

**HOUSTON COUNTY WIN ACADEMY**  
*(“Where WINning is The Only Option!”)*

***Middle/High School Student Handbook  
Supplement to the county’s handbooks.***

***Principal  
Kay Isom-Benjamin***

***2022-2023***



***“Cougars”***

***A Transitional Institution of the Houston County School System  
Together We Teach***

**HOUSTON COUNTY WIN ACADEMY**  
**215 Scott Blvd**  
**WARNER ROBINS, GA 31088**  
**PHONE: 478-929-7828 (listen to extension options)**

**PRINCIPAL**  
**Dr. Kay Isom-Benjamin**

**ASSISTANT PRINCIPALS**  
**Dr. Tina Nelson-Jackson**  
**Dr. Ami Lenderman**

**ADMINISTRATIVE ASSISTANTS**  
**Tijawanda Lowder**  
**Peggi Nall**

**COUNSELOR & 504 COORDINATOR**  
**Crystal Johnson**

**MEDIA SPECIALIST**  
**Melody Harris**

**School Social Worker**  
**Stephen Veal**

**SCHOOL FAX #**  
**General Info - Front Office 478-929-7118**  
**Registration/Records Office 478-929-7123**

**HOUSTON COUNTY BOE WEB ADDRESS**  
**[www.hcbe.net](http://www.hcbe.net)**

**HOUSTON COUNTY WIN ACADEMY WEB ADDRESS**  
**[www.win.hcbe.net](http://www.win.hcbe.net)**

**HOUSTON COUNTY WIN ACADEMY**  
**FACEBOOK PAGE**

**[http://www.facebook.com/browse/adminded\\_pages/?id=100003702750721#!/pages/Houston-County-Crossroads-Center/397359473653836](http://www.facebook.com/browse/adminded_pages/?id=100003702750721#!/pages/Houston-County-Crossroads-Center/397359473653836)**

**A Transitional Institution of the Houston County School System**

# HOUSTON COUNTY WIN ACADEMY

*Dr. Kay Isom-Benjamin  
Principal*

*An Innovative Educational Center*

Warner Robins, Georgia 31088

(478) 929-7828

Dear Students and Parents:

On behalf of the faculty and staff of Houston County WIN Academy, I would like to extend a personal welcome to you and your family. Our major focus is to strive to instill in each and every student academic values. We believe that these values are necessary for successful transition back to their respective schools. Houston County WIN Academy serves as an alternative to the traditional high school and middle school programs. Our goal is to give students the chance to be successful and reach the potential they were not able to in a traditional school setting.

We look forward to working with the young people who attend our school to ensure that each one receives a quality education. Furthermore, we strive to help them develop the basic skills necessary to be successful once they return to their home schools. These skills encompass academic, social and citizenship components. Moreover, we seek to prepare them for success beyond their home school. We want our students to be better prepared for success in life. Our hope is that the ultimate goal of each student is to graduate from high school.

It is essential that you and your family understand the contents of this handbook. It outlines the blueprint that you will need to follow to be successful at Houston County WIN Academy. The purpose of this handbook is to serve as a guide for students and to inform parents about the policies and procedures of our school. Please read this handbook carefully; lack of knowledge of these rules is no excuse for breaking them.

As principal of Houston County WIN Academy, I look forward to the challenge of leading WIN Academy successfully into the future. My goal is to keep students in school, excited about learning, and motivated to work toward the ultimate goal of graduation. Remember, WIN Academy is your school. Take pride in it! We look forward to a great year. If you have any questions, please feel free to contact our office.

Respectfully,

Kay Isom-Benjamin, Ed. D., Principal

Dropout Prevention and Recovery  
A Transitional Institution of the Houston County School System  
**TOGETHER WE TEACH**

## MISSION STATEMENT

The mission of WIN Academy is to provide flexible learning opportunities that lead to graduation.

### VISION

The Vision of WIN Academy is to support our students academically and socially to ensure their success today and into the future.

### PURPOSE

Houston County WIN Academy exists to serve the needs of students who were unsuccessful in a traditional school environment.

### BELIEFS

The Houston County WIN Academy is committed to creating an environment that nurtures students.

We believe:

- **Fairness is not treating students the same, fairness is giving students what they need.**
- Students deserve an education, which addresses their individual abilities and interests.
- An education forms a foundation to build a successful life.
- Students learn valuable academic skills in a safe educational environment.
- A smaller student- teacher ratio is essential to the success of the alternative environment.
- Ownership and control of one's behavior promotes success.
- Collaboration with all stakeholders is an essential component of student success.



