class daily basis for granting credit in each class.

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

**Medical Appointments**

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

**Military Family Deployment - Absences for Special Consideration**

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

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

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

The form for special consideration for absences for military deployment can be obtained from the school's office. The form must be given to the principal for approval. The principal will send the form to Human Resources for approval. The parents will receive a confirmation letter in the mail.



## **ATTENDANCE ZONES**

The Federal Courts have approved the neighborhood school attendance zone formulated by the Houston County Board of Education. If the natural parent lives in Houston County, the student must attend the school in which the residence of the natural parent is located regardless of whether the student lives with the parent.

If the parents are divorced/separated, the child shall be required to attend the school in the attendance zone in which the **primary custodial parent resides**.

If Central Registration or school personnel determine that a parent or guardian has used false information to enroll a child in a school other than the school zone in which the parent/guardian resides, the child shall be withdrawn no later than the last day of the grading period. The child shall be required to attend the school in the attendance zone in which the parent resides.

### **Unsafe School Choice Option**

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

## **BALLOONS/GIFTS AT SCHOOL**

Students will not be allowed to accept flowers, balloons, or other gifts sent to the school during the school day.

## **BRIDGE Bill: Building Resourceful Individuals to Develop Georgia's Economy**

Georgia General Assembly HB 400: May 20, 2010

The purpose of the BRIDGE Bill is to provide a process for the development of an individual graduation plan for each student in Georgia. It allows students and parents to work together to plan for the future...

“Beginning with the 2010-2011 school year, students in the sixth, seventh, and eighth grades shall be provided counseling, advisement, career awareness, career interest inventories, and information to assist them in evaluating their academic skills and career interests. Before the end of the second semester of the eighth grade, students shall develop an individual graduation plan in consultation with their parents, guardians, or individuals appointed by the parents or guardians to serve as their designee. High school students shall be provided guidance, advisement, and counseling annually that will enable them to successfully complete their individual graduation plans, preparing them for a seamless transition to postsecondary study, further training, or employment.”

Advisement is a major part of education and career planning for ALL students. The BRIDGE Bill mandates advisement in grades 6 through 12.

Effective advisement is measured by the utilization of the selected Career Information System (CIS) in all middle and high schools.

### **GA Futures**

[www.gafutures.org](http://www.gafutures.org)

The above provides tools that will assist students with educational and career planning. Students and parents can gather educational and career-related information upon which they can make better and more informed decisions about their futures.

## BUS CONDUCT

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

Students who do not conduct themselves properly on a bus shall be brought to the attention of the principal by the bus driver. A student who cannot conduct himself/herself properly on a bus may have the riding privileges suspended. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian shall be held responsible.

Students are prohibited from any and all acts of physical violence, bullying, physical assault of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and any other unruly behavior.

Students are prohibited from using any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

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

### Minor Offenses

1. Failure to remain seated
2. Refusing to obey driver/monitor
3. Throwing objects on the bus
4. Improper/dangerous conduct boarding or exiting the bus
5. Inappropriate physical contact (Minor)
6. Excessive noise
7. Unsafe items
8. Eating/drinking on the bus
9. Discarding trash
10. Extending objects outside window
11. Other disruptive behavior

### Major Offenses

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

1. Disrespect of driver/monitor/administrator
2. Fighting
3. Severe vandalism - restitution required
4. Possession of tobacco
5. Inappropriate physical contact (Major)
6. Throwing objects off the bus

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

### Consequences for Infractions of Bus Conduct

Transportation by bus to and from school each day that is provided by the Houston County School System is a privilege. Students who choose to behave in an unruly manner and refuse to follow the rules sacrifice the safety of other students and the driver. Discipline for student misbehavior while riding the bus is progressive and ranges from parent/driver

conferences to having the privilege of transportation provided by a Houston County school system taken away completely. Ultimately, all discipline procedures are at the discretion of the principal and depends on the severity of the offense.

**First Bus Report:** A conference may be held with the school official, parent, and driver. A contract may be executed between student, parents, and school.

**Second Bus Report:** One (1) day off bus.

**Third Bus Report:** Three (3) days off bus.

**Fourth Bus Report:** Five (5) days off bus.

**Fifth Bus Report:** Seven (7) days off bus.

**Sixth Bus Report:** Ten (10) days off bus.

**Seventh Bus Report:** Off bus the remainder of the year.

**\* This is a suggested progressive discipline system that comes with principal discretion.**

A student may be suspended from the bus for 1-10 days at any time if the principal determines the incident warrants suspension.

### **BYOD: (Bring Your Own Device) Procedures**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. During the 2013-2014 school year, Bring Your Own Device, (BYOD) was piloted at all Houston County Elementary, Middle and High Schools. Each school will notify parents of the program parameters at their schools. Students who do not have their own device to bring to school will not be penalized. Please do not feel obligated to purchase a device for your child. In cases where all students do not have a device, students will be encouraged to work collaboratively while allowing the owner of the device to be the one to manipulate and handle the device.

#### *Definition of "Device"*

For purposes of B.Y.O.D. (Bring Your Own Device), "device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### *Internet*

Only the internet gateway (HCBE\_BYOD) provided by the school should be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters should not be used to access outside internet sources at any time.

#### *Security and Damages*

Responsibility to keep the device secure rests with the individual owner. **The Houston County School System, its staff and its employees, are not liable for any device stolen or damaged on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that covers (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

#### *B.Y.O.D. Student Agreement*

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).

**Students and parents acknowledge that the school district has the right to collect and examine any device that is suspected of violating school rules and/or procedures.**

## **CENTRAL REGISTRATION**

Parents of any student(s) new to Houston County Schools must complete the enrollment process at the Central Registration site located at 303 South Davis Drive, Warner Robins, Georgia. Enrollment process at Central Registration is done by appointment. To schedule an appointment visit the Houston County website [www.hcbe.net](http://www.hcbe.net).

- Select the Parents tab
- Scroll to Central Registration

### *Change of Address*

Any parent that moves (changes address) within Houston County during the school year and the move causes a change in the school zone during the school year, the parent must go to Central Registration. The parent must show two proofs of address for the new residence (**one must be a mortgage statement or lease agreement**). If the new address remains in the current school zone, the parent will need to take proof of residence (two proofs of address and one has to be a mortgage or lease agreement) to the school so the address can be updated. A service disconnection notice from the previous address is also required.

## **CONCUSSION MANAGEMENT**

Any student-athlete that exhibits symptoms of a concussion should be removed from the game/activity or practice immediately. No student-athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student-athlete should continue for several hours.

The Return to Play Act of 2013 code 20-2-2-324.1 became effective on January 1, 2014. The Houston County Board of Education addresses this in policy JGFGB. Students who will participate in extracurricular athletic activities will receive information concerning this policy. Parents and students will be required to provide documentation that they have read and understand this policy in order to participate. You may obtain this information from your school's athletic director.

## **CONDUCT & CITIZENSHIP**

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

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

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

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

1. Students are under the authority of all adults in the building. This includes both certified and non-certified employees. All students should respond to their instructions.
2. Students are expected to be in class on time, not tardy.
3. When assigned detention by a teacher, students are expected to meet this obligation on time. Students will have 24 hours to arrange transportation, except for break detention.
4. When classes are in session, students must have written permission to be in the halls.
5. Congregating in halls or restrooms and excessively loud talking within the building will not be tolerated.
6. Students are not to be in the parking lots during the school day without permission from the office.

7. No student is allowed to leave the school grounds after arriving without permission from the office. Students may not leave campus for lunch or have lunch delivered to them.
8. Students should not bring food or drinks into the halls or classrooms.
9. Students enrolled in Work Based Learning may not leave campus except during their approved times.

## COMMUNICATION SYSTEM/SCHOOL MESSENGER

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

## DISCIPLINE

The school system reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the Student Code of Conduct or in the Student Handbook.

### Commission of a Crime

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

### Other Suspension/Expulsion Information

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

### Definitions of Disciplinary Actions

1. **Expulsion:** Suspension of a student beyond the current school semester, up to and including permanent removal from the school system.
2. **Suspension (Short-Term):** A temporary termination of attendance, not to exceed ten days.
3. **Suspension (Long-Term):** A temporary termination of attendance that exceeds ten school days.
4. **Student Review Committee (SRC):** A committee appointed by the Board of Education to hear cases of recommended long-term suspension or expulsion.
5. **Detention:** A requirement that the student remain after school for a disciplinary offense. All students must be given an advance notice of one day.

6. **Alternative School:** An alternative educational environment for suspended students, affording the student the student the opportunity to continue his/her regular class work. Students must apply for admission.
7. **In-School Suspension (ISS):** An alternative education environment located in the school but isolated from other normal school activities and supervised by a teacher
8. **Bullying:** See Student Code of Conduct on page 49.

#### Due Process for Students

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

#### Suspension

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

#### Expulsion or Long-Term Suspension

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

#### In-School Suspension (ISS): General Regulations

1. Students assigned to in-school suspension must be isolated in the designated room from the time they report to school until school dismissal time. At that time they will either leave school or move to the bus loading area.
2. Suspended students' parents or guardians must receive written notification of the suspension. In addition, every effort should be made to contact the parents by telephone before the student is placed in in-school suspension.
3. Teachers should prepare realistic assignments for each student assigned to ISS. These assignments should be specific to each day of the student's suspension and should relate directly to the curriculum.
4. The ISS supervisor should return each assignment for each day to the corresponding teacher at the end of each school day. The teacher should then examine the student's assignment and give feedback to the ISS supervisor the next morning. If problems are detected, the teacher should work with the ISS supervisor and the student to correct misunderstandings or problems. No contact with the teacher indicates that no problems exist.
5. No student may be assigned to ISS for more than ten (10) consecutive days. Care should be taken to avoid excessive accumulated assignments to ISS for any student.
6. Students in ISS are to have no contact with other students during the school day, especially at lunch and bathroom breaks.
7. Students in ISS are to be provided with regular counseling services.
8. ISS must be used in lieu of suspending students from school except in cases of clear and present threat to the safety of other students or in case of other extenuating circumstances.
9. A maximum of eighteen (18) students may be served in ISS at any one time.
10. Limited use may be made of ISS as a "time out" room. However, if a student is assigned for the same class period from two or more consecutive days, the assignment must be considered a suspension and the proper procedures, including parent notification, should be followed.
11. Each school should develop clearly defined expectations, rules, and procedures for ISS and distribute them to parents, students, and teachers.

#### Student Rules for In-School Suspension

The following will apply to all students assigned to ISS.

