



**2024-2025**  
**Student Handbook**

**Dr. Jay Jones, Principal**  
**Dr. Walter Stephens, 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 handbook was created with you in mind. We hope it will answer your questions regarding policies, procedures, and many instructional issues. 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. 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  
Karma Hayes - Assistant Principal/CTAE Supervisor  
Melanie Moore - Assistant Principal  
Trinidy Rawlins-Assistant Principal for Instruction

Main Office - 988-6340  
Attendance Office - 988-6340  
Counseling Department - 988-6338  
Fax - 988-6341  
Records Fax - 218-4609  
Attendance Fax - 218-4601

920 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 handbook 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 handbook.

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## **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

**Karma Hayes**  
Assistant Principal/CTAE  
Supervisor

**Jared Allen**  
Assistant Principal

**Jason Brett**  
Assistant Principal/Athletic  
Director

**Melanie Moore**  
Assistant Principal

**Trinity Rawlins**  
Assistant Principal/  
Instruction

## 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  
Mrs. Lori Johnson  
Mrs. Jon Nichols  
Mr. Bryan Upshaw



# Instructional Staff

## Career Technology

Shayna Brown, Dept. Chair  
Diane Byington  
Latosha Davis  
James Dix  
Kristen Hankins  
Kimberly Henson  
Jenny Jackson  
Sheila Jones  
Monique Minnick  
Aaron Munn  
Krista Taylor  
Ronnie Thomas  
Brittany Tolleson  
Philip A. Turner

## English & Literature Arts

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

## Fine Arts Fine Arts

Jay Davis  
Talmadge Smith  
Brett Taylor  
Dillion Watkins  
Katherine Wyatt

## Foreign Language

Jennifer Bowers- Dept. Chair  
Amy Gallagher  
Laura Hilton  
Megan Golden  
Rocio Quintero  
Angie Smith  
Mike Tomsik

## Health/Physical Education

Jeremy Edwards, Chief of Athletics  
April Collins, Dept. Chair  
Kelly Chastain  
Horace Clark  
Sam Dollar  
Mike Lee  
Brett Montgomery  
Jordan Singletary  
Zack Taisler  
Dani Wright

## Mathematics

Greer Lones, Dept. Chair  
Timothy Bohnstedt  
Leah Daughtry  
Cassie Ingram  
Abby Layfield  
Daryl Leslie  
Lawren McLemore  
Alena Menear  
Blake Patillo  
Melissa Radford  
Louis Refour  
Darci Rogers  
Tammie Strickland  
Kathy Wright

## Media

Crystal Jackson

# Instructional Staff

## Science

Lindsay Cumpton, Dept. Chair  
Abbi Brownlee  
Randi Collier  
Carla Cook  
Alex Dady  
Charles Elmore  
John Fitzgerald  
Steve Howard  
Amy Hulett  
Stacy McLean  
Madison Mueller  
John Tignor  
Grace Watkins  
Gabby Wells

## Social Studies

Lauren Nguyen, Dept. Chair  
Jeremy Ammons  
Blake Edwards  
Zac Grace  
Chris Harrelson  
Matt Hopkins  
Harrison Ivins  
Daniel Jackson  
Don Jenrette  
Steven Layfield  
Jennifer McDaniel  
Casey Newsome

## Special Education

Amanda Heavner, Dept. Chair  
Kristi Bess  
Buddy Bivins  
Kelly Bryant  
Tara Elderkin  
Jodi Fountain  
Kedra Gay  
Elvar Gudjonsson  
Daniell Johnson  
Ashley Lowell  
Mary Maddox  
Ashley Minter  
Roz Nixon  
Julie Pittman  
Tiffany Rumell  
William Shain  
Rachel Smith  
Caroline Stout  
Allison Williams

## ESOL

Deborah Jaimes

## Interpreters

Sharon Raines - Lead  
Toni Halstead



# Support Staff

## Paraprofessionals

Scott Akin  
Ethan Broome  
Rachel Bowman  
Amanda Byram  
Laura Cavanaugh  
Lee Davis  
Candida Finney  
Teresa Ingram  
Emily Jones  
Christina Jones  
Jerome Jones  
Brenda Lane  
Danielle Lawson  
Amanda Lewis  
Antoinette McDonald  
David Pierce  
Kevin Shanahan  
Tammy Shouse  
Lisa Speir  
Karen Turnley  
Vanessa Wills

## Office Staff

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

## Media Clerk Assistant

Jan Daniel

## Med Tech

Lindsey Solomon

## Speech Language Pathologist

Jessica Leaprot

## Technology Specialist

Zavier Askew

## Custodial Staff

Darien Williams, Lead Custodian  
Yolanda Austin  
Johnny Dobson  
Cynthia Everett  
Ramon Harden  
Eddie Jordan  
Alma Morales-Ortiz  
Bryan Petty  
Luis Rodriguez-Dietze  
Christopher Westbrook

## Cafeteria

Tricia Nicolosi-Manager  
Lindsey Amerson  
Sharon Ellis  
Amber Heard  
Tirina Holmes  
Anna Manesioti-Jones  
Rodelia Mercado  
Michelle Moore  
Eric Nahteiner  
Dhrutika Patel  
Alesa Rodrequez  
Jaiah Spight  
Shirley Stant  
Nickie 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

