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HEARD COUNTY COMPREHENSIVE HIGH SCHOOL

Statement of Philosophy and Goals

Adopted January 22, 1992

PHILOSOPHY

Heard County Comprehensive High School believes that every student has the ability and desire to learn. Therefore, we must provide the best opportunities for our students to succeed in their education and preparation for life in the twenty-first century. To create a positive environment, we must fully coordinate the community, its people, and the school. By developing a curriculum that is proactive rather than reactive, our school will be a source of leadership in the community.

GOALS

1. Provide our students with a learning environment that is drug and violence free.
2. Improve our graduation rate.
3. Help our students develop a sense of responsible behavior, both personally and academically, in order to become productive and successful citizens.
4. Prepare our students for a variety of roles in their social interactions and in the business community.
5. Help our students understand and appreciate the privileges and responsibilities of citizenship- in their community, state, country, and world.
6. Provide access to a curriculum that will enable our students to survey, become enthusiastic about, and succeed in any post-secondary education, training, and career they choose.
7. Help our students to gain insight into their own humanity by acquainting them with their cultural heritage and teaching them to enjoy and appreciate classic and contemporary works.
8. Provide full access to technology, integrated curricula, and teaching methods that are differentiated for personal learning styles.
9. Provide our students with the opportunity for aesthetic pursuit and self-expression through the fine arts.
10. Provide our students with the opportunity to develop moral and physical fitness through athletics and extra-curricular activities.
11. Require continual professional growth and development of our administrators, faculty, and staff.
12. Facilitate cooperation between middle school and high school, in order to ensure a continuation and broader development of student skills and make students' transition to high school a smooth one.
13. Provide our students with opportunities to develop thinking skills in a creative atmosphere that encourages problem-solving and decision-making in daily life.

ALMA MATER

All hail to thee, Heard High
We sing thy praises joyfully
Thy spirit all the way
For maroon and gray
Long may she honored be.
The banner to the sky
We pledge to serve thee faithfully
We will ever love our high school
And we promise loyalty.

MISSION STATEMENT

Heard County High School's mission is to **Produce Responsible Individuals** and
Develop Excellence.

BELIEF STATEMENTS

1. Everyone is unique and learns differently.
2. Everyone deserves to be treated fairly and with respect.
3. Education is a shared responsibility.
4. Every individual deserves a safe learning environment.

ACCREDITING

Heard County High is accredited by Southern Association of Schools and the State Department of Education's Professional Standards.

HEARD COUNTY HIGH SCHOOL BELL SCHEDULE 2010-2011

| <u>Regular Schedule</u> | | <u>Advisement Schedule</u> | | <u>Pep Rally/Club Schedule</u> | |
|-------------------------|-------------|----------------------------|------------|--------------------------------|-------------|
| Doors Open | 7:10 | Doors Open | 7:10 | Doors Open | 7:10 |
| Release | 7:40 | Release | 7:40 | Release | 7:40 |
| 1 st Block | 7:50- 9:30 | 1 st Block | 7:50-9:20 | 1 st Block | 7:50-9:15 |
| 2 nd Block | 9:36- 11:08 | Advisement | 9:26-9:36 | 2 nd Block | 9:21-10:46 |
| 3 rd Block | 11:14- 1:15 | 2 nd Block | 9:42-11:22 | 3 rd Block | 10:52-12:54 |
| 4 th Block | 1:21- 2:55 | 3 rd Block | 11:28-1:19 | 4 th Block | 1:00- 2:24 |
| | | 4 th Block | 1:25-2:55 | Activity | 2:30-2:55 |

Lunch Schedules

| <u>Regular Lunch</u> | | <u>Advisement Lunch</u> | | <u>Pep Rally/Club Lunch</u> | |
|----------------------|-------------|-------------------------|-------------|-----------------------------|-------------|
| ISS | 10:45-11:15 | ISS | 10:50-11:20 | ISS | 10:23-10:53 |
| 1 st | 11:25-11:55 | 1 st | 11:30-12:00 | 1 st | 11:03-11:33 |
| 2 nd | 12:05-12:35 | 2 nd | 12:10-12:40 | 2 nd | 11:43-12:13 |
| 3 rd | 12:45-1:15 | 3 rd | 12:50-1:19 | 3 rd | 12:23-12:54 |

! 1st Lunch will report to their 3rd block class!

***Building and facilities are closed to everyone not supervised by a staff member at 3:30 p.m.**

**HEARD COUNTY SCHOOL SYSTEM
2010-2011 (175 school days)
SCHOOL CALENDAR**

| | |
|---|------------------|
| Preplanning | August 2, 3, 4 |
| 1 st Day of School | August 5 |
| End 1 st Month | September 1 |
| Student/Staff Holiday | September 3 |
| Labor Day Holiday | September 6 |
| Progress Reports * | September 8 |
| End 2 nd Month | September 30 |
| End 1 st Nine Weeks | October 7 |
| Holidays | October 8, 11 |
| Professional Learning Day/Student Holiday | October 12 |
| Report Cards | October 20 |
| End 3 rd Month | November 2 |
| Progress Reports * | November 11 |
| Thanksgiving Holidays | November 22 - 26 |
| End 4 th Month | December 3 |
| School Level Appeals (HCCHS) | December 14 |
| System Level Appeals (HCCHS) | December 15 |
| End 1 st Semester | December 17 |
| Christmas Holidays | December 20-31 |
| Professional Learning Day/Student Holidays | January 3, 4 |
| 1 st Day of 2 nd Semester | January 5 |
| Report Cards | January 12 |
| Holiday | January 17 |
| End 5 th Month | January 19 |
| Progress Reports * | February 9 |
| End 6 th Month | February 16 |
| Holiday (potential snow day make-up) | February 18 |
| Holiday | February 21 |
| End 3 rd 9 weeks | March 10 |
| Professional Learning Day/Student Holiday | March 11 |
| Holiday (potential snow day make-up) | March 14 |
| End 7 th Month | March 18 |
| Report Cards | March 18 |
| Spring Break | April 4-8 |
| End 8 th Month | April 22 |
| Progress Reports * | April 25 |
| Last Day of School | May 20 |
| Senior Graduation (8:00 pm) | May 20 |

| | |
|-----------------------|----------------|
| Post Planning | May 23, 24, 25 |
| School Level Appeals | May 23 |
| System Level Appeals | May 24 |
| Report Cards (Mailed) | May 26 |

* HCCHS Progress Reports Bimonthly

HCCHS STUDENT COUNCIL

The student council is one of the most honored student organizations in the school. It is not a club, but more a student government. It is a problem-solving organization which belongs to you, the student. It is a bridge between the administration and the student body. The main purpose of the student council is to improve school spirit and pride, and to make suggestions and recommendations to the administration.

EXTRA-CURRICULAR ACTIVITIES

To be eligible for all clubs and extra-curricular activities, a student must meet all eligibility requirements. Heard County High School offers the following and extra-curricular activities:

BASEBALL, BASKETBALL, CHEERLEADING, CROSS-COUNTRY, GOLF, FOOTBALL, SOFTBALL, TENNIS, TRACK, VOLLEYBALL, WRESTLING, CONCERT BAND, MARCHING BAND, COLOR GUARD, ACADEMIC TEAM, DEBATE

OFFICERS, SUPERLATIVES & HOMECOMING COURT: GRADE 9-12

The following rules and regulations have been established by the President and Vice President of the Senior Class, Junior Class, and the Student Council:

1. The escorts for Homecoming Court must be Heard County High students or members of the "Courts" family.
2. The student seeking each position must not have a criminal record.
3. An officer or superlative who served a suspension (In-School/Out of School) the present year or prior to the year of election must seek an audience with a review board composed of student council officers, two teachers, and the principal (or principal's designee) before the students vote. Participation as an officer or superlative may be denied by the review board.

These rules and regulations are for all elected positions.

POLICIES AND PROCEDURES

ABSENCES

Everyday is an important day of instruction and information at Heard County High School and the **ATTENDANCE POLICY** of the Heard County Board of Education is designed to reflect this policy. According to this policy, if any high school student has more than 5 unexcused absences in a class during the semester, that student will receive no credit for that class unless a waiver is granted by the Attendance Committee.

A student returning to school after any absence is to bring a written excuse signed by a parent/guardian telling why and when the student was absent and listing a phone number for verification. Excuses are to be turned into homeroom teachers. Students are given a 3 day grace period to submit excuse note.

Regular attendance is necessary for success in school! Students must be present in class for at least 60 minutes to be counted present for that class. A student must be present for the equivalent of two full blocks of instructional time to be counted present for the day. Perfect Attendance is defined as being present at least 60 minutes in each block everyday.

State Law requires Heard County High School to report to the Department of Motor Vehicles any student who accumulates 10 or more UNEXCUSED absences per 2 consecutive terms (semesters). Driving privileges of those students will be revoked by the DMV

STUDENTS ABSENT FROM THIS SCHOOL MAY NOT ATTEND EVENTS AT OTHER SCHOOLS INCLUDING HEARD COUNTY SCHOOLS.

Attendance- Absences from school will normally fall under three categories:

1. Unexcused: No reason given for the absence or the absence does not fall under reasons for excused absences outlined in board policy to be excused or the absence cannot be justified. Absences due to out of school suspension will be unexcused. Work missed due to out of school suspension cannot be made up.
2. Excused: Absences which fall under board policy as excused absences. These include illness, illness or death in the immediate family, religious holidays, service as a page in the state capitol, times of emergency, or when conditions are unsafe for school attendance. A note from the student's parents or guardian indicating the reason for the absence is required.
3. Unexcused Justified: The principal may approve other absences due to the circumstances. **A written parental request must be made to the principal at least 3 days prior to the first day of absence.** Absences that normally are not excused under state guidelines but are due to circumstances beyond the student's control. These may include: Family trips that involve the parents or guardians and would leave the student unsupervised or situations in which the student's help or presence is essential for safety.

