



2025-2026

**The HCHS Student Guide to Academic
and Behavioral Success**

Dr. Jay Jones, Principal

Dr. VaRee Harrell, Title IX Coordinator



Houston County High School

Student Expectations

Welcome all new and returning BEARS! We hope your summer has been relaxing and you are enthusiastic about the challenges and opportunities that will be presented to you this year. Our guidebook was created with you in mind. We hope it will answer your questions regarding policies, procedures, and many instructional practices. It is a resource that you will refer to throughout the school year. It is important to take the time to review it with your parents/guardians. If there are any questions, do not hesitate to ask any member of our staff for clarification. Remember to make the most of your opportunities in academics, athletics, and the arts. Always remember - ***HOCO Bears Expect Excellence!***

Dr. Jay Jones - Principal

Jared Allen- Assistant Principal

Jason Brett- Assistant Principal/Athletic Director

Shayna Brown - Assistant Principal/CTAE Supervisor

Trinity Rawlins-Assistant Principal for Instruction

Greer Wright - Assistant Principal

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Attendance Office	(478) 988-6340
Counseling Department	(478) 988-6338
Fax	(478) 988-6341
Records Fax	(478) 218-4609
Attendance Fax	(478) 218-4601

920 GA Highway 96
Warner Robins, GA 31088

Houston County High School student expectations comply with Houston County School District policies. Conformity to rules and regulations set forth in this guidebook are the expectations of the entire student body. Reasonable rules, fairly but firmly administered by a caring staff, will ensure every student's right to a quality education in a secure, challenging environment. Students are directly responsible for adhering to all rules in this guide.

Quick Guide to HCHS Section

Mission Statement & Beliefs	1	Gambling	21
Profile of HCHS Graduate	2	Guidance Office	21
Administrative Personnel	3	Hall Traffic	22
Instructional Staff	4	Lockers	22
Support Staff	6	Make-up Policy	22
Bell Schedules	7	Media Center	22
Bear Matrix	8	Messages to Students	22
Standardized Testing	9	Missing Work	23
Athletics	33	Moment of Reflection	23
Academic Integrity	10	Obligations	23
Advanced Placement Classes	13	Parking	23
Advisement Program	13	Prom	25
Attendance	13	Public Displays of Affection	25
Beginning of the Day	14	Records and Transcripts	25
Bullying	14	Report Cards	26
Cafeteria	14	Residence in the HCHS Zone	26
Class Officer Elections	15	Resource Loss or Damage	26
Clubs/Activities	30	Respect for Faculty and Equipment	26
College Visitations	15	Schedule Changes/Dropping Courses	26
Confiscated Items	15	Section 504	27
Discipline	16	Semester Final Exams	27
Dress Code	18	Tardies	27
Electronic Devices	19	Title IX	28
End of School Day	20	Visitors	28
Exemptions	20	Voter Registration	29
Extracurricular Activities	20	Withdrawing from School	29
Field Trips	21	Work-Based Learning	29
Fighting	21		
Forged/False Records	21		
Frequently Asked Questions	36		

Alma Mater

Hail to thee our Alma Mater
Thee we give our praise
Houston County, we shall honor
Ever through our days.

Chorus:

Black and Silver, faithful, loyal Pride shall never fail
Here's to thee, our Alma Mater
Houston High all hail!

School Colors

Black, Silver, and White

School Mascot

Bear

HCHS Mission Statement

We expect excellence in academics, athletics, the arts and service.

HCHS Vision Statement

We foster a foundation for life-long learning and personal excellence.

HCHS Core Beliefs

- Our school plays a role in the future life success of students in our community.
- Children are at the center of everything we do, and our practice should reflect their best interest.
- Education is a mission, and educators should conduct themselves as missionaries.
- Education should address the whole child and provide all students an opportunity for success.
- We provide a positive environment that fosters creativity and risk taking.

Profile of a HCHS Graduate

Communicate effectively:

A graduate:

- can communicate effectively using oral and written skills.

Read proficiently:

A graduate:

- can read proficiently for understanding and for pleasure.

Think critically:

A graduate:

- can think critically to make decisions and solve problems.

Use technology efficiently:

A graduate:

- can use a computer to communicate with others and enhance their learning.

Job skills:

A graduate:

- can seek and secure a job through appropriate application skills, interviewing skills, and career planning.

Individual Accountability:

A graduate:

- can be honest and act with integrity.
- can be organized such as managing time, setting, and achieving goals.
- can effectively maintain a budget and plan using personal finance.
- can work independently.

Social Accountability:

A graduate:

- can demonstrate tolerance, cultural diversity, and good citizenship.
- can serve the community by volunteering time, money and/or service.
- can work cooperatively in a group.
- can be accepting of those who are different from him/her.

Administrative Personnel

Jay Jones
Principal

Jared Allen
Assistant Principal

Jason Brett
Assistant Principal/
Athletic Director

Shayna Brown
Assistant Principal/CTAE
Supervisor

Trinity Rawlins
Assistant Principal/
Instruction

Greer Wright
Assistant Principal

Counselors

Jenny Dykes
Guidance Counselor

Melanie Hudson
Guidance Counselor

Melissa Jones
Guidance Counselor

Lori Sarazine
Guidance Counselor

Hannah Wells
Guidance Counselor

Board of Education

P.O. Box 1850 • Perry, Georgia 31069 • (478) 988-6200

Mrs. Helen Hughes, Board Chair
Dr. Rick Unruh, Board Vice Chair

Mr. Dave Crockett

Mr. Mark Ivory

Mr. Clyde Jackson, Jr

Mrs. Lori Johnson

Mr. Jon Nichols

Mr. Bryan Upshaw



Instructional Staff

CTAE

Sheila Jones, Dept. Chair
Diane Byington
LaTasha Davis
James Dix
Kristen Hankins
Kimberly Henson
Jenny Jackson
Chris Klaiber
Aaron Munn
Krista Taylor
Ronnie Thomas
Brittany Tolleson
Philip Turner
David Wright

English & Literature Arts

Kimberly Harris, Dept. Chair
Dani Cole
Caroline Cormack
Melanie Davis
Jordan Miller
Madeline Peacock
Donna Purvis
Denise Shealy
Kaitlin Stockwell
Kalandra Waites
Rebecca Wilson
Elizabeth Wright
Lizzie Wright

Fine Arts Fine Arts

Kevin Britt
Talmadge Smith
Brett Taylor
Dillion Watkins
Katherine Wyatt

Foreign Language

Jennifer Bowers- Dept. Chair
Yaimara Diaz-Vazquez
Amy Gallagher
Megan Golden
Laura Hilton
Rocio Quintero

Health/Physical Education

Jeremy Edwards, Chief of Athletics
April Collins, Dept. Chair
Kelly Chastain
Will Conner
Caleb Daffron
Daniell Johnson
Nathan Robertson
Jordan Singletary
Zack Taisler
Dani Wright

Mathematics

Daryl Leslie, Dept. Chair
Timothy Bohnstedt
Leah Dorsey
Christina Eubanks
Cassie Ingram
Abby Layfield
Alena Menear
Blake Patillo
Melissa Radford
Louis ReFour
Darci Rogers
Tammy Strickland
Emily Willis

Media

Crystal Jackson

Instructional Staff

Science

Lindsay Cumpton, Dept. Chair
Mike Brannon
Randi Collier
Carla Cook
Alex Dady
Charles Elmore
Connie Ford
Steve Howard
Stacy McLean
Madison Mueller
John Tignor
Grace Watkins
JoAnn Watts
Gabby Wells

Social Studies

Lauren Nguyen, Dept. Chair
Jeremy Ammons
Blake Edwards
Chad Ekey
Chris Harrelson
Matt Hopkins
Daniel Jackson
Don Jenrette
Steven Layfield
Jennifer McDaniel
Kendall Monts
Casey Newsome
Julie Pittman

Special Education

Amanda Heavner, Dept. Chair
Ethan Bearden
Devvie Benefield
Kristi Bess
Buddy Bivins
Kelly Bryant
Tara Elderkin
JaDerrick Farrow
Kedra Gay
Daniell Johnson
Ashley Lowell
Mary Maddox
Ashley Minter
Roz Nixon
Julie Pittman
Tiffany Rumell
Joaquin Sample
Tina Schuj
William Shain
Rachel Smith
Caroline Stout
Allison Williams
Allison Yandle
Cara Youmans