I understand that I must:

1. Go immediately to ISS upon arrival at school.
2. Remain in ISS until dismissed.

3. Attend ISS for the number of days assigned before being admitted to regular class.
4. Bring an excuse from my parent/guardian explaining reasons for any absence.
5. Complete to the best of my ability all assigned work.
6. Refrain from talking except as specifically authorized.
7. Remain in the assigned seat while in class.
8. Refrain from chewing gum, eating, bringing book bags in class.
9. Refrain from all communications with other students.
10. Not participate in any extra-curricular activities while assigned to ISS.
11. Abide by all school rules as explained in this handbook.

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

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

### **DRESS CODE POLICY**

Good personal appearance, appropriate dress, proper behavior, and cleanliness are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior are a part of the educational program.

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

Students must learn that different circumstances influence the type of dress appropriate for particular occasions. Wearing inappropriate dress to school can have a negative influence on the educational process and the educational climate of the school. Each student, with the advice and counsel of his/her parents or guardian, should dress in a manner, which is appropriate for school and its related activities.

### *Dress Code Enforcement*

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

The principal's actions may include:

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

All clothing is to be worn appropriately and in the manner for which it was designed. The school reserves the right to establish rules during the school year regarding new fashions in dress.

### *Dress Code Specifics*

#### *General Rules*

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

#### *Specific Rules*

- Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms (no halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed). Blouses/shirts which expose any portion of the waist, hips, or midriff are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops.
- Holes in clothing that are excessive in size or amount, are a distraction to the learning environment, or allow skin to show are prohibited.
- In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, and weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- Pants, skirts, shorts, and dresses must be knee-length or longer, and must have a hem. Sagging pants are not allowed and pants must be worn at the waist.
- Excessively long shirts must be tucked in.
- When leggings are worn, a dress, shirt, or skirt must be worn over the leggings. The dress, shirt, or skirt must be mid-thigh length or longer.

#### Accessories

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Students may not wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc.
- Students may not wear hats, caps, bandanas, sunglasses, combs, picks, etc., inside the building.

#### Hair & Grooming

- Hair must be well groomed. Only natural hair coloring will be permitted. Extreme hairstyles and fads that would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited.
- Facial hair should be neat, closely trimmed and not be a distraction to the learning environment.

#### Coats

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

**NOTE:** The Principal's discretion applies to all of the above.

### **DRILLS: FIRE/TORNADO/EMERGENCY/BUS EVACUATION DRILLS**

Students, teachers, and other school system employees will participate in drills of emergency procedures. The following safety drills are practiced:

**\*Fire Drills** - These are held ten (10) times a year. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

**\*Tornado/Severe Weather** - Tornado drills are held once a year. Schools do practice walk through in order to ensure students know where to go and what to do.

A tornado watch: conditions are favorable for a tornado or severe weather.

A tornado warning: tornado has been sighted.

**If a tornado warning is issued, bus dismissal may be delayed.** If students are in-route to or from school and a tornado warning is issued, buses are required to stop at the nearest school and students/driver takes shelter there until the warning has passed.

**\*Bomb Threat** - Procedures are based on recommendations from the Georgia Emergency Management Agency (GEMA).



**\*Lockdowns** - Code Yellow and Code Red Drills - (Please note that these will take place two (2) times each year.)

When schools have been placed on a true Code Red lockdown, you will be notified through our School Messenger Phone System before the end of the day.

**\*Bus Evacuation** - Safe Bus evacuation is practiced twice a year during physical education classes with all students.

The safety plans of our schools are routinely assessed to ensure that the best practices are in place to protect our children. Teachers and students are taught what to do in the event of fire, severe weather and school lockdowns. We practice so that our students, faculty and staff have the knowledge to protect themselves and so they know what to do if a situation arises. Our communication system is capable of calling every parent in a matter of minutes to help keep you fully informed.

Throughout the school year, our teachers will be sharing and practicing our safety plans with the students. It will be handled in a low key way, but in a way that ensures that everyone understands what to do in an emergency situation.

In the event of an emergency, the students and staff in our system are our first priority. These procedures and practices are designed for their protection.

## **DRIVER'S PERMIT/LICENSE**

Any applicant who is younger than 18 years of age must be enrolled in and not under expulsion from a public or private school. A certificate of enrollment is required to obtain a driver's permit or driver's license. This form may be requested at the attendance office of the student's high school

## **DRUG FREE SCHOOLS**

Possession, sale, or use of illegal drugs or alcohol by a student at school or on property owned by the school system at any time; Off school grounds at any school-related activity, function or event and while traveling to and from such events; On school buses and at school bus stops is prohibited and may result in disciplinary action.

## **ELECTRONIC DEVICES**

Students are permitted to possess cell phones and other electronic devices while on school property and during school functions. These devices may be utilized as part of the instructional process as directed by staff members. Recreational use of these devices will be in accordance with procedures established by the building principal. Students who violate this policy shall be subject to appropriate disciplinary action.

Houston County School System will not be responsible for lost or stolen personal communication or personal electronic devices.

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

## **ENROLLMENT REQUIREMENTS**

Parents of any student(s) new to Houston County Schools must complete the enrollment process at the Central Registration site located at 303 South Davis Drive, Warner Robins, Georgia. The parent will need to schedule an appointment for Central Registration. To schedule an appointment visit the Houston County website [www.hcbe.net](http://www.hcbe.net).

- Select Parents tab
- Scroll down and click on Central Registration

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

Birth Certificate	At enrollment
Immunization Record (Georgia Form 3231)	At enrollment
Hepatitis B Vaccination	At enrollment
Ear, Eye, Dental Screening (Georgia Form 3300)	At enrollment
Guardianship Papers (if student does not live with natural parents)	At enrollment
Records from Previous School (attendance, transcript, behavior) (Central Registration will make a direct request to the previous school, but the responsibility rests with the parent)	30 days
Proof of Residence (A completed mortgage/closing statement or lease agreement AND Utility start services at new address: electric/gas/water Stop services at prior address: (from in State or in-county only)	At enrollment
Social Security Number or Waiver or an Application for Social Security Number	At enrollment
Medical Information which will impact instruction	At enrollment

NOTE: If immunizations are not appropriate for your child, you may complete the Affidavit of Religious Objection to Immunization form at the school or a Georgia Form 3231 with each medical exemption verified by your child's Physician.

Georgia law requires that every student enrolled in a Georgia public school be immunized according to the rules and regulations established by the Department of Public Health. A Certificate of Immunization (Form 3231) must be on file. A Georgia physician or health clinic must complete the certificate. **Students who do not provide the school with an approved certificate will not be allowed to remain in school. A child enrolling in a Georgia school for the first time at ANY GRADE LEVEL must be age-appropriately immunized with all required vaccines.**

In addition, those students entering a Georgia public school for the first time must provide a **Certificate of Eye, Ear and Dental Examination (Form 3300)** at enrollment.

Effective July 1, 2014 children born on or after January 1, 2002 who are attending 7<sup>th</sup> grade and for new entrants into a Georgia school grades 8<sup>th</sup> through 12<sup>th</sup> must have received a dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine.

## **ELIGIBILITY**

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

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

### **No Pass - No Participate**

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

A student must have five units to participate as a sophomore, 11 units to participate as a junior, and 17 units to participate as a senior. Students must earn one unit in "Core Subjects" and pass five courses first semester to be eligible second semester.

## **EXTRACURRICULAR / CO-CURRICULAR ACTIVITIES**

### **Suspension from Participation**

Any Houston County student who places himself/herself in a situation that results in the student's being arrested or charged with any felony offense by any law enforcement agency will lose all privileges of participation in competitive and non-competitive extracurricular or athletic activities sponsored by the school.

The length of suspension from participation in these activities will be until all charges are dismissed by official court order or one (1) calendar year. Conviction shall include any plea or court disposition under the applicable first offender's statute. If the arrest or charges result in either a guilty plea/admission or conviction/adjudication, the student will lose all privileges of participation in extracurricular or athletic activities for a minimum of at least one calendar year following the guilty plea/admission or conviction/adjudication. After one calendar year, the student may apply to the building principal for the suspension to be lifted. If the student is not satisfied with the decision of the building principal, the student may appeal the matter to the Houston County Board of Education using the tribunal process as set forth in Policy JCD.

Any Houston County student who places himself/herself in a situation that results in the student's being arrested and charged with any criminal misdemeanor offense by any law enforcement agency, will lose all privileges or participation in competitive and non-competitive extracurricular or athletic activities sponsored by the school in the same manner spelled out in Paragraph 1 above. However, the length of suspension from participation in these activities will remain in effect until the suspension is lifted by a joint decision of the building principal and the Executive Director of Secondary Operations. In the event that said criminal misdemeanor arrests or charges result in either a guilty plea/admission or conviction/adjudication or if the original arrests or charges were reduced from felony offenses to criminal misdemeanor offenses by official court action, the suspension shall be lifted by the joint decision of the building principal and Executive Director of Secondary Operations. If the student is not satisfied with the decision of the building principal and the Executive Director of Secondary Operations, the student may appeal the matter to the Houston County Board of Education using the tribunal process as set forth in Policy JCD. In no event shall the period of suspension in Paragraph 2 exceed one (1) calendar year.

This policy is in addition to any other discipline or other action which the Board of Education may take as to the student.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

It is the policy of the Houston County Board of Education that the school district shall comply with requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia. For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify on an annual basis, parents and eligible students, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the FERPA and are reasonably likely to inform them of their rights. Generally, a parent or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice and payment of reasonable copying costs.

Confidentiality of student records shall be preserved while access is provided to parents, eligible students and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an educational record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. 99.31.

The Houston County Board of Education designates certain information from student education records as "directory information," unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated as directory information for the individual student, such information will not be considered confidential and may be disclosed upon request.

**Directory Information is as follows:**

1. Student's name
2. Student's month and day of birth
3. School at which a student is enrolled
4. Student's participation in official school activities and sports
5. Weight and height of athletic team members used in information for the public
6. Dates of attendance at schools within the Houston County School District
7. Awards or honors received during the time the student is enrolled in the Houston County School District
8. Photograph used to publicize awards, honors, extracurricular activities, sports or school promotions
9. Grade

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Houston County School system, upon request of the school where a student is enrolling.

Local units of administration shall not withhold any student record because of nonpayment of fees. However, schools may withhold report cards, diplomas, or certificates of progress until fees are paid.