In order to make-up midterm and final exams, students must provide medical excuses. It is the responsibility of the student to schedule appointments at times that do not conflict with these tests. If extenuating circumstances arise, it must be cleared through the principal's office for tests to be made up. Parent contact is required. Only parents or guardians may check students out during these tests. Phone calls and notes should be avoided.

1. Students will have ten (10) school days to make-up work after the issuance of an incomplete grade and/or a report card.
2. Students will not be allowed to leave class to handle attendance related business.
3. Students who must check out early, will report to the main office. The same guidelines will be applied to early dismissals as for absences.
4. High School students absent more than 5 days in a term must file an appeal in order to possibly receive credit. Due to this fact, it is important for students to provide medical excuses for absences that cover several days. It is much more likely for an appeal to be granted if medical documentations are provided.
5. Students absent for 5 consecutive days may be eligible for hospital/homebound services. Normal pregnancies are not covered under this policy. (This will require medical validation and school approval.)

ATTENDANCE DEFINITIONS

Truant – Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. A student may also be considered truant if he/she: is on school property but does not attend classes or study lab; has any unexcused tardy to a regular class which exceeds five minutes; leaves the classroom without a signed teacher permission slip. A student who is truant will receive no credit for work missed. However, students must make up all work to meet their educational needs.

Tardy - A student is tardy when a student arrives at an assigned place after the designated time. Classroom teachers must record and report any student who is late to school or class as tardy.

Excused Absence - The following are considered excused absences: Illness, funeral, medical or dental appointment, and other absences for which permission has been granted in advance.

Unexcused Absence - A student is absent any time he or she is missing from school or from any assigned class or school activity. The following, even with parental consent, are considered unexcused absences: Truancies, working, missing the bus, oversleeping, shopping, car not starting, getting senior pictures taken, keeping personal appointments, visiting out-of-town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence), and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the building principal. No credit will be given for work missed due to an unexcused absence. However, students must make up all work to meet their educational needs.

Make up work – Make up work will be allowed for all absences except out of school suspension. The school principal or designee may determine a timeline in which work may be turned in to receive credit. The school principal or designee may also determine that make up work be allowed for out of school suspension on a case by case incident.

*Additional attendance information can be found in the County section of this handbook.

ACCIDENTS

In case of an accident, report the incident immediately to the designated teacher or coach if the injury occurs in the athletic departments. If medical attention is required, parents will be notified as soon as possible. Staff members will complete an accident report the day an accident occurs. The school cannot assume and liabilities fir injury. Please encourage students who are involved in sports or take and shop or lab courses to take the school’s insurance.

ANNOUNCEMENTS

Information for the announcement bulletin must be turned in by 7:45 a.m. on the announcement form. All announcements should be brief, easily read, and approved by faculty member, or administrator. Announcements must pertain to school activities. When announcements are necessary over the P.A. System, they will be made at the beginning of the day. Students must be quiet during the announcements.

AP COURSES

Students electing to take AP Courses will have 10% added to their final averages. The percent will be added at the end of the nine weeks period to grades above 70 (no grade higher than 100 will be awarded). No percent will be added to courses taken at colleges on joint enrollment plan.

ASSEMBLIES

School assemblies contribute to the development of our school climate. The number of assemblies and the privilege of students to attend is contingent upon the ability of students to conduct themselves properly at all times regardless of the type assembly being viewed. The following points are emphasized:

1. Please enter assembly as quickly and quietly as feasible
2. Please remain quiet and attentive during all programs
3. A courteous reception should always be extended to persons and programs
4. Whistling, booing, talking or other acts of discourtesy show lack of maturity, respect and consideration. These reflect upon the good name and reputation of the entire student body

5. Class yells are not appropriate at assemblies **except for pep rallies**
6. At pep rally assemblies, all students are urged to enter into and help with school spirit by participating and cooperating with the cheerleaders. However, booing, whistling, or any other acts of ill manners have no place in the program

ATHLETICS

Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.

Students must have sufficient insurance to cover athletic injuries.

Parents must sign the student's participation form.

Students participating in extracurricular activities will comply with rules and guidelines as established by coaches/advisors.

Students not eligible to participate may not practice or travel with a team or activity.

Students participating in athletics must complete a drug screening provided by the school system.

BEFORE SCHOOL DETENTION (BSD)

Teachers may assign BSD for minor infractions. BSD is regularly scheduled for Tuesdays, Wednesdays, and Thursdays from 7:00 AM until 7:40 AM. Students have 3 days from when the BSD was assigned to begin serving. Students late to BSD will not be allowed to serve that day. Failure to serve assigned BSD will result in In-School Suspension.

BUS NOTES

If a student plans to ride a bus other than his/her assigned bus, the student must bring to the office a written request and a phone number for verification before 8:00am. The secretary will verify the request and the student may pick it up at lunch.

CAFETERIA

The cafeteria is run for your convenience and benefit. It is a nonprofit organization. The price is kept on a cost basis, but we must charge enough to repair or replace equipment in addition to the food preparation. **No student is permitted to leave school for lunch.** All students are required to eat in the lunchroom whether they bring their lunches or purchase a lunch. No food is to be taken out of the cafeteria to the classroom (only break area). Students are not allowed to have carry-out restaurant food during lunch. **No charges are allowed.**

BREAKFAST

\$ 1.25 for students

\$ 1.75 for adults

\$.40 Extra milk/juice

LUNCH

\$ 2.10 for students

\$ 3.00 for adults

\$.40 Extra milk/juice

STUDENTS MAY PURCHASE SECOND MEAL AT ADULT PRICE- \$3.00

CELL PHONES

The Heard County School System realizes that many families feel it is important for their children to carry cell phones for a variety of reasons. However, having a cell phone at school is a privilege and any student bringing a cell phone to school must abide by the following rules. The signature of the student and parent to this handbook indicates agreement to these rules:

The cell phone should not be turned on or be visible at any time during the instructional day (7:30-2:55) without the specific permission and approval of a school administrator.

Any student violating this rule will be subject to the following punishment:

1st Offense - Phone is confiscated, parent/guardian must meet with school official to retrieve phone, and parent/guardian must sign saying they have been made aware of the next 3 offenses.

2nd Offense - Phone confiscation for 30 days.

3rd Offense - 1 day ISS and phone confiscation for 30 days.

4th Offense - 3 days ISS and phone confiscation for 90 days (if student brings phone back within the 90 days the phone will be confiscated for 90 days and student will serve 1 day OSS)

The school/school system will not be responsible for any lost or stolen phones. Additionally, the school/school system will not be responsible for any service payments while the phone is in the schools possession.

Further, the school system reserves the right to inspect any and all information contained on a cell phone which has been in violation of these rules including phone numbers, inappropriate pictures, voice, and text messages.

*Additional information concerning cell phones can be found in the County section of this handbook.

CHEATING POLICY

Cheating by students is considered inexcusable conduct and will be dealt with strictly. A zero will be given to the students for the assignment or test and the parent may be contacted by the teacher. Cheating on Credit Recovery courses will result in automatic dismissal from the course and a permanent ban from the Credit Recovery Program.

CHECKING OUT

Once students arrive on campus they are not permitted to leave the campus at any time prior to dismissal without permission from the office. Students who need to check out of school early:

1. May be checked out by parent/guardian or person designated on sign out card (over 18).
2. May bring to the office a note from the parent/guardian stating the reason, departure time, and a phone number for verification.
3. The office will give the student a standardized check out note to give to the teacher whose class the student will be leaving. This must be done before 8:00am.

No telephone calls allowed for checking out except in case of **dire** emergencies.

Students will **NOT** be allowed to check out after 2:40 due to safety concerns for pedestrians.

COURSE SYLLABI

At the beginning of each term, teachers will provide a course syllabus to each student enrolled in class. The syllabus contains an outline of the course content, grading procedures, expectations for behavior, and other pertinent information. It is important that students and parents read, discuss, and sign all syllabi and return to the course instructor.

DOCTOR APPOINTMENTS

Students leaving school to go to the doctor will be given an excused absence only if they bring an official note from the respective doctor's office stating the date and time of the appointment.

Students who do not have a doctor's excuse will be given an unexcused absence for that day.

However, this will be changed to an excused absence when they produce a doctor's excuse.

DRESS CODE

It is the obligation of the students to maintain their appearance in a manner that reflects well of themselves and the school. It is their responsibility, as well as that of their parents, to see that they are properly dressed and well-groomed.

1. All pants must be worn **AT WAIST LEVEL** at all times. No sagging or low-riding.
2. Excessively **TIGHT** pants are prohibited (this includes "skinny jeans").
3. Oversized, baggy, and/or excessively long pants and/or shirts are prohibited. ***Boy's shirts must be tucked in and girls are expected to completely cover midriff and back.***
4. Pant legs must be worn on the outside of boots.
5. Pants with holes or appearance of holes are prohibited regardless of what is worn underneath unless the holes are completely patched. Taping of holes is not permitted.
6. Pajama, Sweat, Lounge, Jogging, Warm-Up Pants, etc. and Gym Shorts are prohibited (regardless of the material and whether or not they have pockets).