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

## 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

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

## 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

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

## 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

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

**1<sup>st</sup> Lunch – Fine Arts, 400, 600, 707, 1000, 1100,**

**2<sup>nd</sup> Lunch – 200, 300, 800**

**3<sup>rd</sup> – 700, 900, Gym, 708**

# BEAR DOWN AND EXPECT EXCELLENCE

Expectations	Classroom/ Instructional Area	Hallway/ Mall Area	Cafeteria	Restroom	Transportation
<b>B</b> Be Prepared	<ul style="list-style-type: none"> <li>-Bring all needed materials to class</li> <li>-Have homework ready to turn in</li> </ul>	<ul style="list-style-type: none"> <li>-Have a hall pass</li> <li>-Report to your assigned location</li> </ul>	<ul style="list-style-type: none"> <li>-Know your student ID number</li> <li>-Have money if you are buying lunch</li> </ul>		<ul style="list-style-type: none"> <li>-Plan ahead</li> <li>-Know your method of transportation</li> </ul>
<b>E</b> Expect Excellence	<ul style="list-style-type: none"> <li>- Follow instructions</li> <li>-Challenge yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Maintain high integrity</li> </ul>	<ul style="list-style-type: none"> <li>-Eat well balanced nutritious meals</li> </ul>	<ul style="list-style-type: none"> <li>-Respect class time</li> <li>-Use your time wisely</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate behavior during dismissal</li> </ul>
<b>A</b> Always Be On Time	<ul style="list-style-type: none"> <li>-Arrive to class on time</li> <li>-Turn in work on time</li> </ul>	<ul style="list-style-type: none"> <li>-Keep moving</li> </ul>	<ul style="list-style-type: none"> <li>-Go to YOUR lunch on time</li> </ul>	<ul style="list-style-type: none"> <li>-Be quick</li> <li>-Go during class change</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive to school on time</li> <li>-Exit school at your appropriate time</li> </ul>
<b>R</b> Respect Everyone	<ul style="list-style-type: none"> <li>-Respect others' opinions</li> <li>-Respect adults' decisions</li> </ul>	<ul style="list-style-type: none"> <li>-Respect classes in progress</li> <li>-Follow adults' directions</li> </ul>	<ul style="list-style-type: none"> <li>-Be polite to all staff</li> <li>-Use proper table manners</li> <li>-Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>-Respect others' privacy</li> <li>-Keep it clean</li> <li>-Use the facilities in an appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adults' directions</li> </ul>
<b>S</b> Show Bear Pride	<ul style="list-style-type: none"> <li>-Pay attention to due dates</li> <li>-Plan for your future</li> <li>-Be responsible for your actions</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Clean your area</li> <li>-Put up your tray in an orderly manner</li> <li>-Eat in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>-Wash your hands</li> <li>-Flush the toilet</li> <li>-Place paper towels in the trash</li> </ul>	<ul style="list-style-type: none"> <li>-Obey all bus/traffic rules</li> </ul>

# 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](http://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](http://www.actstudent.org). ACT offers fee waivers for students meeting certain financial criteria. See guidance counselor for details.



# GUIDELINES & POLICIES

## **Academic Integrity**

In the System Guidelines and Policies portion of the handbook you will find state and county rules regarding academic integrity. In addition to those rules, HCHS students should note the following:

Cheating/Plagiarism on Assignments consequences:

**1<sup>st</sup> offense**- Office Referral, Conference; opportunity to re-do assignment by teacher provided due date.

**2<sup>nd</sup> offense**- Office Referral, Admin Detention 3 days; opportunity to re-do assignment by teacher provided due date.

**3<sup>rd</sup> offense**- Five (5) days detention-student will receive zero and have opportunity to redo assignment.

**4<sup>th</sup> offense**: Office Referral, Admin Detention 5 days; opportunity to re-do assignment by teacher provided due date.

**5<sup>th</sup> offense**: Office Referral, Saturday School; opportunity to re-do assignment by teacher provided due date.

## **Advanced Placement Classes**

The following AP classes are offered at Houston County High:

American Government	Physics 1
Computer Science A	French
Computer Science Principles	English Language
U.S. History	AB Calculus
Psychology	BC Calculus
Chemistry	World History
Biology	English Literature
Environmental Science	Statistics
Studio Art	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 System Guidelines and Policies portion of the handbook you will find state and county rules regarding absences from class. In addition to these rules, HCHS students should note the following:

- To receive an award for perfect attendance, a student may not be absent, tardy or be dismissed before the end of the instructional day.

- Skipping constitutes an unexcused absence.
- **Students who are failing more than two classes 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 handbook. 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 7:15-7:50 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 System Guidelines and Policies portion of the handbook you will find state and county rules regarding bullying. Students should report any suspected bullying to a counselor or an administrator.

### **Cafeteria**

The federal funding required to continue feeding all students at no cost for the upcoming school year has not been granted at this time. 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 3<sup>rd</sup> 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 use the phone during lunch periods.** 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 picked up in the front office at **the end of the semester**. Electronic devices that are confiscated may be picked up at the end of the day in the front office after 3:00 p.m. by a parent/guardian only.

## **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](mailto: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 BYOD Privileges:** Students who repeatedly violate the electronic device policies and procedures may lose all privileges to bring a device onto campus.

**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 and/or community-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 Student Review Committee 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 Discipline 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 the Student Review Committee 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 Student Review Committee 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.

**12. Student Review:** In situations where an administrator is recommending expulsion from Houston County High School, a student review hearing is used. A committee of three will make a disciplinary recommendation based on the information presented by both the school and the parents.

**13. School District Tribunal Hearing:** In severe situations or situations where parents are appealing a Student Review Committee recommendation, a District-level Tribunal Hearing may be used. This hearing must be set up through 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.

**14. Fighting:** Students will be issued a ticket and be arrested by the Houston County Sheriff's Department for fights on campus.

### **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.**

#### 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 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 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.
- 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.

- Students may not wear ornaments, and piercings, which are extreme and may interfere with the learning process or cause a disruption of the educational environment.
- Hair must be well groomed. Extreme hairstyles, color, and fads that would interfere with the learning process or cause a disruption of the educational environment are prohibited. Students are given 10 days to correct this violation. If not corrected students will be assigned ISS.

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 sent to ISS for the remainder of the day.)

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

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

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

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

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

### **Electronic Devices**

Students are permitted to possess cell phones and other electronic devices while on school property and during some school functions. However, students should not use their devices to contact their parents during the school day but should instead utilize the phone inside the front office. 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 and should send any necessary messages to the front office.** If a student does not have pockets, the phone should be kept inside of their bookbag.

Electronic devices may only be used inside the cafeteria during students’ assigned lunch period, according to the posted rules. Students who violate this policy shall be subject to appropriate disciplinary action.

