

# **NORTHSIDE MIDDLE SCHOOL**

## **2020-2021 Student Handbook**



*500 Johnson Road  
Warner Robins, Georgia 31093  
(478 )929-7845  
(478 )929-7124 Fax  
<http://nms.hcbe.net>*

*Principal: Dr. Dustin Dykes  
504 Coordinator: Mrs. Jackie McGhee*



## SCHOOL MASCOT: JETS

## SCHOOL COLORS: GREEN AND GOLD

### ADMINISTRATIVE STAFF

Dustin Dykes, Principal  
Alma Mundy, Assistant Principal for Instruction  
Jay Wood, Assitant Principal for Discipline  
Jackie McGhee, Counselor  
Monique Spurgeon, Counselor  
Kenneth King, Athletic Director  
Tambra Singletary, Media Specialist

### OFFICE STAFF

Paula Pridgen, Secretary  
Ashley Harris, ATS Clerk  
Tina Scott, Bookkeeper  
Monica Davis, Health Tech  
K, Parent Involvement Coordinator

### SUPPORT STAFF

Peggy Allen, Lead Custodian  
Pat Rice, Nutrition Manager

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Northside Middle School - JETS

*The mission of Northside Middle School is  
to establish a strong foundation for life-long learning  
by preparing students to achieve their maximum potential.*

**At Northside Middle school we believe:**

- In order to secure a safe and productive learning environment, students, faculty, and administrators foster an atmosphere of cooperation, care and respect for all.
- High expectations are appropriate for all students; it is essential to treat all individuals with respect and dignity.
- Students demonstrate an increased sense of responsibility and they are held accountable for their academic and behavioral performance and are allowed to experience the consequences.
- Learning is a shared responsibility among students, teachers, parents, and community members. We are a team!
- Students will have a mastery of core concepts and factual information needed to function effectively in our current and future society.
- A variety of teaching strategies and assessment tools will be utilized to ensure unique physical, intellectual, emotional, and social growth

**Welcome**

This student handbook is published and issued to students each year to serve as a guide for information, requirements, and procedures to be followed at Northside Middle School. This handbook is a supplement to the Student Handbook for Middle Schools published and distributed by the Houston County Board of Education. Both are available for your review at [www.hcbe.net](http://www.hcbe.net). It is our hope that the information found in this handbook will meet with the approval of parents and students. However, disagreement with a policy or procedure will not be grounds for ignoring or failing to comply with this area of school life. We look forward to working in a spirit of cooperation with all students and parents to challenge you and develop you to your full potential. We are here for you. Our expectation is for all students to have the best school year possible. We encourage all students to make good decisions. Remember, this is your school – take pride in it! Since 1970, Northside Middle School has built a tradition of excellence. Many students before you have traveled these same halls and classrooms preparing for success in all phases of life. Keep this tradition alive. We expect you have a GREAT year. We desire to inspire! We expect success!

## ACTIVITIES AFTER SCHOOL HOURS

A number of after school activities will be planned for the enjoyment and social development of students. Northside Middle School feels that these activities constitute an integral part of the total development of young people. These activities will include club projects, class projects, social events, athletic and other school related functions. Transportation must be provided by the parent/guardian. Any student that is unable to be picked up within 30 minutes following any after school activity will be unable to attend the next after school event. (Principal's discretion will apply.)

1. All school rules apply to school activities after regular school hours.
2. Guests from other schools must also follow NMS rules.
3. Students should remain seated at athletic events and be considerate of others. Students may visit the concession stand or restroom, but lingering in these areas is strictly forbidden.
4. Once in the gym or on the field, students who leave and return must pay to get back in the event.
5. Attendance at an after-school activity should be for the enjoyment of the activity. Students will be required to leave without refund if their actions indicate other intentions or interests.
6. State standards specify that all athletic events during the school week must be over no later than 6:45 p.m. Students must be picked up promptly.
7. Special dances are held throughout the school year. DANCES ARE FOR NORTHSIDE MIDDLE STUDENTS ONLY! Times will be announced prior to the event. Students should be picked up promptly.
8. Students must be counted present for the day in order to participate in any school activity.
9. Students assigned ISS are not allowed at school functions and may not participate in extracurricular activities beginning on the first day of ISS and ending upon completion of the last assigned day.

## BREAK

Everyday each grade level will have a scheduled break during the morning. A snack is suggested during this time. Break will take place in the classrooms until further notice. Snacks will be available to purchase during this time.

## AGENDAS

At NMS, student agendas are used to keep track of class work, homework assignments, important dates and as a hall pass. The agenda can be used as a communication tool for both parents and teachers. The student agenda will also allow our school personnel to track the amount of time and frequency students are out of class.

## ATTENDANCE

Student achievement and school attendance go hand in hand. It is most important that students be in school unless there are legitimate reasons for their absence. Georgia law allows for student's absences to be excused only for the following reasons: Personal illness, illness in the immediate family, death in the family, recognized religious holidays, and court order.

Upon return to school after an absence, students must present a note from parents to the first period teacher within three days. The note must contain the following:

- Name of Student
- Date (of return to school)
- Date(s) of absence
- Reason for absence
- Signature of parent

If a student is absent and does not bring a written excuse within three days upon return to school, the absence will be considered unexcused. Missed assignments cannot be made up when the absence is unexcused. The school may refer students with excessive absences to the school social worker. At five unexcused absences a student will be placed on a truancy contract. Students who have extended absences because of illness or accidents may apply for admission to the Hospital/Homebound Program. Our counselor has all the information concerning eligibility for this program.

Parents may apply for a prearranged, unexcused absence in instances where it is absolutely necessary for the student to be out of town. This must be done PRIOR to the absence by sending a letter of request to the principal explaining the reason for the student's impending absence. A pre-arranged absence allows a student to make up work missed, but counts toward a student's total absences.