7. Skirts, dresses, and shorts may not be shorter than 2 inches from the top of the knee regardless of what is worn underneath.
8. Muscle shirts, bare midriff, see-through clothing, halter-tops, tank-tops, spaghetti straps, sleeveless shirts, and backless dresses are prohibited.
9. Attire that exposes cleavage is prohibited (swooping necklines are prohibited).
10. Shirts, blouses, dresses, etc. must completely cover the abdomen, back, and shoulders and must have sleeves.
11. Exposing undergarments (underwear) is prohibited.
12. Accessories such as backpacks, patches, jewelry, notebooks, etc. **must not display** (1) Racial or ethnic slurs/symbols (2) Gang affiliations (3) Vulgar or sexually suggestive language or images (4) Items that promote ALCOHOL, TOBACCO, DRUGS, VIOLENCE, etc.
13. Attire with words, phrases, symbols, pictures, patches, etc., which are obscene, provocative, disruptive, profane, and/or racially discriminatory are prohibited. This applies but is not limited to clothing displaying drug/alcohol/tobacco related and/or gang related material.
14. HEAD ATTIRE is not to be worn inside of the school. The headgear should not hang out of the pocket or around the neck. Students violating this policy will have their headgear confiscated and returned at the end of the semester or to a parent/guardian at the end of the school day (**repeat offenders may be subject to additional disciplinary action**).
15. Visible piercings other than the ears or jewelry that may be considered distracting, dangerous, or unsafe are prohibited. Excessive and or distracting ear piercings are prohibited.
16. House shoes/slippers are prohibited.
17. Any adornment such as chains, spikes, etc. that reasonably could be perceived as or used as a weapon or may be considered dangerous or unsafe is prohibited.
18. Wallet chains, whether seen or unseen, are prohibited.
19. Trench coats are prohibited.

The administration has the authority to determine inappropriate dress. Students who disregard their responsibilities in personal dress and appearance may be sent to In-School Suspension until the situation is corrected. Instances in which pupils deliberately disobey the dress code shall be handled as willful disobedience and other consequences may be invoked.

EDUCATIONAL FIELD TRIPS

Field trips are well planned and relate with subject area being taught. Each student will be given a permission form. A parent or guardian must sign and return form to the teacher before permission to participate is granted. High School students absent the day(s) before a field trip will not be permitted to go unless principal or designee approves.

Student – Parent Agreement

In order for our school and community to be represented properly at all times the following regulations are to be adhered to by any student who goes anywhere to represent our school:

1. Board policy of Heard County School prohibits any student from driving on a field trip.
2. Students are not allowed to rent automobiles or other vehicles while on a trip.
3. Written parent permission for special medication is required.
4. When traveling by bus, students are to keep their hands and arms inside the windows; objects of any kind are not to be thrown out the windows.
5. Students are responsible for the care of motel rooms which they occupy. Any damage to such rooms will be paid by the person doing the damage or shared equally by the occupants if the guilty person is not identified.
6. Males and females are not to be in each other's rooms without a chaperon present.
7. No student will be allowed to possess or consume alcoholic beverages or drugs.
8. The trip shall not involve absence from class for any student for more than two regular school days.
9. Teachers sponsoring field trips must have trip forms signed by parents prior to the trip.

10. If the teacher cannot attend the field trip for some unforeseen reason, the field trip will be postponed or cancelled.
11. Sponsor/Teacher must stay with the group at all times.

EXTRA ATTENTION

Teachers are employed to direct your learning process. They will help you when you need help. They cannot and will not do your work for you. You are expected to meet your assignments and to do the necessary preparatory work. When extra help is needed, ask your teacher. Extra help and a schedule of tutorial sessions in English, Science, Math and Social Studies will be available.

FINANCIAL OBLIGATIONS

All student debts must be cleared in order to register for classes, to obtain transcripts, to participate in graduation activities, or to take exams at the end of a grading period.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember:

1. Follow the instructions given by your teacher.
2. Remain with your class.
3. Walk. Do not talk. Move quickly and quietly to designated area.
4. Return directly to class when the bell sounds or as instructed.

GEORGIA SCHOLAR PROGRAM/GOVERNOR'S HONOR PROGRAM

The Georgia Scholar Program provides special recognition for exceptional achievement and leadership. Georgia Scholars are eligible to receive a Governor's Scholarship to any Georgia public college or university (Requires a minimum of 1360 on the SAT in one sitting). The Governor's Honor's Program is a six-week summer school program at no cost to student selected. Student must be entering junior or senior year. Contact your counselor for details

Heard County High School Credits Required For Graduation Under Block Scheduling

Fully Implemented Requirements

| First enrolled in Ninth Grade | Total Possible Units | Required to Graduate | Credits available beyond Graduation Requirement |
|---|----------------------|----------------------|---|
| 1999 (Graduate 2003) And thereafter | 4 years x 8 = 32 | 26 | 6 |

Heard County High School Block Schedule Promotion & Transfer Guide

Entered Heard County High School 1999-2000 or later

| Units Earned | Grade Placement |
|--------------|------------------|
| 0 – 5 1/2 | 9 th |
| 6 – 11 1/2 | 10 th |
| 12 – 17 1/2 | 11 th |
| 18 – 26 | 12 th |

Note: You must have no more than 8 required courses to take in order to be placed in a 12th grade homeroom.

CALCULATION OF NUMBER OF UNITS REQUIRED TO GRADUATE FOR STUDENTS TRANSFERRING INTO HEARD COUNTY FROM ANOTHER SYSTEM

| NUMBER OF SEMESTERS COMPLETED AT PREVIOUS SCHOOL | UNITS REQUIRED TO GRADUATE | |
|--|------------------------------|------------------------------|
| | PREVIOUS SCHOOL 7 PERIOD DAY | PREVIOUS SCHOOL 6 PERIOD DAY |
| 1 | 26 | 25 |
| 2 | 25 | 24 |
| 3 | 25 | 24 |
| 4 | 24 | 23 |
| 5 | 24 | 23 |
| 6 | 24 | 23 |
| 7 | 24 | 23 |

GEORGIA HIGH SCHOOL GRADUATION AND END OF THE COURSE TESTS

GHSGT

In addition to the above requirements, students must pass all sections of the GHSGT in order to receive a diploma. There are a total of 5 sections of the GHSGT. The 5 sections are as follows:

1. The Writing Test (administered to all Juniors in the Fall)
2. English (administered to all Juniors in the Spring)
3. Math (administered to all Juniors in the Spring)
4. Science (administered to all Juniors in the Spring)
5. Social Studies (administered to all Juniors in the Spring)

*Variance information concerning the GHSGT may be sought from the Guidance Counselor.

EOCT

An End of the Course Test is given as a final in 9 classes. These tests are State Mandated and count as 15% of the student's course grade. The 9 classes are as follows:

1. American Literature/Composition
2. Math I
3. Biology
4. Math II
5. Economics
6. Geometry
7. Ninth Grade Literature/Composition
8. Physical Science
9. United States History

HALL PASSES

Students are not permitted in the halls or on the school grounds during class periods unless they have a hall pass from a staff member. Hall passes should be issued only for emergencies.

HALL TRAFFIC

Students are not allowed to stand or loiter in the halls between classes. During class change, students must remain to the right of the center of the hallways to promote a smooth and efficient flow of traffic in the building. Due to safety conditions, students must stay at least 10 feet away from the entrance doors of all buildings. **Teachers are to be in the hallway during class change.**

HONOR GRADUATES

Seniors who meet the following criteria will be considered Honor Graduates:

- Have a cumulative average for four years of 90 or above (no rounding up)
- Be classified as college prep distinction (no longer applies beginning with the graduating class of 2012)

- Pass five or more honors classes and/or accelerated classes.
- Pass all portions of the Georgia High School Graduation Test and End of Course Tests

Note: Cumulative averages will be determined at the end of the third nine weeks grading period for on campus students. Cumulative averages for students in a Post Secondary Options program will be through the completion of their final grading period prior to the end of the third nine weeks for courses taken off campus. Transfer credits used for calculation of cumulative averages for determination of class ranking for Honor Graduates shall be accepted only from high schools accredited by or holding provisional status from the Southern Association of Colleges and Schools or other agency recognized as a regional accrediting agency in State Board Rule 160-5-1-.15.

Valedictorian/Salutatorian

To be eligible for recognition as valedictorian or salutatorian a student must meet the following criteria:

- Be an Honor Graduate
- Be a full time student as defined by state board policy 160-4-2-.16
- Have attended high school in the Heard County School System for a minimum of two full years
- Attend at least one course on the high school campus each semester of the year of graduation (beginning with the graduating class of 2010)

The **Valedictorian** will be the eligible honor graduate with the highest cumulative average. The **Salutatorian** will be the eligible honor graduate with the second highest cumulative average.

In the event of a tie in a class ranking for Valedictorian, each student will be publicly acknowledged and a Salutatorian will not be named. After determining there is no tie in the class ranking for Valedictorian, if a tie in a class ranking for Salutatorian exists, each student will be publicly acknowledged.

Criterion for Breaking Ties for Valedictorian/Salutatorian Scholarships

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian, and the scholarships or grants cannot be shared among the students tied for Valedictorian and/or Salutatorian, The Scholastic Aptitude Test (SAT) scores shall be used to break ties in class ranking.

If a tie exists for Valedictorian, after using the tie-breaking criterion, the student with the highest class ranking would receive any scholarship awards for Valedictorian and the student with the second highest class ranking would receive any scholarship awards for Salutatorian (even though all students tied for Valedictorian will be publicly acknowledged as Valedictorian).

If a tie exists for Salutatorian, after using the tie-breaking criterion, the student with the higher class ranking would receive any scholarship awards for Salutatorian (even though all students tied for Salutatorian will be publicly acknowledged as Salutatorian).

In the case that ties cannot be broken using the tie-breaking criterion, the Principal of the high school will select a committee to determine the recipients of any scholarships or grants.

HONOR ROLLS

Each 9-week grading period, two Honor Rolls are announced. These are the “A Honor Roll” and the “Honor Roll”. To qualify for the “A Honor Roll”, all grades must be 90 or above. To qualify for the “Honor Roll”, all grades must be 80 or above.

Any class which meets daily, whether for 9 weeks, a semester, or a full year, is an academic class and will receive a numerical grade (grades 9-12), and will count for Honor Roll, 90-100 superior, 80-89 Above Average, 70-79 average, below 70 is failing, I-Incomplete, NC-No Credit each 9-week period.

HONORS AND AWARDS

Students are encouraged to strive for excellence in all areas of school life. There are many opportunities to be honored for outstanding academic achievement.