<b>Offense</b>	<b>Resolution</b>
1 <sup>st</sup>	Warning and confiscation of device
2 <sup>nd</sup>	2nd offense - Altern Disc/confiscate
3 <sup>rd</sup>	3 days ISS
4 <sup>th</sup>	5 days ISS/ confiscate

Students may pick up confiscated devices at the end of the 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 competitive extracurricular activities, students must meet all eligibility requirements and other policies governing participation as set forth by Georgia High School Association and the local Board of Education who are responsible for establishing eligibility requirements. Below are the general guidelines for eligibility. All eligibility issues should be discussed with the athletic director.

The following information is in effect as of July 1, 2003:

- All academic requirements are based on a minimum passing grade of 70.
- GHSA refers to the Georgia High School Association activities that are governed by that body.
- State Board of Education No Pass/No Play policy pertains only to competitive interscholastic activities.

- Approved high school and middle school summer school is an extension of the spring semester.
- All students must meet the following requirements to be eligible:
  - Age - To be eligible to participate in interscholastic activities a student must not have reached his/her 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding his/her year of participation.
  - Semesters - students are only eligible to participate for 8 consecutive semesters from the time they enroll in their first 9th grade course. (Alg. I in the 8th grade does not count in the semester rule).
  - Home school enrollment - Students must participate in activities at the school where they first entered the 9th grade. Students who enroll in another high school during their 8 semesters are subject to migratory rule requirements and a Form B must be completed.
  - Students must pass 5 out of 7 classes and meet on-track requirements.

All students who are entering the 9th grade for the first time are eligible for the first semester provided they meet the age requirement. At the end of the 1st semester and every semester thereafter, students must pass 5 out of 7 classes, meet on-track requirements, and satisfy the age requirements.

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.**

### **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.

### **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.

### **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.

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.

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

### **Hall Traffic**

Students are requested to keep to the right of the corridors while changing classes. Students should not stand in the center of the corridor or stop in the center to talk to friends. Students are requested not to use the halls during lunch where classes are in sessions.

### **Lockers**

Lockers will be issued to students who request one.

### **Make-up Policy**

Students are allowed to make up work for unexcused 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.
- Teachers may take up to 20 points off for late work, if necessary, but no more than 20.
- 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 may receive an office referral.
- School wide, the cutoff date for make-up work will be at each progress report (6 weeks, 12 weeks, and 18 weeks). No work may be made up after the progress report 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.

Students are reminded that Internet access is provided in the Media Center as well as the classroom. All students who use the Internet must have an Internet agreement on file. Students who misuse, abuse, or in any way manipulate the internet for purposes other than research will be subject to severe disciplinary action by the school administration.

### **Missing Work**

All missing assignments will be marked "M" missing in Infinite Campus. The "M" factors in as a zero until the work is turned in. **All missing assignments MUST be made up within the six-week grading period cut-off date 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 within the 6-week 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.

### **Messages to Students**

In the event of an extenuating emergency by a parent, an administrator or counselor should be notified and will help in locating the student. Emergency messages generally will be limited to notification of deaths or serious illness in the family, family disasters, or medical appointments that have been unexpectedly changed.

### **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 incurred 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 books, calculators, or equipment 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 not be allowed to participate in dances (prom), the graduation ceremony, and field day until all fines are cleared. Students will not be allowed to exempt any final exam until all fines are cleared.

### **Out of Town/Unavailable Parents**

Parents are directly responsible for their children at all times. When extenuating circumstances require parents to be out of town, the school should be notified as to an individual in town to contact in the event of an emergency. This situation is primarily for the safety of the student. Parents should contact the attendance clerk to work out these details. Parents and students should also make sure all emergency numbers, etc. are kept up to date. Changes in phone numbers, addresses, emergency contacts, custody, etc. should be reported immediately to a counselor, or the data entry professional.

### **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 8 tardies will receive a parking suspension warning.
- Students with 10 tardies will receive a 5-day parking suspension.
- Students with 12 tardies will receive a 10-day parking suspension.
- Students with 14 tardies 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 Crossroads or expelled from Crossroads 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.

### **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 is 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.

### **Relationships**

The school looks with favor on student relationships. They are natural and normal. However, discretion should be used by all couples to avoid undue familiarity and the violation of accepted standards of behavior. **At no time should there be any bodily contact.**

### **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 one week.

### **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 guidance office.

### **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 severe 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 severe 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.

### **School Council**

The council serves as an advisory body. The council shall provide advice and recommendations to the school principal and, where appropriate, the local board of education on any matter, including but not limited to, the following:

- School calendar
- School codes for conduct and dress
- Curriculum, program goals, and priorities
- The responses of the school to audits of the school as conducted by the Office of Education Accountability
- Preparation and distribution to the community of a school profile which shall contain data as identified by the council to describe the academic performance, academic progress, services, awards, interventions, environment, and other such data as the council deems appropriate
- School-budget priorities, including capital improvement plans
- School-community communication strategies
- Methods of reporting to parents and communities other than through the school profile
- Extracurricular activities in the school

- School-based and community services
- Community use of school facilities
- Recommendations concerning school district policies
- Receiving and reviewing reports from the school principal regarding progress toward the school's student achievement goals, including progress within specific grade levels and subject areas and by school personnel
- The method and specifications for the delivery of early intervention services

### **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 not to 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 at school after 8:15 a.m. should report to the closest tardy station 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 missing one half or more of a class will be counted absent for that class. Students over 10 minutes late to 2<sup>nd</sup>-7<sup>th</sup> period (without an excused note) will receive a tardy and be referred to the appropriate administrator.

Unexcused tardies will be cumulative and discipline consequences are as follows:

1 <sup>st</sup>	Warning
2 <sup>nd</sup>	Warning/parent contact through automated phone system
3 <sup>rd</sup>	Warning/parent contact through automated phone system
4 <sup>th</sup>	Warning/parent contact through automated phone system
5 <sup>th</sup>	Warning/parent contact through automated phone system
6 <sup>th</sup>	Warning/parent contact through automated phone system
7 <sup>th</sup>	Tardy Contract/parent contact through automated phone system/
8 <sup>th</sup>	5 days administrative detention/parking suspension warning/parent contact
9 <sup>th</sup>	1 day of Saturday School/parent contact
10 <sup>th</sup>	3 days Alternative Discipline/5 days parking suspension/parent contact
11 <sup>th</sup>	3 days ISS/parent contact
12 <sup>th</sup>	5 days ISS/10 days parking suspension/parent contact

- 13th 2 days OSS
- 14th 4 days OSS/parking suspension for the remainder of the semester

### **Textbook/Calculator Loss or Damage**

Students are responsible for excessive wear or damage to their textbooks/calculators. All books 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/calculators will be charged the replacement cost of the textbook/calculator. Students should remember that they are directly responsible for all items issued to them. That responsibility does not transfer to someone else.

