



# **NORTHSIDE HIGH SCHOOL**

*Student Handbook*

**2025 - 2026**

# Table of Contents

Alma Mater and School Spirit.....	2
Welcome Letter.....	3
Bell Schedule .....	4
Administration & Counselors .....	5
<b>Attendance</b> .....	6
Arrival .....	6
Tardies to School .....	6
Tardies to Class.....	6
Absences .....	7
Early Dismissals.....	7
College Visits for Seniors Only .....	7
Advisement Program.....	8
Attendance .....	8
Beginning of the Day .....	8
Bullying.....	8
Class Officer Elections.....	9
<b>Discipline</b> .....	9
Dress Code .....	12
Electronic Devices .....	13
PBIS School .....	14
<b>General Information</b> .....	15
Code for Class Officers, Homecoming Court, Mr. NHS, and Miss NHS.....	15
Debts Owed to School.....	15
Final Exams.....	15
Lockers.....	15
Parking .....	15
Personal Items and Deliveries .....	16
Plagiarism.....	16
Unauthorized Areas.....	16
<b>Guidance and Counseling Services</b> .....	17
Advisement .....	17
Armed Services Representatives.....	17
Counseling Services .....	17
Financial Aid.....	17
Scholarships .....	17
Governor’s Honor Program.....	18
Night Advisement .....	18
Social Services .....	18
Media Center.....	19
<b>Clubs/Activities</b> .....	19
<b>Board of Education System Guidelines and Policies</b> .....	24

# Alma Mater

*Northside High our Alma Mater  
Thou to us art dear;  
May thy virtues and thy teachings  
Guide us through the years.*

*Ever onward, be our watchword, Conquer and prevail  
Eagles rise and set our standards  
Northside High, all hail.*

**Mascot**  
*Eagles*

**School Colors**  
*Blue & White*

## SCHOOL SPIRIT

We cannot see or touch school spirit. We hardly know how to define it, yet it is one of the most powerful forces of our school.

It is doing our best in LITERARY COMPETITION.

It is our ATHLETIC TEAMS fighting hard to win. It is our CLASSROOMS, where we do our best.

It is the THRILL of victories and the ACCEPTANCE of honorable defeat.

It is the DETERMINATION to put honest EFFORT into your high school years. It is the COURTESY and CONSIDERATION we show to our classmates, our teachers, and our visitors.

It is YOU, our students, in the halls, on the campus, and around the city, who proudly back every worthy cause of our school and protect its good name. It is the most precious HERITAGE of the school.



# Northside High School

Dustin Dykes, Principal

926 Green Street  
Warner Robins, Georgia 31093

www.hcbe.net  
478.929.7858

*Houston County Board of Education*

## Dear Students and Parents,

Welcome to the 2025-26 school year at Northside High School. I am excited to return to my alma mater to serve as the principal of the best school anywhere. I welcome communication from parents as we encourage your continued support and participation in every aspect of your child's high school career. My primary goal is to create a learning atmosphere true to our mission statement: to produce high school graduates who are college and career ready.

The purpose of this family information guide is to inform you of school and system policies and procedures. Student expectations, as outlined in the family information guide, are essential for the wellbeing of the school community and for the health and safety of all. As adults and leaders, we understand that mistakes are a part of growing toward adulthood, but even so, we still must have high expectations of our students. Northside High practices PBIS (Positive Behavior Interventions and Supports). We will make every effort to positively reinforce expected behaviors in all students. We will also strive to make every disciplinary incident an opportunity for positive learning and growth. We hold our educational environment in high regard. Any student who does not come to school to learn and disrupts the educational process will be dealt with in accordance with the handbook, we reserve the right to make decisions based on the best interests of our students.

I consider it a privilege to work with students, staff, parents, and community members to provide a quality education to all students in a safe environment. Please let me know if I can be of assistance in any way. Together we will continue to make Northside High School the best school anywhere!

***"It's GREAT to be a Northside Eagle!"***

*Dustin Dykes*

Dr. Dustin Dykes, Principal

**Northside High School  
2025 - 2026**

<b>Regular Schedule</b>				
<b>Period</b>				
<b>1st</b>	8:00 -- 8:51 (51 min.) (Warning Bell 7:58)			
<b>2nd</b>	8:57 -- 9:46 (49 min.) (Warning Bell 8:55)			
<b>3rd</b>	9:52 -- 10:41 (49 min.) (Warning Bell 9:50)			
<b>4th</b>	10:47 -- 11:36 (49 min.) (Warning Bell 10:45)			
<b>5th</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	Lunch 11:36-11:58	Class Time 11:42-12:00	Class Time 11:42-12:24	Class Time 11:42-12:48
		Lunch 12:00-12:22		
			Lunch 12:24-12:46	
	Class Time 12:04-1:10	Class Time 12:28-1:10	Class Time 12:52-1:10	Lunch 12:48-1:10
<b>6th</b>	1:16 -- 2:05 (49 min.) (Warning Bell 1:14)			
<b>7th</b>	2:11 -- 3:00 (49 min.) (Warning Bell 2:09)			
<b>SOAR Period Schedule</b>				
<b>Period</b>				
<b>1st</b>	8:00 -- 8:45 (45 min.) (Warning Bell 7:58)			
<b>2nd</b>	8:51 -- 9:35 (44 min.) (Warning Bell 8:49)			
<b>SOAR Period</b>	9:40 -- 10:15 (35 min.) (Warning Bell 9:38)			
<b>3rd</b>	10:21 -- 11:05 (44 min.) (Warning Bell 10:19)			
<b>4th</b>	11:11 -- 11:55 (44 min.) (Warning Bell 11:09)			
<b>5th</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	11:55-12:15	Class Time 12:01-12:16	Class Time 12:01- 12:38	Class Time 12:01-1:00
		12:16-12:36		
			12:38-12:58	
	Class Time 12:21-1:20	Class Time 12:42 -1:20	Class Time 1:04-1:20	1:00-1:20
<b>6th</b>	1:26 -- 2:10 (44 min.) (Warning Bell 1:24)			
<b>7th</b>	2:16 -- 3:00 (44 min.) (Warning Bell 2:14)			
<b>PM Activity Schedule</b>				
<b>Period</b>				
<b>1st</b>	8:00 -- 8:45 (45 min.) (Warning Bell 7:58)			
<b>2nd</b>	8:51 -- 9:35 (45 min.) (Warning Bell 8:49)			
<b>3rd</b>	9:41 -- 10:25 (45 min.) (Warning Bell 9:39)			
<b>4th</b>	10:31 -- 11:15 (45 min.) (Warning Bell 10:29)			
<b>5th</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	11:15-11:35	11:21-11:35	11:21-11:57	11:21-12:20
		11:36-11:56		
			11:57-12:17	
	11:41-12:40	12:02-12:40	12:23-12:40	12:20-12:40
<b>6th</b>	12:46 -- 1:30 (Warning Bell 12:44)			
<b>7th</b>	1:36 -- 2:20 (Warning Bell 1:34)			
<b>Activity Period</b>	2:20 -- 3:00 (Warning Bell 2:18)			

## **SCHOOL ADMINISTRATION**

Principal: **Dr. Dustin Dykes**

Assistant Principal/CTAE Supervisor: **Mrs. Heather Burley**

Assistant Principal: **Mr. Charles Myers**

Assistant Principal of Instruction: **Mrs. Jenny Gutshall**

Assistant Principal/AD: **Mr. Justin Jones**

Assistant Principal: **Dr. Tamica Sneed**

Assistant Principal: **Mr. Terrell Lane**

## **COUNSELORS**

9th Grade: **Mrs. Pam Duncan**

10th - 12th Off Track Achievement Specialist: **Mrs. Jennifer Logsdon**

A-F: **Ms. Nadia Ford**

G-N: **Dr. Adrina Corey**

O-Z: **Ms. Alexandria Varlack**

ELL, Testing Coordinator: **Mrs. Denea James**

## **ACADEMIC SUPPORT**

Parent and Family Engagement Liaison: **Ms. Nyquell Terry**

504 Coordinator: **Mrs. Pam Duncan**

Title IX Coordinator: **Mrs. Heather Burley**

## **OFFICE STAFF**

School Secretary: **Ms. Kim Ferguson**

Bookkeeper: **Ms. Hannah Hedden**

Records Clerk: **Mrs. Belinda Alvarez**

Counseling Secretary: **Mrs. Stephanie McFadden**

Data Entry Clerk: **Mrs. Brandy Jackson**

Attendance Clerk: **Mrs. Gina Guy**

# **ATTENDANCE**

## **ARRIVAL**

All students who arrive at school before 7:45 a.m. must report to a designated area. Students will not be allowed to walk around the school or visit any other area of the school. A bell will ring at 7:45 a.m. to dismiss students to class.

## **TARDIES TO SCHOOL**

Tardy to school will be defined as arriving to school after 8:00 am. Any students arriving to school after 8:00 am but during 1<sup>st</sup> period, will be marked tardy by their first period teacher. Any student who misses more than half of a class period will be marked absent for that/those period(s).

## **TARDIES TO CLASS**

Students should make every effort to be in class on time. Students must have the appropriate parental note or medical documentation for a tardy to school to be excused.

Students arriving to school after 8:00am must report to the NHS office to sign in before reporting to class.

Students missing one half or more of a class will be counted absent for that class. Students who are late to class (without an excused note) will be referred to the appropriate administrator.

**Unexcused tardies will be cumulative and discipline consequences will be assigned.**

## **ABSENCES**

It is the responsibility of the students to provide written notification relating to absences. Upon returning to school **ALL** students will need to present the absence note to Mrs. Gina Guy in the Northside Office. **If the note is not provided within 5 days of returning to school, the absence will remain unexcused.**

Faxes are accepted within 5 days of returning to school. The note should contain the following information:

1. name and grade of student
2. date of note
3. date of absence
4. reason for absence
5. parent signature
6. phone number of parent

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

1. personal illness
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
5. conditions which render school attendance impossible or hazardous to the student's health and safety
6. students who are registering to vote or voting not to exceed one day

## **EARLY DISMISSALS**

Early dismissals will be granted from the Northside Main office before school each morning. The student must have a note from his/her parent/guardian with the following information:

1. The full name of the student
2. Telephone number where the parent can be reached.
3. Reason for dismissal, and the doctor's name if dismissal is for a doctor or dental appointment.
4. Time the student should be dismissed.

**All Early Dismissals handled by telephone will require a parent/guardian to come in with proper ID to sign out the student. Early dismissal emails and faxes are accepted, if received by 9:00 AM to [Virginia.guy@hcbe.net](mailto:Virginia.guy@hcbe.net) or fax (478) 929-7813.**

**Early dismissal during the Georgia Milestone EOC will not be permitted. Students WILL NOT be dismissed until entire Testing session has ended.**

## **COLLEGE VISITS FOR SENIORS ONLY**

A senior may have one day to visit a college in preparation for post-secondary education. The senior is counted absent and is responsible for all assignments. **Procedure:** The student and his/her parents must make an appointment with the school to be visited. A letter from the parent verifying the appointment should be brought to the counselor in order to get an excused absence.

## 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 and 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, NHS 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 2 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 NI absence will be 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 a regular single absence should also be made-up the following day. 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 72 hours in which to present a note stating the reason for their absences. Responsibility for proving documentation 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 7:15am. Students must report to designated holding areas until 7:45am. Students who will eat breakfast must report directly to the cafeteria.

## 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.

## CLASS OFFICER ELECTIONS (SCHOOL-WIDE)

Class officer elections are held in the spring of each year for rising 10th–12th grades. Elections for 9th grade are held in the fall. 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 NHS. Announcement of winners will be made via the intercom and scrolled on the TV monitor. They will service as part of the student council.

Northside High School 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.

## 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.

Northside High School 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 Northside High School:*

**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.

2. Parents can reach any school employee through school e-mail. Addresses are assigned as firstname.last name@hcbe.net.

3. **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 considered to be 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.

4. **Administrative Detention:** Only an administrator may assign administrative detention. Detention is held Monday-Thursday both before school and after school. Afternoon detention is held from 3:05pm to 3:35pm. 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.

5. **Saturday School:** During this time students will be providing community service for our school. Saturday School will meet from 8:00 a.m. to 11:30 a.m. in the Cafeteria. Students who do not attend Saturday School may be assigned ISS the following Monday.

6. **Loss of Parking Privileges:** Driving to school is a privilege not a right. Students who fail to follow parking lot procedures or drive off of campus during the school day without permission will risk losing these privileges.

7. **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 further discipline.

8. **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 not attend practices and games while in ISS. **This punishment starts at 8:00am of the 1st day assigned and is complete at 3:00pm on the last day assigned.**

**9. Student Behavior Contract:** Students who violate certain major offenses (i.e.: physical contact with another student), or students who are assigned to ISS repeatedly will be placed on a Student Discipline Contract. This discipline contract serves as a written warning that the student has a history of disciplinary referrals and must refrain from further discipline referrals for the remainder of the school year or they can be suspended home or referred to the Student Review Committee with a recommendation for expulsion. Counselors will be informed of this contract.

**10. 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.

**11. 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.

**12. Notification of law enforcement officials:** Per Board of Education 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 consequences issued.