ESOL

Deborah Jaimes
Angie Smith

Interpreters

Sharon Raines - Lead
Toni Halstead
Jamie Schneller

Support Staff

Paraprofessionals

Scott Akin
Emily Blizzard
Laura Cavanaugh
Lee Davis
Mechelle Ellis
Candida Finney
Kelsey Gore
Teresa Ingram
Vanessa Hammonds
Kelvin Hill
Tracey Hunt
Theresa Ingram
Jerome Jones
Brenda Lane
Danielle Lawson
Amanda Lewis
Antoinette McDonald
Tomeka Randolph
Tammy Shouse
Lisa Speir
Lakentha Tolbert
Philip Turner
Karen Turnley
Emily Wilson

Office Staff

Kristy Andrews
Kim Chandler
Wendy Chaloult
Debra Kratz
Becki Reagan
Alli Smith
Patty Thorn

Media Clerk Assistant

Darla Hollar

Med Tech

Lindsey Solomon

Speech Language Pathologist

Jessica Leaptrot

Technology Specialist

Zavier Askew

Custodial Staff

Darien Williams, Lead Custodian
Yolanda Austin
Johnny Dobson
Cynthia Everett
Ramon Harden
Eddie Jordan
Angel Moore
Alma Price
Mandy Simmons
Chris Westbrooks

Cafeteria

Tricia Nicolosi-Manager
Sharon Ellis
Nidia Flores Montes
Amber Heard
Tirina Holmes
Anna Manesioti-Jones
Rodelia Mercado
Eric Nachreiner
Dhrutika Patel
Paula Pitts
Alesa Rodriquez
Jaiah Spight
Shirley Stant
Nickie Williams
Takeya Williams

Houston County High

Bell Schedule

Regular Bell Schedule

8:00-8:55	1st period
9:00-9:50	2nd period
9:55-10:45	3rd period
10:50-11:40	4th period
11:45-1:10	5th period & Lunch
1:15-2:05	6th period
2:10-3:00	7th period

A	1st lunch 11:20-11:45	5th period 11:50-12:45	
B	5th period 11:20-11:50	2nd lunch 11:50-12:15	5th period 12:20 -12:45
C	5th period 11:20-12:20	3rd lunch 12:20-12:45	

B.E.A.R. Time Bell Schedule (Tuesday)

8:00-8:45	1st period
8:50-9:30	2nd period
9:35-10:25	B.E.A.R. Time
10:30-11:10	3rd period
11:15-11:55	4th period
12:00-1:25	5th period & Lunch
1:30-2:10	6th period
2:15-3:00	7th period

A	1st lunch 11:45-12:10	5th period 12:15-1:10	
B	5th period 11:45-12:15	2nd lunch 12:15-12:40	5th period 12:45-1:10
C	5th period 11:45-12:45	3rd lunch 12:45-1:10	

PM Activity Schedule

8:00-8:45	1st period
8:50-9:35	2nd period
9:40-10:25	3rd period
10:30-11:15	4th period
11:20-12:45	5th period & Lunch
12:50-1:35	6th period
1:40-2:25	7th period
2:30-3:00	Activity period

A	1st lunch 12:00-12:25	5th period 12:30-1:25	
B	5th period 12:00-12:30	2nd lunch 12:30-12:55	5th period 1:00 -1:25
C	5th period 12:00-1:00	3rd lunch 1:00-1:25	

Advisement Schedule

8:00-8:45	1st period
8:50-9:35	2nd period
9:40-10:25	3rd period
10:30-11:1	4th period
11:20-12:45	5th period & Lunch
12:50-1:20	Advisement
1:25-2:10	6th period
2:15-3:00	7th period

A	1st lunch 11:15-11:45	5th period 11:50-12:45	
B	5th period 11:15-11:45	2nd lunch 11:45-12:15	5th period 12:20 -12:45
C	5th period 11:15-12:15	3rd lunch 12:15-12:45	

BEAR DOWN AND EXPECT EXCELLENCE

Expectations	Classroom/ Instructional Area	Hallway/ Mail Area	Cafeteria	Restroom	Transportation
B Be Prepared	-Bring all needed materials to class -Have homework ready to turn in	-Have a hall pass -Report to your assigned location	-Know your student ID number -Have money if you are buying lunch		-Plan ahead -Know your method of transportation
E Expect Excellence	- Follow instructions -Challenge yourself	-Maintain high integrity	-Eat well balanced nutritious meals	-Respect class time -Use your time wisely	-Use appropriate behavior during dismissal
A Always Be On Time	-Arrive to class on time -Turn in work on time	-Keep moving	-Go to YOUR lunch on time	-Be quick -Go during class change	-Arrive to school on time -Exit school at your appropriate time
R Respect Everyone	-Respect others' opinions -Respect adults' decisions	-Respect classes in progress -Follow adults' directions	-Be polite to all staff -Use proper table manners -Wait patiently in line	-Respect others' privacy -Keep it clean -Use the facilities in an appropriate manner	-Follow adults' directions
S Show Bear Pride	-Pay attention to due dates -Plan for your future -Be responsible for your actions	-Pick up after yourself	-Clean your area -Put up your tray in an orderly manner -Eat in designated areas	-Wash your hands -Flush the toilet -Place paper towels in the trash	-Obey all bus/traffic rules

STANDARDIZED TESTING

PSAT

This examination is an excellent opportunity for students to understand the requirements of the SAT, which is a critical reasoning exam used as a criterion in college admissions. Tenth grade students who participate in the October administration of the PSAT at their home high school receive a detailed Score Report Plus in December. The Score Report Plus provides students with a comprehensive skills' analysis of their performance and gives them a code which provides access to a website with additional test information and an interactive career information program called My Roads.

PSAT and Juniors

Students who pay to take the PSAT as a junior are eligible to be considered for National Merit Scholarship. Confer with your student's counselor in August about ordering the PSAT for your junior. Students may take the PSAT as freshman or junior for a fee.

SAT

The SAT reasoning test is a measure of the critical thinking skills needed for academic success in college. The SAT assesses how well a student analyzes and solves problems. All colleges and universities in Georgia accept scores from the SAT for admission purposes. The College Board determines the national testing dates and testing sites for the SAT exam. Students may register online for the SAT at: www.collegeboard.com/student/testing/sat.

The College Board offers fee waivers for students meeting certain financial criteria. See guidance counselor for details.

ACT

The ACT examination assesses high school students' general educational development and their ability to complete college level work. All colleges and universities in Georgia accept scores from the ACT for admission purposes. ACT determines the national testing dates and testing sites for the ACT exam. Students may register online for the ACT at www.actstudent.org. ACT offers fee waivers for students meeting certain financial criteria. See guidance counselor for details.



GUIDELINES & POLICIES

Academic Expectations

HCHS aligns its academic honesty policies with those commonly upheld by colleges and universities. Familiarity with, comprehension of, and adherence to principles of academic integrity serve to prepare students for both higher education and broader societal engagement. Academic dishonesty undermines the learning process, devalues genuine achievement, and erodes trust within the educational community.

DEFINITION OF CHEATING

Cheating includes any attempt to defraud, deceive, or mislead a teacher in his or her arriving at an accurate assessment of student achievement. Cheating includes (but is not limited to) the following:

1. Looking at a test, quiz, or exam of another student during an assessment.
2. Attempting to communicate information in any way during an in-class assessment.
3. Having cheat sheets or having information written on the body or personal objects.
4. Using programmed calculators or other electronic devices unless expressly permitted by the teacher.
5. Looking at quiz, test, or exam materials prior to their administration.
6. Failing to give credit for the ideas, words, or works of others.
7. Giving information regarding an assessment to another student.
8. Submitting work using technology that is not created by the student, including but not limited to file sharing (submitting the same work with different headers), copying files to and from disks and websites, or purchasing solutions or works from others.

ARTIFICIAL INTELLIGENCE, CHATGPT, AND ACADEMIC INTEGRITY

Upholding academic integrity ensures that students are assessed based on their own abilities rather than through dishonest or unethical means. Although tools like ChatGPT and other artificial intelligence resources can be appropriately utilized, some students may misuse them to gain unfair advantages in their academic work. The unauthorized or improper use of ChatGPT, PhotoMath, or similar technologies constitutes academic dishonesty and represents a breach of the HCHS Academic Expectations. Students who engage in inappropriate use of artificial intelligence tools may face disciplinary consequences.