**GENDER EQUITY IN SPORTS**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that *Houston County Board of Education* does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is:

*Dr. Richard Rogers, Assistant Superintendent for Secondary School Operations*  
HCBOE, P.O. Box 1850  
Perry, Georgia 31069  
Phone: 478/988-6391  
Fax: 478/218-7517

**GEORGIA HOPE SCHOLARSHIP PROGRAM**

The Georgia HOPE Scholarship rewards a financial assistance at eligible Georgia public and private colleges and universities to students.

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

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

**GIFTED EDUCATION PROGRAM**

The high school gifted education program is a state program designed to meet the educational needs of students who demonstrate a high degree of intellectual ability, talent, and/or creativity. Teaching and learning focus on developing cognitive learning, research and reference and metacognitive skills at each grade grouping, using principles of differentiation. A challenging curriculum for high school gifted students is available in core academic areas. Gifted class differ from other college-preparatory courses by offering more advanced study materials, greater emphasis on investigative skills, more extensive outside reading, more research/independent study, and maximum emphasis on critical thinking. Humanities class, a multidisciplinary program for gifted seniors, explores

the cultural values of literature, art, music, history, and philosophy. Advanced Placement (AP) course offerings are also available.

### Definitions

**Gifted Student** - In Georgia, a gifted education student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her ability(ies).

**Differentiated Curriculum** - In a differentiated classroom, teachers differentiate content, process, product and assessments according to a student's readiness, interest, and learning profile.

- Content - The State Board of Education adopted curriculum standards the student is expected to master and related support materials.
- Process - instructional strategies designed to ensure that students acquired a deep understanding of the curriculum standards.
- Products - vehicles through which students demonstrate and extend what they have learned
- Assessment - formative and summative on and off-grade-level monitoring to document student's mastery of curriculum standards and learning levels
- Readiness - a student's entry point relative to a particular understanding or skill
- Learning Profile - how an individual student learns

### Referral

Students currently enrolled in Houston County Schools may be referred for testing at any time during the school year. All referrals will be reviewed by the schools' eligibility teams for consideration for formal evaluation. Parent permission will be obtained before any formal evaluation is begun, and parents will be notified in writing regarding their child's eligibility for the gifted program. Teachers and parents may make referrals by completing a basic Traits, Aptitudes, and Behaviors (TABS) form for review by the school eligibility team.

### Eligibility

1. To be eligible for gifted education services, a student must either (a) score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a norm-referenced test of mental ability and meet one of the achievement criteria approved by the state of Georgia in Achievement, or (b) qualify through a multiple- criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation.
2. To be eligible for gifted education services, a student must meet the criterion score on a norm-related test. Information shall be collected in each of the four areas: mental ability, achievement, creativity, and motivation.
3. Any test score used to establish eligibility shall be current within two-calendar years.
4. Any data used in one area to establish a student's eligibility shall not be used in any other data category.

### Multiple-Criteria Assessment

A student must meet the criteria in any three of the following four areas: mental ability, achievement, creativity and motivation.

**Mental Ability**. Students shall score at or above the 96th percentile on a composite or full-scale score or appropriate component score.

**Achievement**. Students shall score at or above the 90th percentile on the total battery, total math or total reading section(s) of a norm-referenced achievement test.

**Creativity**. Students shall score at or above the 90th percentile on the total battery score of a norm-referenced test of creative thinking.

**Motivation**. Students shall receive a score at or above the 90th percentile on a standardized motivational characteristics rating scale.

### Continued Participation

As per the Georgia Department of Education, continuation policy includes a probationary period in which a student who fails to maintain satisfactory performance in gifted education classes shall continue to receive gifted education services while attempting to achieve satisfactory performance status.

The continuation policy provides for a final review prior to discontinuing gifted education services for students who fail to demonstrate satisfactory performance in gifted education classes during the probationary period and criteria for resuming gifted education services for such students.

#### Reciprocity

Any student who meets the initial eligibility criteria for gifted education services in one Local Educational Agency (LEA) shall be considered eligible to receive gifted education services in any LEA/receiving school system within the state of Georgia.

There is no mandated reciprocity between states. The Georgia General Assembly enacted legislation relating to the education of children of military families that impact the gifted education reciprocity of students whose households include a member of the United States uniform services. The goal of the legislation is to maximize a student's educational continuity despite the frequent movement across states and school districts.

However, in order to determine Georgia gifted eligibility, the following documents should be presented to the student's new school: a current eligibility report, recent standardized test scores, work samples, and recommendations from teachers is also helpful.

Nothing in this Code section shall precludes/prevents the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

#### Curriculum

Houston County implements the Program Delivery Model of Advanced Content based on Georgia's Programming Standards for Meeting the Needs of Gifted & High-Ability Learners and state guidelines.

Classes in gifted and talented education are courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Houston County employs rigorous and relevant curricula K-12 to accommodate the range of academic and intellectual needs of gifted learners. State-adopted standards are articulated and applied in differentiated curricula that match the identified academic needs, abilities, readiness, interests, and learning profiles of K-12 gifted learners in the regular classroom and in gifted education delivery systems. The curriculum enriches, extends, and enhances learning in gifted learners' areas of strength.

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

### **GRADE POINT AVERAGE (GPA)**

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

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

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

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

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

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

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

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

**NOTE:** Any course on the student transcript that does not have a numeric grade, but has a grade such as "I" will **not** be included in any of the GPAs.

### Computation of Grade Point Average

All schools shall use the same method of computing grade point averages with the same point scale being used by all schools to determine academic honors. In computing the numerical average for academic standing, grades received in those courses, which are remedial or developmental, will not be included.

### Honor Graduates

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

In order to be an honor graduate a student must have 90 or above average.

### Selection of Valedictorian/Salutatorian

The senior at each high school with the highest cumulative numerical grade point average at the end of the first semester shall be named Valedictorian; the senior with the second-highest cumulative grade point average at the end of the first semester shall be named Salutatorian. In the case of Co-Valedictorians (first honor graduates with identical averages), there shall be no Salutatorian. The Valedictorian and Salutatorian graduates represent the best performance in our local high schools; therefore, enrollment in one of Houston County's High Schools for a minimum of four (4) semesters is a requirement at the time class ranking is determined is a requirement.

Grades earned in classes that are remedial or taken at the access level shall not be included when computing averages for academic honors.

### Advanced-Placement Honors

A senior shall receive Advanced-Placement Honors by meeting the following requirements. This honor will be noted on the student's transcript, diploma and a special system-wide stole/collar for the graduation exercises.

#### AP Scholar

1. Student must take three (3) AP classes.
2. Student must earn a GPA of 80 or higher in each class.

#### AP Scholar With Honor

1. Student must take four (4) AP classes (one class in Mathematics, Language Arts, Science and Social Studies) or a total of five (5) AP classes in any subject area.
2. Student must earn a GPA of 90 or higher in each class.

## GRADING

A numerical grade will be awarded for all courses. Numerical grades will range from zero (0) to a maximum of 105 points. Grades may only exceed 100 with quality points added for Honors and Advanced Placement classes. Numerical grades may be interpreted as follows:

- A 105-90 Excellent
- B 89-80 Above Average
- C 79-70 Satisfactory
- Below 70 Failing (No Credit)

### **Weighted Grades**

Honors Classes - Three (3) points shall be added to the final average in Honors classes. The final average after points are added shall not exceed 103.

Advanced Placement Classes - Five (5) points shall be added to the final average in Advanced Placement classes. The final average after points are added shall not exceed 105.

## END OF COURSE EXAMS

- Students are required to pass courses\* associated with standardized end of course exams, with end of course exams contributing 20% to course grade.
- Students are not required to pass an end of course exam.

\*In science, students may take Physical Science or Physics (no end of course exam for Physics)

### EOC Subject Area Competency (Test-Out) Information

As provided for in amendments to **State Board of Education Rule 160-5-1-.15** adopted by the State Board in April 2013, the opportunity exists for students to “test-out” of any course for which there is an associated EOC and earn credit for the course if a performance level of **Distinguished Learner** is achieved. **Students must meet the following criteria to be eligible for this option:**

- Not currently or previously enrolled in the course nor currently or previously enrolled in a higher level course;
- Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOC;
- Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student’s academic achievement) for which the student is attempting the EOC; **and**
- Received parent/guardian permission if the student is less than 18 years of age.

**The fee to test is \$50.00, which will be refunded if a performance level score of Distinguished Learner is achieved on the test.**

The Georgia Milestone EOC test-out option will be available for eligible students in 2017-18 during the August, September and March mid-month testing windows as well as the summer testing window. For more information about test-out, including requirements and qualifying scores, contact your school counselor.

Schools should carefully consider which students would benefit from such an opportunity and advice accordingly. As part of the advisement process, schools should consider the likelihood for success in future courses that may require knowledge and skills that are inherent within the course. In addition, the student’s post-secondary plans and needs must be considered. The test-out option should not be exercised for students without deliberation and clear evidence of the likelihood of student success both on the test itself and in future coursework/endeavors. Students who do not meet the eligibility criteria above must not be assessed for this purpose.

### **It is important to understand:**

- Students may be afforded only **one** opportunity per course to demonstrate subject area competency.
- As stated in the Rule, **students may earn no more than three units of credit** by demonstrating subject area competency.



- Students who do not reach the performance level of Distinguished Learner when attempting to test-out must enroll in and complete the associated course. The student would again take the EOC at the conclusion of that course experience regardless of their score during their attempt to test-out.
- Students who achieve a performance level of Distinguished Learner will be awarded course credit with the score of the test being issued as the course grade. It is important to note that students who take the course may be able to earn a higher grade than earned on the test-out EOC. The Georgia Student Finance Commission will allow this score to be included in the calculation for the HOPE Scholarship Program.
- Under NCAA legislation, units of credit earned through demonstration of subject area competency by testing-out of courses using the EOC **will not** count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.
- Testing-out of core courses through demonstration of subject area competency should not affect a student's eligibility to participate in dual enrollment opportunities.
- Students WILL NOT be allowed to enroll in the associated course after successfully "testing-out."