**13. Student Review:** In situations where an administrator is recommending expulsion from Northside 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.

**14. Board of Education Tribunal Hearing:** In severe situations or situations where parents are appealing a Student Review Committee recommendation, a Board of Education 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.

**15. Fighting:** Students will be issued a ticket and be arrested by the Houston County Sheriff's Department for fights on campus. OSS and/or ISS may also be assigned.

## 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.** If jeans with holes are worn, they must have leggings on underneath.
- In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, Playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- No clothing or other article which may indicate membership in a gang may be worn or displayed at school or any school function.
- Pants, skirts, shorts, and dresses must be mid-thigh length or longer. Sagging pants are not allowed and pants must be worn at the waist.
- Excessively long shirts must be tucked in.
- When leggings are worn, a dress, shirt or skirt must be worn over the leggings. **The dress, shirt, or skirt must be at least mid-thigh in length or longer.**
- Biker shorts may not be worn.

### Accessories

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Students may not wear ornaments, jewelry, and piercings, which are extreme and may interfere with the learning process or cause a disruption of the educational environment.
- Students may not wear hats, caps, bandanas, hoods, beanies, wave caps, ski masks, sunglasses, combs, picks, bonnets, shower caps, etc. inside the building.

### Hair & Grooming

- Hair must be well groomed. Extreme hairstyles, colors, and fads that would interfere with the learning process or cause a disruption of the educational environment are prohibited.
- Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.

### Coats

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

Students who violate the dress code will receive consequences.

## **ELECTRONIC DEVICES**

Students are permitted to possess cell phones and other electronic devices while on school property and during school functions. However, students should not use their devices to contact their parents during the school day. Students should instead utilize the front office phone that is available to them. Parents should also refrain from contacting their students through their devices and should send any necessary messages through the front office. All students have been issued a school device to perform all instructional task and processes. Therefore, no cellphones are allowed in class or in the hallways. **A phone in hand is a phone in use. Students who violate this policy shall be subject to appropriate disciplinary action.**

1 <sup>st</sup> offense	Warning and confiscation of device
2 <sup>nd</sup> offense	3 days ISS, no exemption and confiscation of device or Alternative Discipline

Progressive discipline will be used from that point forward.

A parent/guardian may pick up all confiscated electronic devices after 3:00pm. Refusal to surrender device to a staff member will result in 3 days ISS.

**NHS is not responsible for lost or stolen electronic devices.**

Northside High School is a PBIS School.

The goal of PBIS is to prevent the development and the intensifying of problem behavior and maximize academic success for all students.

PBIS is an acronym for Positive Behavior Interventions and Support. It is a school-wide integration of:

- A systems approach for building capacity
- A continuum of behavioral supports
- Prevention focused efforts
- Instructionally focused behaviors
- Empirically sound practices
- Data information analyzed and utilized on a frequent basis



## **GENERAL INFORMATION**

### **CODE FOR CLASS OFFICERS, HOMECOMING COURT, Mr. NHS and Miss NHS**

During the school year, if an elected student fails to meet the academic criteria or is involved in any disciplinary misconduct or suspension, he/she may be removed from office and not permitted to be considered for any student honor or privileges during the school year in which the disciplinary offense occurred. Principal discretion will be observed in all circumstances.

### **DEBTS OWED TO SCHOOL**

Any student who owes the school any debt may not participate in the graduation exercises. If a student owes a debt at the end of school, it will need to be cleared (with cash or money order) before receiving their report card. Students who withdraw from school and owe debts will need to pay with cash or money order.

### **FINAL EXAMS**

Final Exams WILL NOT be given prior to the scheduled exam day. A time to make-up exams will be scheduled at the end of each semester.

Early dismissal WILL NOT be permitted during a Final Exam [(unless for emergency: medical or family (proper documentation of emergency must be provided))]. Students will be permitted to leave once the Final Exam period has ended.

### **LOCKERS**

Students can request a locker with administration.

### **PARKING**

Parking permits must be purchased in the Bookkeepers office. Students will park in assigned parking spaces and follow all the parking rules. Parking decals must be hung from their rearview mirror at all times. **The cost of the decal is \$35 per year. Parking regulations will be distributed at the time of purchase. If you are illegally parked, your car will be booted at a cost of \$30.**

## **PERSONAL ITEMS AND DELIVERIES**

The school day should be free of any interruptions or intrusions that interfere with the normal operation of a school. Therefore, no students will be allowed to receive or be in the possession of personal gifts such as flowers, balloons, candy, etc. Students will not be allowed to receive lunches purchased outside the school. This includes deliveries from commercial vendors, friends, or parents.

**In the event that food is delivered to the school from outside vendors; the items will be confiscated and held in the front office until 3:00pm.**

## **PLAGIARISM**

The *St. Martin's Handbook* defines plagiarism as “the use of someone else’s words or ideas as [the writer’s] own without crediting the other person” (Lunsford and Connors 602). Plagiarism includes offenses from copying answers from another student to using a published author’s ideas without giving credit to the author. This fraudulent behavior is very serious. At major colleges and universities, students engaging in such could face the failure of a course or expulsion from the college. Students at Northside are expected to be honest and ethical in completing their assignments. Any student found guilty of plagiarism at Northside could face a lower grade on an assignment, a zero on the assignment, and/or other disciplinary action.

## **UNAUTHORIZED AREAS**

Halls are for thru traffic only. Students **MAY NOT LOITER** in the hallways or the cafeteria.

**Before 7:45 a.m. all students must students must report to a designated area.**

- **BREAKFAST AND LUNCH**

All students must remain in their designated area during breakfast and lunch. Outside food/drink delivery and/or drop-off is not allowed.

- **AFTER SCHOOL**

Students who remain on school premises after the end of the school day must be with a school official. All other students must be off campus by 3:15 PM.

# **GUIDANCE AND COUNSELING SERVICES**

## **ADVISEMENT**

Students may make an appointment with their counselor to plan and monitor his/her program of study to provide information on career opportunities, colleges, and scholarships, and to discuss the student's academic progress. Teachers will advise students on possible careers in their discipline and provide opportunities for students to investigate their career interests, which relate to the content area.

## **ARMED SERVICES REPRESENTATIVES**

Regular scheduled visits by the branches of the armed services will be set up by counselors. Any student may meet with a service representative during his/her lunch period. Students will not be allowed to be called out of class.

## **COUNSELING SERVICES**

1. Planning for high school courses
2. Aiding in occupational choices
3. College selections
4. Job selection
5. Financial Aid and scholarships
6. Counseling on personal problems
7. Administering and interpreting tests

## **FINANCIAL AID**

Students who plan to go to college, business school or any accredited educational program after they graduate from high school can apply for financial aid. Several steps are necessary and they should be completed as soon as possible during the senior year.

1. Take the SAT or ACT and apply to schools that you are considering in early fall.
2. Complete the Federal Aid for Students (FAFSA) between January and April even if you do not think you are eligible for federal programs such as the Pell Grant. This is required for many scholarship programs.
3. Complete the Georgia Student Grant Application at [www.GAcollege.411.org](http://www.GAcollege.411.org).
4. Write to the Director of Financial Aid of the scholarships or work programs for which you might be eligible.
5. Consider the low interest educational loans which are available and get details from your bank.
6. Apply for scholarships given by local civic and business organizations through the counselor.

## **SCHOLARSHIPS**

Numerous scholarships are awarded to graduating seniors. Interested students can contact the counseling department concerning criteria and procedures for applying. It is extremely important that seniors stay in close contact with their counselor concerning post-secondary plans. Students who have received scholarships should report this information to their counselor.

## **GOVERNOR’S HONORS PROGRAM**

The Governor’s Honors Program is a high-powered, academic summer program for high school students. Courses are in specific academic areas. These courses are taught by master teachers with exceptionally strong backgrounds, who also have wide-ranging interests and a general interdisciplinary approach to teaching. Governor’s Honors serve rising juniors and seniors statewide who are extremely capable and highly motivated and who demonstrate a firm commitment to a particular academic area. Both past performance and present level of interest are assessed by GHP reviewers in their search for students who have gone beyond the expected and required. In addition, nominees must have taken the PSAT in order to qualify. Students who attended Governor’s Honors in the past are ineligible.

Students may be nominated for local consideration either by themselves or by a Northside High School faculty member. A faculty member’s endorsement must accompany a self-nomination. Local school committees screen nominees, and then candidates for each area are determined. The school’s selections are sent to the state, where further screening determines final Governor’s Honors.

## **NIGHT ADVISEMENT**

Night Advisement is an important step in the registration process for the following year. The goal of this activity is to not only register for classes but to do our best to insure that each student and parent has a clear understanding of where they are on the pathway towards graduation. Each student will sit down with their parents/guardian and their advisor to monitor their academic progress. This is an excellent time to discuss long-term academic/career goals. Our hope is that each family will make every effort to take advantage of this important activity.

## **SOCIAL SERVICES**

Social services are available for all students and their parents. Contacts for these services may be made through the school or the central office. These services include visiting teacher services and assistance

## **NORTHSIDE HIGH SCHOOL MEDIA CENTER**

The Media Center serves the information needs of the students and teachers. We have print and digital resources available for students to use. Please see [www.nhs.hcbe.net/mediacenter](http://www.nhs.hcbe.net/mediacenter) for more information.

## **CLUBS/ACTIVITIES**

Students are strongly encouraged to become involved in as many activities at the school as possible. At Northside High School there are a variety of clubs and organizations so that each student should be able to locate one of interest to them.

## **ATHLETICS**

Athletic Director – **Mark Jones**  
Baseball – **Joey Walker**  
Basketball/Boys – **Buck Harris**  
Basketball/Girls – **ChoRonda Harris**  
Cheer – **Mara Blalock / Nyquell Terry / Jante Jenkins**  
Cross Country – **Katherine Taylor**  
ESports – **Michael Maschenik**  
FCA – **Joey Walker**  
Flag Football – **Tyler Smith**  
Football – **Daniel "Boone" Williams**  
Golf – **Buck Harris**  
Soccer/Boys – **Sid Littlefield**  
Soccer/Girls – **Charlie Morris**  
Softball – **Travis Spell**  
Swim – **Reagan Ayers**  
Tennis – **Cody Howell**  
Track/Boys – **Eric Brinn**  
Track/Girls – **Tavon Mason**  
Volleyball – **Tenille King**  
Wrestling/Boys – **Christopher Fleming**  
Wrestling/Girls – **Scott Traugh**

## **Beta Club**

Beta Club is by invitation only based on academic accomplishments. NHS Beta Club subscribes to the standards of achievement, character, and leadership set forth in the National Beta Club. All members should strive to make these standards the rule and guide of their lives. The motto is “Let us lead by serving others.” Members work throughout the year to serve fellow students, the faculty and staff, and members of the community while at the same time pursuing excellence in academics and building leadership skills in individual members.

**Sponsors: Mrs. Ruth Langlois, Dues: \$30.00**

## **DECA**

**Mission/Purpose:** DECA chapters operate in over 4,500 schools across the US, Puerto Rico, Guam, Germany, Mexico, and Canada. With over 172,000 members, DECA’s high school division is recognized and endorsed by all 50 state departments of education and the US Department of Education. 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. Planned Activities: Each year, the chapter determines its community service activities. Members also have the opportunity to compete on the regional, state, and national levels. Northside’s chapter has had students attend and compete at national competitions every year since 1999. Membership requirement: Marketing Education Student

**Sponsor: Mr. Adam Hall. Dues: \$25.00** (includes chapter, state, and national)

## **Family Career Community Leader of America**

FCCLA has a national student membership of 230,000 young men and women. There are 53 state associations, including the District of Columbia, Puerto Rico, and the Virgin Islands. There are over 10,000 local chapters.

**FCCLA is open to all Career Technology and Agricultural Education students.**

Mission: — is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of a family member’s wage earner and community leader, members develop skills for life. During training, students develop the following skills:

1. Character development
2. Creative and critical thinking
3. Interpersonal communication
4. Practical knowledge
5. Career and technical skills

Purpose of the organization:—

1. To provide opportunities for personal development and preparation for adult life
2. To strengthen the function of the family as a unit of society
3. To encourage democracy through cooperative action in the home and community

4. To encourage individual and group involvement in helping achieve global cooperation and harmony
5. To provide opportunities for making decisions and for assuming responsibilities
6. To prepare for the multiple roles of men and women in society
7. To promote family consumer sciences and related occupations

Planned activities:—

1. Field trips
2. STAR event competitions
3. Community Services

**Sponsors: Ms. Sasha Smith and Ms. Faythe Pollard. Dues: \$20.00 per year.**

## **Fine Arts Organizations**

Band – **Dr. Chuck Herron**

Color Guard – **Dr. Chuck Herron**

Choir – **Mr. Jea Otis Carter**

Miss NHS Contest – **Mr. Brian Barnett, Mrs. Michaela Heide Tignor**

Thespian Troupe – **Mr. Brian Barnett, Mrs. Michaela Heide Tignor**

Spring Musical – **Mr. Brian Barnett, Mrs. Michaela Heide Tignor**

One Act Play – **Mr. Brian Barnett, Mrs. Michaela Heide Tignor**

## **Future Business Leaders of America**

**(FBLA)** strives to prepare students of Northside High School for success in the business world. FBLA benefits students because it helps prepare them for their personal and business lives through field trips, professional speakers, community service (Salvation Army and March of Dimes), and competitions. FBLA has earned many awards through competitive events held both locally and statewide. Students make connections with other students around the state while enjoying many different activities (Fall Motivational Rally, Fall Leadership Conference, Atlanta Field Trip, and job shadowing). Membership requirements are the filling out of an application and payment of dues.