HCHS will follow the guidelines below related to the use of Artificial Intelligence (AI). Teachers should clearly communicate to students the level of AI usage that is acceptable for each assignment or assessment.

Level	AI Use	Full Description	Disclosure Requirements
0	No AI use	The assessment is to be completed entirely without AI assistance. AI must not be used at any point in the assessment. Students are to rely solely on their own knowledge, understanding, and skills.	

1	AI-Assisted Idea Generation and Structuring	No AI content is allowed in the final submission, but AI can be used for brainstorming, creating structures, and generating ideas to improve work.	
2	AI-Assisted Editing	No new content can be created using AI, but AI can be used to make improvements to the clarity or quality of the student's work in order to improve the final output.	
3	AI for Specific Task Completion	AI may be used to complete certain elements of the task, as specified by the teacher. Students should be responsible for evaluating the accuracy of AI content used.	All AI content must be cited using an appropriate citation method (such as MLA).
4	Full AI Use with Human Oversight	The student may use AI to complete or support the work. AI should be used as a "co-pilot" to enhance human creativity. Students should be responsible for evaluating the accuracy of AI content used.	All AI content must be cited using an appropriate citation method (such as MLA).

CATEGORY VIOLATIONS

A. Homework

Homework is assigned as a means of reinforcing classroom instruction and is often used as an indicator of student comprehension or progress.

The following are considered violations:

1. Copying or paraphrasing all or part of another's homework.
2. Allowing another to copy or paraphrase one's work.
3. Receiving help on assignments that have been identified by the teacher as work to be done solely by the individual, including reading, and/or
4. Using the internet or purchased summaries of reading assignments instead of reading the assigned homework.

B. Tests

Obtaining help or giving help prior to or during a test or quiz is considered cheating. The following are considered violations:

1. Passing test questions or answers to other students (whether in the same or in another class).
2. Receiving test questions or answers from other students (whether in the same or in another class).
3. Possessing or using "crib" or cheat sheets on the body or on personal objects.
4. Obtaining a copy of the test or quiz before it is administered;
5. Modifying electronic test materials so they will not score properly; and/or
6. Attempting to gain an unfair advantage before or during a test, such as looking at another student's work, turning around, using the internet as a resource for identical tests, leaving books or notes open; signaling; deliberately and repeatedly choosing to miss classes through unexcused absences, lateness to school, or early dismissal to avoid taking a test or handing in an assignment. There must be direct communication

between the teacher and the parent before a student may reschedule a missed test.

C. Research Papers and Essays

Plagiarism is the act of stealing, using, and/or passing off another person's ideas or words as your own. Properly document the sources of information used for your research paper and essays so that you will not be guilty of plagiarism.

The following are considered violations:

1. Copying phrases, sentences, or paragraphs without using quotation marks or other appropriate formatting and without giving proper documentation of the source;
2. Paraphrasing or summarizing ideas without giving proper documentation of the source;
3. Asking someone or paying someone to write a research paper for you;
4. Selling or giving an assignment to students who submit it as their own;
5. Downloading from the internet and submitting a research paper or article in its entirety or in part; and/or
6. Submitting another student's research paper as one's own.

D. Lab Reports

While students may work in the lab with a partner and each will have the same data, the remaining sections of the lab report should be one's own work. This includes any computations, graphs, diagrams, and conclusion questions.

The following will be considered violations:

1. Attempting to corrupt another student's data;
2. Presenting another student's work (computations, graphs, diagrams, answers to conclusion questions) as one's own; and/or
3. Misrepresenting laboratory data.

E. Use of Calculators

Calculators may be used in class only with the permission of the instructor. The following will be considered violations:

1. Sharing a calculator during a test or quiz;
2. Using any calculator in class not approved by the teacher;
3. Storing test information in calculators; and/or
4. Using test information that has been stored in a calculator.

F. Use of Technology

The following will be considered violations:

1. Giving out personal identifying information such as name, address, or photographs;
2. Sharing passwords or login information;
3. Misusing educational tools for school use—always abide by the school's policies and procedures;
4. Unethically using information and citing it as your own;
5. Logging into a computer for anyone else.

Student Responsibilities to Avoid Cheating

1. Ask permission to use a cover sheet during quizzes and tests.

2. Ask teachers to specify if student work is to be done cooperatively or individually, if there is any doubt.
3. Remove all materials from the desktop except for test materials.
4. Close all books. Put away any loose papers.
5. Take careful notes when doing research in order to avoid plagiarism. Don't forget that any idea not one's own must be properly documented, even if one is using paraphrased sentences rather than direct quotations.
6. Respect yourself. Take pride in your work and your work ethic.

Administrative Consequences for Violations

If a student violates the HCHS Academic Expectations, the teacher will give a zero for the assignment, contact the parents, and make an administrative referral, where progressive discipline for offenses will occur.

Advanced Placement Classes

The following AP classes are offered at Houston County High:

CTAE

Computer Science A
Computer Science Principles

English

English Language
English Literature

Math

AB Calculus
Precalculus
Statistics

Fine Arts

Studio Art

Social Sciences

Psychology
U.S. History
World History

Science

Biology
Chemistry
Environmental Science
Physics 1

World Language

French
Spanish

Students interested in taking AP courses should attend AP Night. (Contact Trinity Rawlins or a counselor for details.)

Advisement Program

All students are part of the advisement program. Parents should check their child's transcripts, monitor progress through Infinite Campus, and meet with counselors periodically to ensure student success. An evening advisement will be held to provide parents an opportunity for input regarding course selection during the month of March.

Attendance

In the HCSD Handbook you will find state and county rules regarding absences from class. In addition to these rules, HCHS students should note the following:

- Skipping constitutes an unexcused absence.
- **Students who are failing more than two classes and/or have excessive absences from school may not be allowed to attend a scheduled NI at the discretion of the**

principal. NIs are absences for activities such as non-instructional field trips or extracurricular activities.

- Work missed during an absence is expected to be made up on the next school day if the work missed was announced prior to the absence. Work previously announced prior to an NI absence and due the day of the absence should be turned in prior to the NI absence. In the case of extended absences, the student must make up missed work within 3-5 school days. This should be arranged before or after school and at the convenience of the teacher.

Students must follow attendance procedures outlined in this guidebook. Students who are absent have 5 days in which to present a note stating the reason for their absences. Responsibility for proving that an absence is excused falls directly on the student. Students who are out for 10 or more consecutive days for a medically documented illness should apply for hospital homebound services.

Beginning of the Day

Students may be dropped off no earlier than 7:15 a.m. Parents may use only the front or back parking lots for student drop off. The side lot is not to be used for parent drop off or pick up. Students may only enter the school building through the middle cafeteria doors between 7:15-7:55 a.m. The front and back doors of the building open at 7:50 a.m. All students must remain in the main or middle cafeterias until the 7:55 a.m. bell rings. Only students with the appropriate morning pass will be granted permission to go to other designated areas of the building before 7:55 a.m.

Bullying

In the HCSD handbook you will find state and county rules regarding bullying. Students should report any suspected bullying to a counselor or an administrator.

Cafeteria

Go to <https://www.nlappscloud.com/> to get your application processed as soon as possible. We are requesting that you complete this important form as additional funding may be given to our school or system based on this information. More information on school meals including pricing and Q&A's can be found by visiting <https://www.hcbe.net/schoolnutrition>.

Commercially prepared food cannot be taken to the cafeteria nor can persons outside of the school deliver it to a student on campus. If commercially prepared food is delivered to the office or any other location by a family member, restaurant, or 3rd party company, the food WILL NOT be delivered to the student but will instead be held in the front office until the end of the day. If parents insist that the student be allowed to eat the delivered food, the student must be checked out of school and will receive an unexcused absence for the time missed.

If a family is unable to pay for lunches, applications for assistance may be obtained from the lunchroom. Lunch can be paid at the school or via MySchoolBucks, online or smartphone. Students should go to the cafeteria in an orderly manner. Cutting in the lunch lines will not be permitted. All papers, food, etc. should be removed from the floor, table, and grounds before the students leave lunch. Good manners and cleanliness are always expected in the cafeteria. **During lunch, students are not allowed anywhere in the building except the**

lunchroom, mall area, outside pavilion area by the cafeteria, or the Media Center. Students are not permitted to go to lockers or return to a teacher's classroom during lunch. Students may only go to lockers during class changes, before or after school. Students are reminded that free and reduced lunches cannot be used by anyone other than the individuals to whom the lunches were issued. Improper use or misuse of free and/or reduced lunches will be considered as theft and will be handled by the assistant principals accordingly.