### **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. Walter Stephens at 478-988-6200.

### **Visitors**

Parents are encouraged to visit the school to discuss student progress with counselors, teachers, or administrators. 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 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 during the school year.**

### **Voter Registration**

Students who are 18 years of age may register to vote in the Media Center.

### **Withdrawing from School**

A parent/guardian must come to the school to withdraw a student. All books 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. If temporarily unable to do so (transportation problems, etc.), students should report directly to their work based learning coordinator and REMAIN directly under the teacher's supervision until school is dismissed. Under NO circumstances, should students return to campus to pick up a friend or sibling.

## OTHER IMPORTANT FACTS, PROCEDURES AND POLICIES TO REMEMBER

1. Breakfast is served in the cafeteria from 7:15 a.m. - 7:55 a.m. **Students are not allowed to receive food items from outside commercial vendors during the school day. Students are not allowed to bring other students food items from outside commercial vendors during the school day.**
  
2. **No food or drinks (except water) in any area of the building except the lunchroom.** Students should not take food or drinks to any class. Students should throw all trash in the cans when they finish eating or drinking. Students are allowed to have water in class.
  
3. Students will not be called to the phone during the school day. **In the event of an emergency, parents should contact the office for assistance.** Any regular messages for students may be picked up after school.
  
4. Sleeping in class or “resting” one’s head on the desk is not permitted.
  
5. In compliance with local policy JCDAF, cell phones may not be in use during the school day or on the school bus during transportation to and from school. The school day is defined as the period between the times students are required to be present and their dismissal. The same applies to other electronic devices including but not limited to CD players, iPods, iPads, MP3 players, PSPs, radios, etc. These items will be taken up immediately and may be returned to a parent or guardian after 3:00 pm. **If students need to use the phone, they need to go to the front office to do so. If a student texts their parent or reads a text from their parent during school time, they are in violation of JCDAF and will be dealt with accordingly.** Chromebooks will be used for all technological purposes in the classroom.



# 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 remains with each club sponsor. Listed below are the approved clubs/organizations/activities available at HCHS.

## AIR FORCE JROTC

**Faculty Sponsor/Contact:** Colonel D. Monique Minnick and MSgt. Philip Turner

**Membership Requirement:** Membership Open AFJROTC Cadets

**Financial Obligations/Dues:** None

**Mission/Purpose:** To develop citizens of character dedicated to serving their nation and community.

### Activities and Teams:

- Awareness Presentation Team (APT): Designed to provide a positive role model for elementary and middle school students. Cadets prepare and deliver presentations. APT badges can be earned.
- Black Knights Drill Team: The drill team is a cohesive group that learns to work and perform maneuvers together. Drill teaches cadets to appreciate the need for discipline and to understand the importance of following orders promptly and precisely. Each year AFJROTC units compete at the local, state, and national drill competition level.
- Cadet Leadership Course (CLC): CLC is an intensive, in-residence, 5-day program consisting of strict military discipline, uniform and room inspections, drill, academic lessons, physical training (PT), leadership exercises, team building activities, and team sports. All CLC's are held after the academic school year, usually in June. Attendees are selected by the instructors, after volunteering to attend.
- Cadet Orientation Flights: The Cadet Orientation Flight Program is designed to introduce cadets to general aviation through hands-on familiarization flights in single-engine aircrafts. Aircrafts are piloted by Civil Air Patrol pilots; designed to stimulate cadets' interest in and knowledge of aviation and aerospace activities.
- Color Guard: An elite group of cadets that have the honor of presenting and/or posting the national and state flags in important school and community programs, and athletic events. This unit also participates in Color Guard drill competitions at the local, state, and national level.
- Kitty Hawk Air Society: The official AFJROTC Honor Society. Its purpose is to promote high academic standards and excellence, self-confidence, initiative, and further the awareness of the Air Force role in aerospace education. Badges and cords are earned.
- Model Rocketry Team: Acquaint cadets with the importance of rocketry and increase their knowledge of aerospace science. Cadets build and launch rockets, attend rocketry competitions/meets against other schools; rocketry badges can be earned.
- Orienteering Team: Cadets develop strategies to navigate from one point to another using a map. Orienteering has been likened to a scavenger hunt in the woods, but it's much more than that! Orienteering provides mental challenges, fun, lifetime skills, physical activity, and excitement. Ribbons can be earned.
- Saber Team: Performing at homecoming games, military ball, and other award ceremonies.
- Many community service opportunities throughout the year.

## **ANIME CLUB**

**Faculty Sponsor/Contact:** Mary Maddox

**Membership Requirement:** Any interested student

**Financial Obligations/Dues:** None

**Mission/Purpose:** The Anime club is a social organization that meets every week to discuss/view selected anime and manga titles.

**Activities:** Weekly meeting

## **BLACK AND SILVER BRIGADE BAND**

**Faculty Sponsor/Contact:** Jay Davis and Dillion Watkins

**Membership Requirement:** Membership is open to all band students

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** The marching band offers opportunities for student to perform.

**Activities:** The Football Band performs at football games and parades. The Competition Band competes with other school bands during the fall of each year.

## **BETA CLUB**

**Faculty Sponsor/Contact:** Lyndsay Cumpston, Morgan Burt, Amy Gallagher and Lauren Nguyen

**Membership Requirement:** Students must have a 90 or above GPA and obtain and fill out an application, which includes recommendation forms. Once the full application has been submitted and processed, students will be contacted regarding membership acceptance. 9<sup>th</sup> grade students will begin the application in the spring. All other grades will apply during the fall semester.