The following should be communicated to interested parents and students as well as all of the above information on the permission to test form:

- The "Distinguished Learner" score will be included on a high school student's transcript, and the Georgia Student Finance Commission will allow this score to be included in the calculation for the HOPE Scholarship Program. **Please note that the Georgia Student Finance Commission will only calculate HOPE grade point average (GPA) for students enrolled in 9th through 12th grades.** Student scores below the "Distinguished Learner" performance level should not be reported on the student transcript.
- **Under NCAA legislation, units of credit earned through demonstration of subject area competency by testing-out of courses using the EOC will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.** However, based on NCAA Division I requirements, only 16 core units of credit are required for graduation. Division II schools will have the same 16 core course requirements beginning August 1, 2013. Therefore, since NCAA requirements of 16 core credits are less than the 23 units currently required for graduation from a Georgia public high school, Georgia's high school student athletes will be able to participate in the opportunities earning units of credit through the test-out option. Also, note that current Georgia code only allows each student to earn up to three units of credit through demonstration of subject area competency by testing-out of courses.
- Middle school students can participate in the testing-out option for high school courses taught in middle school. There is not a grade or age limit.
- A student could attain up to three units of credits if they test-out of three courses and could be awarded three additional units of core credit for embedded CTAE courses when they become available.
- You can use recommendations from previous teachers from the same content area or relevant subject even if the course was completed prior to the previous year. This also applies to middle school students.
- The USG and TCSG will consider units of credit earned through demonstration of subject area competency by testing-out of courses using the EOC. TCSG is an open access system of technical colleges. Earning credits by testing-out of courses should not impede your admission into a TCSG institution. However, the ability of a student to succeed in a program at a Technical College is greatly determined by the math and language skills possessed by that student. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.
- Testing-out of core courses through demonstration of subject area competency should not affect a student's eligibility to participate in dual enrollment opportunities.
- Students can attempt to test-out of more than three different courses but can only earn a total of three units of credit by testing-out. The first three courses that the student scores "Distinguished Learner" on by testing-out will be all the units of credit that the student can earn by testing-out. The limit of three units of credit by testing-out is in the Official Code of Georgia Annotated (O.C.G.A.) § 20-2-159.4 (c) (5).
- Students who test-out with a score of Distinguished Learner will receive a unit of credit for the EOC course and not "Honors" course. The term "Honors" is not included in the title of courses listed in State Board of Education Rule 160-4-2-.20 *List of State-Funded K-8 Subjects and 9-12 Courses for Students Entering Ninth Grade in 2008 and Subsequent Years*. The use of the term "Honors" is a local school district decision.

## **GRADUATION OBLIGATIONS**

Students must complete ALL financial obligations to the school in order to participate in graduation exercises. It is the responsibility of the student to inform the school they will participate and to pay for their cap and gown as well as

class dues. They will not be allowed to attend the Junior/Senior Prom as a student; however, they may attend as a guest. Students who choose to forgo their senior year of high school by presenting themselves for graduation during their junior year shall also forgo all senior privileges afforded to the graduating class. They will be included in events associated with honor graduates, if applicable.

## GRADUATION REQUIREMENTS

### Academic Load

It is possible for students to earn a minimum of 28 Carnegie units during four years in the high school program, grades 9-12. Twenty-four Carnegie units are required for graduation for Freshmen entering 2009-2010 and beyond.

All students must take a minimum of 7 courses or the equivalent per semester. Academic credits include all courses not listed under activity credits.

1. Activity credits may be earned in the following courses: physical education, band and chorus (HPER 4000 excepted).
2. No credit is granted for media assistant or office assistant. No student may enroll in more than one non-credit course per semester, fifth-year seniors excepted.
3. Tuition may be charged for classes taught outside the regular seven-period day.

### PROMOTION UNITS:

- 9<sup>th</sup> Grade: All students must take 3.5 Carnegie units per semester. Five Carnegie units are required for promotion to the 10<sup>th</sup> grade.
- 10<sup>th</sup> Grade: All students must take 3.5 Carnegie units per semester. Eleven Carnegie units are required for promotion to the 11<sup>th</sup> grade.
- 11<sup>th</sup> Grade: All students must take 3.5 Carnegie units per semester. Seventeen Carnegie units are required for promotion to the 12<sup>th</sup> grade.
- 12<sup>th</sup> Grade: All students must take 3.5 Carnegie units per semester. Students must earn 24 Carnegie units for graduation and meet all other requirements listed under "Graduation Requirements."

The *Houston County Board of Education* requires that:

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

### Move on When Read (MOWR)

Earning college credit while in high school is an option for students in the Houston County School System through Dual Enrollment Move on When Ready (DE-MOWR). Eligible high school students may enroll full-time or part-time in college-level approved courses through Dual Enrollment. Dual Enrollment provides opportunities for Georgia high school students to take college-level approved courses, which earn both high school and college credit simultaneously. Houston County Board of Education will set a registration deadline that is different from the postsecondary institutions. Deadlines will not be waived due to college entrance exams score reports.

### Graduation Requirements for Core Areas

Students who enroll must meet the graduation requirements specified in policy IHF (6) and the assessment requirements specified in **State Board Rule 160-3-1-.07, Testing Programs - Student Assessment**.

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart:

Areas of Study

Units Required

a. English/Language Arts*	4
b. Mathematics*	4
c. Science*	4
<i>The 4<sup>th</sup> Science unit may be used to meet both the science and elective requirement.</i>	
d. Social Studies*	3
e. CTAE and/or Modern Language/Latin and/or Fine Arts	3
f. Health and Physical Education**	1
g. Electives	5
<b>State Required Units</b>	<b>24</b>

\*Required courses and/or Core Courses

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

### Areas of Study

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

Any student may select any course offered at their school and listed in the course listing rule providing prerequisites, if specified, have been met. The one exception to this provision is where the letter "r" appears with course names. These courses are required. They must be successfully completed and cannot be substituted with any other course. Any course identified as "c" is a core course and may be selected to count as one of the core unit requirements. A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the unit requirements.

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

**Fine Arts:** One or more electives may be selected from courses in fine arts.

**Foreign Language:** Two units of credit of the same foreign language are not required for graduation but may be selected as elective courses. Two consecutive units of credit in foreign language may be required for admission to University System of Georgia schools.

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

The Houston County Board of Education has approved the use of three (3) units of ROTC credit to satisfy the one (1) unit requirement in Health and Physical Education as permitted under GaDOE Code (Rule) 160-4-2-.48. The ROTC courses must include comprehensive health and physical education requirements covered in Rule 160-2-.12.

In order to receive the credit, the student choosing this option must complete the 3 units of ROTC. If the student fails to complete the ROTC courses, he/she must then complete the required half unit of Health and the half unit of Personal Fitness in order to graduate. There will be no partial credit allowed.

**Mathematics:** Four units of credit in mathematics shall be required of all students. Mathematics courses must meet graduation requirements as required by the State Board of Education.

**Science:** Four units of credit in science shall be required of all students, including one full unit of Biology; one unit of either Physical Science or Physics; one unit either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and on additional science unit. The fourth science unit may be used to meet both the science and elective requirements.

Students have some flexibility in meeting the fourth science requirement for high school graduation. Courses can be selected from academic science courses or from approved career technology courses that meet science standards. Students focused on completion of a career pathway may use the approved courses to meet both the pathway AND the fourth science requirement.

In some cases, courses selected for the fourth science unit may be used to meet both the science and elective requirement. Courses can be used to meet both science and elective requirements but they DO NOT earn two credits with the exception of healthcare and anatomy. Students cannot earn two credits for one course.

**Social Sciences:** At least three units of credit shall be required in social studies. One unit of credit shall be required in United States history. One unit of credit shall be required in World History. One-half unit of American Government/Civics shall be required. One-half unit of Principles of Economics shall be required.

#### Required/Core/Elective Credit

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

#### Areas of Study

Courses that shall earn unit credit in English/language arts, mathematics, science, social studies, health/physical education, foreign languages, military science, music, visual arts, dance, drama, computer science, education, humanities, personal/interpersonal/social skills and Technology/Career-prep are listed in Georgia Board of Education Rule 160-4-2-.20.

#### Required Procedures for Awarding Carnegie Units of Credit

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

#### English Language Learners (ELL)

The English Language Learners (ELL) program goals are to help students obtain English language proficiency and to meet age and grade appropriate academic achievement standards for grade promotion and graduation. The program aids students to succeed in all four language skills (speaking, listening, reading and writing) both socially and academically. The ELL program is federally mandated and was established to ensure equal access to the school system's instructional program for those students who have limited English proficiency.

#### **GUIDANCE AND COUNSELING**

Guidance and counseling are integral parts of the curriculum. Students and parents should avail themselves of this service. Conferences with the counselors may be arranged at any time. Plans for high school courses, selection of a

college, scholarship opportunities, college loans, occupational choices, selection of trade/technical schools, personal and home problems, study habits, dropping out of school, and part-time jobs may be discussed.

Tests which are available to students are:

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

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

#### Materials and Services

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

### HEALTH RELATED SERVICES

If a child is injured at school, office personnel will render first aid. Parents will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone contact person(s) will be called in an effort to find someone to come for the child. Please assist the school by leaving current emergency telephone numbers to be used in the event that you are not available. When a child becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation. If a child shows signs of illness, he/she should not be sent to school.

**Parental assistance is urgently needed in providing pertinent medical information upon the enrollment of the child in school. Please assist the school by notifying the office of any change in student data (medical or otherwise) that will ensure your child's success for a safe and healthy school year.**

#### When to Keep Your Child Home

Preventive and emergency school-based health services are provided to public school children in grades Pre-Kindergarten through Twelfth. The Health Related Services department uses "Best Practice" standards that strive to eliminate barriers, increase attendance, and identify health related concerns that influence learning.

**Please refer to the following guidelines when considering returning a sick child to school:**

1. **A child should be fever-free for 24 hours without medication before returning.**
2. A child with strep throat must be on an antibiotic for 24 hours before returning.
3. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note.
4. A child with chicken pox may only return to school when all lesions have crusted over. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
5. All open, draining, or contagious skin areas (i.e. ringworm, Molluscum Contagiosum) must be able to be contained by a bandage/covering. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
6. A child with scabies will be allowed to return to school the following day after the first treatment.

**KEEP A CHILD HOME, if she/he:**

1. **Has had a fever\* of 100 degrees or higher in the past 24 hours**
2. Is nauseous and/or vomiting and/or has diarrhea
3. Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease
4. Have undiagnosed skin rashes, or contagious conditions such as scabies or chicken pox. Students will be excluded from school until the rash is gone or when cleared by a physician for any contagious illness. Your doctor can help determine the exact cause and ensure you receive proper treatment.
5. Live lice on the scalp. A child will be allowed to attend if only nits are seen.

*Children who have been at home because of illness, should not be brought to school for parties and/or special events.*

\*A fever refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications. Do **NOT** give your child aspirin or any aspirin product. A high occurrence of Reyes syndrome has been associated with viral infections and the use of aspirin.