All students, faculty, and staff will pay when leaving the serving line. Checks may be given in the lunch line, but no change will be given from a check. The head cashier will credit your account for the total days paid. One check may be written to cover all students from one family who are enrolled at HCHS. Be sure to include the student's name, first and last, and grade. Breakfast is served in the HCHS cafeteria from 7:15-7:55 a.m.

Class Officer Elections (School-Wide)

Class officer elections are taken very seriously, as the individuals selected are directly responsible for all class events and activities. Candidates are given the opportunity to campaign and speak to their class prior to elections. Voting is by secret ballot and only open to students who are registered at HCHS. Announcement of winners will be made via the intercom and scrolled on the TV monitor. They will serve as part of the student council.

Houston County High qualifications for class officers:

- Must pass five subjects during the previous semester, have principal approval, have credible behavior, positive attitude, be on track for graduation, and have positive teacher recommendations.
- If during the school year, an elected student fails to meet the above academic criteria or is involved in any disciplinary misconduct resulting in home suspension, he/she will be removed from office and not permitted to be considered for any student honor or privileges during that school year in which the disciplinary action was taken.

College Visitations

Seniors will be allowed one excused absence for the purpose of visiting universities, colleges, technical or vocational schools in a school year. During fall and spring semesters the college visits will be excused. It will count as one of their five absences for exemption. For visits to be counted as excused, students must furnish the Attendance Office an official letter from the institution visited. This letter must be on the official letterhead of the institution and must include the student's name, the date visited, and a brief statement of activities the student engaged in during the visit. An official of the institution must sign the letter.

Confiscated Items

Bandanas, hats, and hoods that are confiscated may be held in the front office until **the end of the semester**. Students may pick up confiscated devices in the front office at the end of the school day.

Discipline

School is a place designed to promote positive learning experiences. This process becomes limited when students choose to be either disruptive or non-conforming. Research shows that students learn best, and teachers provide the best instruction in a safe and orderly environment. Students who choose to violate school rules and policies will be disciplined or receive consequences immediately.

Counseling is an extremely important part of the discipline process. Student assistance programs and counseling are available to all students to help them identify and correct the specific causes of discipline problems. Parents are strongly encouraged to contact counselors and teachers should discipline problems arise with their child. All disciplinary actions include consequences that directly affect the student's academic and/or social agenda.

Offenses involving drugs, alcohol, violence, sexual harassment, or theft are considered extremely serious and may result in immediate recommendation to student review or tribunal and/or involvement of law enforcement officials.

Houston County High uses a progressive discipline system. The consequence severity will increase with each reported incident. Each student will be punished according to the particular incident and his/her cumulative discipline history. NOTE: It is conceivable that two students could be involved in the same incident and receive different punishments if their discipline histories are different.

The following is a list of consequences used at Houston County High:

1. **Conferences:** Involving the student, parent, teacher, and a counselor are used as a means of intervention prior to an office referral. Parents are encouraged to set up conferences with teachers at the first sign of a problem in the classroom through the counseling offices. Many times, minor problems can be eliminated at this stage. Parents are encouraged to communicate regularly with teachers through the school email system. Parents can reach any school employee through school e-mail. Addresses are assigned as firstname.lastname@hcbe.net.
2. **Teacher Detention:** The teacher sets teacher detention based on his/her schedule. Teachers have the discretion to hold their detention in the morning or after school. Teachers are the first line of defense in discipline problems. Parents are encouraged to help the school solve the problem before it goes beyond this stage. Students who fail to serve detention assigned by teachers will be referred immediately to an administrator.
3. **Administrative Detention:** Only an administrator may assign administrative detention. Detention is held Monday-Thursday both before school and after school. Morning detention is held in the ISS room from 7:20 a.m. to 7:50 a.m. Afternoon detention is held from 3:05 p.m. to 3:35 p.m. Tardiness to detention will not be tolerated. The door will be closed at the exact starting time and students will not be permitted to enter. Students will have ten detention days to complete their administrative detention. If after the tenth day there are detention days remaining,

the student will be assigned ISS.

4. **Loss of Parking Privileges:** Driving to school is a privilege not a right. Students who fail to follow parking lot procedures or drive off campus during the school day without permission will risk losing these privileges.
5. **Loss of Technology Privileges:** Students who repeatedly violate the electronic device policies and procedures may lose all privileges to bring a device onto campus. Students who misuse, abuse, or in any way manipulate the internet or HCSD network for purposes other than research will be subject to disciplinary action by the school administration.
6. **Alternative Discipline:** Alternative discipline may be offered as an option by the administration to be chosen by students/parents when students commit minor offenses that have resulted in ISS/OSS in the past. This option only applies in the discipline administered for violations of dress code, electronic devices, and tardies once per semester. Alternative discipline consists of school-based service hours to be completed by the student per the provided contract. Failure to uphold the requirements of the contract within the provided time frame will result in further discipline.
7. **In-School Suspension:** The purpose of In-School Suspension is to remove the student from the classroom, **but still afford them the opportunity to complete assigned work.** Students assigned to In-School Suspension will also be required to sign an ISS agreement prior to beginning their assignment. Students assigned to ISS must report to the ISS room upon arriving at school. **All cell phones and electronic devices must be given to the ISS instructor upon entering ISS.** Students who receive discipline referrals while serving an assignment in ISS will be assigned additional days, suspended home, or referred to a Tribunal Hearing depending on their cumulative discipline record. Students will not be allowed to eat, sleep, drink, talk, or communicate in any way with other students while in ISS. Students who have questions regarding their assignments should arrange to meet with the classroom teacher before or after school. Students assigned to ISS will not be allowed to participate in any extracurricular activity. They may attend athletic practices but not athletic games while in ISS. **This discipline starts at 8:00 a.m. of the 1st day assigned and is complete at 3:00 p.m. on the day the student finishes the assignment.**
8. **Student Behavior Contract:** Students who violate certain major offenses (i.e.: physical contact with another student), or students who are assigned to ISS repeatedly will be placed on a Student Discipline Contract. This discipline contract serves as a written warning that the student has a history of disciplinary referrals and must refrain from further discipline referrals for the remainder of the school year, or they can be suspended home or referred to a Tribunal Hearing with a recommendation for expulsion. Counselors will be informed of this contract.
9. **Restitution:** In certain situations, where damage and/or theft have occurred, restitution may be required as part of the disciplinary action. The principal will make

this determination.

10. **Out of School suspension:** Students who receive out of school (OSS) suspension will receive an unexcused absence for the days of the suspension and will have 5 days upon returning to school to make up work. Home suspension is a last resort disciplinary measure used prior to referral to a Tribunal Hearing in some situations.
11. **Notification of law enforcement officials:** Per Houston County School District policy, severe disciplinary offenses may require notification of law enforcement officials. In addition, law enforcement officials may be notified during other circumstances that the principal deems necessary for student/faculty safety or disruption of the school day. Once an issue is turned over to the authorities, they determine the consequences that are issued. School level consequences can be different than the legal consequences.
12. **School District Tribunal Hearing:** In severe situations or situations where parents are appealing a Tribunal Hearing recommendation, a District-level Tribunal Hearing may be used. This hearing must be set up by a building level administrator. This hearing will be held at the Board of Education building in Perry and will be an official taped proceeding. Attorneys are allowed at this level.

Dress Code

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.**
- Dress code is at the judgement/discretion of administration. If brought into question, you may be asked to change.

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.** Jackets cannot be used to cover up inappropriate attire.
- Holes in clothing that are **excessive** in size or amount, are a distraction to the learning environment, or **allow skin to show mid-thigh or higher are prohibited.**
- In accordance with district policy governing student conduct regarding bullying, weapons, gangs, and drugs: clothing shall be free of or in reference to inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, Playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- No clothing or other articles may be worn or displayed which may indicate membership in a gang at school or any school function.

- Pants, skirts, shorts (for girls **AND** boys), and dresses must be **mid-thigh** length or longer. Sagging pants are not allowed and pants must be worn at the waist. Undergarments should not be visible.
- When leggings or yoga pants are worn, a dress, shirt or skirt must be worn over the leggings. **The dress, shirt, or skirt must be at least mid-thigh in length or longer.**
- Shoes/sandals must always be worn. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.

Violation of dress code will result in the following disciplinary actions: (Students must call home for a change of clothes on each offense. If no one can bring the student clothes, they will be held/placed in ISS for the remainder of the day.)