1. Georgia Scholar
2. Governor’s Scholarship Program
3. Governor’s Honor Program
4. Presidential Academic Fitness Award
5. Star Student-Teacher Recognition Program
6. Department Awards
7. Honor Student
8. Perfect Attendance Exam Exemption
9. Scholarships
10. Academic Awards Banquet
11. Principal Award
12. Senior Leadership Award
13. Don Staples Award
14. West Georgia Technical Institute Scholarship
15. HOPE Scholarship
16. Loins Club Scholarship
17. LaGrange Minister’ Wives and Widows Scholarship
18. HAE Scholarship
19. Tenaska Scholarship
20. Carolyn Glover Home Economics Scholarship
21. American Legion Scholarship
22. Inland Rome Scholarship
23. Franklin Housing Authority Attendance Scholarship
24. Frances Goodson Scholarship
25. Franklin Housing Authority Academics Scholarship
26. RBI Scholarship
27. Optimistic High Hurdle Award
28. H. R. Dowdy Leadership
29. VICA Scholarship
30. Don Staples Scholarship
31. Franklin-Heard County Pilot Club Scholarship
32. Jack Awbrey Scholarship
33. Edward Emory Memorial Scholarship

HOPE SCHOLARSHIP PROGRAM

Our school counselor has detailed information concerning the HOPE Scholarship.

ILLNESS AT SCHOOL

If students become ill or need to go home due to illness while in class, teachers will use the intercom to buzz the office. A parent/guardian will be contacted, then students will be called to the office and given permission to leave school. Students will follow school sign-out procedures.

JOINT ENROLLMENT

Joint enrollment with a college or technical institute is available to any student who meets the admission criteria established by that institution.

LATE BUSES

Students who arrive on a late bus should report to the office to sign in if the bus arrives after the beginning of school.

LOCKERS

Students may rent lockers if they choose, subject to the following rules:

1. No sharing lockers with another student. (A \$10 fine may be imposed.)
2. No stickers of any type may be placed on the lockers.
3. Lockers are subject to search by administration at any time.
4. Students may visit lockers during class changes and after dismissal.
5. Maximum rental of lockers is \$10 a year.
6. Gym lockers are free of charge. All valuables should be secured in a locker. Valuables lost or stolen as a result of not using a locker will not be investigated by the administration.

MEDIA CENTER

1. The media center is open to all students from 7:30 a.m. to 3:30 p.m. During the day (except before school and at lunch time), students must have an admit slip, properly completed by a teacher, before entering the media center.
2. Students who show appropriate media center behavior will be allowed to come to the media center before school and during lunch without a pass. However, students will still need required teacher notes to access the internet during this time.
3. All students must have a parental permission form on file to access the internet, and cannot access the internet without a media representative present. All internet usage must be school related and the student must have a note from the teacher indicating this. Inappropriate use of electronic media could result in disciplinary action.
4. Books may be borrowed for two weeks and renewed once unless someone else is waiting for the books. Some reference books are limited to overnight use.
5. Students may have up to 5 books checked out at a time; however, no books can be checked out if students have overdue materials.
6. Students are responsible for any books lost and will be required to return it in good condition or pay the cost of the book. If the book is found within the school year, the student will receive a full refund.
7. No food or drinks in open containers are allowed in the media center.
8. Students are invited to turn in requests to the media center specialists for material they would like to have in the media center. The media center staff is here to help students when they need assistance. Never hesitate to ask for help. The media center is provided for you!

MOMENT OF SILENCE

Georgia Senate Bill 396 requires that each public school classroom conduct a moment of silence for the purpose of quiet reflection at the beginning of each school day. This is not intended for nor shall it be conducted as a religious service or exercise. It shall be a moment of silent reflection on the anticipated activities of the day. Students are expected to stop what they are doing and remain silent during this time.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged for better communications. If a conference is desired, please call the guidance office for an appointment. The counselor will arrange the conference at the earliest possible time.

PARKING IS A PRIVILEGE

Each student who drives an automobile to school must register the vehicle by purchasing a parking permit. Permits may be purchased in the main office at a cost of \$20.00(non-refundable) and a \$10.00 replacement fee. The parking permit must be permanently attached to the rear-view mirror. Students are reminded that all school rules are in effect in the parking area before, during, and after school. Parking permits may not be sold, traded, or transferred from one student to another. Towing of a vehicle for repeated violations may result after the parents and the students have been warned.

HHS will not be responsible for any damage that may occur to any student vehicle parked on campus. These rules must be followed in order to keep this privilege:

1. Driving from school grounds during school hours is not permitted unless the student checks out properly in the Attendance Office or is on the Co-Op program.
2. Speeding or careless driving on the school grounds is not permitted.
3. Parking in a no parking area is a direct violation of the rules.
4. Sitting in cars during the school day is not permitted. Once you arrive you must park your car and exit the parking area immediately.
5. The speed limit on campus is 15 miles per hour.
6. Students are not allowed in their vehicle during school without approval from the office.
7. Cars must leave parking lot through proper entrances and exits.
8. All students purchasing a parking permit must submit to a drug screening.
9. Students not attending after school activities or tutoring must leave campus by 3:05 p.m. No loitering in the parking lot.
10. Fines will be administered for parking in unauthorized areas:

| | | | |
|------------------|------|------------------|-----------------------|
| First Violation | \$5 | Third Violation | \$25 |
| Second Violation | \$20 | Fourth Violation | Vehicle will be towed |

Students fully understand that at no time when the student's vehicle is on campus will the vehicle contain a weapon as defined by the student Code of Conduct, tobacco products, alcoholic beverages and nonprescription drugs or illegal substances or any pornographic materials. The student understands and agrees that he/she will be accountable for any item or substance in his/her vehicle, regardless of who placed the item or substance in the vehicle or whether the student was aware of the same. The student agrees to inspect the vehicle before bringing the vehicle on campus each time in order to determine whether anything forbidden by this permit is in the vehicle.

Students who drive to school may have their vehicle randomly searched at any time the principal or designee deems appropriate. The student agrees upon request to unlock his/her vehicle glove compartment, trunk or any other locked storage compartment in or on the vehicle for inspection. **Students will lose their driving privileges if they speed, squeal their tires, play loud music and/or excessively honk their horns on campus on the roads immediately surrounding the campus.**

PARTICIPATION IN ACTIVITIES

Students must be present for the equivalent of two full blocks of instructional time in order to participate in extra-curricular activities. Students may not attend any extra-curricular activity if suspended out-of-school or serving ISS.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Participation in Extra Curricular activities is controlled by whether the activity is competitive or non-competitive.

A competitive activity is when one or more students from one school compete against one or more students from another school.

For a student to be involved in a competitive activity the student must:

1. Pass at least (3) classes the term preceding participation. Summer school is an extension of spring term.
2. Earn the required number of units to be on track:
9th to 10th Requires 4 earned units
10th to 11th Requires 10 earned units
11th and 12th Requires 16 earned units

The Heard County Board of Education has adopted a policy requiring all students who wish to participate in any interscholastic athletic activity, including cheerleading, at Heard County High School to participate in a drug screening procedure (B.O.E. Policy JCDAC). The impetus behind this policy is the Board's belief that the use and abuse of drugs that are not prescribed are detrimental to the physical, emotional and mental well being of it's students and that this abuse seriously interferes with the academic and athletic performance of students.

All drug screening will be conducted at the campus of Heard County High School, without prior notice, after regular school hours, during normal practice times. The screenings will be performed by Examination Management Services, Inc. The collection procedures have been designed to safeguard the privacy of each student who is screened and will be carefully monitored by the Drug Testing Coordinator. Every student who tries out for and makes a team will be tested initially, then, each month, 10 % of all students currently participating will be randomly selected by Examination Management Services and tested.

POLICY STATEMENT ON SPORTSMANSHIP

The interscholastic activity program in Heard County System is an important part of the educational process. It provides opportunities for learning experiences in athletics, competitive band, and literary competitions which are difficult to duplicate in other school activities. The activity program teaches attitudes of responsible team play and cooperation. The program provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride in school, respect for the rights of others, and the will to win.

Participation in interscholastic activity programs in Heard County System is entirely voluntary. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege.

Athletes/Participants who exercise their privilege to engage in the program shall abide by the rules of the game or contest in letter and spirit, as well as those guidelines established by their administrators and coaches. This shall include:

- A. Maintaining standards of eligibility established by GHSA and the school of attendance.
- B. Being respectful and courteous to visiting teams and officials.
- C. Refraining from disrespectfully addressing official, antics to intimidate, taunting or baiting visiting opponents, and using insulting language and/or swearing.
- D. Respecting the integrity and judgment of officials and accepting their decisions without question.
- E. Being modest when successful and gracious in defeat.
- F. Being ejected from a game or games under GHSA's rules may result in additional punishment.

POSTERS

Individuals and groups need to adhere to the following guidelines when advertising in school:

- 1) All posters are to be approved by the faculty advisor prior to posting.
- 2) Posters advertising an event are to be removed and disposed of properly no later than the day following the event.
- 3) Anyone defacing a poster or school advertisement will be subject to

disciplinary action and proper restitution. 4) Advertising of activities must be school sponsored or school approved.

PROM DATES

Students planning to bring a date to the Jr/Sr Prom who does not attend Heard County High School must seek permission from the Prom Chairperson and School Administration. All prom dates ,at a minimum, must be under 21 years of age.

PUBLIC DISPLAY OF AFFECTION

The practice of kissing, holding hands, embracing, caressing and other similar types of activities deemed inappropriate by an administrator or faculty/staff member.

RADIOS/ELECTRONIC ENTERTAINMENT DEVICES

Radios, CD players, MP3 players, electronic games and other such devices are not allowed at school without written permission from an administrator. Additionally, nuisance items that are stolen will not be investigated by Heard County High School administration.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent out at the end of each nine-weeks grading period. They must be signed by parent or guardian and returned. If not returned on the designated day, disciplinary action will be taken. Progress reports will be sent home monthly – students who are failing must have a parent or guardian to sign and return on the designated day or disciplinary action will be taken. Teachers may, at their discretion, ask all students to return progress reports signed by parents or guardians or disciplinary action will be taken.