**Financial Obligations/Dues:** \$10 - \$20 one-time induction and dues for new members.

**Mission/Purpose:** The National Beta Club is a student-centered organization which continually develops and nurtures individuals by providing opportunities and experiences which enables them to demonstrate Beta ideals of character, achievement, service, and leadership in a global community.

**Activities:** Annual fundraiser, a variety of community service activities, state and national competitions, and scholarship competitions.

## **CHESS CLUB**

**Faculty Sponsor/Contact:** Daryl Leslie

**Membership Requirement:** Any interested student

**Financial Obligations/Dues:** \$20 dues

**Mission/Purpose:** HOCO Chess Club (HCC) is a student-run club and non-profit organization that gives young high school students a unique environment while providing them with an opportunity to work with and explore themselves with others and improve their interest in sports. The Chess Club also provides opportunities for students to spend time playing challenging games. Therefore, it promotes higher level thinking and advanced math skills and builds self-confidence in the students.

## **CODING CLUB**

**Faculty Sponsor/Contact:** Jenny Jackson

**Membership Requirement:** Any interested student

**Financial Obligations/Dues:** None

**Mission/Purpose:** The purpose of this organization is to provide a creative outlet for students to develop their skills in computer science and provide a service to the school and community.

**Activities:** The team will mainly be participating in projects to aid the school or community and participate in competitions if available. Meeting dates will vary.

## **DEBATE TEAM**

**Faculty Sponsor/Contact:** William Shain

**Membership Requirement:** Good academic standing



**Financial Obligations/Dues:** None

**Mission/Purpose:** The purpose of this organization is to encourage students to participate in forensic activities such as debate, independent speaking, and interpretation events.

**Activities:** The team will be attending various debate tournaments at other high schools throughout the state during the year.

## **DECA**

**Faculty Sponsor/Contact:** Shayna Brown

**Membership Requirement:** Open to all

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** The mission of DECA is to enhance the co-curricular education of students with interest in marketing, management, and entrepreneurship. DECA helps students develop skills and competence for marketing careers, build self-esteem, experience leadership and practice community service. DECA members are involved with school activities, community service, leadership activities, as well as competitive events.

**Activities:** DECA Night at the Hawks; Region, State, and International Competition, Fall Leadership Conference, social activities, and community service projects. Meeting dates vary but meets at least once a month.

## **FAMILY, CAREER, COMMUNITY LEADERS OF AMERICA – FCCLA**

**Faculty Sponsor/Contact:** Brittany Tolleson and Kristen Hankins

**Membership Requirement:** None

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** FCCLA is a national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer science education. Chapter projects focus on a variety of youth concerns. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life.

**Activities:** FCCLA meets monthly. Members have the opportunity to attend regional and state activities.

## **FELLOWSHIP OF CHRISTIAN ATHLETES-FCA**

**Faculty Sponsor/Contact:** Leah Daughtry and Matt Hopkins

**Membership Requirement:** Open to all

**Financial Obligations/Dues:** None

**Mission/Purpose:** The purpose of FCA is to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

**Activities:** FCA is student led and meets weekly. The club also promotes periodic activities such as Fields of Faith, FCA Game Day of Champions, Tailgates, See You at the Pole and other planned events.

## **FIRST ROBOTICS**

**Faculty Sponsor/Contact:** contact Houston County Career Academy

**Membership Requirement:** Open to all grade students in Houston County Schools

**Financial Obligations/Dues:** None

**Mission/Purpose:** The HCRA is part of the F.I.R.S.T. Robotics League and seeks to install a sense of “Gracious Professionalism” while exposing students to professional engineer mentors and sponsors.

**Activities:** January – March is the F.I.R.S.T. Robotics League robot build and competition season. Fall activities include learning basic robot construction, problem solving, competition skills, and programming schemes for robotic transport and actuator routines.

## **FRENCH CLUB**

**Faculty Sponsor/Contact:** Jennifer Bowers

**Membership Requirement:** Currently enrolled in French or successful completion of two years of French.

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** The purpose of the French Club is to expand awareness of French culture. The French Honor Society is composed of French students who have made at least three semesters of A's in French classes.

**Activities:** The French club meets on the 1st and 3rd Thursday of the month after school to learn more about the French culture and plan activities.

## **FRENCH HONOR SOCIETY**

**Faculty Sponsor/Contact:** Jennifer Bowers

**Membership Requirement:** Requires an A in French through Level II

**Financial Obligations/Dues:** TBD (includes grad cords)

**Activities:** No specified meeting dates.

## **FUTURE BUSINESS LEADERS OF AMERICA – FBLA**

**Faculty Sponsor/Contact:** Diane Byington, LaTasha Davis, Jenny Jackson and Kimberly Henson

**Membership Requirement:** Open to all

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** FBLA's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

**Activities:** FBLA meetings are every third Wednesday of each month with planned programs. Additionally, students attend Fall Motivational Rally, Fall Leadership Conference, Regional Conferences, and other community and school service projects.

## **FUTURE FARMERS OF AMERICA – FFA**

**Faculty Sponsor/Contact:** Ronnie Thomas

**Membership Requirement:** None

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** The FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success.

**Activities:** FFA members participate in monthly meetings, officer elections, leadership contests, livestock shows, dairy judging contests, landscaping activities, summer camp, and greenhouse plant sales.

## **FUTURE MEDICAL SCHOLARS OF AMERICA**

**Faculty Sponsor/Contact:** Carla Cook and John Tignor

**Membership Requirement:** None

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** To empower aspiring medical students, offering them a head start in their pursuit of a career in medicine. Through the club students can engage in face-to-face discussions with practicing doctors and medical professionals, participate in hands-on learning through shadowing programs, medical volunteering and contributing to community service initiatives that are associated with medicine.

## **INTERACT CLUB**

**Faculty Sponsor/Contact:** Randi Collier

**Membership Requirement:** Students fill out an application along with 2 teacher recommendations. There is no minimum GPA for membership.