Please send a parent or physician note to the homeroom teacher within three days of the absence; otherwise, the absence is unexcused and subject to the truancy regulations.

**The information provided is not intended to replace physician advice. When your child is ill, please contact your health care provider.**

#### Medication Administration

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

1. All medication must be presented to the school office by a parent in a prescription labeled bottle, which will include student's name, date, instructions for administering, name of drug, and name of issuing physician.
2. A Medication Administration form, HRS 29 is required to be filled out by the physician and parent in cases of long-term medication (more than two weeks).

Non-prescription medicine, over the counter medicine, such as Tylenol should be turned into the Med-Tech to be administrated. Over the counter medicines, will be given only for a short- term duration (i.e. two consecutive weeks or for a total of 10 times a year) without a physician's order. Medication must be in the original container and accompanied by written parental request and directions for administering. (Form HRS 29C)

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

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

Students requiring an inhaler, injectable epinephrine (Epi-Pen), or Glucagon are allowed to have them at all times. It is critical that you discuss your child's medical condition(s) with the principal, teacher, and school nurse. Students must not share these medications with other students. Disciplinary consequences will apply for students misusing these medications. Parents must pick up all medication at the end of the school year.

#### Head Lice

**Head lice can infect anyone, not just children. Head lice are spread through head-to-head contact and sharing of brushes, combs, head bands, hats, jackets or etc.** It is not our practice to check the entire class for head lice or send letters home to an entire class.

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

**If a student is found to have active head lice, the parent will be called to pick him/her up. The school Health Technician will provide educational material to assist the parent in eliminating lice from the student and environment. The student will not be allowed back into school with live lice. The school Health Technician will inspect the student's scalp for active lice upon initial re-entry after first treatment and every 7 days up to 21 days or until clear of lice and nits.**

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

### Hospital Homebound

Hospital/Homebound refers to those students who are medically prevented from normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the diagnosis. For more detailed information, please see your child's principal and counselor.

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

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

Students requiring an inhaler, injectable epinephrine (Epi-Pen), or glucagon are allowed to have them at all times. It is critical that you discuss your child's medical condition(s) with the principal, teacher, and school nurse. Students must not share these medications with other students. Disciplinary consequences will apply for students misusing these medications.

### HOMEROOM PLACEMENT REQUIREMENTS

Students must have 17 units of credit to be considered a senior, 11 units to be a junior, and 5 units to be a sophomore. The HCBOE has ruled that graduates must meet requirements prior to graduation. This means that students will not be able to participate in graduation and then go to summer school to earn needed credits.

### HOSPITAL/HOMEBOUND SERVICES

Hospital/Homebound refers to those students who are medically prevented from normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the diagnosis. For more detailed information, please see your child's principal and counselor.

### HOUSTON COUNTY CAREER ACADEMY (HCCA)

HCCA is Houston County's first charter school. The goal of the HCCA is to provide students with job skills for employment prior to leaving high school and to provide employers with skilled workers. HCCA is a joint effort between the Houston County Board of Education, Central Georgia Technical College, Robins Air Force Base, and the business community at large. Career academy benefits are: increased attendance, improved grades and graduation rates; helps ensure a smooth transition from high school to post-secondary education; and bolster success in the workplace. The following \*Move on When Ready courses/dual-enrollment programs will be offered in partnership with Central Georgia Technical College: welding, automotive, information technology, cosmetology, criminal justice and aviation maintenance technology. In addition, students will also have the option of the following high school programs: culinary arts, healthcare science technology, business and computer science, engineering & technology and teaching as a profession. All students will be involved in some type of work-based learning program. The following career technical student organizations (CTSO's) will be available and encouraged for students attending HCCA: FCCLA, HOSA, Skills USA, and TSA.

### Admission Requirements/Process to HCCA

The student must:

- Be in grades 9-12. (Juniors will be given preference for enrollment with exception granted to seniors who have room in their schedule to complete the two semesters of A+ Certification in Computer Repair. Sophomores and freshmen may enroll with preference given to sophomores.)
- Commit to a pathway offered at the career academy.
- \*Please note- classes are covered by Move on When Ready and Program Admission; Students are required to take & pass the Asset test to enroll in CGTC dual enrollment programs.
- Contact base school counselor for approval to register for a course offered at HCCA.

### Admission Requirements/Process to HCCA

The student must:

- Be in grades 9-12. (Juniors will be given preference for enrollment with exception granted to seniors who have room in their schedule to complete the two semesters of A+ Certification in Computer Repair. Sophomores and freshmen may enroll with preference given to sophomores.)
- Commit to a pathway offered at the career academy.
- Contact base school counselor for approval to register for a course offered at HCCA.

### HOUSTON COUNTY CROSSROADS CENTER

Students suspended from their home schools for discipline reasons may be assigned/placed at the *Houston County Crossroads Center*.

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

#### Admission Procedures

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

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

**Registration is held on Monday, Tuesday, and Thursday from 9:00 am to 1:00 pm.**

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

#### Crossroads Center Mandatory Uniform Dress Code

Any student attending Crossroads will be adhering to an alternate dress code which will be discussed during and intake meeting prior to enrolling that must be scheduled with Crossroads administration.

### INSURANCE

At the beginning of the school year an independent insurance company offers student accident insurance coverage to students. Two plans are available: School-day coverage or twenty-four (24) hour coverage. Information sheets will be made available. Checks should be made payable to the insurance company. **You are encouraged to carefully look at this affordable insurance as it definitely covers any accidents occurring at school.** The Houston County Board of Education insurance does not cover your child if they have an accident at school.

Insurance is mandatory for each student participating in athletics, certain trade and industry courses, and work-study courses. A certification from parent or guardian of private insurance coverage for the student will be acceptable.

### INTERNET PROCEDURES

The Houston County Board of Education recognizes the importance of making advanced technology and increased access to learning opportunities available to students and staff. The Houston County Board of Education believes that a “technology rich” classroom significantly enhances both the teaching and learning process. As resources permit, informational technology services shall be made available in schools.



Houston County School System personnel shall take all available precautions to restrict access to controversial materials, while recognizing that it is impossible to control all material which might inadvertently be discovered by users on a global network.

#### Purpose

The purpose of informational technology is to facilitate communications in support of research and education by providing access to multiple resources. Use by any student or staff member must be in support of and consistent with the educational objectives of the Houston County School System. The State of Georgia has passed laws which govern the use of computers and related technology. The Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse. The Children's Internet Protection Act (CIPA) enacted by Congress in 2000 also provides guidance and regulations concerning students' computer use and access to content over the internet.

#### Authorized User

An authorized user for the purpose of this policy will be defined as any employee, student, or guest of the Houston County School System who has been issued and assigned a log-in account. By using the computing resources of the Houston County Public Schools, the user agrees to abide by the guidelines and rules governing this.

#### Terms and Conditions

An individual's use of the computing resources of the Houston County Schools is not an absolute personal right; rather, it is a privilege, conditional on the individual's compliance with state and federal laws, the Houston County Schools' policies and regulations, school regulations, and satisfactory behavior involving technology. Inappropriate use, including any violation of these conditions and policies, may result in cancellation of the privilege. The Houston County School System has the authority to determine appropriate use and may discipline, deny, revoke, or suspend any user's access at any time based upon the determination of inappropriate use.

It is the intent of Houston County School System to adhere to the provisions of copyright laws as they relate to informational technology. Transmission of any material in violation of United States Law or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by patent.

Users are not allowed to purchase, download or load software without written permission from the HCBOE Technology Services Center or Director of Technology Services.

Use for commercial activities, product advertisement, or political lobbying is prohibited.

The use of all school and central office networks shall be for the exchange of information in order to promote and support educational excellence in the school system.

#### Encounter of Controversial Material

The Houston County School System has a right and will make every effort to control the content of data accessed through the Internet by the use of firewalls and filtering software and teacher monitoring. Users may encounter material which is controversial. It is the user's responsibility not to initiate access to controversial material purposely. If such material is accessed accidentally, the student/teacher shall notify an adult teacher/supervisor immediately.

#### Vandalism and Harassment

1. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of a system or another user.
2. Harassment is defined as the persistent annoyance of another user or the interference in another user's work.
3. Vandalism and harassment will result in cancellation of user privileges.

#### Network Guidelines

1. Users will not post, publish, send or intentionally receive offensive messages or pictures from any source, including but not limited to any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material. Access to materials "harmful to minors," as that term is defined in the

Children's Internet Protection Act of 2000 shall be restricted.

2. Users will not transmit or download information or software in violation of copyright laws. Only resources for which the author has given expressed consent for on-line distribution can be used. All users should consider the source of any information they obtain as well as the validity of that information.
3. Posting messages and attributing them to another user is prohibited.
4. Downloading of non-instructional materials from the Internet is unacceptable.
5. Disclaimer: The Houston County Board of Education makes no warranties of any kind, whether expressed or implied, for services through the Internet. It denies responsibility for the accuracy or quality of information obtained through Internet services. The school system shall not be responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption. Use of information obtained via the Internet is at the user's own risk.

#### E-Mail Guidelines

1. All users are expected to abide by accepted rules of e-mail user etiquette. These rules include but are not limited to the following: be polite, never send or encourage others to send abusive messages, and use appropriate language. E-mails are not guaranteed to be private.
2. Mass distribution e-mails must be approved by a school administrator.
3. Opening and forwarding any e-mail attachments from unknown sources and/or that may contain viruses is prohibited.
4. No internet e-mail is allowed except for that provided by the Houston County BOE.

#### Social Networking

For the purpose of this policy, social networking shall be defined as any web-based program where students and faculty may engage in conversational exchange of information. These facilities shall include, but are not limited to, messaging, blogs, and wikis.

Social networking shall only be permitted to be accessed from within the Houston County Educational Network with the supervision/monitoring by a teacher or school administrator.

Authorized users may access the network via their personal user ID and not that of someone else. Users should not share their personal user IDs with any other person.

#### School Responsibilities

Schools shall ensure that all faculty, staff and students are aware of the rights and responsibilities of acceptable informational technology use contained in Houston County BOE policies.

#### Student Responsibilities

1. Students will observe the standard of courtesy and behavior consistent with the practices and policies of the Houston County Board of Education when sending or publishing messages or transmitting data or other information on the Internet.
2. Students will access the network using their personal ID and not that of someone else. Students will not share their user IDs, passwords, user log-on accounts with others and must make all efforts to safeguard any information from unauthorized users.
3. Students may not attempt to access information for which they are not authorized.
4. Students will use informational technology for instructional purposes only as it relates to classroom and co-curricular assignments and activities. Students will not use the system for any purpose if it is in violation of the law.
5. Students must receive permission from a teacher or designated personnel prior to accessing the Internet or any other specific file or application.
6. Any student who identifies a security problem must notify an adult teacher, supervisor or administrator immediately.
7. Students may not have access to an employee's workstation under an employee ID and may be subject to disciplinary action if such attempt is made.
8. Students are violating network security if they enter the system under a user ID other than one that is assigned to them and may be subject to disciplinary action.