**FBLA meets monthly (usually on the second Tuesday of each month) in the Career Tech building Room 1308.**

**Sponsors: Dr. Carlos McCloud, Ms. Marecia Gregory.**

**Dues: \$15.00**

## **Fellowship of Christian Athletes**

This is an organization 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 relationship in the fellowship of church.

**Sponsor: Mr. Joey Walker**

## **FFA**

The National FFA Organization (formerly Future Farmers of America) envisions a future in which all agricultural education students will discover their passion in life and build on that insight to chart the

course for their education, career and personal future.

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Agricultural Education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems.

**Sponsors: Mr. Virgil Blalock, Mr. Ryan Talton**

## **Junior Optimist International JOI**

**What is JOI?** JOI is an all-inclusive service-learning organization affiliated with adult Optimist clubs worldwide. Northside High School's JOI club was chartered in 2001 under the wing of the Noon Optimist Club of Warner Robins. It embraces the positive values of optimism, respect for self and others, and independence of mind through the unlimited opportunities of community service and sponsorship by Optimist International ("Bringing Out the Best in Kids").

The National Association of Secondary School Principals has added JOI to its National Advisory List of Contests and Activities, which makes JOI a **significant** school activity on the same level with the National Honor Society and Student Councils.

### **Why Should You Join JOI?**

- Because it's fun! It can fulfill the requirements for community service. When we help others, everyone wins! JOI looks great on college applications.
- You have club, district, and international leadership opportunities.
- You can learn about teamwork, communication, self-esteem, money management, and citizenship in non-traditional, fun ways.

### **What is required to be a JOI member?**

Energy, Enthusiasm, The belief that kids CAN make a difference in their community.

**Sponsor: Mrs. Christi Johnson. Dues: \$10.00**

## **Math Club**

Promotes enjoyment and understanding of mathematics. The club participates in St. Jude's Children's Research Hospital Math-a-Thon and provides tokens of encouragement to NHS students who are taking standardized math tests.

**Dues: \$5.00**

## **National Technical Honor Society**

### **Mission**

To honor student achievement and leadership, promote educational excellence, and enhance career opportunities for the NTHS membership.

### **Eligibility for Membership**

Northside High School students must meet **ALL** of the following criteria to be extended an invitation to join the NTHS:

- An overall GPA of **3.0** or higher on a **4.0** scale by the end of the first semester of the junior year
- Accumulate a **3.25** GPA on a **4.0** in the career technology area of concentration

- Active involvement in a career tech student organization (CTSO) such as FBLA, FCCLA, FFA, Skills USA, or DECA.

*The NTHS induction ceremony will take place during Spring semester for all students meeting membership requirements and upon paying membership fees set forth by NTHS and Northside High School.*

**Sponsor: Dr. Carlos McCloud, Ms. Marecia Gregory. National Dues: \$40.00**

## **ROTC**

Demilitarized Armed Drill Team

Facsimile Armed Drill Team

Unarmed Drill Team

Color Guard Rocketry Team

Awareness Presentation Team

Kitty Hawk Air Society

Varsity and Junior Varsity Saber Teams

Honor Guard

**Sponsors: Colonel Madeline Lopez, CMSgt. Charles Mize, Sr. MSgt. Justin Harrison**

## **Skills USA**

Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Skills USA helps each student excel.

Skills USA is a national nonprofit organization serving teachers, high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

**Sponsors: Mr. Justin Dunbar**

## **Thespians Club**

**Thespians Club** is open to students who have been involved for two years with theatre activities. The organizations encourage student involvement with the arts. During the school year, they contribute to the production of Miss NHS, One-Act Play, and the Spring Musical.

**Sponsors: Mr. Brian Barnett, Mrs. Michaela Heide Tignor**





# 2025-2026 High School Handbook

Dr. Richard Rogers  
*Superintendent*

Houston County School District  
1100 Main Street  
Perry, Georgia 31069  
(478) 988-6200  
[www.hcbe.net](http://www.hcbe.net)

# HOUSTON COUNTY SCHOOLS MISSION STATEMENT



*Our mission is to produce high achievement  
for all through continuous growth.*

*Our vision is to be the standard for world-class education.*

Dr. Richard Rogers  
Superintendent of Schools

## Table of Contents (HCBOE Portion)

HOUSTON COUNTY SCHOOL DISTRICT STUDENT CALENDAR 2025-2026.....	6
ARRIVING ON AND LEAVING CAMPUS.....	7
ATTENDANCE POLICY & PROCEDURES.....	7
<i>Compulsory Attendance</i> .....	7
<i>Excused and Unexcused Absences</i> .....	7
<i>Medical Appointments</i> .....	8
<i>Military Family Deployment – Absences for Special Consideration</i> .....	8
ATTENDANCE ZONES.....	8
<i>Unsafe School Choice Option</i> .....	9
BALLOONS/GIFTS AT SCHOOL.....	9
BRIDGE BILL: Building Resourceful Individuals to Develop Georgia’s Economy.....	9
<i>GA Futures</i> .....	9
BUS CONDUCT.....	9
<i>Minor Offenses</i> .....	10
<i>Major Offenses</i> .....	10
<i>Consequences for Infractions of Bus Conduct</i> .....	10
CENTRAL REGISTRATION.....	11
<i>Change of Address</i> .....	11
CONCUSSION MANAGEMENT.....	11
CONDUCT & CITIZENSHIP.....	11
COMMUNICATION SYSTEM/HOUSTON COUNTY SCHOOL DISTRICT APP.....	12
DISCIPLINE.....	12
<i>Commission of a Crime</i> .....	12
<i>Other Suspension/Expulsion Information</i> .....	12
<i>Definitions of Disciplinary Actions</i> .....	12
<i>Due Process for Students</i> .....	13
<i>Suspension</i> .....	13
<i>Expulsion or Long-Term Suspension</i> .....	13
<i>In-School Suspension (ISS): General Regulations</i> .....	13
<i>Student Rules for In-School Suspension</i> .....	13
<i>Encouraging Parents To Inform Their Children Of The Circumstances Of Certain Conduct</i> .....	14
DRESS CODE POLICY.....	14
<i>Dress Code Enforcement</i> .....	14
<i>Dress Code Specifics</i> .....	14
DRILLS: FIRE/TORNADO/EMERGENCY/BUS EVACUATION DRILLS.....	15
DRIVER’S PERMIT/LICENSE.....	16
DRUG FREE SCHOOLS.....	16
ELECTRONIC DEVICES.....	16
ENROLLMENT REQUIREMENTS.....	16
ELIGIBILITY.....	17
<i>Home Study Students</i> .....	17
EXTRACURRICULAR / CO-CURRICULAR ACTIVITIES.....	18
<i>Suspension from Participation</i> .....	18
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	18
FITNESS ASSESSMENT.....	19
GENDER EQUITY IN SPORTS.....	19
GEORGIA HOPE SCHOLARSHIP PROGRAM.....	20
<i>Gifted Education Program</i> .....	20
<i>Definitions</i> .....	20
<i>Referral</i> .....	21
<i>Eligibility</i> .....	21
<i>Multiple-Criteria Assessment Process</i> .....	21
<i>Continued Participation</i> .....	22
<i>Reciprocity</i> .....	22
<i>Curriculum</i> .....	22
GRADE POINT AVERAGE (GPA).....	23

<i>Computation of Grade Point Average</i> .....	23
<i>Honor Graduates</i> .....	23
<i>Selection of Valedictorian/Salutatorian</i> .....	24
<i>Advanced-Placement Honors</i> .....	24
GRADING .....	24
END OF COURSE EXAMS .....	24
<i>EOC Subject Area Competency (Test-Out) Information</i> .....	24
GRADUATION OBLIGATIONS .....	26
GRADUATION REQUIREMENTS .....	26
<i>Academic Load</i> .....	26
<i>Dual Enrollment</i> .....	27
<i>Graduation Requirements for Core Areas</i> .....	27
<i>Areas of Study</i> .....	27
<i>Required/Core/Elective Credit</i> .....	28
<i>Required Procedures for Awarding Carnegie Units of Credit</i> .....	28
<i>Early Graduation Guidelines</i> .....	29
<i>English Language Learners (ELL)</i> .....	29
GUIDANCE AND COUNSELING .....	29
<i>Materials and Services</i> .....	29
HEALTH RELATED SERVICES .....	29
<i>When to Keep A Student Home</i> .....	30
<i>Medication Administration</i> .....	30
<i>Head Lice</i> .....	31
<i>Hospital-Homebound Services</i> .....	31
<i>Water Safety Education</i> .....	31
<i>Sex Education (O.C.G.A. § 20-2-143 and GA DOE Rule 160-4-2-12)</i> .....	31
HOMEROOM PLACEMENT REQUIREMENTS .....	31
HOUSTON COLLEGE AND CAREER ACADEMY (HCCA) .....	32
<i>Admission Requirements/Process to HCCA</i> .....	32
HOUSTON COUNTY WIN ACADEMY .....	32
<i>Houston County WIN Academy Mandatory Uniform Dress Code</i> .....	32
<i>Houston County WIN Academy Behavior and Attendance Requirements</i> .....	32
INSURANCE .....	32
INTERNET AND ELECTRONIC DEVICES – Houston County School District Policy IFBG .....	33
<i>Internet</i> .....	33
<i>Use of Electronic Devices</i> .....	33
<i>Purpose</i> .....	33
<i>Authorized User</i> .....	33
<i>Terms and Conditions</i> .....	34
<i>Encounter of Controversial Material</i> .....	34
<i>Vandalism and Harassment</i> .....	34
<i>Network Guidelines</i> .....	34
<i>E-Mail Guidelines</i> .....	34
<i>Social Networking</i> .....	35
<i>School Responsibilities</i> .....	35
<i>Student Responsibilities</i> .....	35
<i>Penalties for Improper Internet Use</i> .....	35
INTERPRETATION SERVICES .....	35
LOCKERS .....	36
LUNCH/BREAKFAST PROGRAM .....	36
MEDIA CENTER SERVICES .....	36
<i>Challenged Materials</i> .....	36
MILITARY RECRUITMENT PROVISION - §3825 of the ESSA .....	37
OFF-CAMPUS SCHOOL EVENTS .....	37
PARENT/TEACHER CONFERENCES .....	37
PARENT PERMISSION TO DROP OUT .....	37
PERMANENT RECORDS .....	37
PERSONAL POSSESSIONS AND VALUABLES .....	37
PROM .....	37
RELEASE OF STUDENTS .....	37

SEARCH AND SEIZURE POLICY ..... 38

SELLING ..... 38

SEMESTER TESTS ..... 38

SEXUAL HARASSMENT ..... 38

STUDENT DRIVING AND PARKING ..... 39

*Parking Procedures* ..... 39

STUDENT OR PARENT GRIEVANCE ..... 39

STUDENT SERVICES / SECTION 504 - NOTICE OF RIGHTS OF STUDENTS AND PARENTS ..... 39

SECTION 504 PARENT/STUDENT GRIEVANCE PROCEDURES ..... 42

STUDENT SERVICES / SPECIAL EDUCATION ..... 42

STUDENT SUPPORT TEAM ..... 44

STUDENT RISK SCREENING SCALE ..... 44

SUBSTITUTE TEACHERS ..... 44

TELEPHONE ..... 44

TESTING SCHEDULE ..... 44

TEXTBOOKS/LEARNING DEVICES ..... 44

TITLE I/TITLE II PARENT/STUDENT GRIEVANCE PROCEDURES ..... 45

TITLE VI – ANTI-HARASSMENT ..... 46

TITLE IX - NON-DISCRIMINATION ..... 46

TITLE IX - SEXUAL HARASSMENT ..... 46

TRANSCRIPTS ..... 46

VISITORS ..... 47

WEATHER ..... 47

WITHDRAWALS ..... 47

STUDENT CODE OF CONDUCT ..... 48

STUDENT EXTRACURRICULAR ACTIVITIES NOTIFICATION ..... 54

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS ..... 56

**HOUSTON COUNTY SCHOOL DISTRICT STUDENT CALENDAR 2025-2026**

July 30	Wednesday	First Day of School
September 1	Monday	<b>HOLIDAY</b> - Labor Day
September 2	Tuesday	Distance Learning Day/Site Collaboration
October 6-10	Monday - Friday	<b>FALL BREAK</b>
October 13	Monday	Student Holiday/Site Collaboration
November 11	Tuesday	<b>HOLIDAY</b> – Veterans Day
November 24 - 28	Monday - Friday	<b>HOLIDAY</b> – Thanksgiving Holiday
December 19	Friday	Last day before Holidays – ½ day for students
December 22 - January 1		<b>HOLIDAY</b> – Christmas & New Year Holiday
January 2	Friday	Student Holiday/Site Collaboration
January 5	Monday	First Day of Second Semester
January 19	Monday	<b>HOLIDAY</b> – Martin Luther King, Jr
February 16	Monday	<b>HOLIDAY</b> – Presidents’ Day
February 17	Tuesday	Distance Learning Day/Site Collaboration
March 30 – April 3	Monday - Friday	<b>SPRING BREAK</b>
April 6	Monday	Student Holiday/Site Collaboration
May 20	Wednesday	Last Day of School – ½ day for students

**REPORT CARD DATES**

<b>Semesters</b>	<b>End Date</b>	<b>Date Reports Issued</b>
Progress Report, Day 30	September 10	September 17
Progress Report, Day 60	October 30	November 5
End 1st Semester, Day 90	December 19	January 7
Progress Report, Day 119	February 13	February 25
Progress Report, Day 150	April 8	April 15
End 2nd Semester, Day 180	May 20	May 20

## **ARRIVING ON AND LEAVING CAMPUS**

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

## **ATTENDANCE POLICY & PROCEDURES**

### **Compulsory Attendance**

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

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

#### Level I

- Three (3) unexcused absences.
- School staff will contact parents and document the contact. Contacts may consist of e-mail, phone call, or teacher notification form.