**Financial Obligations/Dues:** \$20 dues for all members, includes a T-shirt.

**Mission/Purpose:** The purposes of this club are for: Rotary members to recognize the positive change implemented by youth and young adults as the fifth Avenue of Service, Youth Service, through an active and personal commitment to empower young people to take action through community and international service, develop leadership skills, and gain a global perspective that fosters world peace and cultural understanding; and for Students and youth to take action through community and international service, discover new cultures and promote international understanding as global citizens, develop skills to become school and community leaders, make friends locally and globally, and have fun while recognizing the importance of Service Above Self.

**Activities:** Annual fundraiser and a variety of community service activities as well as monthly meetings.

## **INTERNATIONAL CULTURE CLUB**

**Faculty Sponsor/Contact:** Deborah Jaimes and Kristi Bess

**Membership Requirement:** Students complete an application and attend meetings.

**Financial Obligations/Dues:** \$20 for a T-shirt, no dues

**Mission/Purpose:** To create a unique community through cultural exchange and sharing. For students to explore and learn the basic knowledge of cultural traditions and art of foreign countries, so they can have a strong interest in various cultures and communicate well with each other.

**Activities:** Bi-weekly meetings, Passport Around the World, Culture Day, Food Days and Geography

## **LITERARY**

**Faculty Sponsor/Contact:** Talmadge Smith

**Membership Requirements:** Any interested student may apply

**Financial Obligations/Dues:** None

**Mission/Purpose:** Literary is an academic and musical competition sponsored by the GHSA. Meets are held at both the region and state levels and events include boy's and girl's solo, Boy's Quartet, Girl's Trio, Boy's and Girl's Essay, Boy's and Girl's Dramatic Interpretation, Boy's and Girl's Extemporaneous Speaking.

**Activities:** Region meet takes place the second week of March and the state meet takes place in March. More information can be found at [www.ghsa.net](http://www.ghsa.net).

## **MATH TEAM**

**Faculty Sponsor/Contact:** Blake Pattillo

**Membership Requirements:** Any eligible student

**Financial Obligations/Dues:** None

**Mission/Purpose:** The purpose of the HCHS Math Team is to offer students the opportunity to study nontraditional math outside the regular classroom setting. The team participates in several tournaments during the year. Two levels of competition are available: Jr. Varsity and Varsity.

**Activities:** The club meets one morning per week to practice.

## **MOCK TRIAL**

**Faculty Sponsor/Contact:** Harrison Ivins

**Membership Requirement:** Open to all; Tryouts required

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** Mock trial prepares students for future success in higher education and the legal profession and builds skills in leadership, professionalism, speech, debate, and performance.

Students compete in the Georgia High School Mock Trial Competition, conducting a trial in front of real attorneys and judges in courtrooms around the state of Georgia. Students can participate as attorneys arguing a legal case, actors playing the witnesses in the trial, or court artists drawing courtroom scenes as they take place.

**Activities:** Tryouts are held in mid-August. Members train 2-3 nights a week from 5:00-8:00. Competition season takes place between February and March consisting of two to four Trial dates depending on team performance. An end-of-season Award Banquet is held in April.

## **NATIONAL HISTORICAL HONOR SOCIETY**

**Faculty Sponsor/Contact:** Jennifer McDaniel and Harrison Ivins

**Membership Requirement:** Any interested student

**Financial Obligations/Dues:** None

**Mission/Purpose:** The Historical Society is an organization that allows students to discuss and analyze select topics in history, socialize with people with similar interests, and develop skills in the methodologies in the field of history.

## **NATIONAL HONOR SOCIETY**

**Faculty Sponsor/Contact:** Jennifer McDaniel Donna Purvis and Kalandra Waites

**Membership Requirement:** Minimum 95.0 GPA, six positive recommendations, participation in three extracurricular activities, two leadership positions in the school or community, four service or community activities. Must be sophomore, junior or senior.

**Financial Obligations/Dues:** \$35 for new members, \$5 for each additional year.

**Mission/Purpose:** NHS is a service organization that exists at HCHS whose primary focus is to foster a love of scholarship, leadership, and service.

**Activities:** The NHS helps perform maintenance projects at HCHS, participates in fundraisers to pay for gas cards for people with medical needs, and adopts less fortunate families at Christmas and other community service projects.

## **NATIONAL SPANISH SOCIETY**

**Faculty Sponsor/Contact:** Megan King and Amy Gallagher

**Membership Requirement:** By invitation. Must be enrolled in or have completed Spanish III or beyond with a GPA of 85 or better. Must maintain membership through participation and service.

**Financial Obligations/Dues:** \$25

**Mission/Purpose:** The purpose of the Sociedad Honoraria Hispánica is to recognize high achievement in Spanish and to promote continuity of interest in Hispanic studies.

**Activities:** Monthly meetings, and events focusing on language, culture, and service.

## **NATIONAL TECHNICAL HONOR SOCIETY**

**Faculty Sponsor/Contact:** Jenny Jackson

**Membership Requirement:** Members must have a 90 GPA and have earned a minimum of 2 units of Career, Technical, and Agricultural Education (CTAE) credits.

**Financial Obligations/Dues:** \$30 one-time fee; \$12 for honor card (seniors only)

**Mission/Purpose:** The mission of the NTHS is to honor student achievements and leadership, promote educational excellence, and enhance career opportunities for the students. It also develops pride and self-esteem and promotes achievement, honesty, responsibility, initiative, teamwork, leadership, scholarship and builds a strong positive image for workforce education.

**Activities:** TBA

## **PARTNER'S CLUB**

**Faculty Sponsor/Contact:** Kristi Bess, Tiffany Rumell, Rosalind Nixon and Allison Williams

**Membership Requirement:** Attend meetings and participate in partner activities.

**Financial Obligations/Dues:** \$5

**Mission/Purpose:** The Partner's Club provides opportunities for disabled and non-disabled students to spend time together learning about each other's similarities and differences. A bond of friendship and respect is developed and maintained throughout their high school years.

**Activities:** Scheduled meetings, TOP Soccer, Christmas Party, Exceptional Student's Dance, Special Olympics. The club meets on the 2nd Thursday of each month.

## **PEP CLUB**

**Faculty Sponsor/Contact:** Kristi Bess, Shayna Brown, Madeline Peacock and Kalandra Waites

**Membership Requirements:** Any interested student

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** The Pep Club works to create a buzz of school spirit through creating signs, working with the cheerleaders and band for pep rallies and promoting spirit week activities. Pep Club also sells spirit gear and spirit t-shirts to raise money and school spirit.