9. Students disconnecting network components are guilty of harming network integrity and/or security, and will be subject to disciplinary action.
10. Students are violating network security if they alter programs or data on any network file server or any system's hard disk, and will be subject to disciplinary action.
11. Students are violating network security and software copyright laws if they knowingly use illegal copies of software on any school computer, and will be subject to disciplinary action.
12. Students purposely infecting any HCBOE computer with a malicious code will be subject to disciplinary action.

### Penalties for Improper Internet Use

Any violations of the internet procedures should be immediately reported to a supervising staff member. Any user violating these rules or any other state or federal laws or classroom or school system policies is subject to lose network and/or computer use privileges. Furthermore, school disciplinary action, including in-school suspension and/or suspension or expulsion may be imposed.

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

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

### INTERPRETATION SERVICES

Interpretation services are provided as practicable for languages other than English at no charge to parents

### LOCKERS

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

### LUNCH/BREAKFAST PROGRAM

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

Lunch and breakfast are served daily at each school. All students will be given information regarding free or reduced meals during the first days of school with the exception of students who are enrolled in CEP (Community Eligibility Provision) schools. To apply for free or reduced meals, parents should complete an application immediately after receiving the application. A new application must be completed at the beginning of each school year. The fastest and most efficient way to see if your family qualifies for free or reduced priced meals is to apply online at [www.schoollunchapp.com](http://www.schoollunchapp.com).

Meal charging is not encouraged. Meal charging procedures may vary for each school. For middle and high schools, the charge limit is \$5.00. Schools will notify parents before the child reaches the charge limit by phone calls and/or charge notices that are sent home with the child. After the charge limit has been reached, the child will be served a complimentary meal of a deli sandwich, fruit, vegetable, and milk. After the fifth consecutive complimentary meal, the principal will communicate to the school's social worker who will then make a home visit. The complimentary meal will be served until the debt is resolved. In addition, after May 1<sup>st</sup> of each year, no charging is allowed.

Parents are encouraged to pay for student meals by the week or month. A monthly payment schedule may be found at [www.hcbe.net](http://www.hcbe.net) under the School Nutrition tab. Money can be collected in the lunchroom by the lunchroom staff. All checks should be made payable to *Houston County School Nutrition or HCSNP*. Please write your child's assigned lunch

number on the check or write it on the envelope if cash is sent. You can also pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com). A monthly prepayment schedule can be found on the Houston County website [www.hcbe.net](http://www.hcbe.net).

- Select the Departments tab
- Scroll and select School Nutrition
- On left menu under School Nutrition - select document uploads

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**This institution is an equal opportunity provider.**

### **MEDIA CENTER SERVICES**

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

#### *Challenged Materials*

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

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

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

Under the current federal law, you do not have to allow your child's information to be shared if you request non-disclosure. Forms are available in the counselor's office should you choose to opt out.

The form must be completed by the parents (or the student if 18 years or older) and returned to the school.

### **MOVE ON WHEN READY**

Move On When Ready is a dual enrollment program for students in grades 9-12 who qualify to participate. Students may enroll on a part-time or full-time basis as a MOWR student and take college courses. Students will receive high school and college credit simultaneously when attending and passing approved college classes.

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships.aspx>

### **OFF-CAMPUS SCHOOL EVENTS**

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

### **PARENT/TEACHER CONFERENCES**

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

### **PARENT PERMISSION TO DROP OUT**

When a sixteen or seventeen year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

### **PERMANENT RECORDS**

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

### **PERSONAL POSSESSIONS AND VALUABLES**

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

### **PROM**

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

### **RELEASE OF STUDENTS**

The school may not release a student to any person other than the person who enrolled the student in school. If an individual other than the person who enrolled the student in school is authorized to take the student from school on a regular basis (e.g., a grandparent or other relative, childcare provider, etc.), the person who enrolled the student in school must notify the school of such in writing, and this notification should be placed in the student's record. **A PICTURE ID MUST BE PRESENTED BEFORE THE STUDENT WILL BE RELEASED.** If someone other than the person who enrolled the student in school (or an individual authorized in writing by this person) attempts to take custody of the child or to remove the child from the school, the school will immediately contact the person who enrolled the student in school. If a person who attempts to take custody of the child without consent of the person who enrolled the

student in school refuses to leave the school or causes a problem the school should contact the appropriate law enforcement agency. (This provision shall apply with respect to State or local law enforcement officers.)

## **SEARCH AND SEIZURE POLICY**

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

## **SELLING**

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

## **SEMESTER TESTS**

A comprehensive final examination in each course grades 9-12 will be given each semester. Students may exempt final examinations provided:

1. They have an A average (90 or above).
2. Are absent no more than 3 days during the semester.
3. Must not have been assigned to ISS or OSS during the semester.
4. Must have cleared all obligations to the school, including media center, textbooks, school property, fees and the like.
5. Must not have received Hospital Homebound Services.

No other students may be exempted from tests.

In courses for which a State-mandated end of course exam is required, the grade on the end of course exam shall count 20 percent of the final grade. No student may exempt the end of course exam.

Dates of system final examinations will be decided during each semester. Dates of end of course exams are established by the Georgia Department of Education.

The end of course exam shall be used as the final exam in the courses assessed by an end of course exam. End of course exam reports shall provide students, parents, and educators with individual scores on each end of course exam taken; student scores must be recorded on, in, or with the individual student report card.

## **SEXUAL HARASSMENT**

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

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

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

Any person who has knowledge of or suspects that sexual harassment is occurring within the system shall immediately make a report to a school administrator or the school's Title IX Coordinator.

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

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

For additional information, also see "Title IX Non-Discrimination" in student handbook.

## **STUDENT DRIVING AND PARKING**

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

### **Parking Procedures**

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

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

## **STUDENT OR PARENT GRIEVANCE**

### **Level I**

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

### **Level II**

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

***Dr. Richard Rogers, Assistant Superintendent for School Operations  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850***

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

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

### **Level III**

A complainant dissatisfied with the decision of the Superintendent/the Superintendent Designee may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The appeal must be

filed within ten (10) calendar days after the complainant receives the decision from the Superintendent. The Board of Education will act on the complaint at the next regularly scheduled BOE meeting not less than seven (7) days thereafter.

## **STUDENT SERVICES / SECTION 504 - NOTICE OF RIGHTS OF STUDENTS AND PARENTS**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Zabrina Cannady, Assistant Superintendent for Student Services  
P.O. Box 1850  
Perry, Georgia 31069  
(478) 988-6200 ext. 10213  
zabrina.cannady@hcbe.net

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
13. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.



### Section 504 Procedural Safeguards

1. Overview: 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.
2. Hearing Request: The Request for the Hearing must include the following:
  - a. The name of the student.
  - b. The address of the residence of the student.
  - c. The name of the school the student is attending.
  - d. The decision that is the subject of the hearing.
  - e. The requested reasons for review.
  - f. The proposed remedy sought by the grievant.
  - g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant’s Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.
3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
4. Hearing Procedures:
  - a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant’s Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
  - b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
  - c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
  - d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
  - e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
  - f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
  - g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
  - h. The hearing shall be closed to the public.
  - i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
  - j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses

will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
  - l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
  - m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.
5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

## **SECTION 504 PARENT/STUDENT GRIEVANCE PROCEDURES**

Although the below steps are recommended for the most efficient resolution at the lowest level, the parent/student has the right to by-pass these steps at any time and request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made to the System 504 Coordinator identified in Step II below.

### **Step I**

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

### **Step II**

A complainant dissatisfied with the decision of the school principal may appeal to the System Section 504 Coordinator by submitting a written statement of complaint to the System Section 504 Coordinator. This statement must be filed within ten (10) calendar days after the complainant receives the decision from the school principal. The complaint should be mailed to:

Dr. Zabrina Cannady, Assistant Superintendent of Student Services  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850  
Phone: (478)988-6200  
Fax: (478)-988-6399 [zabrina.cannady@hcbe.net](mailto:zabrina.cannady@hcbe.net)

Upon receipt of the written statement, the Section 504 Coordinator will schedule a meeting to attempt resolution of the concerns. The System Section 504 Coordinator will render a written decision within ten (10) calendar days after the meeting.

### **Step III**

A complainant dissatisfied with the decision of the System Section 504 Coordinator may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The complaint should be mailed to:

Dr. Mark Scott  
Office of the Superintendent  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850 (478)988-6200

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Section 504 Coordinator. The Board of Education will act on the complaint at the next regularly

scheduled BOE meeting, not less than seven (7) days thereafter.

## **STUDENT SERVICES / SPECIAL EDUCATION**

The Houston County School System operates in strict adherence to policies and procedures set forth in IDEA and the State Rules and Regulations Pertaining to Special Education. The state rules, as well as parental rights may be referred to online at the following address:

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Special-Education-Rules.aspx>

### **What is Child Find?**

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay. Houston County Schools serve children ages 3 through 21 with identified special education needs.

### **How can children be referred?**

A referral may be made by anyone who has a concern about a child's development. All referrals are considered confidential. The parent retains the right to refuse services. Children may be referred by any of the following:

- Parents/legal guardians/foster parents
- Other family members
- Physicians/health care providers
- Preschool programs
- School system personnel
- Community agencies
- Private school personnel
- Others who are concerned about a child's development

### **When should a child be referred to Child Find?**

A child should be referred when:

- A health or medical disorder interferes with development or learning.
- A child seems to have difficulty seeing or hearing.
- A child appears to have social, emotional or behavioral difficulties that affect his/her ability to learn.
- A child has a diagnosed progressive or degenerative condition that will eventually impair or impede the child's ability to learn.
- A child seems to have difficulty understanding directions like others that are his/her age.
- A child's speech is not understandable to family or friends.
- A child has difficulty with reading, math, or other school subjects.

### **Where can I find out more about Child Find?**

For a preschool aged child, with a chronological age of 3 through 5, who has or may have a developmental disability, please contact Student Services at 478-988-6200 Ext. 27803.

Parents of students, kindergarten through 12<sup>th</sup> grade, who suspect their child may have a disability, should contact the teacher, principal or the chairperson of the school's Student Support Team.