#### Level II

- Five (5) unexcused absences.
- School staff will notify parents of the truancy. Parents/guardians may request a conference prior to signing an attendance contract.

#### Level III

- Eight (8) unexcused absences.
- School staff notifies Social Services Department; Social Services provides data to the court for judicial proceedings to begin.

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

### **Excused and Unexcused Absences**

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

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

NOTE: An excused absence will count toward exemption.

Students should present a written excuse within five (5) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused. Excessive or extended absences due to illness must be justified by a physician's statement.

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

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

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

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

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

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

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

#### **Medical Appointments**

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

#### **Military Family Deployment – Absences for Special Consideration**

The Houston County School District is supportive of our military families, especially during the difficult time of deployment. Per OCGA 20-2-692.1, a student whose parent or legal guardian is serving in the military in the U.S. armed forces or National Guard on extended active duty is allowed up to a maximum of: • 5 days excused absences per school year to visit with a parent/guardian prior to an overseas deployment to a combat zone or combat support posting, or during parent's/legal guardian's R&R leave or return from deployment; • 5 days excused absences over two school years for military affairs sponsored event, to include visiting a military parent/legal guardian in a medical facility; or attending a ceremony for the military member, such as promotion, graduation or retirement.

The form for special consideration for absences for military deployment can be obtained from the school's office or on the school system website under the Parents tab and select the Military Family Support page. Please submit this request with documentation 10 days prior to an absence to the school principal. Either of the following may be provided: a copy of the Contingency, Exercise or Deployment Orders (CED) or a memo signed by the Robins Air Force Base School Liaison Officer (SLO).

Students will be responsible for their homework and making up any missed tests or class reports upon return to school. Parents are asked to work with the classroom teacher and their children to ensure that students stay up-to-date on class material. For general information regarding student absences, see Board Policy JBD, Absences and Excuses.

#### **ATTENDANCE ZONES**

The Houston County Board of Education has approved student attendance zones. If the natural parent lives in Houston County, the student must attend the school in which the residence of the natural parent is located regardless of whether the student lives with the parent. If the parents are divorced/separated, the child shall be required to attend the school in the attendance zone in which the primary custodial parent resides. A complete list of enrollment restrictions and enrollment determinations is included in policies JBC and JBCCA.

If the school personnel determine that a parent or guardian has changed addresses without informing the school or used false information to enroll a child in a school other than the school zone in which the parent/guardian resides, the child shall be withdrawn not later than the last grading period. School administrators may request proof of residence at any time that it may be necessary to verify that a parent resides in the school zone. If it is determined that a student must enroll in another Houston County school, the parent will be directed to report to Central Registration to complete a change of address packet to transfer to the new school. Students must reside within the county in order to be enrolled in a Houston County school. Students are not allowed to attend Houston County schools if they reside in another county.

If school personnel determine that a parent or guardian has used false information or violated an enrollment restriction to enroll a child in a school other than the school in the zone in which the parent or guardian resides, the child shall be withdrawn to attend the school in the attendance zone or other county in which the parent resides. If the child(ren) are residing in another county, the Superintendent or designee may bill the parents the prorated amount of out of county tuition approved by the Board for district employees.

### **Unsafe School Choice Option**

If a student is a victim of a Violent Criminal Offense (as stated in OCGA 160-4-8-16/JBCCA Policy) on campus or at a school sponsored activity, he/she may request a transfer to a school that is in compliance with current state and/or federal accountability requirements. This request must be made within ten (10) school days of the commission of the violent criminal offense.

### **BALLOONS/GIFTS AT SCHOOL**

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

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

Georgia General Assembly HB 400: May 20, 2010

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

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

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

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

### **GA Futures**

[www.gafutures.org](http://www.gafutures.org) provides tools that will assist students with educational and career planning. Students and parents can gather educational and career-related information upon which they can make better and more informed decisions about their futures.

### **BUS CONDUCT**

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

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

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

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

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

### **Minor Offenses**

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

### **Major Offenses**

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

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

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

### **Consequences for Infractions of Bus Conduct**

Transportation by bus to and from school each day that is provided by the Houston County School District is a privilege. Students who choose to behave in an unruly manner and refuse to follow the rules sacrifice the safety of other students and the driver. Discipline for student misbehavior while riding the bus is progressive and ranges from parent/driver conferences to having the privilege of transportation provided by a Houston County School District taken away completely. Ultimately, all discipline procedures are at the discretion of the principal and depends on the severity of the offense.

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

Second Bus Report: One (1) day off bus

Third Bus Report: Three (3) days off bus  
Fourth Bus Report: Five (5) days off bus  
Fifth Bus Report: Seven (7) days off bus  
Sixth Bus Report: Ten (10) days off bus  
Seventh Bus Report: Off bus the remainder of the year

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

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

## **CENTRAL REGISTRATION**

Parents of any student(s) new to Houston County Schools must complete the enrollment process at the Central Registration site located at 410 Bear Country Blvd, Warner Robins, Georgia 31088. Enrollment process at Central Registration is done by appointment. To schedule an appointment, visit the Houston County website [www.hcbe.net](http://www.hcbe.net).

- Select the Parents tab
- Scroll to Central Registration

### **Change of Address**

Any parent that moves (changes address) within Houston County during the school year must go to Central Registration. The parent must show two proofs of address for the new residence (one must be a mortgage statement or lease agreement). A service disconnection notice from the previous address is also required.

## **CONCUSSION MANAGEMENT**

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

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

## **CONDUCT & CITIZENSHIP**

People judge our school to a great degree by what they see around the building and by what they hear in town. We are a school family living in a school home as attractive as it has been possible to make it. As a good citizen, you should do your part to keep it attractive.

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

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

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

1. Students are under the authority of all adults in the building. This includes both certified and non-certified employees. All students should respond to their instructions.
2. Students are expected to be in class on time, not tardy.

3. When assigned detention by a teacher, students are expected to meet this obligation on time. Students will have 24 hours to arrange transportation, except for break detention.
4. When classes are in session, students must have permission to be in the halls.
5. Congregating in halls or restrooms and excessively loud talking within the building will not be tolerated.
6. Students are not to be in the parking lots during the school day without permission from the office.
7. No student is allowed to leave the school grounds after arriving without permission from the office. Students may not leave campus for lunch or have lunch delivered to them.
8. Students should not bring food or drinks into the halls or classrooms.
9. Students enrolled in Work Based Learning may not leave campus except during their approved times.

### **COMMUNICATION SYSTEM/HOUSTON COUNTY SCHOOL DISTRICT APP**

All parents should download the Houston County School District app to their mobile device(s). The app will be used by schools and the district office to notify parents of school events, items or importance, and upcoming important dates. The District also has an automated emergency communication system that can be used to deliver urgent or timely communication such as school closings, evacuations, natural disasters, off-campus events, school lock-downs, or other major incidents. Messages can be sent to parents by text, email, or through a recorded message by telephone. This system enables the delivery of a fast, accurate message and is a valuable addition to our school safety program. Please ensure that your child's school has an accurate telephone number/email on file.

While messages will be delivered to parents using the language preferences that are saved in Infinite Campus, interpretation services are provided as practicable for languages other than English at no charge to parents.

### **DISCIPLINE**

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

#### **Commission of a Crime**

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

#### **Other Suspension/Expulsion Information**

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

#### **Definitions of Disciplinary Actions**

1. Expulsion: Suspension of a student beyond the current school semester, up to and including permanent removal from the school district.
2. Suspension (Short-Term): A temporary termination of attendance, not to exceed ten days.

3. Suspension (Long-Term): A temporary termination of attendance that exceeds ten school days.
4. Tribunal: A committee appointed by the Board of Education to hear cases of recommended long-term suspension or expulsion.
5. Detention: A requirement that the student remain after school for a disciplinary offense. All students must be given an advance notice of one day.
6. Alternative Program: An alternative educational environment for suspended students, affording the student the student the opportunity to continue his/her regular class work. Students must apply for admission.
7. In-School Suspension (ISS): An alternative education environment located in the school but isolated from other normal school activities and supervised by a teacher.
8. Bullying: See Student Code of Conduct.

### **Due Process for Students**

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

### **Suspension**

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

### **Expulsion or Long-Term Suspension**

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

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

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

### **Student Rules for In-School Suspension**

The following will apply to all students assigned to ISS.

I understand that I must:

1. Remain in ISS until dismissed.
2. Attend ISS for the number of days assigned before being admitted to regular class.

3. Bring an excuse from my parent/guardian explaining reasons for any absence.
4. Complete to the best of my ability all assigned work.
5. Refrain from talking except as specifically authorized.
6. Remain in the assigned seat while in class.
7. Refrain from all communications with other students.
8. Not participate in any extra-curricular activities while assigned to ISS.
9. Abide by all school rules as explained in this handbook.

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

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

### **DRESS CODE POLICY**

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

Hoodies are approved to be worn at school: however, for safety reasons, hoods may not be worn while in the school building.

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

In making a judgment concerning the appropriateness of a student's dress or grooming, the principal should adhere to the guidelines set forth in the procedures that accompany this policy.

### **Dress Code Enforcement**

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

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

### **Dress Code Specifics**

#### **General Rules**

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

#### **Specific Rules**

- Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms (no halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed). Blouses/shirts which expose any portion of the waist, hips, or midriff are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops.
- Holes in clothing that are excessive in size or amount, are a distraction to the learning environment, or allow skin to

show mid-thigh or higher are prohibited.

- In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- Pants, skirts, shorts, and dresses must be mid-thigh length or longer. Sagging pants are not allowed and pants must be worn at the waist.
- Excessively long shirts must be tucked in.
- When leggings are worn, a dress, shirt, or skirt must be worn over the leggings. The dress, shirt, or skirt must be mid-thigh length or longer.

### **Accessories**

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Students may not wear ornaments (jewelry) and piercings, which are extreme and may interfere with the learning process or cause a disruption of the educational environment.
- Students may not wear hats, caps, bandanas, sunglasses, combs, picks, etc., inside the building.

### **Hair & Grooming**

- 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.
- Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.

### **Coats**

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

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

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

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

- Fire Drills- These are held nine (9) times a year. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.
- Tornado/Severe Weather- Tornado drills are held two (2) times a year. Schools practice walk throughs in order to ensure students know where to go and what to do.

Tornado Watch: Conditions are favorable for a tornado or severe weather.

Tornado Warning: Tornado has been sighted.

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

- Bomb Threat- Procedures are based on recommendations from the Georgia Emergency Management Agency (GEMA).
- Lockdown- Code Yellow, Code Red- These will take place at least three (3) times a year. When schools have been placed on a true Code Red lockdown, you may be notified through our Houston County School District app before the end of the day.

The safety plans of our schools are routinely assessed to ensure that the best practices are in place to protect our children. Teachers and students are taught what to do in the event of fire, severe weather and school lockdowns. We

practice so that our students, faculty and staff have the knowledge to protect themselves and so they know what to do if a situation arises. Our communication system is capable of calling every parent in a matter of minutes to help keep you fully informed.

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

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

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

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

Per Georgia Law (O.C.G.A 40-5-35) no person may operate a vehicle if they have had a seizure within the previous six months unless they have been medically cleared by a physician. As a result, the parking privileges of any student who has had a seizure within the previous six months will be suspended **and/or not issued** pending **signed** medical clearance by a physician.

### **DRUG FREE SCHOOLS**

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

### **ELECTRONIC DEVICES**

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

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

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

### **ENROLLMENT REQUIREMENTS**

Parents of any student(s) new to Houston County Schools must complete the enrollment process at the Central Registration site located at 410 Bear Country Blvd, Warner Robins, Georgia 31088. The parent will need to schedule an appointment for Central Registration. To schedule an appointment, visit the Houston County website [www.hcbe.net](http://www.hcbe.net).