Offense	Resolution
1 st	Warning
2 nd	3 days detention
3 rd	5 days detention
4 th	Saturday School
5 th	Alternative Discipline
6 th	3 days ISS
7 th	5 days ISS

Wearing hoods inside the building is a safety concern. No hats/hoods/doo rags/bonnets/sunglasses or non-medical type masks may be worn on a student’s head or face inside the school buildings at any time. Only those worn for religious or medical reasons will be allowed.

Violation of this specific dress code procedure will result in the following disciplinary actions:

Offense	Resolution
1 st	Warning
2 nd	Saturday School
3 rd	3 Days ISS & prohibited from wearing hoodies to school for the remainder of the year

Wearing a hoodie after the 3rd offense will be considered a cumulative dress code violation and receive further discipline.

Electronic Devices

Students are permitted to possess cell phones while on school property and during some school functions. All students are issued a Chromebook to use in class therefore eliminating the need to use a cell phone or other personal device for classroom assignment purposes. **Parents should also refrain from contacting their students through their devices during instructional periods and should send any necessary messages to the front office.**

The use of cell phones or other electronic devices during instructional time is strictly

prohibited. "Instructional Time" is defined as the time between the tardy bell and the dismissal bell for each class period. Electronic devices may only be used during non-instructional times which include inside the cafeteria during students assigned lunch period and between class changes. Students who violate this policy shall be subject to appropriate disciplinary action.

Offense	Resolution
1 st	Warning and confiscation of device
2 nd	Alternative Discipline/confiscate
3 rd	3 days ISS
4 th	5 days ISS/confiscate

Students may pick up confiscated devices at the end of their school day. **Refusal to surrender device to a staff member will result in 5 days ISS.**

HCHS is not responsible for lost or stolen electronic devices.

End of the School Day

The regular school day ends at 3:00 p.m. At this time, students are dismissed to their cars, bus ramp or car rider line. All parent pickup after school is in the front and back of the school. Parents may use only the front or back parking lots for student drop off. The side lot is not to be used for parent drop off or pick up. Only students who ride the bus after school should be on the bus ramp. All students should be off campus no later than 3:30 p.m. Students who are not picked up on time will be asked to ride the bus.

Exemption

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

1. They have a B average (80 or above).
2. Have no more than 5 excused or unexcused absences 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 exempt from tests.

Extracurricular Activities

Students learn teamwork, discipline, responsibility, and many other social skills through participation in extracurricular activities. Participation in extracurricular activities is considered an integral part of high school life that enhances the development of the total student. To participate in extracurricular activities, students must meet the requirements of the group under which they to participate with.

In addition to the above GHSA and state requirements, all students must have a current physical form on file, a parent permission form, and an insurance waiver form to be eligible to participate. To participate in extracurricular activities, a student must be counted present on the day of participation. Ex: A student may not stay home for the day then

participate in a contest that afternoon or evening.

Students should remember that the same discipline, expectations, rules, and regulations are in effect at any school sponsored event in any location as would be expected on our campus during the school day. All handbook/guideline forms should be signed and submitted in order to participate.

Field Trips

Optional occasional field trips are a part of the yearly curriculum. Details of dates, activities, and costs are provided prior to each field trip. Fees apply only to the cost of transportation and planned activities. Prior written permission from the parent is required for participation. Students who do not return parent permission forms will not be allowed to participate. Class absences are excused, but the student is responsible for making up any missed work. No student will be denied participation in a scheduled field trip due to inability to pay. A field trip may be canceled should donations for the trip fail to meet expenses of the trip. Field trips are a privilege—not a right. All teachers reserve the right to recommend to the principal that a student remain on campus in lieu of participating in the trip because of a failing grade in a class missed, poor conduct in class, or numerous absences (regular or NIs). **All work previously announced prior to the trip is due on the first day of return to class.**

Fighting

Students 17 or older will be issued a ticket and be arrested by the Houston County Sheriff's Department for fights on campus.

Forged/False Records

Forgery of materials given to school officials for a student's excuse, dismissal, tardy, absence, pass to class, etc. is a serious offense. Making such false statements will result in serious disciplinary action. All parent notes should be signed by the parent and should include the date of the note, date of absence, time of release if it is an early dismissal, reason, and a number where the parent can be reached. Any note presented by a student is subject to verification by school personnel. This procedure is not a negative reflection on the student or parent, but rather a precautionary measure to ensure student safety and compliance.

Gambling

Gambling in any form on school property or in connection with any school-sponsored activity is strictly prohibited. This includes but is not limited to playing quarters, betting on anything, matching money, or any type of card playing digitally or in person.

Guidance/Counseling Office

Services available through the guidance/counseling office include personal counseling to students, individual and group activities for academic, emotional and career development, information about course offerings and programs, college and career information and counseling, scholarship, and financial assistance for post-secondary opportunities. Students must create a SmartPass and wait for approval before leaving class. Students may make an appointment with their counselor by seeing Mrs. Reagan to schedule a meeting.

The Counseling office also coordinates intervention/prevention services, maintains all

student records, provides ASSET, PSAT, SAT, and ACT information, and coordinates school-wide testing services. Counseling services will be offered to all students based upon student need and desire to participate unless written parental notice requests that services not be offered. Parent conferences should be scheduled through the counseling office. Parents should call 988-6338 to schedule an appointment with the appropriate counselor.

Counselor	Students
Jenny Dykes	A-D
Melanie Hudson	E-K
Hannah Wells	L-R
Melissa Jones	S-Z
Lori Sarazine	Special Projects/Testing

Hall Traffic

Hall traffic should keep moving at all times and students should only be on the hallways in which they have a class that period.

Lockers

Lockers will be issued to students who request one.

Make-up Policy

Students are allowed to make up work for absences. Students serving OSS are allowed to make up work when they return to school.

- Students who do not complete assignments will receive teacher academic detention to complete their work.
- Teacher academic detention will have a cut-off date at the teacher’s discretion.
- Students who fail to complete academic detention, and whose parents have been notified by the teacher will receive an office referral.
- School wide, the cutoff dates for make-up work for each progress report period will be: October 19th, December 3rd, March 18th, and May 6th. No work may be made up after the cut-off date for that grading period.

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.

Media Center

Books may be kept for a two-week loan period. Students needing more than five books at a time should consult with a Media Specialist. The Media Specialists reserve the right to limit materials checked out on a given topic. Fines for overdue books are \$.30 per day per book. Certain reference books and back issues of magazines may be checked out for overnight use. Some materials are for in-house use only. Books may not be borrowed from the Media Center until overdue books, lost book charges, and/or damaged book charges are cleared.

Messages to Students

In the event of an extenuating circumstance by a parent, an administrator or counselor should be notified and will help in locating the student.

Missing Work

All missing assignments will be marked "M" in Infinite Campus. The "M" factors in as a zero until the work is turned in. **All missing assignments MUST be made up by the cut-off date for each 6-week grading period in which it is assigned.** A date/time will be scheduled for the work to be made up and teachers will notify parents of the scheduled time. Assignments that are not turned in by the cut off date of the grading period in which they are assigned, will remain missing "M" in Infinite Campus and the zero will remain for the semester. Students will not be allowed to go back and make up the work after the grading period has passed.

Moment of Reflection

In compliance with Georgia law, at the opening of school on every school day in each public-school classroom, the teachers in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all pupils. At HCHS, this opening activity is conducted over the intercom to begin the school day. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for all individuals to silently reflect on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, individually or collectively.

Obligations

Students are directly responsible for all debts (fines) or fees accrued during participation during the school year. Students should be aware that items issued directly to them are their responsibility until the item is officially returned and their obligation released. Students are also warned that they are directly responsible for all school and district resources issued to them during the school year. All student obligations shall be cleared before the end of the semester they are incurred. Students will not be issued replacement textbooks or equipment until the obligation has been cleared. Students will be prohibited from participating in school events until all fines are paid. Students will not be allowed to exempt any final exam until all fines are cleared by the determined due date.

Parking

The operation and parking of a vehicle on the HCHS campus is a privilege granted by the school to students who have a valid driver's license. Students should remember that they are directly responsible for every item in their vehicle. Vehicles are subject to random search at any time. All students are expected to observe traffic regulations. The school reserves the right to suspend and/or revoke campus parking privileges of any student who violates parking rules and regulations or is not in good standing in the school. Students whose permits are revoked will not be reimbursed any portion of the parking fee. The speed limit is 10 miles per hour on all areas of the school campus.