## WIN ACADEMY IMPORTANT INFORMATION

1. Books are not issued but may be checked out. Payment must be made for damaged or lost Media equipment and textbooks.
2. Students are not allowed to use the office phone except for emergencies only. All transportation arrangements **MUST** be made prior to coming to school.
3. Progress reports are sent home every 6 weeks and Report Cards are sent home twice a year, after each semester (18 weeks). It is the student's responsibility to show these to their parents, the student must sign for them from their issuing teacher. **Infinite Campus is available.**
4. Students are not allowed to bring outside beverages/food/snacks of any type into the building.
5. Students can lose bus privileges by inappropriate conduct either at the home school or on the bus.
6. **\*\*\*No WIN ACADEMY student is to be on another campus unless he/she is in the assigned area waiting to board a bus. Criminal trespass charges will be filed if this rule is violated.\*\*\***
7. No one is allowed in the parking lot during school hours.
8. **WIN ACADEMY** students are not allowed to drive to school unless approved by the administration. Bikes may be ridden to school; however, they must be parked in the designated area.
9. Bullying and taunting will not be tolerated under any circumstances. Be respectful to others at all times. Always treat others the way you would want to be treated.
10. **Absolutely no graffiti or drawing of any type is allowed ANYWHERE at the WIN ACADEMY.**
11. ANY student who does not ride a bus (walkers/car riders) will be dismissed at **2:30**.
12. **WIN ACADEMY** reserves the right to punish for any behavior which is subversive to the order and discipline in the school, even if such behavior is not specified in the preceding written rules.

## STUDENT AND PARENT REQUIRED SIGNATURE PAGE

We have been given access to all the following in either an online version or a physical copy for our review and understanding during the Registration Orientation process at Houston County WIN ACADEMY.

Information available/provided includes: (Hard copies available upon request, all access online)

1. Student Handbook with attendance, behavior and dress code policies
2. County Handbook, both Middle School and High School
3. School Title I Handbook
4. Opt-Out Forms: Sex Education Information and Photo consent as well as Title I acknowledgement forms are all in the enrollment packet.

## Arriving and Leaving Campus

Students begin check-in at 7:15 a.m. The school day ends at 2:30 p.m. Houston County Board of Education policy JGGA states that students should be off campus no more than 15 minutes after the school day ends. **Students loitering on campus after 2:45 p.m. will be charged with 'loitering on school grounds' and taken to the Houston County Juvenile office on Carl Vinson Parkway. Under no circumstances should vehicles be in the buses only section or left in the circle driveway unoccupied from 1:30 p.m. – 2:30 p.m.**

## PROCEDURES

### Upon arrival to school:

1. **STUDENTS MAY NOT LEAVE THE CAMPUS** unless authorized.
2. Students must have an authorized pass from the teacher to leave the classroom.
3. Once on campus, walk directly to class.
4. Once on campus, keep voices at a normal tone.
5. When in the halls, walk on right side of hall.

### EARLY DISMISSALS

1. If at all possible, parents should schedule appointments during after school hours.
2. Parents should send a note in the morning if their student will leave school early. Student should come to the office in the morning before homeroom to present their reason, signed by parents stating the reason for early dismissal. Students are not allowed to come to the office during classes. Parents are asked to pick up the student in the office for safety reasons.
3. If students return the same day, they must come to the office to sign back in and get an admittance slip. Teachers are not to admit any student if they arrive after 8am or return after being checked out without an admit slip from the front office.
4. **\*\* Should you need to get a message to your student regarding their transposition home, please call the office no later than 1:30 pm.\*\***

## SCHOOL MEALS

**WIN ACADEMY participates in The Community Eligibility Provision (CEP) program. The program provides an alternative approach for offering school meals instead of collecting individual applications for free and reduced-price meals. Breakfast and lunch must be served at no cost to all students.**

## GRADING

Students will be given a numerical grade in all courses. A grade of “70” or above must be achieved to pass.

**A=90-100    B=80-89    C=70-79    F=Below 70**

**NC=No Credit    I=Incomplete    W=Withdrawal**

## **\*\* WITHDRAWALS**

**This can take up to a day, so please give notice prior to arrival at school.**

If for any reason it becomes necessary for a student to withdraw from school, please notify the counselor or registrar immediately. A withdrawal form will be filled out once any monetary obligations or text/media center book electronic obligations have been cleared.