### **What is Special Education and who is eligible for services?**

Special Education is instruction designed to meet the unique learning strengths and needs of individual students with disabilities from birth through age 21. A child must be evaluated and identified as having a disability to be eligible for Special Education and/or related services. Programs are provided for students in all disability areas recognized by the State of Georgia. Disability categories are: Autism spectrum disorder, Deaf/blind, Deaf/Hard of Hearing, Emotional and Behavioral Disorder, Intellectual Disabilities, Orthopedic Impairment, Other Health Impairment, Significant Developmental Delay, Specific Learning Disability, Speech/language Impairment, Traumatic Brain Injury, Visual Impairment. Once identified as eligible for special education services, a student will have an Individual Education Plan (IEP) put into place.

### **The Individual Education Plan (IEP)**

The IEP is a legal written document written for students determined to need special education services. This document addresses the unique abilities and needs and how the student will access the general education curriculum. This includes the special education and related services needed to participate in the educational environment. The IEP is developed by the IEP team. The IEP team is a group of individuals that is responsible for developing, reviewing, or revising an IEP for a child with a disability. The IEP team includes the following participants: the parents or guardian of the child, the LEA, not less than one regular education teacher, and related services providers when appropriate.

A *Quick Guide to the IEP* can be found at the following address:

[http://archives.gadoe.org/\\_documents/ci\\_exceptional/New%20Sp%20Ed%20Sample%20Forms/Quick\\_Guide\\_to\\_IEP.pdf](http://archives.gadoe.org/_documents/ci_exceptional/New%20Sp%20Ed%20Sample%20Forms/Quick_Guide_to_IEP.pdf)

If you would like a further explanation of any of this information, you may contact, Dr. Jenny McClintic, Director of Student Services, at the Houston County School System, at (478) 988-6216, or by email at [jenny.mcclintic@hcbe.net](mailto:jenny.mcclintic@hcbe.net).

Or you may ask for assistance from the Georgia Department of Education, Divisions for Special Education Supports and Services, Suite 1870, Twin Towers East, Atlanta, Georgia 30334-5010, (404) 656-3963 or 1-800-311-3627 or [www.gadoe.org](http://www.gadoe.org). Regional assistance can be found by contacting the Georgia Learning Resource System (GLRS) by phone (1-800-282-7552), or through their website at [www.glr.org](http://www.glr.org).

## **STUDENT SUPPORT TEAM**

Student Support Teams are problem solving teams and are required to be in every public school in Georgia. Student Support Teams function within Tier 3 of Georgia's Pyramid of Interventions, which is the framework for Response to Intervention. Georgia currently utilizes a four tier model. Students in grades K through 12 who have learning, speech, and/or behavioral problems may receive support at Tier 3 with research-based interventions to address skill deficits. Monitoring student progress enables the team to determine if the interventions are increasing the expected skills. Parents should be invited to participate in SST/Tier3 meetings. Student Support Teams are a function of general education.

## **SUBSTITUTE TEACHERS**

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

## **TELEPHONE**

Telephones are available in the office and can be used with the approval of office personnel.

## **TESTING SCHEDULE**

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

The testing schedule for the 2017-2018 school year can be found on the Houston County website [www.hcbe.net](http://www.hcbe.net).

- Select the "Parents" tab
- Scroll to the bottom of the tab and click on the testing link

SAT test dates, registration, and information can be accessed at [www.collegeboard.com](http://www.collegeboard.com)

ACT test dates, registration, and information can be accessed at [www.act.org](http://www.act.org)

## **TEXTBOOKS**

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

1. All books will be bar-coded. Books will not be accepted with the bar-code removed or damaged. Students will be charged 100% of the purchase price if the bar-code is damaged in any way.
2. The student must pay 100% of the purchase price if the book is lost during the first year the book is used.
3. Students will pay replacement cost for any lost/damaged books.
4. Charges for damaged books are assessed by the principal according to the condition of the book when issued and the extent of the damages.
5. A student's failure to pay for lost or damaged books/media materials will result in the withholding of report cards, progress reports, etc.

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

## **TITLE I/TITLE II PARENT/STUDENT GRIEVANCE PROCEDURES**

Although the below steps are recommended for the most efficient resolution at the lowest level, the parent/student has the right to by-pass these steps at any time and request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made to the Title Coordinator identified in Step II below.

### **Step I**

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

### **Step II**

A complainant dissatisfied with the decision of the school principal may appeal to the System Title I/Title II Coordinator by submitting a written statement of complaint to the System Title I/Title II Coordinator. This statement must be filed within ten (10) calendar days after the complainant receives the decision from the school principal. The complaint should be mailed to:

Ms. Dana Morris, Director of Title and Remedial Services  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850  
Phone: (478)988-6200  
Fax: (478)988-63220 dana.h.morris@hcbe.net

Upon receipt of the written statement, the Title I/Title II Coordinator will schedule a meeting to attempt resolution of the concerns. The System Title I/Title II Coordinator will render a written decision within ten (10) calendar days after the meeting.

### **Step III**

A complainant dissatisfied with the decision of the System Title I/Title II Coordinator may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The complaint should be mailed to:

Dr. Mark Scott  
Office of the Superintendent  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850 (478)988-6200

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Title I/Title II Coordinator. The Board of Education will act on the complaint at the next regularly scheduled BOE meeting, not less than seven (7) days thereafter.

## **TITLE IX NON-DISCRIMINATION**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); or disability in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Houston County Board of Education does not discriminate in any educational programs or activities. For questions or concerns about Title IX, a student or parent should contact the school's Title IX Coordinator or contact the system's Title IX Coordinator at: Assistant Superintendent for School Operations, P.O. Box 1850, Perry Georgia, 31069 or by phone at 478-988-6200.

## **TITLE IX PARENT/STUDENT GRIEVANCE PROCEDURES**

The Houston County Board of Education desires that all students receive the benefit of an adequate education. With this view in mind, the Board prohibits unlawful discrimination against students on the basis of race, color, national origin, sex, religion, age, or disability in its programs and activities. If a student or a student's parents/guardians has a complaint/grievance alleging any action prohibited by Title IX i.e., discrimination on the basis of sex and sexual harassment carried out by employees, other students, or third parties, he/she should discuss the matter with the principal of the school which the student attends in an attempt to resolve the grievance. If the principal is the subject of the complaint/grievance, he/she should discuss the matter with the Title IX Coordinator. See below for contact information.

The principal may make an attempt to resolve the grievance informally if the complainant expresses a willingness to participate in this informal process. Parties have the right to end the informal process and begin a formal process at any time. At his/her discretion, the principal may confer with persons having knowledge of the incident that precipitated the grievance. The school and the School System will take all necessary steps to prevent any recurrence of sexual harassment and will do what is necessary to correct its discriminatory effects on those affected by it. If the complainant does not want to participate in the informal process or the informal process does not result in a satisfactory solution, the student or parent/guardian bringing the complaint may seek relief using the formal procedures outlined below. The student alleged to have carried out the harassment may also seek relief by following the procedures outlined below. These procedures apply to complaints of discrimination/harassment prohibited by Title IX. The steps below are recommended for the most efficient resolution at the lowest level for any form of discrimination.

Sexual harassment is defined as unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual violence is defined as infliction of physical force by a student, employee or third party, with the intent to cause injury or harm to the student.

### **Step I**

The complaint shall be presented orally or in writing to the school principal, or the Title IX Coordinator if the principal is the subject of the complaint/grievance, within ten (10) calendar days after the most recent incident upon which the complaint is based. If the harassment is so severe that the complainant is unable to make a complaint within the ten (10) calendar day time frame, the number of days within which to make the complaint may be waived to provide the student/parent making the complaint sufficient time to notify the principal or Title IX Coordinator of the complaint. Any witness or evidence should be provided at the time of the complaint. All parties involved shall have the opportunity to present witnesses and other evidence. The principal or designee will conduct an investigation. The parties involved will be informed of the outcome and the principal will render a written decision within ten (10) calendar days of the filing of the complaint.

Retaliation against an individual who reports alleged harassment or who assists in the investigation of harassment is prohibited. The District will take appropriate action against individuals who are in violation of this part of the policy.

### **Step II**

If the Step I investigation was conducted by the Title IX Coordinator, skip Step II and proceed to Step III. A complainant or alleged harasser dissatisfied with the decision of the school principal may appeal to the Houston County School System's Title IX Coordinator by submitting a written statement of complaint to the Title IX Coordinator. The complaint should be mailed to:

Dr. Richard Rogers, Assistant Superintendent of School Operations

Title IX Coordinator  
Houston County Board of Education  
Post Office Box 1850  
Perry, Georgia 31069-1850  
Phone: (478) 988-6200  
Fax: (478) 218-7517

This statement must be filed within ten (10) calendar days after the parties, complainant and alleged harasser, receives the decision from the school principal. The appeal shall include all reports and comments from Step I and a letter of appeal. The System Title IX Coordinator will initiate an investigation of the grievance and schedule a meeting with the complainant or alleged harasser to attempt resolution of the concerns. The Houston County School System's Title IX Coordinator will render a written decision within ten (10) calendar days after the meeting. The case is closed if the complainant is satisfied with the decision or does not wish to take further steps.

### **Step III**

A complainant or alleged harasser dissatisfied with the decision of the Houston County School System's Title IX Coordinator may appeal to the Houston County Board of Education by filing a written request for a hearing to the Office of the Superintendent. The complaint should be mailed to:

Dr. Mark Scott, Office of the Superintendent  
Houston County Board of Education  
Post Office Box 1850  
Perry, Georgia 31069-1850  
Phone: (478) 988-6200

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Houston County School System's Title IX Coordinator. The request for a hearing shall state specifically the nature of the grievance, the relief sought, and the reasons why the Board should grant a hearing. If a hearing is granted, the Board of Education will hear the grievance at the next regularly scheduled BOE meeting not less than seven (7) days thereafter and render a final decision within 10 days of the hearing. If a hearing is not granted, the parties will be notified that the decision of the Title IX Coordinator is affirmed.

### **TRANSCRIPTS**

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

### **VISITORS**

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

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

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

All visitors are reminded of the following Georgia law:

**Any parent, guardian, or person other than a student at a public school who has been advised that minor children are present who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above designated**

**school personnel to leave the school premises or school bus, and upon failure to do so, such persons shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.**

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

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

## **WEATHER**

In the event of school cancellation, parents will be notified by telephone through School Messenger, our automated notification system. This system has the capability to call all 15,000+ parents within a matter of minutes, delivering a fast and accurate message. The message will also be posted to our school system's Website, [www.hcbe.net](http://www.hcbe.net) and HCBOE Facebook page. A Public Service Announcement request will also be sent to the local media, to include 13WMAZ TV, FOX24 TV, WMGT41 TV, WRWR TV-38, and all local radio stations.