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

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

Parent/Guardian Photo ID (driver's license, work ID, passport)	At Enrollment
Certified Birth Certificate or Passport	At Enrollment
Georgia Form 3231 (Out of State) Immunization Certificate	At Enrollment
Georgia Form 3231 (In State) Immunization Certificate	30 days
Georgia Form 3300- Ear, Eye, Dental, Nutrition Screening	30 days
Guardianship/Custody Orders (if applicable)	At Enrollment
Withdrawal Form/Latest Report Card (final report card if school is over)	30 days

Two Proofs of Residency	At Enrollment
Stop Services at Prior Address (In State)	At Enrollment
Social Security Card or Waiver or an Application for Social Security Number	At Enrollment
Medical Information which will impact instruction	At Enrollment

Georgia law requires that every student enrolled in a Georgia public school be immunized according to the rules and regulations established by the Department of Public Health. A Certificate of Immunization (Form 3231) must be on file. A Georgia physician or health clinic must complete the certificate. Students who do not provide the school with an approved certificate will not be allowed to remain in school. A child enrolling in a Georgia school for the first time at ANY GRADE LEVEL must be age-appropriately immunized with all required vaccines. In addition, those students entering a Georgia public school for the first time must provide a Certificate of Eye, Ear and Dental Examination (Form 3300) at enrollment.

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

### **ELIGIBILITY**

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

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

### **Home Study Students**

To participate in extracurricular or interscholastic activities, the Houston County School District requires resident students, other than home study students, to be enrolled full-time during the semester of participation unless the student's schedule approved by school officials during the registration process provides otherwise. Home study students must enroll in and complete one qualifying course as defined in state law for each semester of participation.

Effective July 1, 2021, eligible home study students will be able to participate in extracurricular or interscholastic activities at their zoned public school when the parent provides the following:

- written notice at least 30 calendar days before the first day of the semester in which a student will enroll in a qualifying course.
- written notice of the student's intent to participate in an activity and a copy of the student's most recent annual progress assessment report, along with written verification from the home study program instructor that the student currently is receiving a passing grade in each course, is maintaining satisfactory progress toward advancement, and meets the requirements for participation in the specified activity.

For each semester of participation, the home study student must enroll in and complete one qualifying course facilitated by the Houston County School District and required for participation in designated activities.

- The student must meet established age, academic, residence, zoning, and other rules and criteria required of all students who participate in the selected activity and provide any supporting documentation required by the school.
- The student must abide by the same Code of Conduct and disciplinary measures and transportation policies as students enrolled at the school who are participating in the activity, which includes completing the tryout process

or equivalent required for all students for participation and being selected for the activity if there is a competitive selection process.

- For students participating in activities governed by the Georgia High School Association, students must meet the prerequisite eligibility requirements.
- Any student that withdraws from a public school to attend a home study program will be ineligible for participation in any extracurricular or interscholastic activity for 12 months from the date of the withdraw from a public school system and/or home study Declaration of Intent submission to the GaDOE.
- Parents are responsible for transportation to and from school.

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

### **Suspension from Participation**

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

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

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

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

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

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

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

Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice. With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an

educational record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. 99.31.

The Houston County School District designates certain information from student education records as "Directory Information." The primary purpose of "Directory Information" is to allow Houston County School District to include student information in certain school publications or school-related activities, including but not limited to:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Class ring and graduation regalia
- Sports activities, such as wrestling, showing weight and height of the team members

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations such as the companies who manufacture class rings, graduation regalia, or publish yearbooks. You have the right to limit or refuse the disclosure of "Directory Information". If you do not want the Houston County School District to disclose any or all of the below information as "Directory Information", you must notify the principal of the school the student attends in writing within 10 days of receipt of this notice/handbook to opt out of having your child's information included as "Directory Information".

Directory Information is as follows:

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

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

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

**FITNESS ASSESSMENT**

As a part of the Georgia Student Health and Physical Education (GA SHAPE) initiative, all Houston County Public Schools (Grades 1-12) will participate in a required annual fitness assessment. The assessment is a comprehensive fitness assessment for youth designed to assess cardiovascular fitness, muscular strength and endurance, flexibility, and body composition. All students in grades 1-12 that are enrolled in a P.E. class, regardless of age, gender, or ability, will participate in the assessment.

**GENDER EQUITY IN SPORTS**

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

Dr. Cheryl Thomas, Assistant Superintendent of School Operations  
HCSOE, 1100 Main St.  
Perry, Georgia 31069  
Phone: (478) 988-6200  
Fax: (478) 218-7517

## **GEORGIA HOPE SCHOLARSHIP PROGRAM**

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

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

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

### **Gifted Education Program**

The high school gifted education program is a state program designed to meet the educational needs of students who demonstrate a high degree of intellectual ability, talent, and/or creativity. Teaching and learning focus on developing cognitive learning, research and reference, and metacognitive skills at each grade grouping, using principles of differentiation in one or more of the following content areas: mathematics, science, English/language arts, social studies, world languages, fine arts, and career, technical and agricultural education. A challenging curriculum for high school gifted students is available in core academic areas. Gifted classes differ from other college-preparatory courses by offering more advanced study materials, extensive outside reading, and research/independent study with a greater emphasis on investigative skills and critical thinking. Humanities class, a multidisciplinary program for gifted seniors, explores the cultural values of literature, art, music, history, and philosophy. Advanced Placement (AP) course offerings are also available for enrollment as a part of the Gifted Program.

Gifted eligibility criteria are set by the state of Georgia. Students obtain eligibility through three of the four established criteria in the areas of achievement, mental ability, creativity, and motivation. The referral and placement process are coordinated by the school's Gifted Eligibility Team and county testing diagnosticians for consideration for formal evaluation. Parent permission will be obtained before any formal evaluation begins, and parents will be notified in writing regarding their child's eligibility for the gifted education program.

### **Definitions**

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

**Differentiated Curriculum**- Gifted students need the opportunity to work through the curriculum at a faster pace and need less time on basics and revision. The curriculum is differentiated in complexity and acceleration, which offers a variety of options for students who differ in abilities, knowledge and skills. In a differentiated classroom, teachers differentiate content, process, product, environment and assessments according to a student's readiness, interest and learning profile.

A differentiated curriculum for gifted learners includes, but not limited to the following expectations:

- Content– curriculum standards the student is expected to master incorporating related complex and challenging support materials that:
  - Requires intellectual struggle
  - Utilizes primary documents
  - Integrates research skills and methods
  - Incorporates relevant and real-life experiences
  - Integrates interdisciplinary connections
- Process– instructional strategies designed to ensure that students acquire a deep understanding of the curriculum standards by:
  - Emphasizing higher-order thinking, problem-solving, and communications skills
  - Fostering self-initiated and self-directed learning
  - Promoting creative application of ideas
  - Modeling and encouraging academic discussion

- Products– vehicles through which students demonstrate and extend what they have learned through demonstrating a developmentally appropriate capacity for:
  - Self-directed learning
  - Meaningful collaboration
  - Effective problem solving of challenging and complex issues
  - Effective communication
  - Social and emotional understanding of “self” relative to community, culture, and physical environment
- Environment- physical setting and work conditions modified to:
  - Change the actual work space for students
  - Allow flexible time
  - Provide opportunities for independent study and in-depth research
  - Provide opportunities for mentorship
- Assessment– formative and summative on and off-grade-level monitoring to document student mastery of curriculum standards and learning levels such as:
  - Pre/post assessments
  - Self-assessment through use of rubrics
  - Creation of goal-based checklist
  - Conferencing, commentary, and qualitative feedback (Cobb, 2012)
- Readiness- a student’s entry point relative to a particular understanding or skill
- Learning Profile- how an individual student learns

### **Referral**

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

### **Eligibility**

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

### **Multiple-Criteria Assessment Process**

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

**Mental Ability**- Students score at or above the 96<sup>th</sup> percentile on a composite or full-scale score or appropriate component score on an approved nationally age-normed mental ability test.

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

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

Motivation- Students receive a score at or above the 90<sup>th</sup> percentile on a standardized motivational characteristics rating scale or for grades 6-12 students have a grade point average (GPA) of at least 3.5 on a 4.0 scale where 4.0 = A and 3.0 = B, or a numeric grade point average (NGA) of 90 percent on a 100-point scale where 100 = A and an 89 = B.

### **Continued Participation**

As per the Georgia Department of Education, students must perform at or above a certain level to continue to receive gifted education services. The continuation policy includes a probationary period in which a student who fails to maintain satisfactory performance in gifted education classes shall continue to receive gifted education services while attempting to achieve satisfactory performance status.

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

### **Reciprocity**

Any student who meets the initial eligibility criteria for gifted education services in one Local Educational Agency (LEA) is considered eligible to receive gifted education services in any LEA within the state of Georgia. The receiving school or district should carefully review the student's gifted education records. If gifted education records are not available, the transferring district should be contacted to obtain the student's gifted education records before placing the student into the gifted education program. The receiving school or district should honor the continuation policy of the transferring school.

There is no mandated reciprocity between states unless the student is a dependent of military personnel. Therefore, a student who is eligible for services in one state is not automatically eligible in the state of Georgia. The receiving school should complete an eligibility evaluation on out-of-state transfer students. To aid in the process of determining Georgia gifted eligibility, the following documents should be presented to the student's new school: a current eligibility report and recent standardized test scores.

The Georgia General Assembly enacted legislation relating to the education of children of military families that impact the gifted education reciprocity of students whose households include an active member of the United States uniformed services, veteran of the United States uniformed services who is severely injured and medically discharged, or a member of the United States uniformed services that died on active duty. The goal of the legislation is to maximize a student's educational continuity despite the frequent movement across states and school districts. Nothing in this code section precludes/prevents the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

### **Curriculum**

Houston County implements the Advanced Content delivery model based on Georgia's Programming Standards for Meeting the Needs of Gifted & High-Ability Learners and state guidelines. Classes in gifted education are courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Houston County employs rigorous and relevant curricula K-12 to accommodate the range of academic and intellectual needs of gifted learners. State-adopted standards are articulated and applied in differentiated curricula that match the identified academic needs, abilities, readiness, interests, and learning profiles of K-12 gifted learners in gifted education delivery systems. The curriculum enriches, extends and enhances learning in gifted learners' areas of strength. Honors language arts and mathematics courses are designed to prepare students for the rigor of AP English and Math courses as well as, honors science and social studies courses providing a foundation for an AP science and social studies curriculum.

Curricula for gifted students focuses on developing both cognitive and metacognitive skills through strengthening intellectual learning and research and reference skills at each grade level. The principles of differentiation are reinforced in not only the main subject areas of mathematics, science, English/language arts and social studies, but additionally in the subject areas of world languages, fine arts, and career, technical and agricultural education. The main goal of the program is to provide a stimulating and challenging course of study with emphasis on independent learning and critical thinking. The curriculum is supplemented with, but not limited to independent research, projects and required outside readings. Advanced Placement course offerings are included in the catalog of gifted eligible courses.

For further information, contact the Gifted Lead Teacher, counselor, or instructional administrator at your child's school.

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

There are 2 GPA's listed on the student transcripts.

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

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

**Cumulative Weighted 4.0 GPA** - This GPA is determined by the total grades for all classes, including failing grades, based on a 4.0 scale, divided by the total number of attempted classes. Each class grade would be awarded a number from the 4.0 scale based on the numeric grade, i.e. 90-100 = 4, 80-89 = 3, 70-79 = 2, below 70 = 0. Again, any 1.0 unit of credit class would be counted twice and the number of classes would be counted as 2. Middle School courses taken for high school credit do not contribute to the high school GPA.

Not listed on the student transcript, but used in other capacities, such as college admissions and HOPE.

**Core Numerical GPA** - This GPA is computed exactly like the *Total GPA*, but only includes classes in the core areas of Language Arts, Math, Science, Social Studies, and Foreign Language. This GPA can be reported both as weighted and unweighted.

**Core 4.0 GPA** - This GPA is computed similar to the *Cumulative Weighted 4.0 GPA*, but only includes classes in the core areas of Language Arts, Math, Science, Social Studies, and Foreign Language. This GPA can be reported both as weighted and unweighted.

**Core Unweighted (HOPE GPA)** - The Georgia Student Finance Commission calculates the GPA for the HOPE Scholarship. Calculation is similar to the Core 4.0 GPA, however, any class that is an Advanced Placement (AP) class will have the 5 additional quality points removed from the grade, and any class that is an Honors class will have the 3 additional quality points removed, before calculating the 4.0 GPA. Any AP or Dual Enrollment course taken will have an additional .5 weight added to the GPA. For example, a student has taken Honors Biology A and made a numerical grade of 98 will have the 3 points that are added for taking an Honors class removed, making the grade a 95, which would equate to 4.0. Now, if a student has taken the same class and made a grade of 90, the 3 points would be removed, making the grade an 87, which would equate to 3.0. A student who has taken AP Biology and made a 93, will have the 5 points for an AP course removed, making the grade an 88 and a 3.0, but will have an additional .5 weight added, equating to a 3.5. Courses taken in middle school are not incorporated into a student's HOPE Scholarship GPA calculation.

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

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

### **Computation of Grade Point Average**

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

### **Honor Graduates**

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

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

### **Selection of Valedictorian/Salutatorian**

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

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

### **Advanced-Placement Honors**

A senior shall receive Advanced-Placement Honors by meeting the following requirements:

#### **AP Scholar**

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

#### **AP Scholar with Honor**

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

This honor will be noted on the student's diploma, and a special district-wide cord for the graduation exercises is awarded.