## **Report Card Dates 2022-2023**

**Report cards are issued as follows, based on 180 days of school:**

- Every 18 weeks at the end of the semester (about 90 days), with progress reports issued close to six and 12 weeks of each semester.

<b>Semesters</b>	<b>End Date</b>	<b>Date Reports Issued</b>
Progress Report, Day 29	September 13	September 15
End of 1 <sup>st</sup> 9-weeks	September 30, 2022	*****
Progress Report, Day 58	November 1	November 3
End 1st Semester, Day 86	December 16	January 6
Progress Report, Day 117	February 21	February 23
End of 3 <sup>rd</sup> 9-weeks	March 10	*****
Progress Report, Day 148	April 12	April 14
End 2nd Semester, Day 180	May 24	May 26

## Houston County WIN Academy Uniform Dress Code Policy

Kay Isom-Benjamin, Principal

Approved-May 21, 2001

Revised- July 1, 2022

The main purpose of the dress code at Houston County WIN Academy is to minimize conflicts. Our desire is to impress upon our students that appropriate dress of some sort will be required of them in the workplace. The WIN Academy Dress Code will be enforced from the moment students enter the building each morning and will continue to be enforced until the students exit the building for dismissal each afternoon.

### CLOTHING

- **Shirt:** **SOLID green, white, gray or yellow** golf/tennis/polo-style shirt with collar. Shirt MUST be long enough to be tucked in securely. A plain white undershirt (long or short sleeved) may be worn.
- **Pants:** Full length khaki pants or full-length khaki jeans. No undergarments should be exposed at any time. (Capris, Cargo Pants or any pants with pockets on legs are not allowed.)
  - **GYM SHORTS ARE NOT ALLOWED UNDERNEATH PANTS.**
- **Shoes:** Athletic/ tennis shoes (RECOMMENDED) or any **fully closed shoes**
- **Jackets:** Coats or jackets **must zip/button/snap from top to bottom.**
  - **Pullovers and sweatshirts are NOT allowed.**

### ACCESSORIES

1. Belts if worn: **NO** oversized or western buckles.
2. **NO** purse is allowed.
3. **NO** book bags/backpacks.
4. Paper, pens and pencils provided
5. One single set of small stud earrings, in ears only. **No other visible piercing, rings or studs.**
6. **NO** other jewelry allowed except a standard watch. (**NO** Smart Watches).

**No items can be worn or brought that display pictures or implies information regarding drugs, alcohol, gang activity, weapons or sex. (OR as determined by the administration).**

### PHYSICAL APPEARANCE

Students must abide by the mandatory uniform dress code policy at Houston County WIN Academy and understand there are penalties for not doing so. Any item that is not necessary for school will be confiscated and may be discarded. **ANY student unable to clear the metal detector will be assigned to ISS for the day.**



## Conduct

We at Houston County WIN Academy expect students to exhibit good behavior. Each student signs a contract of terms for his/her voluntary enrollment at Houston County WIN Academy. Any misconduct or violation of policies/rules of the Houston County Board of Education as interpreted by the principal will result in forfeiture of education at the Houston County WIN Academy.

### Houston County WIN Academy In-School Suspension: Rules, Procedures, and General Information

#### **RULES**

1. Remain in assigned seat, in an upright position.
2. Be respectful to peers and adults.
3. Stay awake at all times.
4. Do not talk or get up from your chair, without the teacher's permission.
5. No chewing gum or eating food, except during lunch.
6. No personal grooming.

#### **PROCEDURES**

1. Upon arrival to school, clear check-in, report to breakfast, and then report to ISS.
2. All students in ISS will be pulled by the Behavior Intervention Specialist and complete a behavior worksheet to reflect on the behavior that put you in ISS.
3. Dismissal: Leave ISS only when you are dismissed by the teacher. Leaving ISS prior to your bus being called or the final bell, you may result in one extra day of ISS.
4. Any absence from ISS will be made up, upon your return to school.