All vehicles must be registered if they are parked on campus during the school day. The registrant of a motor vehicle is held responsible for the proper use, all contents, parking, and operation of his/her vehicle. Illegally parked vehicles may be booted at the owner's

expense (\$50). All vehicles must have a visible parking permit on the rear window while on school property. No parking permit is to be transferred, sold, loaned, or given to another student. Reproduction, sale, or use of "Fake" or unauthorized parking permits will be treated as major theft and punished accordingly. Students with more than one vehicle must officially register all vehicles used and purchase one permit for all vehicles. Parking permits will cost \$50 for the school year. Parking permits will cost \$25 after the Christmas break. All parking permit purchases should go through Mrs. Smith in the attendance office. Below are the rules and regulations all students must sign when purchasing a parking permit at HCHS:

- HCHS assumes no responsibility for any damage or loss to motor vehicles driven or parked on campus.
- All persons (occupants of motor vehicles as well as operators) shall comply with any direction (s) given by authorized school personnel.
- The parking permit must be displayed on the rear window. Vehicles that are parked without permits or in unauthorized areas are subject to being booted.
- Upon arrival at school, students are required to enter the school building. Students may not return to the parking lot after arriving without following the proper checkout procedures.
- Students are not allowed to ride in the back of pickup trucks or on the outside of any vehicles. All involved will lose the right to drive on campus.
- Students are to follow the arrows in the parking lot. Cutting across the lot is dangerous.
- The students involved in accidents must report all accidents to the police immediately. Students should contact an administrator for assistance with this matter.
- All student parking is assigned in the back or side parking lots. Any student who parks in a space other than his/her assigned space will be subject to disciplinary action. No students should park in visitor or staff parking spaces.
- Students who park in the side lot must take a right onto Bear Country Blvd. NO LEFT TURNS. Do not cut through the Central Registration Parking Lot.
- Driving off campus during the school day without checking out is considered skipping and will result in immediate suspension of parking privileges.
- The first violation of parking rules will result in a warning. The second violation will result in revocation of the parking permit for a period of 5 days. The third violation results in revocation for 10 days. Fourth violation results in a permanent loss of parking privileges.
- Students with their first tardy discipline will receive a parking suspension warning.
- Students with their third tardy discipline will receive a 5-day parking suspension.
- Students with their fifth tardy discipline will receive a 10-day parking suspension.
- Students with their seventh tardy discipline will have their parking privileges suspension for the remainder of the semester.
- Students with 3 unexcused absences in any class period will receive a parking suspension warning.
- Students with 5 unexcused absences in any class period will have their parking permit suspended for 5 days.
- Students with 8 unexcused absences in any class period will have their parking permit suspended for the remainder of the current semester.

Prom

Prom is a formal and special night for HCHS students. We hope to maintain the integrity and formality of this night by implementing this simple dress code. There are hundreds of beautiful, tasteful, and appropriate apparel selections available. Students who are wearing inappropriate attire that is not within the dress code below will be asked to leave the dance.

Gentlemen: Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, and shirt. Shirts are to be always worn. Pants are to be worn at the natural waist. Ladies: Dresses may be strapless or include spaghetti straps. Bare, open, or see-through backs are permissible above the waist. Bare, open, or see-through midriffs above the waist are permitted. No dresses or slits above mid-thigh. No exposed chest area.

Houston County's Code of Conduct will be enforced. For example, students in ISS may not attend prom. Students attending WIN Academy or expelled from WIN Academy may not attend prom.

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

Public Displays of Affection

While high school lends itself to student relationships, public displays of affection on school campus are not permitted.

Records and Transcripts

Houston County High School will maintain permanent records for students currently enrolled. Records will also be kept for three years after graduation and until the date of graduation for withdrawn students. After this time records will be archived as county records. Written parental permission or a signature of an 18-year-old is required for the release of a student's permanent record. HCHS will send transcripts to universities, colleges, etc. upon request of students or parents. Transcripts sent electronically through GA Futures are free. Students can receive up to five hard copies of their transcripts at no cost. After the fifth request, students must pay \$1.00 per hard copy. Records/transcripts should be requested during non-instructional periods of the day.

Report Cards

Report cards are issued at the end of each semester (eighteen weeks). Students will also receive county generated progress reports at 6-week intervals. It is suggested that parents check these progress reports throughout the semester. Parents should contact the counseling office to schedule parent/teacher conferences concerning grades. Credit is granted at the end of each semester (18 weeks).

Grades can be viewed in real time on Infinite Campus. Parents must register online to obtain a username and password. Parents must have the student number, student social security number, and date of birth to register online. Grades are kept current within two weeks.

Residence in the HCHS Zone

All students attending HCHS must be legal residents in Houston County and reside with the custodial parent in the Houston County High School zone or have had an out-of-zone request approved through the Superintendent of Schools. School officials may require proof of residency or custody when any questions about such arise. Please report any address or custody changes to Central Registration or contact the counselor's office.

Resource Loss or Damage

Students are responsible for excessive wear or damage to their school issued resources. All textbooks/Chromebooks will be barcoded. If the barcode is removed or damaged, the student will be charged 100% of the purchase price. Students who lose and/or damage their textbooks/Chromebook/calculators will be charged the replacement cost of the textbook/Chromebook/calculator. Students should remember that they are directly responsible for all items issued to them. That responsibility does not transfer to someone else.

Respect for Faculty and Equipment

Students should take pride in their school and make every possible effort to keep the building as clean as possible. Students are required to put all paper, cans, food, etc. in trash cans. Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying for the damage. Students who willfully deface or damage school property in any way shall pay in full for all damages and will receive disciplinary action. It is the student's responsibility to comply with classroom and school rules. Students are required to obey reasonable requests from faculty members. This includes identifying themselves to faculty members when asked to do so. Failure to respond appropriately or refusal to follow the direct request of a faculty member will result in disciplinary action.

Schedule Changes/Dropping Courses

After registration, schedules will only be changed for the following reasons:

- A student is in a class for which he/she has already received credit.
- A student needs credit for graduation.
- A student is enrolled in a class that he/she has previously failed under the assigned instructor.

All schedule changes must be completed during the first ten days of the new semester. Neither students nor parents are allowed to "request" teachers or change schedules from selections made at registration.

Students and parents are strongly encouraged to check schedules at the beginning of each semester to make sure the student is in the appropriate level and proper course sequence. Any scheduling concerns should be addressed with the appropriate grade level counselor.

Due to the long selection process, students in AP courses are not typically allowed to drop courses once they have officially enrolled in the classes. Official enrollment takes place in the spring.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination and assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Any inquiries concerning Section 504 may be referred to Lori Sarazine at 478-988-6340.

Semester Final Exams

Final exams will be given on the last three days of each semester. **Students and parents are asked should not schedule vacations and out-of-town trips on exam days. Any exception to the final exam schedule must be pre-approved by the principal. Exams will not be given early in any semester.** Please review the school calendar before scheduling vacation or other trips. There are also NO EARLY DISMISSALS during final exam block periods. Students may only come and go from campus between exam periods.

Tardies

Students are responsible for class time and should make every effort to be in class on time. Students should be in their first period class by 8:00 a.m. Students arriving to school late, but prior to 8:10 a.m., should report to the nearest tardy station (attendance office, mall area, South main hall, 2-story building) to receive a tardy slip required to enter their first period. Students arriving at school after 8:10 a.m. should report to the attendance office to receive a pass to class. Students must have the appropriate parental note or medical documentation for the tardy to be excused. Students tardy to all other classes should report directly to that class.

Students over 10 minutes late to 2nd-7th period (without an excused note) will receive a tardy and be referred to the appropriate administrator to be investigated for potential skipping. Students missing one half or more of a class will be counted absent for that class in lieu of receiving a tardy.

Unexcused tardies will be cumulative for each semester and progressive discipline consequences will be administered for tardy accumulation. The tardy count report produced by Infinite Campus will be routinely checked by administration to determine when consequences should be assigned to students following the guidance below. Students who drive to school on a valid parking permit (as required) will also receive suspension of parking privileges.

Parents will receive an automated phone call from Infinite Campus each day a tardy is entered for a student at HCHS for any given class period.