**Activities:** Meets as needed to promote school spirit.

## **PSYCHOLOGICAL SOCIETY**

**Faculty Sponsor/Contact:** Don Jenrette

**Membership Requirements:** An interest in psychology as well as the maturity to discuss issues in this field in an appropriate and sensitive way.

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** The purpose is to learn about the many ways in which psychology is involved in our everyday actions. We will attempt to discuss new discoveries as well as previously known facts about psychology in a way that is informative and sensitive to all involved. The goal is to leave each student with a better respect for psychology and how our lives are affected by it.

**Activities:** Monthly meetings discussing various topics relating to psychology.

## **SKILLS USA**

**Faculty Sponsor/Contact:** Aaron Munn and Krista Taylor

**Membership Requirement:** Must have taken or be enrolled in at least one semester of Engineering, Graphics, or Fine Furniture/Cabinetmaking.

**Financial Obligations/Dues:** TBD

**Mission/Purpose:** SkillsUSA's mission is to help its members become world-class workers, leaders and responsible American citizens.

**Activities:** Our program focuses on professional development, community service, employment, SkillsUSA Championships, public relations, social activities, skills, and attitudes.

## **SCHOLARSHIP PAGEANT**

**Faculty Sponsor/Contact:** Jay Davis and the HCHS Band Parents Organization

**Membership Requirements:** Eligibility is based on the GHSA requirement of a student passing 5 out of 7 courses per semester and being on track for graduation at the completion of each year of study.

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** The Miss HCHS Scholarship Pageant is held every year during the second semester. The pageant awards plaques and cash awards to the winner as well as the 1st, 2nd, 3rd, and 4th runners up. Applications are available before Christmas break. After a parent and participant meeting in January a rehearsal schedule is posted for the event.

**Activities:** Tickets for the Miss HCHS Scholarship Pageant will be available for the public.

## **SPANISH CLUB**

**Faculty Sponsor/Contact:** Rocio Burlison, Amy Gallagher, Megan Golden and Mike Tomsik

**Membership Requirement:** None

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** Celebrate Spanish language, culture, and customs.

**Activities:** Monthly meetings relating to calendar-appropriate topics (Cinco de Mayo, Dia de los Muertos, etc.).

## **STUDENT COUNCIL**

**Faculty Sponsor/Contact:** Jennifer McDaniel and Stacy McLean

**Membership Requirements:** Elected by the Student Body (class officers)

**Financial Obligations/Dues:** None

**Mission/Purpose:** Involve students in activities that make them more aware of the needs of their school and community. Engage students in activities that allow them to make a difference. Prepare students for future leadership by developing skills and building their confidence as well as their awareness of their community.

**Activities:** Student Council will participate in various school and community service projects. Meetings are held on the 2nd and 4th Wednesday of each month.

## **THESPIAN TROUPE 4974**

**Faculty Sponsor/Contact:** Brett Taylor

**Membership Requirement:** Students who have 100 hours of onstage production and technical work backstage.

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** The International Thespian Troupe 4974 is a “honor society” for those students who actively participate in the drama program.

**Activities:** Meets with the Drama Club the first Wednesday of each month. Attending theatre conferences, plays, and service to the community are highlights of the year.

## **TRI-M**

**Faculty Sponsor/Contact:** Talmadge Smith

**Membership Requirement:** Must be a music student

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** Tri-M promotes the importance of music in our school system and serves our school and community music programs.

**Activities:** Each year Tri-M participates in community and school activities and service projects that focus on the arts.

## **YOUNG INVESTOR'S SOCIETY**

**Faculty Sponsor/Contact:** Daryl Leslie

**Membership Requirement:** Any interested student

**Financial Obligations/Dues:** TBA

**Mission/Purpose:** Young Investors Society (YIS) is an organization that gives high school students a unique opportunity to learn fundamental, long-term investing in an exciting and interactive way. The club experience was developed by some of the best investors and university professors in the industry.

**Activities:** Dollar a day challenge, Stock Pitch competition, Learn and Earn, Simulated investment opportunities such as the stock market game.

# ATHLETICS

## ALL SPORTS CARD

HCHS offers an All Sports card to students at a discounted price through our ticketing service, [www.GoFan.co](http://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 988-6340 ext. 1716 or visit [hchs.hcbe.net](http://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.

## BASEBALL

Baseball is a spring sport for Varsity, Junior Varsity, and 9th Grade teams. Baseball try-outs are held each year in the spring. The mission is to product quality young men who are not only quality baseball players, but high achieving students as well. For a student to participate in baseball, they must have a physical and be eligible according to the Georgia High School standards (pass 5 out of 7 classes and be on track for graduation). *Head Coach: Matt Hopkins*

## BASKETBALL - GIRLS

Girls' basketball is a Varsity and Junior Varsity sport whose season runs from mid-October to late February. Girls must try out to make the team and must have all the needed forms to be eligible. For a student to make the team, she must first meet the eligibility requirements set forth by the GHSA. Practices will be after school till 8:00 p.m. with rotating times with the boys' basketball team. *Head Coach: Dani Wright*

## BASKETBALL - BOYS

The boys' basketball program is a team sport that includes members from grades 9-12. Games include statewide competition and are sanctioned by the Georgia High School Association. The Houston County boys' basketball program is divided into three separate teams: varsity, junior varsity, and 9th grade. Tryouts occur in October at a date set by the Georgia High School Association. For a student to make the team, she must first meet the eligibility requirements set forth by the GHSA. After meeting these requirements, each student goes through a tryout period where the coaches evaluate each player's abilities. At the completion of tryouts, the coaches meet and determine who

will be chosen to be on each team. The basketball schedule includes 1-2 hours of practice, 5-6 days a week as well as games 1-3 times a week. The practice and game schedule also includes Thanksgiving and Christmas holidays along with other school holidays. *Head Coach: Buddy Bivins*