**If a tornado warning is issued, bus dismissal may be delayed.** If students are in-route to or from school and a tornado warning is issued, buses are required to stop at the nearest school and students/driver takes shelter there until the warning has passed.

## **WITHDRAWALS**

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



# HOUSTON COUNTY SCHOOLS

## Student Code of Conduct

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

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

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

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

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

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

Major offenses 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 Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS.

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

### AUTHORITY OF THE PRINCIPAL

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

### AUTHORITY OF THE TEACHER

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within

one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

#### PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process as appropriate considering the student's discipline history and conduct.

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

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

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

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

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

Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing.

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

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

requirement that an incident be reported.

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

#### **BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

- **Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant, to include prescription, over the counter drugs, and substances represented as drugs or alcohol** may be subject to suspension up to two full semesters.
- **Possession of a firearm, dangerous instrument, or weapon** shall require expulsion for a period of not less than one calendar year; provided, however, that a hearing officer, tribunal panel, administrator, superintendent, or local board of education shall have the authority to modify such expulsion requirement on a case by case basis.
- **Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed a verbal or physical assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
- **Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions:** possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
- **Fighting:** any student engaged in fighting may be subject to discipline up to and including long-term suspension at the discretion of the student's building administrator. Penalties recommended for fighting shall not be reduced or limited by, but shall be in addition to, any penalties imposed by any court of competent jurisdiction.
- **Terroristic Threats and Acts:** any student who commits a terroristic threat or act shall be subject to discipline, including expulsion.
- **Physical violence against a teacher, school bus driver, or other school personnel:**  
(1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel. Possible punishments include short term suspension, long term suspension, or expulsion. Appropriate law enforcement personnel will be notified as necessary.
- **Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**
- **Possession or use of tobacco in any form or any product, paraphernalia, or substance that is represented as tobacco to include all forms of electronic cigarettes and vapor pens.**
- **Unauthorized use of school computers or computer network for anything other than instructional purposes.** This includes, but is not limited to computer misuse, using computer to view or send inappropriate material, hacking, and violation of school computer use policy.
- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.**
- **Theft.**

- Extortion or attempted extortion.
- Possession and/or use of fireworks or any explosive.
- Activating a fire alarm under false pretenses or making a bomb threat shall at a minimum result in suspension for one full semester.
- Insubordination, disorderly conduct, disobeying school rules, regulations, or directives.
- Disobeying directives given by teachers, administrators, or other school staff or refusal to talk with an administrator.
- Classroom and school disturbances.
- Violation of school dress code.
- Use of profane, vulgar, or obscene words or indecent exposure.
- Use of cell phone or electronic communication device during the school day except as approved by a staff member.
- Inappropriate public displays of affection.
- Gambling or possession of gambling devices.
- Moving and non-moving motor vehicle violations upon school property and at school events.
- Giving false information to school officials.
- Cheating on school assignments.
- Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law.
- **Bullying:** Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum, counseling and disciplinary action as appropriate under the circumstances. However, Georgia law mandates that upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- **Inciting, advising, or counseling of others to engage in prohibited acts.**
- **Willful and persistent violation of the student code of conduct.**
- **Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.
- **Gang Related Activity.**
- **Any Other Conduct:** A student shall not engage in any other conduct not listed above subversive to the good order and discipline of his/her school.

#### DEFINITION OF TERMS

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike.)

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

**Behavior Contract:** A written agreement between a student and the school to address chronic misbehavior or return from an alternative school placement. Any student on a behavior contract who continues to violate school rules shall be subject to discipline consequences ranging from in school suspension to an alternative school placement at the discretion of the building principal.

**Bullying:** In accordance with Georgia law, Bullying is defined as actions which occur on school property, on school vehicles, at designated 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; or (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. Bullying also involves acts which occur through the use of electronic communication, "whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose."

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one days' warning so that arrangements for transportation can be made by the parents or guardians.

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

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

**Drug:** A legal substance used as medicine with or without a prescription or an illegal substance scheduled in the Georgia Controlled Substance Act. All legal substances shall only be possessed or dispensed according to Board Policy. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with the guidelines in the student handbook and the Health Services Manual shall not be considered a violation of this rule.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fighting:** Fighting is defined as "*a physical struggle or a physical struggle and confrontation wherein blows of the fist, arms, legs or feet are intended to hit or do in fact hit any other student or any other person while a student is going to or from school, during the school day, at any school related activity and /or on school property.*"

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

**Physical Violence:** Intentionally making physical contact of an insulting or provoking nature with the person of another: or intentionally making physical contact which causes physical harm to another.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices,

as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property,

regardless of the manner in which the property is taken or appropriated.

**Terroristic Threats and Acts:** Any student who commits a terroristic threat or act shall be subject to discipline, including expulsion. A student commits the offense of a terroristic threat when he threatens:

- To commit any crime of violence, or
- To burn or damage property for the purpose of terrorizing another, or
- By causing the evacuation of a school building, place of assembly for school-related events or school bus transportation, or
- Causing serious school inconvenience in reckless disregard of the risk of causing such terror or inconvenience, or
- A student shall not knowingly furnish or disseminate through a computer or computer network any picture, photograph, or drawing or similar visual representation or verbal description of any information designed to encourage, solicit, or otherwise promote terroristic acts as herein defined.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** For the purpose of this policy the term weapon includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. (Refer to Policy JCDAE).

**Any Other Conduct:** A student shall not engage in any other conduct not listed above subversive to the good order and discipline of his/her school.

#### **BUS MISBEHAVIOR**

The following specific provisions shall govern student conduct and safety on all school buses:

- (1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, and board policy, 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;
- (2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:
  - 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.

- (3) Students shall be prohibited from using any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and
- (4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective

devices in a manner that might interfere with the school bus driver's operation of the school bus.

### STUDENT SUPPORT PROCESSES

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

### PARENTAL INVOLVEMENT

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

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

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

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

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

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

### STUDENT EXTRACURRICULAR ACTIVITIES NOTIFICATION

Each school principal shall implement procedures to annually notify all parents or guardians of all school-sponsored extracurricular activities, organizations and clubs in which students may participate and of the right of the parent or guardian to prohibit their child's participation. Notification to parents and guardians shall be provided annually via the student handbook and shall include the name of the extracurricular activity, student organization or club; information regarding the purpose, activities or national affiliation of the extracurricular activity, organization or club. Any membership or financial requirements for a student to join or become a member of the activity, organization or club shall be included in the information provided.

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

For school clubs formed after publication of the student handbook, parents or guardians must approve their

student's participation via e-mail, fax or written permission to the school principal.

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





DR. MARK SCOTT  
SUPERINTENDENT OF SCHOOLS

BOARD MEMBERS  
FRED WILSON, CHAIRMAN

HELEN HUGHES, VICE CHAIRMAN  
DR. RICK UNRUH  
BRYAN UPSHAW

LORI JOHNSON  
HOKE MORROW  
DAVE CROCKETT

### **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Dear Parent(s) or Legal Guardian(s),

In compliance with the requirements of the Every Students Succeeds Act, the Houston County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
  
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's school or you may contact Dana Morris, Director of Federal Programs, at the Houston County Board of Education at (478) 988-6200 ext. 10392 or email at [dana.h.morris@hcbe.net](mailto:dana.h.morris@hcbe.net).

Thank you for your interest and involvement in your child's education.

Sincerely,  
Dana Morris  
Director of Federal Programs

**P.O. Box 1850 • PERRY, GEORGIA 31069  
(478) 988-6200 • FAX (478) 988-6259  
WWW.HCBE.NET**



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## FITNESSGRAM ASSESSMENT FOR P.E.

Dear Parent/Guardian,

As a part of the Georgia Student Health and Physical Education (GA SHAPE) initiative, all Houston County Public Schools (Grades 1-12) will participate in the required annual fitness assessment, the FITNESSGRAM. The FITNESSGRAM is a comprehensive fitness assessment for youth designed to assess cardiovascular fitness, muscular strength and endurance, flexibility, and body composition.

The FITNESSGRAM is considered a quality fitness assessment for the following reasons:

1. FITNESSGRAM assessments use criterion-referenced standards. This means that a student can compare his/her scores with **standards that have been identified for good health**. This type of system prevents students from being compared to other students participating in the assessment.
2. FITNESSGRAM assesses the **current fitness level** of students and promotes individual goal setting to allow students to take ownership of their health.
3. FITNESSGRAM does **not** assess skill or athletic ability.

All students in grades 1-12 that are **enrolled in a P.E. class**, regardless of age, gender, or ability, will participate in the FITNESSGRAM assessment. Students are encouraged to be self-aware of their health related fitness and to take responsibility by setting personal fitness goals. When students focus on continually improving their fitness level, a positive lifelong impact can be achieved.

Please make sure that your child is appropriately dressed on fitness assessment days (comfortable pants or shorts, socks, and tennis shoes). Please **encourage** your child to participate with his/her best effort and to the **best** of his/her ability in each of the assessment components. Students in grades 1-3 will participate in Height and Weight measures and will begin learning the language and techniques of the other components. Students in grades 4-12 should be prepared to participate in the following components: 1. PACER or One-Mile Run, 2) Curl-Ups, 3) Push-Ups, 4) Back-Saver Sit and Reach, and 5) Height/Weight measures. *An additional assessment item, the Trunk Lift, may be offered to students seeking the Governor's Fitness Award. Students must score in the Healthy Fitness Zones on a total of 5 items for this award.*

A confidential FITNESSGRAM report that will include your child's scores as well as Healthy Fitness Zone information will be provided for each student at the end of the year or at the end of his/her first P.E. course during that year. The Healthy Fitness Zones represent the levels of fitness identified by research for good health. The information on this private report will not be displayed or made public.

For more information regarding the FITNESS assessment, please refer to the HCSD Health and P.E. webpage at <http://houstoncs.schoolinsites.com/?DivisionID=15759&DepartmentID=25346&ToggleSideNav=ShowAll> . If you have any other questions, please contact your school's physical education teacher.

Sincerely,  
Blanche Lamb  
Coordinator, Special Programs  
[blanche.lamb@hcbe.net](mailto:blanche.lamb@hcbe.net)  
478-988-6200 ext. 10193

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