#### **GENERAL INFORMATION**

1. Attend ISS the number of days assigned and complete all assignments. Any assignments not completed will be returned to the teacher.
2. Abide by all school rules as explained in the Houston County WIN Academy Student Handbook and Orientation/Registration.
3. Be responsible for your actions and understand that failure to comply with the rules and procedures will result in some type of consequence.
4. The procedure that will be used for minor infractions in the ISS classroom are: (SEE #6)
  - a. Warning
  - b. Extra day of ISS assigned and Parent Contact
  - c. Visit resource persons, counselor, and assistant principal of discipline.
  - d. Office referral

5. **MAJOR INFRACTIONS**

- a. Profanity, fighting, threats, bullying
- b. Head down on desk, sleeping
- c. Throwing objects
- d. Extreme disrespect
- e. Out of dress code
- f. **All major infractions will result in a discipline referral.**

6. **MINOR INFRACTIONS**

- a. Talking, playing, eating candy
- b. Laughing/giggling
- c. Chewing gum
- d. Turning around in chair
- e. Getting out of seat without permission

**Bell Schedules**

High School	1st Period	2nd Period	3rd Period	4th Period **	5th Period	6th Period	7th Period
8-8:09	8:10-8:54	8:55-9:39	9:40-10:24	** 10:25-11:44	11:45-12:29	12:30-1:14	1:15-1:59
			Lunch (1) 10:25-10:50 / (2) 10:55-11:20			A.O. >>	2:00-2:45

**\*\* Includes lunch period**

Middle School	1st Period	2nd Period	3rd Period	4th Period **	A.O.	5th Period	6th Period
8-8:09	8:10-8:54	8:55-9:39	9:40-10:24	10:25-11:09	** 11:10-12:29	12:30-1:14	1:15-1:59
				Lunch (3) 11:25-11:50		H.R. >>	2:00-2:15

*Should you need to get a message to your student regarding their transposition home please **call the office no later than 1:30p.***

**CRIMINAL TRESPASS WARNING**

**ALL Houston County WIN Academy** students sign an acknowledgement page when enrolling or upon withdrawal from their zoned school and therefore have been warned and made aware of possible criminal trespass or loitering charges. If found to be on/or around another campus or not in the designated area for drop off before school or pick up after school to include walkers, car, and bus riders, **a law enforcement officer may arrest the student based on this information without any further warning.**

**Criminal trespass charges** will be filed against any **Houston County WIN Academy** student who is found in unauthorized areas of any school in the county **Bus riders *must* remain in authorized areas while waiting for the school bus.** **If your bus privileges have been revoked, you are banned from all transportation provided by the Houston County Board of Education.** Your parents are responsible for transporting you to and from school.

**Houston County WIN Academy** students are not allowed to attend any extra-curricular activities at any Houston County Schools. If alternative school students are found in attendance at any school event, you will be asked to leave, and the **admission fee will NOT be refunded.** You could also face criminal trespass charges. Please be reminded that you are banned from all Houston County Board of Education Property when you are suspended or expelled from school.

### **Arriving and Leaving Campus**

- Students begin check-in at 7:15 a.m. The school day ends at 2:30 p.m.
- Houston County Board of Education policy JGGA states that students should be off campus no more than 30 minutes after the school day ends.
- Students still on campus after 3p.m. may be charged with ‘loitering on school grounds’ and taken to the Houston County Juvenile office on Carl Vinson Parkway.
- If parents/guardians pick up students during afternoon bus dismissal, they must either pull up into the circle in front of the building or park in the parking area.
- Under no circumstances should vehicles be in the buses only section.
- **WIN students are not allowed to drive to school.**

## **Houston County WIN Academy Handbook access**

Dear Parents and Students:

For the 2022-2023 school year, we are making the **Student Handbook** available electronically for viewing online. We encourage you to access our handbook by going to <http://win.hebe.net/> then click on Student Handbook. The purpose of this handbook is to serve as a guide for students and to inform parents about the policies and procedures of our school. Please read this handbook carefully; lack of knowledge of these rules is no excuse for breaking them.

If you would prefer to have a printed copy of the handbook, please indicate on the Online Handbook Form that will be returned with your student. We will be glad to send you a hard copy of the handbook so you can refer to policies and procedures.

Along with your application please complete these pages as required,

- Health Related Services Medical Questionnaire (**Required—part of enrollment-application**)
- Online Handbook Form (**required-part of enrollment-application**)
- Parent Signature page (**required –part of enrollment-application**)
- GA DOE Parent Occupational Survey (**part of enrollment-application**)
- We look forward to a great year at **Houston County WIN Academy**. If you have any questions or concerns, please feel free to call me.