SCHEDULE CHANGES

Students may change courses only with parental involvement and for legitimate reasons. Students will have three (3) school days at the beginning of each term to request a schedule change. Legitimate reasons include: changes in course track, previously passed courses, and incorrectly scheduled classes.

SEX EDUCATION AND AIDS PREVENTION

Senate Bill 352 and the Georgia Department of Education mandate “that each local board of education prescribe a course of study in sex education and AIDS prevention instruction.” The Heard County Board of Education has elected to place this instruction, as appropriate, within the context of its biology, health, character education, and guidance curricula. Should any parent elect that his/her student not participate in this instruction, he/she should send a letter to this effect to the principal the first week of the school year.

SOLICITATION AND ADVERTISING

No items will be sold by organizations or by individuals unless approved by the school administration. The administration cannot permit the sale of items by non-school organizations. No form of advertising can be display on campus that has not been approved by the school administration. The administration will not approve advertising by profit making organizations, except those having contracts with the school. With administrative approval, advertising for recognized community service groups will be permissible.

STAR STUDENTS

Each year a senior with the highest SAT score is named star student. This student must have taken the SAT between December of their junior year and November of their senior year and must score higher than the national average in both math and verbal. Also, the student must be in the top 10% of the senior class academically after the first term of their senior year.

STUDENT ACTIVITIES

Student activities sponsored by the school and held either during the school day or during out-of-school hours shall be chaperoned and supervised by a member or members of the school staff. Parents are encouraged to attend activities.

All school regulations are applicable at all school related activities.

1. All dances end at 11:00 with the exception of the Jr./Sr. Prom (12:00).
2. Students may not leave an activity and return unless given permission by a staff member.
3. Students may not remain on campus if not attending an activity.

STUDENT EXEMPTION FROM FINAL EXAMS

Only Seniors may exempt final exams. They may exempt finals at the end of each grading period during a term (semester). The following must be met in order for a Senior to exempt finals:

- ✓ 90 average with 2 or fewer absences or 80 average with 1 or fewer absences
- ✓ No more than 2 tardies to the class being exempted
- ✓ No assignment to ISS or OSS
- ✓ Textbooks must be returned or paid for

STUDENT GIFTS

Students may not receive flowers, balloons, or other gifts during the school day. Any such items may be picked up in the office after school. **Exception:** Gifts will be accepted on the student's birthday only and may be delivered after 2:00. Gifts may not be transported on the school bus.

STUDENT INSURANCE

The school system has a group insurance policy that all students may purchase for a small fee. It is sold at the beginning of the school year. All students in competitive athletics must purchase the insurance. This insurance policy normally covers only a portion of the total charges submitted. Be sure to read the policy for details.

STUDENT WELFARE – CHILD ABUSE/NEGLECT

Georgia law requires that school personnel report all cases of suspected child abuse to the Department of Family and Children's Services (DFACS). The law requires that reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law. Suspected cases are referred to the counselor who will contact DFACS.

TARDY TO SCHOOL/CLASS

To School: Students who arrive anytime after 7:50 must report to the office to check in before going to class. Tardies to school will be excused or unexcused based on the same guidelines used for absences. **Car trouble is not an excused reason for tardiness.**

To Class: Teachers will implement a closed-door policy at the tardy bell for each class. If a student is not in the room prepared for instruction when the door is closed, he or she must report to the designated area to get a pass to class. A record will be kept of the number of tardies a student has. Tardies accumulate in a term (semester) basis. On tardies 3-5, BSD will be assigned. On tardies 6-10, ISS will be assigned. More than 10 tardies will result in OSS.

TELEPHONE

Except in case of emergency, telephones are not available for student use. Additionally, the school cannot be responsible for delivering phone messages to students.

TEXTBOOKS

Textbooks are issued at the beginning of each semester by each teacher. Each book is numbered by teachers and distributed to individual students. Students are responsible for each book, and full replacement price is expected for books less than four years old. Textbooks must be returned or checked before exams.

VENDING MACHINES

Vending machines may NOT be used during CLASS TIME. Violation of this policy may result in confiscation of the product purchased in addition to BSD.

VISITORS

All visitors must report to the main office and request permission before visiting in the school. Students will not be allowed to bring visitors to school with them unless approved by the administration.

WATER

At the discretion of the individual teacher, students are allowed to drink bottled water. The container must be originally labeled as containing bottled water. A student may refill and drink water from the same bottle.

WITHDRAWAL FROM SCHOOL

Students who need to withdraw from Heard County High School must complete a withdrawal form from the guidance department. The withdrawal form must be completed if the student is to withdraw in good standing. It is important for students who plan to leave Heard County High School to withdraw in the following manner:

1. Have a parent or guardian to call or visit the counselor to verify the withdrawal.
2. Get a withdrawal form from the attendance clerk at the beginning of the last full day of attendance.
3. Take the withdrawal form to all teachers for current grades.
4. Return all school property and take all personal property home.
5. See the counselor at the end of the day to pick up all other necessary documents.
6. Take withdrawal papers to the next school. The receiving school must have these papers.

WORK STUDY

A student enrolled in work/study is expected to pass three of the four units taken. If a student fails two or more units during the first nine weeks grading period, the student will not be rescheduled for work/study. A student must pass a minimum of three units during the spring term to be in work/study during the fall term. If a student on the work/study program cannot locate and be employed at a job or does not meet the requirements of the work/study program, he/she will be rescheduled in regular courses.

IN-SCHOOL SUSPENSION PROGRAM DESCRIPTION

The Heard County Comp. High School Alternative/In-School Suspension Program is an alternative education program to be used for disciplinary purposes. Students attending Heard County Comprehensive High School may be assigned to the Alternative/ISSP, which removes them from their regular school setting but allows them to continue with their educational program. An oral notice and opportunity to discuss the matter with the principal or his assistant will be given to each student and a written notice of the suspension provided. A copy of the notice will be sent to the supervisor of the Alternative/ISSP.

Students assigned to the Alternative/ISSP will follow stricter requirements in their day-to-day schedule than in their regular class and they should not expect an enjoyable experience. A strict time schedule and class rules will be followed. Students who violate these rules may subject themselves to an additional number of days spent in the program or out-of-school suspension based on the discretion of the Administration.

Students placed in AS/ISS will not be released during the school day to attend any school-sponsored activities. Students placed in AS/ISS will not be allowed to attend extra-curricular activities at school nor at extra-curricular activities held at another School involving or including HCCHS.

ALTERNATIVE SCHOOL/IN-SCHOOL SUSPENSION PROGRAM PROCEDURES

1. The student is informed by the principal or assistant principal of assignment to the AS/ISSP.
2. The Administrator will notify the supervisor of the AS/ISSP as soon as possible.
3. An attempt will be made to contact a parent when a student is placed in ISSP.
4. An administrator will notify all teachers to send assignments to ISSP box by 7:30 the next morning. Students assigned to AS will follow the program of work established by the administrator and the supervisor.
5. In cases where no assignments are received, assignments and grades are at the discretion of the supervisor.
6. Students assigned to the ISSP must be present and seated by 7:45 and will be dismissed at 2:55. Students assigned to AS must report to AS at 8:15 and will be dismissed at 3:15.
7. The administrator must approve student's tardies, checkouts and absences and any time missed must be made up.
8. New students will receive orientation of the AS/ISSP purposes, rules and daily schedule.
9. The AS/ISSP supervisor reviews with each student his assignments to insure a complete understanding of the requirements.
10. Students will turn in assignments periodically during the day to the supervisor.
11. The supervisor places student assignment in the teacher's box. There will be no penalty for grades earned while in the ISSP. Students in AS will earn subject grade from the supervisor rather than from the regular instructor.

ALTERNATIVE SCHOOL/ISS CLASS RULES

While in AS/ISS, students agree to abide by the following rules of the program:

1. Students will be present for a full school day to meet ISS requirements. This includes students who are in DCT, CBE, Youth Apprenticeship, or other release programs.
2. Students will receive administrative approval for tardies, checkouts and absences. Students will make up any time missed from the AS/ISS.
3. Students will bring paper, pencils, pens, textbooks and any other materials necessary to complete any assignments in a satisfactory manner. Students will return any materials assigned to me in the AS/ISS.
4. Students will complete all assignments. Students understand that they are responsible for assignments given by teachers and the supervisor of the AS/ISS.
5. Students will turn their assignments in periodically during the day to the supervisor. Students will write their name and their teacher's name at the top of each paper for proper identification.
6. Students will not talk unless the supervisor has granted permission.
7. Students will remain in their assigned seat at all times. Students will keep their chair inside the carrel facing the wall. Students will sit in an upright position and keep all four legs of the chair on the floor.
8. Students understand that while in the AS/ISS, they will eat lunch at 10:45. Students who bring their lunch from home are not allowed to have soft drinks.
9. Students understand that if all assignments are complete by 2:45, they will be allowed to read appropriate material of their choice such as periodicals, library books, etc.
10. Students will remain seated in their chair until the bell rings at 2:55 to be dismissed. (Alternative School students will be released at 3:15)
11. Students understand that the supervisor will check their carrel for vandalism before they may leave.
12. Students will obey all rules of the AS/ISS and understand that violations of these rules may result in assignment of additional days spent in the program or Out-of-School suspension based on the discretion of the administration.

13. Students assigned to the Alternative School must provide their own transportation to school and may not park on campus.

ALTERNATIVE SCHOOL ADDITIONAL RULES

- A-School students are not allowed on campus before 8:15 AM
- A-School students will enter the school at the 2nd floor bridge. The A-School coordinator will be awaiting their arrival
- A-School students are to report directly to the ISS/A-School room
- The A-School coordinator will report any tardies to the office
- A-School students will be released at 3:15 PM. They must exit the building at the 2nd floor bridge ONLY. Their ride should pick them up at the bridge or, if walking, the student must immediately leave the HHS campus.