### **GRADING**

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

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

#### **Weighted Grades**

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

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

### **END OF COURSE EXAMS**

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

Information about assessments and the assessment calendar for 2025-2026 school year can be found on the Houston County assessment website at [www.hcbe.net/assessments](http://www.hcbe.net/assessments).

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

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

- Not currently or previously enrolled in the course nor currently or previously enrolled in a higher level course;

- Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOC;
- Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the EOC; and
- Received parent/guardian permission if the student is less than 18 years of age.

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

The Georgia Milestone EOC test-out option will be available for eligible students in 2025-26 during the August, September and March mid-month testing windows as well as the summer testing window. For more information about test-out, including requirements and qualifying scores, contact your school counselor.

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

It is important to understand:

- Students may be afforded only one opportunity per course to demonstrate subject area competency.
- As stated in the Rule, students may earn no more than three units of credit by demonstrating subject area competency.
- Students who do not reach the performance level of Distinguished Learner when attempting to test-out must enroll in and complete the associated course. The student would again take the EOC at the conclusion of that course experience regardless of their score during their attempt to test-out.
- Students who achieve a performance level of Distinguished Learner will be awarded course credit with the score of the test being issued as the course grade. It is important to note that students who take the course may be able to earn a higher grade than earned on the test-out EOC. The Georgia Student Finance Commission will allow this score to be included in the calculation for the HOPE Scholarship Program.
- Under NCAA legislation, units of credit earned through demonstration of subject area competency by testing-out of courses using the EOC will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.
- Testing-out of core courses through demonstration of subject area competency should not affect a student's eligibility to participate in dual enrollment opportunities.
- Students WILL NOT be allowed to enroll in the associated course after successfully "testing-out."

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

- The "Distinguished Learner" score will be included on a high school student's transcript, and the Georgia Student Finance Commission will allow this score to be included in the calculation for the HOPE Scholarship Program. Please note that the Georgia Student Finance Commission will only calculate HOPE grade point average (GPA) for students enrolled in 9th through 12th grades. Student scores below the "Distinguished Learner" performance level should not be reported on the student transcript.
- Under NCAA legislation, units of credit earned through demonstration of subject area competency by testing-out of courses using the EOC will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships. However, based on NCAA Division I requirements, only 16 core units of credit are required for graduation. Division II schools will have the same 16 core course requirements beginning August 1, 2013. Therefore, since NCAA requirements of 16 core credits are less than the 23 units currently required for graduation from a Georgia public high school, Georgia's high school student athletes will be able to participate in the opportunities earning units of credit through the test-out option. Also, note that current Georgia code only allows each student to earn up to three units of credit through demonstration of subject area competency by testing-out of courses.
- Middle school students can participate in the testing-out option for high school courses taught in middle school. There is not a grade or age limit.
- A student could attain up to three units of credits if they test-out of three courses and could be awarded three additional units of core credit for embedded CTAE courses when they become available.

- You can use recommendations from previous teachers from the same content area or relevant subject even if the course was completed prior to the previous year. This also applies to middle school students.
- The USG and TCSG will consider units of credit earned through demonstration of subject area competency by testing-out of courses using the EOC. TCSG is an open access system of technical colleges. Earning credits by testing-out of courses should not impede your admission into a TCSG institution. However, the ability of a student to succeed in a program at a Technical College is greatly determined by the math and language skills possessed by that student. All students applying for diploma, degree, and certificate programs must be assessed prior to acceptance to a program of study at a Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.
- Testing-out of core courses through demonstration of subject area competency should not affect a student's eligibility to participate in dual enrollment opportunities.
- Students can attempt to test-out of more than three different courses but can only earn a total of three units of credit by testing-out. The first three courses that the student scores "Distinguished Learner" on by testing-out will be all the units of credit that the student can earn by testing-out. The limit of three units of credit by testing-out is in the Official Code of Georgia Annotated (O.C.G.A.) § 20-2-159.4 (c) (5).
- Students who test-out with a score of Distinguished Learner will receive a unit of credit for the EOC course and not "Honors" course. The term "Honors" is not included in the title of courses listed in State Board of Education Rule 160-4-2-.20 *List of State-Funded K-8 Subjects and 9-12 Courses for Students Entering Ninth Grade in 2008 and Subsequent Years*. The use of the term "Honors" is a local school district decision.

## **GRADUATION OBLIGATIONS**

Students must complete ALL financial obligations to the school in order to participate in graduation exercises. It is the responsibility of the student to inform the school they will participate and to pay for their cap and gown as well as class dues. Students who choose to graduate in December will not be allowed to attend the Junior/Senior Prom as a student; however, they may attend as a guest. Students who choose to forgo their senior year of high school by presenting themselves for graduation during their junior year shall also forgo all senior privileges afforded to the graduating class. They will be included in events associated with honor graduates, if applicable.

## **GRADUATION REQUIREMENTS**

### **Academic Load**

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

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

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

### **PROMOTION UNITS:**

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

The *Houston County Board of Education* requires that:

1. Students who enroll from another state meet the graduation requirements for the graduating class they enter, and the state assessment requirements as referenced in State Board of Education Rule 160-3-1-.07 (Testing Programs– Student Assessment).

2. Attendance Requirements of the Houston County Board of Education shall be consistent with State compulsory attendance laws, Houston County Board of Education Policy JBD, and regulations governing student attendance.

### **Dual Enrollment**

Earning college credit while in high school is an option for students in the Houston County School District through Dual Enrollment. Eligible high school students may enroll full-time or part-time in college-level approved courses through Dual Enrollment. Dual Enrollment provides opportunities for Georgia high school students to take college-level approved courses, which earn both high school and college credit simultaneously. Houston County Board of Education will set a registration deadline that is different from the postsecondary institutions. Deadlines will not be waived due to college entrance exams score reports. HOPE grant covers a maximum of 30 hours for juniors and seniors.

### **Graduation Requirements for Core Areas**

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

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

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

\*Required courses and/or Core Courses

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

### **Areas of Study**

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

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

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

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

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

**Health and Physical Education:** For each program of study, one unit of credit of health and physical education is required. Students shall combine one-half unit of credit of Health and one-half unit of Personal Fitness to satisfy this requirement.

Health and physical education courses may be taken as electives for all programs of study. Courses in physical education shall be taken to enhance lifelong fitness and physical activities.

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

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

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

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

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

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

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

#### **Required/Core/Elective Credit**

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

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

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

### **Early Graduation Guidelines**

Students who wish to graduate prior to their cohort's scheduled graduation date at the end of the second semester must follow the school/district procedures.

- Submit a formal declaration of intent to graduate **early no later than the date of the 12-week progress report** in the first semester of their graduation year. Students and parents should contact the guidance counselor to initiate this process.
- Early graduation must be approved in writing by the parent/guardian, school counselor, and principal.

### **English Language Learners (ELL)**

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

### **GUIDANCE AND COUNSELING**

Guidance and counseling are integral parts of the curriculum. Students and parents should avail themselves of this service. Conferences with the counselors may be arranged at any time. Plans for high school courses, selection of a college, scholarship opportunities, college loans, occupational choices, selection of trade/technical schools, personal and home problems, study habits, dropping out of school, and part-time jobs may be discussed.

Tests which are available to students are:

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

Applications for the SAT and for the ACT may be obtained online at: [collegereadiness.collegeboard.org](http://collegereadiness.collegeboard.org)

### **Materials and Services**

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

### **HEALTH RELATED SERVICES**

If a child is injured at school, office personnel will render first aid. Parents will then be contacted in those cases which the school deems serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone contact person(s) will be called in an effort to find someone to come for the child. In the event a parent or emergency contact cannot be reached, EMS may be called for transport to the local hospital. When a child becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation.

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

### **When to Keep A Student Home**

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

Please refer to the following guidelines when a sick/recovering child returns to school:

1. A child should be fever-free for 24 hours without medication before returning.
2. A child must be diarrhea or nausea/vomiting free for 24 hours without medication (anti-diarrheal or anti-nausea/anti-emetic) before returning.
3. A child with strep throat must be on an antibiotic for 24 hours before returning.
4. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor’s note.
5. A child with chicken pox may only return to school when all lesions have crusted over. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
6. All open, draining, or contagious skin areas (i.e. Staph, ringworm, Molluscum Contagiosum) must be able to be contained by a bandage/covering. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
7. A child with scabies will be allowed to return to school the following day after the first treatment.
8. A child must not require narcotics to control pain during school hours post procedure or injury.
9. A child who tests positive for contagious illnesses such as influenza, RSV, and COVID is recommended to stay home until fever free for 24 hours without medication and symptoms should be significantly improved.

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

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

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

\*A fever refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications. The school cannot give aspirin, or products that contain aspirin products. A high occurrence of Reyes Syndrome is associated with viral infections and the use of aspirin.

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

### **Medication Administration**

Prescription medicines (no narcotics) will be given to students by school personnel only when prescribed and ordered by a physician and when the following guidelines are followed:

1. All medication must be presented to the school office by a parent in a prescription labeled bottle, which will include the student’s name, date, instructions for administering, name of the drug, and name of the issuing physician.
2. A Medication Administration form HRS 29, is required to be filled out by the physician and parent in cases of long-term medication (more than two weeks/10 doses).

Non-prescription medicine or over the counter medicine, such as Tylenol, should be turned into the main office staff to be administrated. Over the counter medicines will be given only for a short-term duration (i.e. two consecutive weeks or for a total of 10 times a year) without a physician’s order. Medication must be in the original unopened new container, age appropriate, and accompanied by written parental request with directions for administering documented on Short-Term Medication form HRS 29C.

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

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

Students requiring a rescue inhaler, epinephrine, or Glucagon are allowed to have them at all times. A student Self-Assessment Form is required prior to your student carrying the emergency medication on their person during the school day. It is critical that you discuss your child's medical condition(s) with the principal, teacher, and school nurse. Students must not share these medications with other students. Disciplinary consequences will apply for students misusing these medications.

### **Head Lice**

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

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

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

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

### **Hospital-Homebound Services**

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

### **Water Safety Education**

Water safety education courses and swimming lessons for all ages play an important role in saving lives. Please refer to the following resources in our community to promote safety in, on, and around bodies of water to reduce the risk of injury or drowning.

- City of Warner Robins - <https://www.wrqa.gov/631/Aquatics>
- Warner Robins Aquanauts – <https://www.teamunify.com/team/gawra/page/home> 478-929-8044
- Red Cross, Georgia Region – <https://www.redcross.org/take-a-class> 404-876-3302

### **Sex Education (O.C.G.A. § 20-2-143 and GA DOE Rule 160-4-2-.12)**

The Houston County School District implements the Choosing The Best (CTB) sex education program in grades 6-12. The program content is designed for each grade level as appropriate. CTB promotes Sexual Risk Avoidance (SRA) practices based on researched-based and medically accurate information. CTB is not anti-contraception, but provides factual information about risks correlated to various methods with an emphasis that abstinence is the only 100% safe method. There are no demonstrations of contraceptive products (condoms or otherwise). The program does not legislate morality and religious and/or political views are not a part of the curriculum. The program teaches that risky behaviors and healthy choices apply to everyone regardless of gender identity or sexual orientation. Parents have the right to review all materials used and/or to exclude their child from participation in the program. Forms to opt-out of this instructional content can be found in the Parent Signature Pages provided at the beginning of the school year. More information can be found at <https://houstoncountys.schoolinsites.com/healthandpe> Parents should contact the school counselor with questions.

### **HOMEROOM PLACEMENT REQUIREMENTS**

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

## **HOUSTON COLLEGE AND CAREER ACADEMY (HCCA)**

HCCA is Houston County's first charter school. The goal of the HCCA is to provide students with job skills for employment prior to leaving high school and to provide employers with skilled workers. HCCA is a joint effort between the Houston County Board of Education, Central Georgia Technical College, Robins Air Force Base, and the business community at large. Career academy benefits are increased attendance, improved grades and graduation rates; helps ensure a smooth transition from high school to **post**-secondary education; and bolster success in the workplace. The following dual-enrollment programs will be offered in partnership with Central Georgia Technical College/Middle Georgia State University: aircraft structure, automotive, barbering, computer programming, cosmetology, criminal justice, culinary arts, cyber security, emergency medical responder, engineering & technology, HVAC, industrial maintenance, information technology, patient care, and welding. In addition, students will also have the option of the following high school programs: allied health, audio, video, film technology, culinary arts, fine furniture/cabinet making sports medicine and teaching as a profession. All CTAE students will be involved in curriculum that promotes employability skills training. The following career technical student organizations (CTSOs) will be available and encouraged for students attending HCCA: FCCLA, HOSA, Skills USA, and FIRST Robotics.

### **Admission Requirements/Process to HCCA**

The student must:

- Be in grades 9-12. (Juniors will be given preference for enrollment with exception granted to seniors who have room in their schedule to complete the two semesters of A+ Certification in computer repair, aircraft structural, and engineering. Sophomores and freshmen may enroll with preference given to sophomores.)
- Commit to a pathway offered at the College and Career Academy.
- To enroll in dual enrollment programs at CGTC, you must have a 2.0+ GPA, complete a DE application and parent participation agreement.
- To enroll in dual enrollment programs at MGA, you must have a 3.0+ GPA, complete a DE application and parent participation agreement to be admitted to take the computer science courses at the Synergy Center.