Sincerely,

Dr. Kay Isom-Benjamin,  
Principal

**Houston County WIN Academy**  
**215 Scott Blvd.**  
**Warner Robins, GA 31088**  
**Parent/Guardian Contract of Commitment**

The responsibilities of the **Parents/Guardians** are to:

- Support the student in following all the rules, regulations and procedures outlined in the Houston County Schools' Code of Student Conduct and **Houston County WIN Academy**
- Support the student in fulfilling their commitment to their responsibilities agreed upon in their Student Contract of Commitment.
- Meet with teachers and/or administration when necessary to ensure the success of their student.
- Ensure that all emergency and demographic information is provided and current at all times.
- Understand that continued placement at **Houston County WIN Academy** may be contingent upon their student's demonstration of commitment to academics and positive behavior.
- Understand that failure to abide by the policies, rules, and procedures of **Houston County WIN Academy** may result in recommendation for expulsion.

In addition to the above requirements, the following condition is required:

- **Attendance at school is key to your student's academic success. Therefore, you must agree to ensure that your student(s) attends school regularly and provide excuses on days he/she cannot be present.**
- **Encourage your student to complete assignments which are available to him/her while out of school or upon returning to school.**

**Houston County WIN Academy**  
**215 Scott Blvd.**  
**Warner Robins, GA 31088**  
**Student Contract of Commitment**

The responsibilities of the **Students** are to:

- Abide by all the student rules, regulations, and procedures assigned by the Houston County Schools' Code of Student Conduct and Houston County WIN Academy.
- Make a personal commitment to become invested in your education as evidenced by attendance, work ethic, respect for others, and pride in self.
- Realize that mistakes are opportunities for growth and that staff members are required to enforce consequences so that students may learn from their mistakes.
- Students are expected to be at school and not leave the building until their group (bus riders, walkers, car riders) is dismissed or their parent/guardian or designee signs them out.
- Understand that your success at Houston County WIN Academy is highly impacted by the demonstration of commitment to academics, positive behavior, school rules/regulations, and the education of others.
- Understand that failure to abide by these policies may result in recommendation for expulsion.

In addition to the above requirements, the following condition is required:

**Attendance at school is key to your academic success. Therefore, you must agree to attend school regularly and provided documentation excusing absences on days you cannot be present. Additionally, you should complete make-up assignments when returning to school.**

# Houston County WIN Academy, Cougars



**Dr. Kay Isom-Benjamin, Principal**  
**Dr. Tina Nelson-Jackson, Assistant Principal**  
**Dr. Ami Lenderman, Assistant Principal**  
**Mrs. Crystal Johnson, Counselor**

Dear Parent or Guardian:

Houston County School Nutrition will be participating in our third year of the USDA's initiative of implementing the Community Eligibility Provision (CEP) through the National School Lunch Program. CEP permits eligible schools to provide meals to all students at no charge, regardless of economic status. CEP will be available to children enrolled in the following schools: Centerville Elementary, Lindsey Elementary, Pearl Stephens Elementary, Miller Elementary, Northside Elementary, Northside Middle, Parkwood Elementary, CB Watson Primary, Russell Elementary, Westside Elementary, Warner Robins Middle, Tucker Elementary, Morningside Elementary, Shirley Hills Elementary, Huntington Middle and Houston County WIN Academy.

What does this mean for you and your children attending the schools identified above?

Students enrolled in the aforementioned schools are eligible to receive a healthy breakfast, lunch, and snack (if the child is enrolled in an eligible after school program) at school at **no charge** to your household each day of the school year. No further action is required of you. Your child or children will be able to participate in this meal program without having to pay a fee or submit a Free and Reduced Meal Application.

While the regular breakfast, lunch, and after school snack will be provided at no cost to your child, supplemental sale items such as chips, cookies, etc. will be available for purchase. These items can be purchased with cash or monies placed on the child's online account at [MySchoolBucks.com](http://MySchoolBucks.com). In order to prevent any charges to your child's account, he/she should not purchase supplemental sale items if there is no money in their account.

**In addition, the privilege of your child eating free is associated with the school they attend. Therefore, if your child transfers to a school that is not listed above, you will need to provide payment for your child's meals until you complete a Free and Reduced Meal Application and receive notice that it is approved.**

Additional information on CEP can be found on the school nutrition website located at [www.HCBE.net](http://www.HCBE.net) For further assistance, please contact the School Nutrition Department at (478) 322-3308 or email Robin Black, Free and Reduced Secretary, at [Robin.Black@hcbe.net](mailto:Robin.Black@hcbe.net).

Sincerely,

*Dr. Kay Isom-Benjamin*  
Principal