- Students will obtain the first Infinite Campus referral for tardies when he/she accumulates the **7th** tardy on the report. The student will then be placed on a **tardy contract** detailing the consequences for continued accumulation.
- Each time the tardy report is reviewed after placement on a contract and a student has accumulated **5** additional tardies since the previous assignment of discipline, the student will receive progressive discipline following the order below:
 - 5 days administrative detention
 - Parking suspension WARNING for students who drive

- 1 day of Saturday School
- 3 days Alternative Discipline
 - 5 days parking suspension for students who drive
- 3 days ISS
- 5 days ISS
 - 10 days parking suspension for students who drive
- 2 days OSS
- 4 days OSS
 - Parking privileges suspended for the remainder of the semester
- Discipline will continue to progress with each accumulation of **5** tardies since the previous assignment of discipline

Students are responsible for class time and should make every effort to be in class on time. Students should be in their first period class by 8:00 a.m. Students reporting to all other class periods who arrive after the tardy bell are marked as tardy to that respective class. Students over 10 minutes late to 2nd-7th period (without an excused note) receive a tardy and are referred to the appropriate administrator to be investigated for potential skipping. Students missing one half or more of a class are counted absent for that class in lieu of receiving a tardy.

Unexcused tardies are cumulative for each semester and progressive discipline consequences are administered for tardy accumulation. Providing this contract indicates that the student named has accumulated at least 7 unexcused tardies as of this date. Administration will continue to review the tardy report weekly, and progressive discipline will be applied as tardies continue to accumulate according to the procedures defined in the HCHS Guide to Academic and Behavioral Success. Your signature below indicates that you fully understand these procedures.

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in the education programs and activities. Houston County High School does not discriminate based on sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator, Dr. Varee Harell at 478-988-6200. For more information please visit: <https://www.hcbe.net/districtstudenthandbooks>.

Unavailable Parents

Parents are directly responsible for their children at all times. Parents and students should also make sure all emergency numbers, etc. are kept up to date. Changes in phone numbers, addresses, email addresses, emergency contacts, custody, etc. should be reported immediately to the counselor's office.

Visitors

Parents are encouraged to visit the school to discuss student progress with counselors, teachers, or administrators. However, all conferences with teachers should be arranged through the counseling office. Call 988-6338 to schedule an appointment. Houston County High will be glad to schedule parent conferences before/after school. **Parents should not go directly to the teacher's room to confront a teacher about any situation. Additionally, parents who need to see an administrator should call 988-6340 to make an**

appointment prior to coming to the school. Any visitor entering Houston County High must report to the main office where a visitor's pass will be issued. All visitors must wear badges while in the building. Upon departure, badges should be returned to the main office. **Students are not permitted to invite visitors.**

Voter Registration

Students who are 18 years of age will be provided the opportunity to register to vote.

Withdrawing from School

A parent/guardian must come to the school to withdraw a student. All resources must be returned, and fines cleared before completing the withdrawal process. Records will not be released to a new school unless the receiving school has sent an official request for records.

Work-Based Learning

All work-based learning students must leave campus immediately when dismissed from their last campus class. Under NO circumstances should students return to campus during the school day (prior to 3pm).



CLUBS/ACTIVITIES

Students are strongly encouraged to become involved in as many activities at the school as possible. At Houston County High there are many different types of organizations that should provide something for everyone. Club activities are not governed by GHSA eligibility rules, thus criteria for involvement remain with each club sponsor. Listed below are the approved clubs/organizations/activities available at HCHS. Email contact for teachers and staff firstname.lastname@hcbe.net.

CLUB/ ORGANIZATION/ACTIVITIES	FACULTY SPONSOR/CONTACT
Air Force JROTC	Major Chris Klaiber MSgt. Philip Turner
Anime Club	Mary Maddox
Black and Silver Brigade Band	Kevin Britt and Dillon Watkins
Beta Club	Lyndsay Cumpton, Amy Gallagher, Lauren Nguyen, Elizabeth Wright, Katherine Wyatt
Chess Club	Daryl Leslie
Coding Club	Jenny Jackson
Debate Team	William Shain
DECA	Kristen Hankins
FBLA (Future Business Leaders of America)	Jenny Jackson, Diane Byington, Kim Henson
FCA (Fellowship of Christian Athletes)	Leah Dorsey and Matt Hopkins
FCCLA (Family, Career and Community Leaders of America)	Brittany Tolleson
FFA	Ronnie Thomas
First Robotics	James Dix
French Club	Jennifer Bowers

French Honor Society	Jennifer Bowers
Future Medical Scholars of America	Carla Cook and John Tignor
Interact Club	Randi Collier
International Culture Club	Deborah Jaimes and Kristi Bess
Literary	Talmadge Smith
Math Team	Blake Pattillo
Miss HCHS Scholarship Pageant	Brett Taylor
Mock Trial	Kalandra Waites
National Art Honor Society	Katherine Wyatt
National Historical Honor Society	Jennifer McDaniel
National Honor Society	Jennifer McDaniel, Donna Purvis, and Kalandra Waites
National Spanish Honors Society	Megan Golden and Amy Gallagher
National Technical Honor Society	Jenny Jackson
Partner's Club	Kristi Bess, Rosalind Nixon, Tiffany Rummell, and Allison Williams
Pep Club	Kristi Bess, Madeline Peacock and Kalandra Waites
Psychological Society	Don Jenrette
SkillsUSA	Aaron Munn and Krista Taylor
Spanish Club	Amy Gallagher, Megan Golden, and Rocio Quintero
Student Council	Jennifer McDaniel and Stacy McLean

Thespian Troupe 4974	Brett Taylor
Tri-M	Talmadge Smith
Young Investors Society	Daryl Leslie
Youth Assembly for Civic Engagement	Jennifer McDaniel

ATHLETICS

ALL SPORTS CARD

HCHS offers an All Sports card to students at a discounted price through our ticketing service, www.GoFan.co. This will admit HCHS students all regular season home games. They must have their GoFan account accessible to gain entry. Tickets may be purchased at GoFan.co. For questions, please call the Athletic Department at (478) 988-6340 ext. 1716 or visit hchs.hcbe.net and click on the athletics tab for more information.

FINANCIAL OBLIGATIONS

If a student athlete owes money for a specific sport, he/she will not be allowed to try out for that sport until the balance from all previous years of participation is zero for that specific sport.

For example, if a student athlete owes \$200 for soccer from the previous season, they cannot try out for the upcoming season of soccer until this balance is paid in full. This athlete is allowed to try out for the basketball season, as this procedure only applies to the specific sport to which they owe a balance.

QUITTING A SPORT

An athlete who quits a sport after the season begins (first game is played) may not participate in another sport, including off-season conditioning, practices, and games until the dropped sport's season is completed. Ex. A student quits basketball, and they want to play baseball. They may not participate in any school-sponsored baseball activity until the basketball season is completed for the school. GHSA eligibility requirements are available to view at: www.ghsa.net.

BASEBALL

Spring Sport

Head Coach: Matt Hopkins

BASKETBALL – BOYS/GIRLS

Winter Sport

Boys Head Coach: Buddy Bivins

Girls Head Coach: Dani Wright

BASS FISHING

Winter and Spring Sport

Sponsor: Greg Martin

CHEERLEADING - BASKETBALL

Winter Sport

Head Coach: Dewie Benefield

CHEERLEADING - FOOTBALL/COMPETITION

Fall Sport

Head Coach: Jessica Leaptrot

CROSS COUNTRY

Fall Sport

Head Coach: Grace Watkins

E-SPORTS

Fall and Spring Season

Head Coach: William Shain

FLAG FOOTBALL-GIRLS

Fall Sport

Head Coach: Tim Bohnstedt

FOOTBALL

Fall Sport

Head Coach: Jeremy Edwards

GOLF – BOYS/GIRLS

Spring Sport

Head Coach: Aaron Munn, April Collins

SOCCER – BOYS/GIRLS

Spring Sport

Boys Head Coach: John Tignor

Girls Head Coach: Gabbrielle Wells

SWIMMING

Winter Sport

Head Coach: Rachel Smith

SOFTBALL (FAST-PITCH)

Fall Sport

Head Coach: April Collins

TENNIS

Spring Sport

Head Coach: Jenny Jackson

TRACK & FIELD

Spring Sport

Head Coach J. Sample

VOLLEYBALL-GIRLS

Fall Sport

Head Coach: Marley Eubanks

WRESTLING TEAM

Winter Sport

Head Coach: Jeremy Downing



Frequently Asked Questions

What do I do if I...