U.S. MILITARY RELEASE OF INFORMATION

One of the requirements of No Child Left Behind is that secondary schools, upon the request or military recruiters, provide access to and directory information on students enrolled in secondary schools. Upon request, this information will be released, to military recruiters. If you do not wish to have directory information on your child released, you must notify the principal in writing within 5 days of your child's enrollment for the current school year at Heard County Comprehensive High School.

Board Policy

Descriptor Code: JB

Student Attendance

In responding to student attendance issues, the Heard County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. For service as pages of the General Assembly or Georgia (such time missed shall be credited as being present in their school).
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. One day for students attaining the age of 18 to register to vote.
9. For an administratively approved function. Administrative approved functions cannot exceed three (3) days per class for each term or semester.

For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level. A student who misses one-half or more of a class period will be counted absent from that class.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences

Final course grades of students shall not be penalized due to absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily and according to individual school policy/procedure.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age seven (7) or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local Board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice as required by law.
3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. § 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. § 15-11-67 and the possible denial of or suspension of a driver's license.

High School Attendance Policy

Any high school student having more than five (5) unexcused absences, as further set forth in this policy, in a class during a semester will receive no credit for that class unless a waiver is granted by the Attendance Appeal Committee (there will be no need to appeal for credit in classes that a student does not have a passing grade).

The Attendance Appeals Committee is a standing committee composed of three (3) members appointed by the principal and chaired by an administrator. The chair shall vote only in case of a tie.

The Attendance Committee shall use the following guidelines in determining whether to grant a waiver:

1. Any student with passing grades and 5 unexcused absences may appeal to receive credit. If all absences are excused, the student shall not be denied credit for the semester based on excessive absences. The Attendance Committee will not consider an appeal for students who do not have passing grades.
2. If any absences are unexcused, the Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would justify that the provisions of this policy be waived. If so, the student shall not be denied credit for the semester based on excessive absences. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.

The superintendent and/or his or her designee have the authority to enact rules to carry out this policy.

JB-E(1)

Attendance/Truancy Information Sheet

- Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care between their sixth and sixteenth birthdays to a public or private school or to provide a home study program for these children which meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions are provided in State Board Rule JB.
- The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor through the Magistrate Court. Upon conviction, the parent may be fined not less than \$25, nor more than \$100, imprisoned for 30 days, required to do community service, or any combination of such penalties. *See Code Section 20-2-690.1(c).*

- A child who fails to comply with mandatory attendance requirements may be adjudicated unruly and either placed on probation, required to undergo a psychiatric or other mental health evaluation, placed on supervised or unsupervised abeyance, committed to the Department of Juvenile Justice, or ordered to do community service. As a general rule, the Court is not permitted to detain such a child in restrictive custody. If a child is found to have violated the mandatory attendance laws, the Court will enter a separate protective order requiring the parent to insure the child's future compliance with the law at the risk of being held in contempt, fined and/or imprisoned. *See Code Section 15-11-67.*
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are also religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration. Unexcused absences are all failures to attend school without proper documentation.
- Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian (informal documentation), or a doctor, dentist, health center or court (formal documentation). **The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student's return to school.** The school administration will require **formal documentation** after **five (5) absences** from a class except for extreme mitigating circumstances such as a death in the family. The principal will resolve any question in determining if an absence is excused or unexcused.
- For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level. A student who misses one-half or more of a class period will be counted absent for that class.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 3 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time. **If a student at Heard High School has 6 unexcused absences from any class, the student will be required to attend Saturday school in order to be allowed to make up work. Repeated absences affect a student's ability to obtain a Georgia Drivers license and may result in the license being revoked.**
- The Heard County School System may file a juvenile complaint for excessive tardies and requests for early dismissals. Students may be required to serve detention for excessive tardies.
- **Each individual school in the Heard County School System may add additional consequences for unexcused absences at the principal's discretion. Please check your child's student handbook for additional information.**

2010-2011 TESTING CALENDAR

| | |
|------------------------|--|
| August 6-12 | Summer Graduation Test Results Arrive |
| August 9-12 | EOCT Midmonth Administration (credit recovery) |
| September 7 – March 31 | GAA Administration |
| September 20 | Graduation Test Retake: English |
| September 21 | Graduation Test Retake: Math |
| September 22 | Graduation Test Retake: Science |
| September 23 | Graduation Test Retake: Social Studies |
| September 20–24 | EOCT Midmonth Administration (credit recovery) |
| September 29 | GA High School Writing Test |
| September 30 | GA High School Writing Test (make up day) |
| October 15 – 21 | Fall GA High School Graduation Test Results |
| October 18 – 22 | EOCT Midmonth Administration (credit recovery) |
| November 8 | Graduation Test Retake: English |
| November 9 | Graduation Test Retake: Math |
| November 10 | Graduation Test Retake: Science |
| November 11 | Graduation Test Retake: Social Studies |
| November 15 – 19 | EOCT Midmonth Administration (credit recovery) |
| December 2 - 3 | Economics EOCT |
| December 6 | EOCT: 1 st Block |

| | |
|---------------|--|
| December 7 | EOCT: 2 nd Block |
| December 8 | EOCT: 3 rd Block |
| December 9 | EOCT: 4 th Block |
| December 16 | Final Exams: 1 st /2 nd Blocks |
| December 17 | Final Exams: 3 rd /4 th Blocks |
| February 7–11 | EOCT Midmonth Administration (credit recovery) |
| February 23 | Writing Test Retakes |
| March 7 – 11 | EOCT Midmonth Administration (credit recovery) |
| March 28 | Graduation Test: English |
| March 29 | Graduation Test: Math |
| March 30 | Graduation Test: Science |
| March 31 | Graduation Test: Social Studies |
| May 3 | AP Spanish Test |
| May 4 | AP Calculus Test |
| May 5 | AP English Lit Test |
| May 6 | AP US History Test |
| May 11 | AP Language Test |
| May 5–6 | Economics EOCT |
| May 9 | EOCT: 1 st Block |
| May 10 | EOCT: 2 nd Block |
| May 11 | EOCT: 3 rd Block |
| May 12 | EOCT: 4 th Block |
| May 17 | SENIOR Finals: 1 st /2 nd Block |
| May 18 | SENIOR Finals: 3 rd /4 th Block |
| May 19 | Underclassmen Finals: 1 st /2 nd Block |
| May 20 | Underclassmen Finals: 3 rd /4 th Block |

MAKE UP WORK

Make-up work will be allowed for all absences, whether excused or unexcused, however, the Principal or designee may determine that make-up work not be allowed for absences due to out-of-school suspension on a case by case basis. When students are absent from class, it is their responsibility to find out from the teacher what work was missed. The student should make arrangements with the teacher to schedule any make-up work or tests. The student may have up to five days to make-up any work, depending on the length of the absence, nature of the assignment, and how long the student has been aware of the assignment. The exact due date is left to the discretion of the teacher, and the student may be required to make-up work in the presence of the teacher. Long term projects that are due during the absence must be turned in no later than the first day back from the absence. Students absent for one day, on the day of a test, may be required to take the test on the day they return. When a student is to be absent three or more school days, the parent may call the school secretary to request assignments. A minimum 24 hour notice is necessary to have homework assignments available in the office. The parent should be able to tell the secretary the student's grade, locker number/combination if applicable, how many days the student will be absent, and who is picking up materials and when they will be picked up.

PROMOTION AND RETENTION

The Heard County Board of Education recognizes that each student is an individual with different abilities, interests, and needs. The Board believes that as nearly as possible a program should be provided to fit each individual.

For the 2008-2009 school years and thereafter, students in high school shall be placed in grade levels according to the total number of units earned as follows:

1. To be in 9th grade: Promotion or placement from 8th grade;
2. To be in 10th grade: Have earned 6 units;
3. To be in 11th grade: Have earned 12 units;
4. To be in 12th grade: Have earned 18 units.

Individual Education Programs for students who receive special education services shall establish standards for promotion for those students.

The practice of retaining students for athletic purposes is prohibited in the public schools of Georgia and in the Heard County School District.

STUDENT ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES

The Heard County School System is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the school system and the Data Acquisition Site that provides Internet access to the school district. Upon reading the guidelines and signing and returning the Student's Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the guidelines. The school district will not provide access to any student who fails to submit the agreement to the school as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact your school media specialist or principal. If any user violates the guidelines, the student's access will be denied, if not already provided, or withdrawn, and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

II. TERM OF PERMITTED USE

A student who submits to the school, as directed, a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new agreement each year during which they are students in the system before being given access to the Internet.

II. ACCEPTABLE USES

- A. Education Purposes Only. The school system is providing access to its computer networks and the Internet for educational purposes only. If there is any doubt about whether a contemplated activity is educational, consult with the school media specialist or principal to help decide if a use is appropriate.
- B. Unacceptable Uses of the Network. Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for or sale or use any substance the possession or use of which is prohibited by the school system's student code of conduct; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Unintended access to an unacceptable Internet site should be reported to the principal to avoid misinterpretation. The computer's memory should be cleared.
 2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others, do not impersonate another user.
 4. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. Students should not give others private information about themselves or others, including credit card numbers and social security numbers.
- C. Netiquette. All users must abide by the rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses, which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.

III. INTERNET SAFETY

- A. General Warning: Internet Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the school principal.
- B. Personal Safety. Be safe. Without the permission of a supervising teacher, computer network and Internet users should not reveal personal information such as home address, telephone number, real last name or any other information which might allow a person to locate the user. Without parental permission, users should never arrange a face-to-face meeting after having only communicated with someone on the Internet.