## **BASS FISHING**

Bass Fishing is an extracurricular activity offered in the Winter and Spring. The purpose of the Bass Fishing team is to encourage the team to compete at the highest level and to develop young people both academically and socially. *Sponsor: Greg Martin*

## **CHEERLEADING - BASKETBALL**

This sport promotes school spirit and good sportsmanship. Basketball cheerleaders must be academically eligible and must tryout in the spring. *Head Coach:*

## **CHEERLEADING - FOOTBALL/COMPETITION**

It shall be the purpose of this organization to promote and uphold school spirit, to develop good sportsmanship among students, to support athletic programs, and to develop positive relationships in the community and between schools during athletic events. Cheerleaders must be academically eligible. Tryouts for the following year will be held in the spring. Cheerleading practice begins with summer workouts. Practice will be held most days during the cheer season which goes from August to mid-November. *Head Coach: Jessica Leaptrot*

## **CROSS COUNTRY**

Both boys and girls may participate on the Cross Country Team. The goal of this team is to train student-athletes to compete at the highest level, both in the classroom and on the course. The season runs from August to November. *Head Coach: Harrison Ivins*

## **E-SPORTS**

E-Sports is an extracurricular activity offered both Fall and Spring semester. The purpose of the E-Sports team is to encourage the team to compete at the highest level and to develop young people both academically, and socially. *Head Coach: William Shain*

## **FLAG FOOTBALL**

Girls' flag football is a Varsity sport whose season runs from late October to December. Girls have to try out to make the team and must have all the needed forms to be eligible. Practices will be after school. For a student to participate in Flag Football, they must have a physical and be eligible according to the Georgia High School standards (pass 5 out of 7 classes and be on track for graduation). *Head Coach: Tim Bohnstedt*

## **FOOTBALL**

Football is a fall sport for Varsity, Jr Varsity, and freshman teams. An advanced weight training class is required during the school year to develop strength and conditioning. Five weeks prior to Spring practice bear drills will be conducted, which will last for four weeks from 6-7 a.m. Spring football practice begins in May and lasts for two weeks. Practice times are usually 3-5:30 p.m. Summer workouts begin in June from 9-12 noon. Fall football practice starts before the beginning of school and lasts until the end of the season. Practice times are normally from 3-5:30 p.m.

*Head Coach: Jeremy Edwards*



## **GOLF – BOYS/GIRLS**

Golf is an extracurricular activity offered in the Spring semester. The regular season goes from February to April with playoffs in April and May. The purpose of the golf team is to encourage the team to compete at the highest level athletically and to develop young ladies athletically, academically, and socially. Try-outs will be held in February. Team competition in which members of the team compete in 9- and 18-hole matches or tournaments. Usually, the top 4 scores out of 5 to 6 team members' scores are recorded for a total team score. Selection of team members are conducted in a 4-day tryout competition in which low 12 scores make the golf team. The top six scores will be varsity while the lower four scores will be JV. No senior is kept for JV thus he must make top six. Practice is daily Monday through Thursday at rotating golf courses in the community. *Head Coach: Aaron Munn*

## **SOCCER - BOYS**

Soccer is open to all students in grades 9-12. Students begin a voluntary workout program in November through January. Tryouts are usually held at the end of January. Students go through an evaluation period and then make one of the three teams. The goal of the soccer team is to provide players with the opportunity to participate in a quality program that develops soccer skills and discipline. *Head Coach: Elvar Gudjonsson*

## **SOCCER - GIRLS**

Girls' soccer is a Varsity and Junior Varsity sport whose season runs from late January to May. Girls must try out to make the team and must have all the needed forms to be eligible.

*Head Coach: Gabrielle Wells*

## **SWIMMING**

Houston County High School boys and girls swimming requires dedication, discipline, and consistent effort to achieve competitive excellence in the sport. The season runs from the first week of October and culminates at the state championship in mid-February. The sport is open to boys and girls who have the potential or desire to excel both individually and as a team. A combination of dual meets and tournaments require some traveling which must be supported by fund raising. Many of the tournaments require traveling and may last all day. Students should be sound academically to stay ahead of the course work when they miss a class to travel with the team to a meet. Swimmers from Houston County High may compete in freestyle, breaststroke, butterfly, and backstroke individual swims, medleys, or relays. Depending on the number of candidates, students may be required to demonstrate basic skills and techniques to qualify for team membership.

*Head Coach: Rachel Smith*

## **SOFTBALL - FAST-PITCH**

An extracurricular activity that takes place in the fall. Softball is available for 9-12 graders who try-out and make the team. Try-outs will be held in August. We have a Junior Varsity and Varsity softball team. Practice is held Monday-Friday and the times may vary. Regular season runs from August to October. *Head Coach: April Collins*

## **TENNIS**

Houston County High School Tennis is composed of boys and girls teams whose seasons run concurrently from January to the beginning of May. The sport is open to students in ninth through twelfth grades. The season will consist of dual matches and tournament matches. As with any team sport, our goal is to compete with the best. What is more important though is to compete with integrity and class while making the experience one that all students remember as the best time of their lives. *Head Coach: Jenny Jackson*

## **TRACK**

To develop and enhance athlete's skills and abilities of speed, endurance, flexibility, strength, competitiveness, discipline, and respect for the physical fitness component of running. The top four teams/individuals of region heats advance to Region Finals. The top two finishers in the region automatically qualify for state. This could be an opportunity and step toward college athletics.

*Head Coaches: Madison Mueller*

## **VOLLEYBALL**

Interscholastic volleyball sanctioned by Georgia High School Association (GHSA) teams competes locally and across the state. Tryouts will begin in August. Students are selected by tryout process. If numbers warrant a Junior Varsity Squad may be formed. Games are scheduled from Monday through Saturday. *Head Coach: Greer Lones*

## **WRESTLING TEAM**

The wrestling team develops not only well-rounded athletes, but also well-rounded young men and women. Wrestling is a sport intended to build toughness, perseverance, and respect for other athletes. The team competes in tournaments locally and across the state. The season runs from November to February. *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 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

## 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 pass 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 severe 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.

### **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 a note from their current teacher. 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 a pass signed by a faculty member.

## 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
Mrs. Hayes	for students with last names beginning L-R
Ms. Moore	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.