Have been absent?

If you have been absent, you must bring or email a written excuse from a parent within five school days of the absence stating the reason for your absence. This written excuse is to be turned in to Ms. Smith in the attendance office. If a written note is not brought to school within five school days following an absence or if the reason for the absence is not a reason allowed by policy, the absence will be marked "unexcused." The written or emailed excuse must contain the following information:

- **Name of student**
- **Date of note**
- **Date of absence**
- **Reason for absence**
- **Parent signature**
- **Phone number of parent**

Students have 3-5 school days to make up all work at the convenience of the teacher. In situations where the assignment was made to the student prior to the absence, make-up work can be required by the teacher on the first day the student returns to school.

In accordance with the State Board of Education policy, only the following circumstances will be counted as excused absences:

1. Personal illness/medical appointments
2. Death or serious illness in the immediate family
3. Recognized religious holidays observed by the student's faith
4. Absences mandated by a governmental agency, including pre-induction physical exams for service in the armed forces
5. Students who are registering to vote or voting not to exceed one day

Please submit all attendance notification to Alli Smith at alli.smith@hcbe.net.

Compulsory Attendance

Houston County High School shall enforce the Georgia Compulsory Attendance Law, Mandatory Attendance, which requires that all students between the ages of 6 and 15 attend school. All students missing more than 5 unexcused days in Georgia are declared as truant by law.

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

Level I: Three (3) unexcused absences. A letter will be mailed home by the Attendance Office.

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, or warning for students 15 or younger.

Military Family Deployment - Absences for Special Consideration

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

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

Forms can be picked up in the Attendance Office.

Need to leave school early?

A written parental request must be made before permission is given for a student to leave campus early for any reason. This written request should be taken to the attendance office prior to the beginning of the school day. All notes requesting an early dismissal must contain a telephone number where a parent may be reached for confirmation. All early dismissal requests must be confirmed with the parent. If a parent cannot be reached, the student may not leave for any reason. At the time of the early dismissal, the student must sign out in the attendance office. During final exams, students must wait until the end of the exam period to check out.

Doctor's and dental appointments should be scheduled for after school hours when at all possible. Parents should remember that each teacher keeps individual attendance. Students who have a doctor's or dental appointment during school hours must provide verification from their doctor or dentist for school time missed to be counted as excused. It is imperative that students keep up with the appropriate documentation doctor's notes, early dismissals, etc. to use during an attendance discrepancy.

It is the student's responsibility to prove all absences were documented excused. Students need to remember that regardless of the reason, they will not be allowed to leave the school campus without parent permission. Students may not leave campus for lunch. Any student who leaves campus or misses class time without a documented reason will be subject to disciplinary action by the administration.

Am tardy to school?

Any student who arrives at school after 8:00 a.m. should report to a tardy station to receive a pass to class. Failure to sign in could result in disciplinary action. All students who are tardy to school should have a note signed by a parent/guardian stating the reason for the tardiness. Reporting to school or class on time is critical to our instructional process. If a student misses more than half of class time, he/she will be counted absent for that period. Students who are tardy to class for unexcused reasons will be subject to disciplinary action.

Only the five State Board of Education reasons will be accepted as excuses for tardies. Parents need to make every effort to encourage students to be at school on time.

Need to use the phone?

Office telephones are to be used only with the permission of office personnel and only for direct school related situations. Students using the office phones must have a SmartPass and sign the phone log. Students will not be permitted to leave class to use the phone.

Need first aid, medical attention, or medication?

If you become ill during the school day, notify school personnel immediately, report to the med-tech office, and a call will be made to your parent. Students who are injured at school need to seek assistance immediately. Any student who is injured at school should notify school personnel. Students who are injured are required to fill out an accident report in the med-tech office immediately. School personnel should be notified of any injury regardless of the severity.

Houston County BOE policy states, “no medication will be administered to students.”

This policy includes aspirin, sinus medication, or any other non-prescription medication. Students who are under a doctor’s care and require medication during the school day need to report this condition, with the appropriate medical documentation, to the counseling office. All prescription medication must be housed in the med tech’s office and can be administered only by approved personnel. Students should not have any type of medication on their person except EpiPens and asthma inhalers which have been approved. Students should never under any circumstances share or take medication from another student.

Any student caught possessing unregistered medication, including over-the-counter medication, will be subject to disciplinary action.

Arrive at school early?

The school building will not be officially open to students until 7:15 a.m. Students need to remember that once they step on the campus or board a school bus, they are officially at school. Any student who leaves campus for any reason without following the appropriate checkout procedures will be subject to disciplinary action. This rule applies even if you leave before 1st period starts. Location: Cafeterias or Outdoor Dining/Bus Ramp

Remain after school?

School ends daily at 3:00 p.m. Students should not loiter in the building or in other unsupervised areas. Parents must pick students up at the end of the school day no later than 3:30 p.m. unless they are being supervised by an adult.

Have lost something?

Students who lose, misplace, or feel as though they have had something stolen, need to report the incident to school personnel immediately. The lost and found is in the Main Office. Students are responsible for all items issued to them by the school. Students should not bring anything of value to school. Students should refrain from having sums of money greater than \$5.00 in their possession. Students who “fix” their locker so it will open without a combination run the risk of having items stolen.

Need to see my counselor?

The counselor is one of the most important individuals a student can get to know in a high school. Counselors are directly responsible for student schedules, post-secondary information, personal counseling, student records, etc. An appointment is recommended if you need to see a counselor. This appointment can be made with the counseling office secretary before school, or after school. Students who have a personal emergency and need to see a counselor during class time, must get an approved SmartPass from the counseling office. Because counselors are involved in testing, classroom guidance, registration, etc., emergency situations are handled on an on-call basis. Students who have conflicts with other students should see the counselors. Many times, conflicts can be resolved with minimal disruption if school personnel are made aware of the problem early.

Have a conflict with another student?

While minor conflicts between individuals are inevitable in any public area that has a high concentration of people, there are appropriate procedures to follow to ensure that these conflicts do not become disruptive. Discipline policy dictates that disruptive verbal confrontations between students will result in referral to ISS on the first offense. Students are advised that in situations where conflicts have the potential to escalate to a disruptive level, they should notify a teacher, counselor, or administrator immediately. Students are reminded that problems should be solved on a non-disruptive, non-violent level. Counselors are a wonderful source of conflict resolution and should be used as often as possible. In some cases, students may be asked to sign a conference contract. Violence is not the answer to any problem!

Have forgotten school-related materials/projects in my vehicle?

Students are not permitted in the parking lots during the school day for any reason. In situations where it is imperative for the student to get an assignment from the car, the student should get a pass from an administrator. Security personnel have been instructed to check any student in the parking lot during the school day.

Need to use the restroom?

Appropriate times to use the restroom is before school, lunch, and during class changes. Students should not ask to leave during class time to take care of these needs. On rare occasions, a student may have a personal emergency that requires that he/she be released from class to go to the restroom. The teacher must approve any release from class. Students who choose to simply walk out of class will be subject to disciplinary action. Any medical condition that might require a variance of this procedure must have prior approval by the principal or her designee. Any student who is in the hall during instructional times must have an active SmartPass ~~signed by a faculty member~~ and should return to class in a timely manner to avoid disciplinary action.

How do I request a conference?

HCHS wants all decisions and rules to be as fair and consistent as possible. If you have a question or concern regarding your student, please contact the school at the following numbers:

Teacher - In issues where the teacher made the decision, a teacher conference is necessary. Call the counseling office at 478-988-6340 to schedule an appointment.

Counselor - Call the counseling office at 478-988-6340 to schedule an appointment.

Mrs. Jenny Dykes for students with last names beginning A-D

Mrs. Melanie Hudson for students with last names beginning E-K

Mrs. Hannah Wells for students with last names beginning L-R

Dr. Melissa Jones for students with last names beginning S-Z

Assistant Principal for Instruction - for conferences related to classroom instruction.

Mrs. Rawlins

Assistant Principals of Discipline - for conferences related to discipline.

Mr. Allen for students with last names beginning A-D

Mr. Brett for students with last names beginning E-K

Ms. Brown for students with last names beginning L-R

Ms. Wright for students with last names beginning S-Z

Call the main office at 478-988-6340 to schedule an appointment.

Principal - Call the secretary at 478-988-6340, ext. 1714 to schedule an appointment.

If you would like to discuss your student's IEP, please contact your child's case manager.