- C. “Hacking” and Other Illegal Activities. It is a violation of these guidelines to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.
- E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of the students through direct observation to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

IV. PRIVACY

Network and Internet access is provided as a tool for your education. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

V. FAILURE TO FOLLOW GUIDELINES

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated, which the school system may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or by concealing another user’s involvement in such activities. Further, if passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in any of the above-mentioned circumstances.

VI. ASSURANCES

The school district cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The district shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under these guidelines.

DISCIPLINE
STUDENT CODE OF CONDUCT

Board Policy

Descriptor Code: JCDA-E

Student Behavior Code

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

for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

- At school or on school property 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 stop.

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

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

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

AUTHORITY OF THE PRINCIPAL

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

AUTHORITY OF THE TEACHER

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

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

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

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline

and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

- Warning and/or Counseling with a school administrator, counselor, or other school resource persons
- Confiscation of inappropriate materials and/or devices
- Behavior Contract
- Loss of Privileges
- Isolation or Time Out
- Temporary removal from class or activity
- Notification of Parents
- Parent conference
- Corporal punishment
- Detention
- Temporary placement in an Alternative Education Program
- Short-term Suspension
- Assignment to the Alternative Education Program
- 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.
- Permanent expulsion from school in accordance with 20-2-751.6.
- Referral to juvenile court with a request for a petition alleging delinquent behavior.

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 Heard County Board of Education policies unless State Law mandates that the punishment is to be determined by the board of education.

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

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

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students' vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that 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. Referral to law enforcement officials shall be made if the student is referred to the disciplinary tribunal. There **are** situations that warrant the administrator making referrals to law enforcement officials when there is not a referral to the disciplinary tribunal.

Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant

Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol

Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug

Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1:

A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement officials. Other weapons as defined in 16-11-127.1 or by local policy are prohibited and will result in disciplinary procedures that could include referral to a disciplinary tribunal and to law enforcement.

Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or person attending school-related functions: Immediate suspension and automatic referral to disciplinary tribunal if a student is alleged to have committed an 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.

Physical violence against a teacher, school bus driver, or other school personnel:

(1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

BUS CONDUCT

A school bus driver represents the school authority and is responsible for the safety of passengers in the bus. The driver has supervision and authority over the passengers and must require passengers to follow rules of behavior. All school discipline rules also apply on the bus. Misbehavior on the bus may result in detention, suspension or expulsion from school, and/or loss of the privilege of riding the bus.

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

“DON’T LOSE YOUR RIDING PRIVILEGE!”

Follow These Rules

1. The bus driver is authorized to assign seats.
2. Boys shall be seated on one side and girls on the other.
3. Students shall **always** sit with their backs against the back of the seat and their legs in front of the seat.
4. Students shall observe the same conduct as expected in the classroom.
5. Students shall remain seated as long as there are seats available and the bus is in motion.
6. Students must cooperate, obey, and respect the driver at all times and realize that the driver is the sole one in charge of the bus.
7. Students shall **NOT**:
 - a. Leave the bus between home and school, unless they have a written request from a parent or guardian and the principal’s approval
 - b. Hold head, arms, or any object out of the window
 - c. Eat, drink or use tobacco
 - d. Yell, use bad language, or tussle
 - e. Throw paper on the floor, or abuse the bus in any way
 - f. Interfere with or endanger the safety of or well-being of others
 - g. Use electronic devices
 - h. Use reflective devices including laser pointers, mirrors, etc.
8. Students shall obey any other rule stated by the driver and approved by the Superintendent

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, 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, including but not limited to cell phones; pagers; audible radios, tape or compact disc players **with or without headphones**; or any other electronic device 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.

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

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. (Substantial damage alleged to be intentionally caused by a student on school premises could justify referral to the disciplinary tribunal* for possible expulsion or long-term suspension. Referral to law enforcement officials shall be made if the student is referred to the disciplinary tribunal.)

Theft

Extortion or attempted extortion

Possession and/or use of fireworks or any explosive

Activating a fire alarm under false pretenses or making a bomb threat

Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;

Disobeying directives given by teachers, administrators, or other school staff

Classroom and school disturbances

Violation of school dress code

Use of profane, vulgar, or obscene words or indecent exposure

Use during instructional time of cell phone or electronic communication device, except for health or other reasons approved by an administrator

Inappropriate public displays of affection

Gambling or possession of gambling devices

Moving and non-moving driving violations

Giving false information to school officials

Cheating on school assignments

Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law :Possible consequence include beginning school detention; in-school detention; loss of privileges, such as attending extracurricular activities and events; loss of course credit; loss of driver's permit or license; or juvenile court referral. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Bullying: Georgia law mandates that upon a finding 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. Any finding that a child has committed the offense of bullying shall result in a parent meeting and the development of a behavior contract. This contract should be developed with input from administrators, teachers, the parents of the child, and the child.

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.

Unauthorized organizations: No clubs, organizations, societies or similar entities are permitted without prior approval of the principal. Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. Students participating in gang activity or other unauthorized organizations will be subject to appropriate disciplinary action.

DEFINITION OF TERMS

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

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

Bullying: In accordance with Georgia law, bullying is defined as (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.

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.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

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: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

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

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

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance of 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

Sexual Harassment: Under this Code of Conduct, sexual harassment could be considered bullying.

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

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

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

System's Early Intervention Program for Student and Parent: This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance use Prevention Education Resource (SUPER) Program.

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.

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: The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy 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. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapons designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun, bowie knife, switchblade knife, ballistic knife, any other knife**, straight-edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

*Possession of any weapon may result in referral to a disciplinary tribunal with possible expulsion for a minimum of one calendar year and a report to law enforcement.

**A knife with a blade of 2 inches or more is a weapon that must be reported to law enforcement.

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. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans, alternative education programs, peer mentoring, SUPER programs, etc.

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 contact is 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.

When a student desires to withdraw/dropout from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen 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/dropout. 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.

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

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

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

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

CELL PHONES

The Heard County School System realizes that many families feel it is important for their children to carry cell phones for a variety of reasons. However, having a cell phone at school is a privilege and any student bringing a cell phone to school must abide by the following rules. The signature of the student and parent to this handbook indicates agreement to these rules:

The cell phone should not be turned on at any time during the instructional day without the specific permission and approval of a school administrator. Any student violating this rule will have their cell phone confiscated and it will be returned according to terms specified in the school's student handbook. Further, the School System reserves the right to inspect any and all information contained on a cell phone which has been used in violation of these rules, including phone numbers, inappropriate pictures, voice, and text messages. Students violating these rules will be punished in accordance with the code of conduct.

CLUBS

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. **You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.** If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

HCCHS offers the following clubs:

- **Art Club** – Sponsor: Mr. Hunt
Purpose: Promote and explore the fine arts. The club exists for students who desire to learn, create, and express their love and appreciation for all artistic endeavors.
Activities: Homecoming float, fund raisers, field trips to art museums.
- **Academic Bowl** – Sponsor: TBA

- **Purpose:** To provide students opportunities to compete in academic quiz bowls.
- **Activities:** Students will attend practices after school and will attend meets with other schools.
- **National Beta Club** – Sponsor: Ms. Ownby
 - **Purpose:** Promotes the ideals of character, service, and leadership among secondary school students, rewarding achievement, assisting and encouraging students to pursue higher education.
 - **Activities:** Community service projects and State convention competition in the Spring.
- **Debate** – Sponsor: TBA
 - **Purpose:** Improving the debating and public speaking skills of its members.
 - **Activities:** Weekly meetings and research projects/assignments.
- **Fellowship of Christian Athletes (FCA)** – Sponsor: Coach Curbow
 - **Purpose:** Building a foundation of Christian beliefs and morals in student athletes.
 - **Activities:** Weekly morning meetings.
- **4-H** – Sponsor: Ms. Dinah Rowe
 - *Call the Heard County Extension office for Purpose and Activities.
- **Future Business Leaders of America (FBLA)** – Sponsor: Ms. Thompson
 - **Purpose:** Preparing students for success in business leadership.
 - **Activities:** Training, Motivational, Region, and State conferences, tours and workshops.
- **Family, Career and Community Leaders of America (FCCLA)** – Sponsor: Mr. Tillman
 - **Purpose:** Assists students in the areas of personal growth, family life, vocational preparation, and community involvement.
 - **Activities:** Conferences, competitions, and community/school projects.
- **Skills USA** – Sponsor: Mr. Rogers
 - **Purpose:** To create among students, faculty members, patrons of the school, and people in industry a sincere interest and esteem for trade and industrial, technical, technology, and health occupation education.
 - **Activities:** Leadership, Region, and State conferences, community service projects, fund raisers.
- **Spanish Club** – Sponsor: Ms. Garces
 - **Purpose:** to offer exposure to the Spanish speaking world and its culture.
 - **Activities:** Fund Raisers, Meetings, Mexico Cruise, Trip to Spain.
- **Spirit Club** – Sponsor: TBA
 - **Purpose:** To promote school spirit
 - **Activities:** Decorate school, make spirit signs, etc.

STUDENT SEXUAL HARASSMENT (Heard County Board of Education Policy)

It is the policy of this school district to forbid sexual, racial and other harassment of all employees and students at all times and during all occasions while at school, in the work place or at any school event or activity. Any act of harassment of students or employees by other students or employees based upon the race, color, sex, national origin, religion, age or disability of students or employees shall result in prompt and appropriate discipline, including termination of offending employees or suspension or expulsion of students guilty of harassment.

Harassment includes, but is not necessarily limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, as well as physical contact. There may be other speech or conduct which employees or students experience as illegal harassment which should be reported also; harassment can take many forms of and it is not possible to itemize every aspect of the harassment forbidden by this policy.