Contact a high school counselor for approval to register for a course offered at HCCA.

## **HOUSTON COUNTY WIN ACADEMY**

Students suspended from their home schools for discipline reasons may be assigned/placed at the Houston County WIN Academy

Any students entering the Houston County School District from YDC, residential treatment facilities or other appropriate facilities must contact the Executive Director of School Operations for admission.

Registration is held Monday – Friday at 9:00 am.

### **Houston County WIN Academy Mandatory Uniform Dress Code**

Any student attending Houston County WIN Academy will be adhering to an alternate dress code, which will be discussed during an intake meeting prior to enrolling that must be scheduled with Houston County WIN Academy administration.

### **Houston County WIN Academy Behavior and Attendance Requirements**

Students may be assigned an additional semester at the WIN Academy if their behavior or attendance is deemed unsuccessful by the WIN Academy and home school principals.

## **INSURANCE**

At the beginning of the school year an independent insurance company offers student accident insurance coverage to students. Two plans are available: School-day coverage or twenty-four (24) hour coverage. Online and printable enrollment forms are available on the district website at [www.hcbe.net/studentaccidentinsurance](http://www.hcbe.net/studentaccidentinsurance). Checks should be made payable to the insurance company. You may also pay online using the online enrollment form. **You are encouraged to carefully look at this affordable insurance as it definitely covers any accidents occurring at school. The Houston County School District's insurance does not cover your child if they have an accident at school.**

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

## **INTERNET AND ELECTRONIC DEVICES – Houston County School District Policy IFBG**

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

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

### **Internet**

#### **Internet Use:**

To ensure a safe and productive learning environment, all students must adhere to the following rules regarding internet access and device usage:

**1. Use of District Network Required**

All internet access during the school day and while on school property must occur through the School District's provided network. Students may not use personal cellular data plans, mobile hotspots, or any other means of connecting to the internet that bypasses the District's network. This includes devices with built-in connectivity such as cell phones, smartwatches, smart glasses, or cellular network adapters. Exceptions may only be granted for District-issued or District-approved devices.

**2. Bypassing Filters is Prohibited**

Students are not permitted to circumvent the District's content filtering systems by any means, including but not limited to the use of VPNs, proxies, or anonymous browsing tools. This applies both while on campus and when using District-issued devices off campus. Prohibited activities include accessing blocked websites, downloading unauthorized materials, or engaging in any behavior designed to bypass monitoring or filtering systems.

**3. District-Issued Devices Only**

Personal laptops, tablets, or similar computing devices are not permitted on campus. All students will be issued a District-owned device for educational use, and only these devices are approved for use during the school day.

### **Use of Electronic Devices**

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

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

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

### **Purpose**

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

### **Authorized User**

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

### **Terms and Conditions**

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

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

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

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

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

### **Encounter of Controversial Material**

The Houston County School District has a right and will make every effort to control the content of data accessed through the Internet by the use of firewalls and filtering software and teacher monitoring.

Users may encounter material which is controversial. It is the user's responsibility not to initiate access to controversial material purposely. If such material is accessed accidentally, the student/teacher shall notify an adult teacher/supervisor immediately.

### **Vandalism and Harassment**

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

### **Network Guidelines**

1. Users will not post, publish, send or intentionally receive offensive messages or pictures from any source, including but not limited to any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material. Access to materials "harmful to minors," as that term is defined in the Children's Internet Protection Act of 2000 shall be restricted.
2. Users will not transmit or download information or software in violation of copyright laws. Only resources for which the author has given expressed consent for on-line distribution can be used. All users should consider the source of any information they obtain as well as the validity of that information.
3. Posting messages and attributing them to another user is prohibited.
4. Downloading of non-instructional materials from the Internet is unacceptable.
5. Disclaimer: The Houston County Board of Education makes no warranties of any kind, whether expressed or implied, for services through the Internet. It denies responsibility for the accuracy or quality of information obtained through Internet services. The school district shall not be responsible for any damages a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption. Use of information obtained via the Internet is at the user's own risk.

### **E-Mail Guidelines**

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

### **Social Networking**

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

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

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

### **School Responsibilities**

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

### **Student Responsibilities**

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

### **Penalties for Improper Internet Use**

Any violations of the internet procedures should be immediately reported to a supervising staff member.

Any user violating these rules or any other state or federal laws or classroom or school district policies is subject to lose network and/or computer use privileges. Furthermore, school disciplinary action, including in-school suspension and/or suspension or expulsion may be imposed.

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

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

### **INTERPRETATION SERVICES**

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

## **LOCKERS**

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

## **LUNCH/BREAKFAST PROGRAM**

The Houston County School Nutrition Program provides fun and nutritious meals every school day. The menu for breakfast and lunch can be found by visiting <https://www.hcbe.net/schoolnutrition>.

The majority of schools (31 out of 40 sites) qualify as Community Eligibility Provision (CEP) schools. Under guidance from The United States Department of Agriculture (USDA), CEP schools are eligible to serve meals at no cost to all students regardless of income status. Items that are not part of the meal, such as chips, slushies, and other snacks, are available for purchase. For more information on CEP schools please visit <https://www.hcbe.net/snpcommunityeligibility>.

For students who do not attend a CEP school, breakfast is \$2.00 and lunch is \$3.00 at the high school level. Due to funding from the Georgia Department of Education, children approved for reduced-price meals will receive meals at no cost for the current school year. Therefore, families that may not have qualified for free meals in the past may now be provided breakfast and lunch at no additional cost to the family. Meal charging is not encouraged. Meal charging procedures may vary for each school. For most middle and high schools, the charge limit is \$5.00. Schools will notify parents when the child reaches the charge limit. Purchases in addition to the school meal are not allowed until the debt is reconciled.

The Houston County School District encourages the family of each student who attends a non-CEP school to submit a Free and Reduced Price Meal application. The information on the application is used in determining other funding sources for schools. Without this information, funding for educational staff and supplies could be lost. Additionally, income guidelines are updated annually. The only way to know if a family qualifies for benefits is to complete the application. Complete the Free and Reduced Meal Application at <https://www.hcbe.net/snpmealapp>.

We strive to provide our students with ample time for their meal period. It is important that they are mindful of the line and refrain from cutting in front of other students. Students should avoid being loud and boisterous while in the cafeteria. Each student is responsible for keeping the lunchroom clean and orderly, and they should dispose of trays and other trash in the proper place immediately after finishing their meal. During the lunch period, students are advised not to use corridors where classes are in session to prevent disruptions to ongoing lessons. Students may not have snacks, breakfast, or lunch delivered to the school by a restaurant or third-party food delivery service i.e. Grub Hub, Door Dash, Uber Eats, etc.

More information on school meals including pricing, free and reduced meal applications, and Q&A's can be found by visiting <https://www.hcbe.net/schoolnutrition>.

## **MEDIA CENTER SERVICES**

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

### **Challenged Materials**

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

## **MILITARY RECRUITMENT PROVISION - §3825 of the ESSA**

The Every Student Succeeds Act requires the Houston County School District to disclose the name, address, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning. However, parents or individual students 18 years or older may request that the information not be released.

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

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

## **OFF-CAMPUS SCHOOL EVENTS**

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

## **PARENT/TEACHER CONFERENCES**

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

## **PARENT PERMISSION TO DROP OUT**

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

## **PERMANENT RECORDS**

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

## **PERSONAL POSSESSIONS AND VALUABLES**

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

## **PROM**

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

## **RELEASE OF STUDENTS**

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

## **SEARCH AND SEIZURE POLICY**

School personnel have the right to search a student, a student's vehicle, a student's bookbag, and/or student's personal belongings with probable cause. School lockers, desks, and other school property are subject to inspection by school authorities at any time. Searches may be conducted using "drug-sniffing" dogs and/or metal detectors. Failure by students to comply with search procedures may result in disciplinary action.

## **SELLING**

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

## **SEMESTER TESTS**

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

1. They have a B average (80 or above).
2. Are absent no more than 5 days (excused or unexcused) during the semester.
3. Must not have been assigned to ISS or OSS during the semester.
4. Must have cleared all obligations to the school, including media center, textbooks, school property, fees and the like.
5. Must not have received Hospital Homebound Services.

No other students may be exempted from tests.

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

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

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

## **SEXUAL HARASSMENT**

The Houston County School District will not tolerate sexual harassment in any form by any person.

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

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

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

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

All allegations of sexual harassment shall be immediately reported to the school's principal or the District Title IX Coordinator, be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated by the

principal or the Title IX Coordinator at the District Office, which is the Executive Director of School Operations. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

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

## **STUDENT DRIVING AND PARKING**

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

### **Parking Procedures**

The following regulations are set forth in the best interest of all students. The privilege of parking and/or driving on campus may be withdrawn from any student who violates any one or any combination of these regulations, without a refund:

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

## **STUDENT OR PARENT GRIEVANCE**

### **Level I**

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

### **Level II**

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

Assistant Superintendent of School Operations  
Houston County Board of Education  
1100 Main Street  
Perry, GA 31069-1850

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

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

### **Level III**

A complainant dissatisfied with the decision of the Superintendent/the Superintendent Designee may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Superintendent. The Board of Education will act on the complaint at the next regularly scheduled BOE meeting not less than seven (7) days thereafter.

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

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

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

Dr. Dana Wiggins, Assistant Superintendent for Student Services  
1100 Main Street  
Perry, Georgia 31069  
(478) 988-6200 ext. 3376  
dana.wiggins@hcbe.net

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

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

### **Section 504 Procedural Safeguards**

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school district's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school district's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school district's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school district's Section

504 Coordinator. The school district's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

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

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school district may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school district must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school district will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school district, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school district, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school district unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the

hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

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

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

### **Step I**

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

### **Step II**

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

Dr. Dana Wiggins, Assistant Superintendent of Student Services  
Houston County Board of Education  
1100 Main Street  
Perry, GA 31069-1850  
Phone: (478) 988-6200  
Fax: (478)-988-6399 [dana.wiggins@hcbe.net](mailto:dana.wiggins@hcbe.net)

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

### **Step III**

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

Dr. Richard Rogers  
Office of the Superintendent  
Houston County Board of Education  
1100 Main Street  
Perry, GA 31069-1850 (478)988-6200

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the District Section 504 Coordinator. The Board of Education will act on the complaint at the next regularly scheduled BOE meeting, not less than seven (7) days thereafter.

## **STUDENT SERVICES / SPECIAL EDUCATION**

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

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Special-Education-Rules.aspx>

### What is Child Find?

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

### How can children be referred?

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

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

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

A child should be referred when:

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

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

For a preschool aged child, with a chronological age of 3 through 5, who has or may have a developmental disability, please contact Student Services at 478-988-6200 Ext. 1023.

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

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

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

### The Individual Education Plan (IEP)

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

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

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

If you would like a further explanation of any of this information, you may contact, Mrs. Kristi Lee Arrington, Director of Student Services, at the Houston County School District, at (478) 988-6216, or by email at [kristi.arrington@hcbe.net](mailto:kristi.arrington@hcbe.net).

Or you may ask for assistance from the Georgia Department of Education, Divisions for Special Education Supports and Services, Suite 1870, Twin Towers East, Atlanta, Georgia 30334-5010, (404) 656-3963 or 1-800-311-3627 or

[www.gadoe.org](http://www.gadoe.org). Regional assistance can be found by contacting the Georgia Learning Resource System (GLRS) by phone (1-800-282-7552), or through their website at [www.glr.org](http://www.glr.org).

### **STUDENT SUPPORT TEAM**

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

### **STUDENT RISK SCREENING SCALE**

The Houston Universal Behavior Screening Scale is a brief universal behavioral screening tool completed by students in grades 9-12.

This is a proactive way to identify at-risk behaviors that may be an obstacle to learning. The HUBSS is not a diagnostic tool. Students complete the HUBSS independently using a 3 point Likert Scale (0= Not True, 1= Sometimes True, 2= Certainly True). This process takes less than 15 minutes to complete per student. The data that is discovered from the use of this tool will not be used to label students, but to drive District and school decisions around student supports and services.

The HUBSS is a tool that allows Houston County School District to collect student data to draw accurate conclusions about students progression and observe the efficacy of social and emotional supports from students' perspective. The results will help our schools plan positive instructional experiences that will have lifelong benefits for our students.

Additional information regarding the HUBSS can be found by visiting our website at [www.hcbe.net/screening](http://www.hcbe.net/screening).

### **SUBSTITUTE TEACHERS**

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

### **TELEPHONE**

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

### **TESTING SCHEDULE**

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

Information about assessments and the calendar for the 2025-26 school year can be found on the Houston Co. website at: <https://www.hcbe.net/assessments>

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

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

### **TEXTBOOKS/LEARNING DEVICES**

Houston County School District provides all textbooks and learning devices to students. Students will be responsible for the textbooks and learning devices assigned to them. The following guidelines and expectations apply to students' use of textbooks and learning devices:

1. Students must pay for textbooks and learning devices that are lost or damaged beyond normal wear or repair.
2. All books and learning devices will be barcoded. Barcodes should not be removed from books and learning devices. Books will not be accepted with the barcode removed or damaged.
3. Students will be charged the purchase price for books if the barcode is missing or damaged.