If a student or employee believes he or she is being subjected to harassment forbidden by this policy, if the student or employee should promptly report the offense to the coordinator designated by the board of education. If a student or employee reports such harassment to a counselor, principal or other school system employee other than the coordinator designated by the board of education, that employee shall be responsible for notifying the appropriate coordinator immediately. It will be the duty of the coordinator to interview the complainant and determine the acts which the complainant believes constitute harassment as well as the name or names or the perpetrators and any other relevant facts by interviewing any individuals who may have knowledge of the allegations or may assist in resolving the complaint. The coordinator shall report the substance of the investigation, conclusions reached and recommendations for corrective action and discipline to the following persons:

- a. If both the perpetrator and victim are students, to the principal of the school and the parents of the students;
- b. If the victim is a student and the perpetrator an employee, to the parents of the student, the principal where the student is enrolled, the supervisor of the employee and the assistant superintendent of the school district;
- c. If the victim and perpetrator are employees, to the supervisor of the perpetrator and the assistant superintendent of the school system.

The coordinator, to the extent it is reasonably possible, shall protect the confidentiality of students and employees as well, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding considerations. All records generated by the investigation shall be considered as student records protected by FERPA or as part of the personnel records of the employees dealing with performance of the employees.

The coordinator shall report to the complaint and complainant's parents, if complainant is a student, at the conclusion of the investigation the conclusions reached and the recommendations of the coordinator. If the complainant is not satisfied with the manner in which the matter has been resolved, the complainant may appeal to the superintendent, who shall review all circumstances surrounding the allegations, conduct such further investigations as the superintendent believes appropriate and take such additional action or make recommendations as the superintendent determines is warranted. The superintendent shall inform the complainant and his/her parents, if complainant is a student, who, if dissatisfied may request this board to review further the substance of the complaint. The board will conduct a review or convene such hearings as the board believes the circumstances warrant and will resolve the matter appropriately. No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

It is the duty of all employees to report harassment forbidden by this policy to the coordinator designated below promptly. It is also the duty of all supervisors of personnel to instruct their subordinates as to the varied forms or expressions of illegal harassment. The principals of all schools in this district shall insure that students and parents are informed through student handbooks and verbally that harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

COMPLAINTS OF DISCRIMINATION/HARASSMENT

The Heard County School District does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title VI Coordinator is Assistant Superintendent (Mrs. Jan Rayfield)
131 E. Court Square, P.O. Box 1330, Franklin, GA 30217
706-675-3320

The Title IX Coordinator is Assistant Superintendent (Mrs. Jan Rayfield)
131 E. Court Square, P.O. Box 1330, Franklin, GA 30217
706-675-3320

The Section 504 and Americans with Disabilities Act Coordinator is
Assistant Superintendent (Mrs. Jan Rayfield)
131 E. Court Square, P.O. Box 1330, Franklin, GA 30217
706-675-3320

The Sports Equity Coordinator is Assistant Superintendent (Mr. Jerry Prince)
131 E. Court Square, P.O. Box 1330, Franklin, GA 30217
706-675-3320

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Heard County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under IDFA (Equity in Sports) is located in the school district policy manual which is available in either the school office or the central office.

NOTIFICATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

TEACHER QUALIFICATIONS

Parents or guardians may request information regarding their children's teachers, including information on completion of state requirements for licensure and certification; emergency or provisional status; educational background; and whether paraprofessionals are serving the child, and if so, the paraprofessional's qualifications. If you are interested in obtaining this information, please contact the principal of your child's school.

STUDENT HEALTH

IMMUNIZATIONS

Georgia Law states that all students in a public school must have completed the immunization requirements. Parents/Guardians must submit proof of immunizations on the Certificate of Immunization – FORM 3231. This is the only acceptable proof that immunization requirements have been met. If a student fails to have all immunizations before entering school or by the end of a 30-day grace period, the student will be withdrawn from school. There are requirements for students entering school in Pre-K and Kindergarten and in 6th grade. The forms may be obtained from the student's healthcare provider or the local Health Department.

HOSPITAL HOMEBOUND SERVICES

Hospital Homebound refers to those students who have a medically diagnosed injury or illness which is non-communicable which restricts them to their homes or hospital, and will be unable to attend school for a minimum of ten (10) consecutive school days or has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year, and that he/she is able to receive and profit from home instruction. The absence must not be due to a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy. Any student employed in any capacity, or regularly participating in extracurricular activities is not eligible for Hospital Homebound services. Complete guidelines and request forms for services may be requested from the student's school H/H designee. Hospital Homebound instruction may not begin until all required forms are completed appropriately and has been received by the school designee.

SIGNATURES

Please read and fill out completely each of the following items. Signatures are required for all items. Homeroom teachers will remove the following pages and turn them in to the office where they will be kept in the student's records.

STUDENT/PARENT HANDBOOK CONTRACT

I have received the Heard County Comprehensive High School **Student Guide** for the school year. I have also read and understand the educational requirements, student regulations, extra-curricular guidelines, and promotion requirements.

Parent/Guardian Signature & Date

Student Signature & Date

Student's Homeroom Teacher

MEDICAL RELEASE (Optional)

I hereby give HCCHS permission to administer over the counter medicine without having to contact me in advance. This medicine will only be given for headaches, cramps, etc.

Parent/Guardian Signature & Date

**ACCEPTABLE USE and INTERNET SAFETY GUIDELINES
STUDENT/PARENT AGREEMENT**

My child and I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Guidelines. Should I (student) commit any violation or in any way misuse my access to the school district's computer network and/or the internet, I (student) understand and agree that my (student) access privilege may be revoked and school disciplinary action may be taken.

Parent/Guardian Signature & Date

Student Signature & Date

TEACHER/STUDENT/PARENT COMPACT

TEACHERS AGREEMENT: We believe that each child can be successful. We will.....

- Show respect for each student and his/her family
- Enforce school and classroom rules fairly
- Demonstrate professional behavior and a positive attitude
- Come to class prepared to teach
- Seek ways to involve parents in the school program

STUDENT AGREEMENT: I believe that I can be successful. I will.....

- Attend school regularly and on time
- Show respect for myself, my school, and other people
- Believe that I can and will learn
- Obey the school and bus rules
- Always try to do my best in my work and in my behavior
- Work cooperatively with my classmates, teachers, and other school staff

Student Signature _____ **Date** _____

PARENT AGREEMENT: I believe my child can be successful. I will.....

- See that my child is punctual and attends school regularly and on time
- Communicate with my child's teachers on a regular basis
- Support the school in developing positive behaviors
- Provide a home environment that encourages my child to learn
- Stay aware of what my child is learning

Parent/Guardian Signature _____ **Date** _____

ADMINISTRATIVE AGREEMENT: We believe all will continue to be successful. We will.....

- Provide an environment that allows for positive communication between teachers, parents, and students
- Support the teachers in providing high quality instruction
- Provide a safe and orderly environment conducive to learning
- Encourage students, parents, and staff to abide by this compact

RELEASE TO PUBLISH STUDENT IMAGES and/or WORK

HHS maintains a web-site. Anyone with access to the Web will be able to view the web-site we publish. This is just another way to show what a great school and student body we have. By signing below, you give your permission for the Heard County School System to publish the following:

- Photographic images of your child
- Work produced by your child
- His or her name describing the images/work

Photos and class productions may be used in publications of educational materials and advertising as well as the HHS web-site.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

**PowerSchool Parent Access Program
*Guidelines for System Access***

- 1) Only the parent/guardian may request access to the PowerSchool system. The mailing address you submit on the Access Request Form must be the same address currently in

our school records for the student. The student's name, birthdate and Social Security numbers must also match what we have on record.

- 2) For confidentiality purposes, account information will NOT be given via phone, email or fax.
- 3) The parent/guardian will be issued a unique account name and password for each student. It is the sole responsibility of the parent/guardian to protect the security of the account information. The school system will not be responsible in the event the account information is disclosed to another person other than the parent/guardian.
- 4) Inappropriate use of the PowerSchool online system (i.e. accessing records of non-family members or inappropriate communication via the school system) will result in immediate loss of access.

I have read the above rules and guidelines for the use of PowerSchool Parent Access Online. I agree to follow the rules and guidelines and understand that if these rules are not followed, I will lose access to the PowerSchool Online System. If you feel your child's online information access has been compromised, please contact the school immediately.

Parent/Guardian Signature

Date Signed

Request access for the following students:

Full Name

Birthdate

Social Security Number

Full Name

Birthdate

Social Security Number

Full Name

Birthdate

Social Security Number

Please mail this information to: (An addressed, stamped envelope must be provided with this form.)

Parent/Guardian _____

Mailing Address _____

If you have not received your access information within two weeks of returning this form with an addressed, stamped envelope, please contact the school.

**PLACE IN PERMANENT RECORD FOLDER
UPDATE ANNUALLY**

SAFE AND DRUG FREE SCHOOL SURVEY PARENTAL PERMISSION FORM

In order to provide the best drug and violence prevention activities for your child, the Safe and Drug Free Schools and Communities Program has developed a survey that will be administered each year in the months of January and April. The questionnaire will take no more than 15 minutes to complete, is totally anonymous, and asks for responses that pertain to student's involvement in substance abuse and violent situations. The data collected will be used to identify critical areas of need for our Safe and Drug Free Schools efforts.

Our desire is to involve parents in the education of their children. For this reason, we ask you to sign this form and return it to school. Your child will be allowed to participate in this important activity only if this is completed and returned to school. If you would like to examine the survey please come by the school and we will be happy to provide you with a copy for your review.

Our main goal in the Safe and Drug Free Schools Program is to:

- Assist in maintaining a school environment that is free of drugs and violence
- Promote a class atmosphere that allows teachers to teach and students to learn
- Develop and offer experiences that involve students in applying the concepts of making health decisions, accepting responsibility for their behavior, and understanding consequences

Please check the appropriate box, sign this form and return it to school as soon as possible.

SCHOOL: _____

STUDENT: _____

GRADE: _____

_____ I give permission for my child to participate in the Safe and Drug Free Schools surveys.

_____ I would prefer that my child not participate in Safe and Drug Free Schools surveys.

Parent/Guardian Signature

Date