4. Students will pay the replacement cost for any lost/damaged books, learning devices, chargers, and protective cases.
5. Charges for damaged books are assessed by the principal according to the book's condition when issued and the extent of the damages.
6. A student's failure to pay for lost or damaged books, media materials, and learning devices will result in the withholding of report cards and graduation diplomas.
7. Students should not place stickers, drawings, or other markings on books, learning devices, and protective coverings. Students will be assessed fees for altering books, learning devices, and protective coverings in this manner.
8. Replacement textbooks and learning devices will not be issued until payment has been made for lost or damaged materials. A textbook and learning device price list will be made available to parents of students who lose or damage materials.

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

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

**Step I**

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

**Step II**

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

Dr. Dana Morris, Director of Federal Programs  
Houston County Board of Education  
1100 Main Street Perry, GA 31069-1850  
Phone: (478) 988-6200  
Fax: (478) 988-6220 [dana.h.morris@hcbe.net](mailto:dana.h.morris@hcbe.net)

Upon receipt of the written statement, the Director of Federal Programs will schedule a meeting to attempt resolution of the concerns. The Director of Federal Programs will render a written decision within ten (10) calendar days after the meeting.

**Step III**

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

Dr. Richard Rogers  
Office of the Superintendent  
Houston County Board of Education  
1100 Main Street  
Perry, GA 31069-1850 (478) 988-6200

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

## **TITLE VI – ANTI-HARASSMENT**

The Houston County School District by and through its Houston County Board of Education believes that each and every student should be able to receive their educational benefit free of acts of harassment based on a student's race, color or national origin. To this end and in the effort to foster a school atmosphere free from racial animus discord or harassment, the Houston County Board of Education makes this policy statement. Students and their parents have the right to and should report harassment on the basis of race, color or national origin and the reporting of such conduct assists the District to meet its goal as hereinabove stated. Any student who believes they have been subjected to harassment or that a hostile environment has been created based on race, color or national origin should report it to Houston County School District administration.

The complaint policy as outlined in Board Policy JCE shall be followed. The Houston County School District personnel shall conduct a prompt investigation and those persons who are found to have engaged in acts of harassment that create a hostile environment based on race, color or national origin may be disciplined to include as warranted suspension, expulsion or termination of employment. The Houston County School District will not tolerate acts of retaliation against individuals who report harassment, or the creation of a hostile environment based on race, color or national origin. It is the hope of the Houston County Board of Education that students, parents/guardians and Houston County School District staff will work together to prevent acts of harassment based on race, color or national origin and any retaliation which is found to exist.

## **TITLE IX - NON-DISCRIMINATION**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); or disability in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Houston County School District does not discriminate in any educational programs or activities. For questions or concerns about Title IX, a student or parent should contact the District's Title IX Coordinator at: Dr. VaRee Harrell, Director of School Operations, 1100 Main Street, Perry, Georgia, 31069 or by phone at 478-988-6200, or email address, [TitleIX@hcbe.net](mailto:TitleIX@hcbe.net). Complaint forms are available in the principal's office at each school.

## **TITLE IX - SEXUAL HARASSMENT**

The Houston County School District desires that all students receive the benefit of an adequate education. With this view in mind, the District prohibits unlawful discrimination against students on the basis of race, color, national origin, sex, religion, age, or disability in its programs and activities. Any student, parent, or other person, who believes sexual harassment has occurred, should complete the "Title IX Sexual Harassment Formal Complaint Form" and submit it to the Title IX Coordinator. The Title IX Coordinator is the Executive Director of School Operations in the district office. The Coordinator may be contacted at 1100 Main Street, Perry, Georgia, 31069 or by phone at 478-988-6200, or email address, [TitleIX@hcbe.net](mailto:TitleIX@hcbe.net). Complaint forms are available in the principal's office at each school. In all Title IX investigations, the District will use a preponderance of the evidence standard.

Sexual Harassment is defined pursuant to Federal Law, 34 C.F.R. § 106.30(a) as follows:

- a) An employee of the District conditioning and provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- c) "Sexual assault" as defined in Federal Law 20 U.S.C. 1092(f)(6)(A)(v) and parallel provisions of the Georgia Official Code Annotated, "dating violence" as defined in Federal Law, 34 U.S.C. 12291(a)(10), and parallel provisions of the Georgia Official Code Annotated, "domestic violence" as defined in Federal Law 34 U.S.C. 12291(a)(8), or "stalking" as defined in Federal Law 34 U.S.C. 12291(a)(30) and parallel provision of the Georgia Official Code Annotated.

## **TRANSCRIPTS**

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

## **VISITORS**

A visitor is defined as any person who is not a student at such school, an employee of the school or school district, a school board member, an approved volunteer following established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school. Visitors are limited to the office area of the school only, unless otherwise directed by the principal or designee.

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

### **All visitors are reminded of the following Georgia law:**

**Any parent, guardian, or person other than a student at a public school who has been advised that minor children are present who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so, such persons shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.**

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

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

## **WEATHER**

In the event of school cancellation, parents may be notified by telephone through School Messenger, our automated notification system. This system has the capability to call all 30,000+ parents within a matter of minutes, delivering a fast and accurate message. The message will also be posted to our school district's Website [www.hcbe.net](http://www.hcbe.net) and HCSD Facebook page. A Public Service Announcement request will also be sent to the local media, to include 13WMAZ TV, FOX24 TV, WMGT41 TV, WRWR TV-38, and all local radio stations.

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

## **WITHDRAWALS**

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

## **STUDENT CODE OF CONDUCT**

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

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

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

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

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

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

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS.

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

### **AUTHORITY OF THE PRINCIPAL**

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

### **AUTHORITY OF THE TEACHER**

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

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737, which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in their class or with the ability of such student's classmates to learn. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services, which has occurred as a result of the teacher's report within one school day from the imposition

of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

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

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

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

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

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

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

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

In the event a student or their parent/guardian does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's Code of Conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences recommended by the school by signing a Tribunal Waiver Agreement form. Such waiver shall specify an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by a parent/guardian and a school administrator.

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

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

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

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

- **Possession, purchase, transfer, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant, to include prescription, over the counter drugs, tetrahydrocannabinol (THC) oil, cannabidiol (CBD) oil, and substances represented as drugs or alcohol** may be subject to suspension up to two full semesters.
- **Possession of a firearm, dangerous instrument, hazardous object, or weapon** shall require expulsion for a period of not less than one calendar year; provided, however, that a hearing officer, tribunal panel, administrator, superintendent, or local board of education shall have the authority to modify such expulsion requirement on a case by case basis. **For definitions, refer to Policy JCDAE.**
- **Verbal assault, written assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed a verbal or physical assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
- **Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions:** possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
- **Fighting:** any student engaged in fighting (mutual combat or assault/battery) may be subject to discipline up to and including long-term suspension at the discretion of the student's building administrator. Penalties recommended for fighting shall not be reduced or limited by, but shall be in addition to, any penalties imposed by any court of competent jurisdiction.
- **Terroristic Threats and Acts:** any student who commits a terroristic threat or act shall be subject to discipline, including expulsion.
- **Physical violence against a teacher, school bus driver, or other school personnel:** Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel. Possible punishments include short term suspension, long term suspension, or expulsion. Appropriate law enforcement personnel will be notified as necessary.
- **Physical violence against a teacher, school bus driver, or other school personnel, which caused physical harm:** A student found by a disciplinary hearing officer, panel, or tribunal to have committed an act of physical violence, which caused harm against a teacher, school bus driver, school official, or school employee shall be expelled from the public school district. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to O.C.G.A. § 20-2-150. Appropriate law enforcement personnel will be notified as necessary.
- **Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**
- **Possession or use of tobacco in any form or any product, paraphernalia, or substance that is represented as tobacco or any smoking/vaping oil to include all forms of electronic cigarettes, vapor pens and any instrument used to inhale vapor.**
- **Unauthorized use of school computers or computer network for anything other than instructional purposes.** This includes, but is not limited to computer misuse, using computers to view or send inappropriate material, hacking, and violation of school computer use policy.
- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.**
- **Theft:** taking of personal property of another person or the school.
- **Burglary of school property.**
- **Extortion or attempted extortion.**
- **Possession and/or use of fireworks or any explosive.**

- **Activating a fire alarm under false pretenses or making a bomb threat shall at a minimum result in suspension for one full semester.**
- **Disruption of school.**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives.**
- **Disobeying directives given by teachers, administrators, or other school staff or refusal to talk with an administrator.**
- **Classroom and school disturbances.**
- **Violation of school dress code.**
- **Use of profane, vulgar, or obscene words or indecent exposure.**
- **Use of cell phone or electronic communication device during the school day except as approved by a staff member.**
- **Inappropriate public displays of affection.**
- **Gambling or possession of gambling devices.**
- **Moving and non-moving motor vehicle violations upon school property and at school events.**
- **Giving false information to school officials.**
- **Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student or other students.**
- **Cheating on school assignments.**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law.**
- **Bullying:** Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum, counseling and disciplinary action as appropriate under the circumstances. However, Georgia law mandates that upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- **Intentionally aiding, abetting or participating in a violation of the student Code of Conduct as a party to the prohibited acts.**
- **Any overt act associated with others to effect the object of a conspiracy to commit a violation of the student Code of Conduct.**
- **Inciting, advising, or counseling of others to engage in prohibited acts.**
- **Willful and persistent violation of the student Code of Conduct.**
- **Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.
- **Gang Related Activity:** Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, and/or attire which engage in activity that violates O.C.G.A. § 16-15-3 and/or is conduct subversive to the good order and discipline of the school and/or a violation of the student Code of Conduct.
- **Physical contact of a sexual nature on school property.**
- **Any Other Conduct:** A student shall not engage in any other conduct not listed above subversive to the good order and discipline of his/her school **and/or school district.**

## **DEFINITION OF TERMS**

**Aggravated Battery:** Intentionally making physical contact of an insulting or provoking nature with the person of another or intentionally making physical contact with any object, which causes physical harm to another.

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

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner.

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

**Bullying:** In accordance with Georgia law, Bullying is defined as actions which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate, that: (a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1 (b) Has the effect of substantially interfering with a student's education; (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school. Bullying also involves acts which occur through the use of electronic communication, "whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose."

**Burglary of school property:** breaking and entering into school district property.

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

**Conspiracy:** A student commits a violation of the student Code of Conduct when together with one or more other persons conspires to commit an act that would be a crime or violation of the student Code of Conduct and such other person does any overt act to effect the object of the conspiracy.

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

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

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

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

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

**Extortion:** Obtaining another person's consent to any act, money, personal property, or goods from another student by violence, threats, or misuse of authority.

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

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

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

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

**Party to a crime or violation of the student Code of Conduct:** Every student concerned in the commission of a crime or violation of the student Code of Conduct may be charged with or found in violation of the student Code of Conduct may be charged with and found guilty of the prohibited acts. A student concerned in the commission of a violation of the student Code of Conduct if:

- (1) Directly commits the prohibited act(s).
- (2) Intentionally causes some other person to commit the prohibited act under such circumstances that the other person is not guilty of any prohibited act in fact or because of legal incapacity.
- (3) Intentionally aids or abets in the commission of the prohibited acts; or
- (4) Intentionally advises, encourages, hires, counsels, or procures another to commit the prohibited acts.

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

**Theft:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

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

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

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

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

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

## **BUS MISBEHAVIOR**

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

(1) All provisions of the student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, and Board Policy, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other Code of Conduct violations may require use of a student bus behavior contract.

(3) Students shall be prohibited from using any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus; and

(4) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

## **STUDENT SUPPORT PROCESSES**

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

## **PARENTAL INVOLVEMENT**

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

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

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

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

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

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

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

## **STUDENT EXTRACURRICULAR ACTIVITIES NOTIFICATION**

Each school principal shall implement procedures to annually notify all parents or guardians of all school-sponsored extracurricular activities, organizations and clubs in which students may participate and of the right of the parent or

guardian to prohibit their child's participation. Notification to parents and guardians shall be provided annually via the student handbook and shall include the name of the extracurricular activity, student organization or club; and information regarding the purpose, activities or national affiliation of the extracurricular activity, organization or club. Any membership or financial requirements for a student to join or become a member of the activity, organization or club shall be included in the information provided.

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

For school clubs formed after publication of the student handbook, parents or guardians must approve their student's participation via e-mail, fax, or written permission to the school principal.

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



**Superintendent of Schools**

Dr. Richard Rogers

**Board Members**

Helen Hughes, Chair

Dr. Rick Unruh, Vice Chair

Dave Crockett

Mark Ivory

Clyde Jackson, Jr.

Lori Johnson

Jon Nichols

---

**RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

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

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's school or you may contact Dana Morris, Director of Federal Programs, at the Houston County School Board of Education at (478) 988-6200 ext. 3449 or email at [dana.h.morris@hcbe.net](mailto:dana.h.morris@hcbe.net).

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

Sincerely,  
Dana Morris  
Director of Federal Programs



478-988-6200



1100 Main Street | Perry, Georgia 31069



[www.hcbe.net](http://www.hcbe.net)

**IT'S GREAT TO BE A  
NORTHSIDE  
EAGLE!**