### **Compulsory Attendance:**

Georgia Compulsory Attendance Law mandates that all students between the ages of 6 and 16 attend school. All students missing more than five unexcused days in Georgia are declared truant by law. Guidelines for attendance are as follows:

**Level I: Three (3)** unexcused absences - School staff will contact parents via email, phone call or teacher notification form and document the contact.

**Level II: Five (5)** unexcused absences - School staff will notify parent of the truancy and request a conference where parents must sign a Truancy Contract.

**Level III: Eight (8)** unexcused absences - School staff notifies Social Services Department who will then provide the information to the court for judicial proceedings to begin.

*\*To receive an award for Perfect Attendance, a student may be neither absent nor tardy, nor may he/she be dismissed before the end of the instructional day.*

**To be eligible for promotion to the next grade, students in grades K-8 are expected to achieve 95 percent attendance or no more than 9 days absent. Students who achieve 90-94 percent attendance (10-18 days absent) may be promoted at the discretion of the building principal. Students who achieve less than 90 percent attendance may not be promoted to the next grade. Parents of students affected by this rule may request a review of the circumstances. This request must be made in writing to the principal of the school no later than five (5) days after the end of the school year. Appropriate documentation should accompany the request. The matter will be adjudicated as outlined in the middle school procedures manual.**

### **BICYCLES**

Students may ride bicycles to school. Upon arrival at school, students must get off and walk their bicycle to park in the designated area, lock it, and leave it until time to go home. Students should not lock more than one bicycle with the same lock. Students should not ride bikes on campus. Riding of bicycles around and through the campus in the morning, during and after school is forbidden. The school is at no time responsible for damage or loss of a bicycle.

### **ATTENDANCE ZONES**

Students must attend school in the attendance zone in which they live. Proof of residence may be requested by the school. If either of the natural parents live in Houston County, the student must attend the school in which the residence of the natural parent(s) is located without regard to whether the student lives with the parent or a guardian; or if both parents live in Houston County and are separated, divorced or living apart for any reason, the child must attend the school in the zone in which the adult resides who has physical custody under a court order on a temporary or permanent basis. The school **MUST** be notified if students move during the school year

### **AWARDS AND STUDENT RECOGNITION**

At Northside Middle School we believe it is very important to celebrate the success of our students. In order to do so, we have implemented various recognition programs to be held throughout the year. Teachers, administrators, and outside agencies select award recipients. It is our intent to recognize deserving students.

### **BOOK BAGS**

All book bags must fit inside student lockers. The dimensions of the lockers are 12 inches wide by 11 inches deep by 35 inches tall.

### **ARRIVAL PROCEDURES**

Students may arrive at school no earlier than 7:00 a.m. Between 7:00 – 7:30, parents providing transportation must drop-off students at the front of the building. Students will given breakfast in designated areas of the building. Students not in first period by 7:30 are considered tardy and will report to the office to sign-in.

### **HOMEWORK**

Learning is important and should continue after school hours. Homework may be assigned daily and should in no way be viewed as punishment but as a way of encouraging and extending learning. Homework is provided for several reasons: To provide extra practice on learned skills, further learning in areas covered in the classroom, opportunity for students to learn good work habits, opportunity for growth in responsibility, and to provide parents an opportunity to see what children are studying and how well they are doing.

## **BUS INFORMATION**

Students are expected to cooperate and use common sense while riding the bus. The bus driver is in charge at all times. Students are to follow the rules and listen to the instructions given to them. Please read the information on Bus Conduct in the HCBE handbook. School bus transportation is a privilege. Students will be disciplined for misbehavior and may be suspended from riding the bus. When a student is denied bus transportation due to misconduct, his/her absence from school is not excused. Students must ride their assigned busses. Ultimately, all discipline procedures are at the discretion of the principal and depends on the severity of the offense.

**First Sign of Student Misbehavior:** The bus driver will make contact with the parent to ask for help with the student. The driver will document the specific elements of the incident and document the conversation with the parent.

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

**Second Bus Report:** One (1) day off bus.  
**Third Bus Report:** Three (3) days off bus.  
**Fourth Bus Report:** Five (5) days off bus.  
**Fifth Bus Report:** Seven (7) days off bus.  
**Sixth Bus Report:** Ten (10) days off bus.  
**Seventh Bus Report:** Off bus the remainder of the year.

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

Please be aware that a student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension.

## **CELL PHONE / ELECTRONIC DEVICE USE**

Electronic devices may not be carried on your person during the school day. Cell phones should remain powered off and kept in student's bookbags during the day. Any unauthorized use of a cell phone or electronic device will be subject to school discipline – which will include confiscation of the cell phone or electronic device and ISS will be assigned. NMS IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN CELL PHONES OR ELECTRONIC DEVICES.

## **CONFERENCES**

If parents would like to meet with a teacher, they should call the academic team leader at 929-7845 to arrange an appointment. Each teacher is assigned a telephone extension number that will be posted on our website. In order to promote the middle school team concept all conferences are held during connections time and all team teachers are present.

## **COUNSELING AND GUIDANCE SERVICES**

Our guidance/counseling program is designed to meet the needs of all our students. It is driven by data and follows the curriculum of the American School Counselor Association. Our mission is to provide all students direct counseling services that will facilitate their academic, personal/social, and career development so they will enjoy success both in the present and in the future. Our school counselors provide:

- Classroom guidance
- Individual counseling
- Student support team (SST)
- Small group counseling
- Crisis intervention
- Teacher/parent consultations

## **EARLY DISMISSALS**

If at all possible, parents should schedule appointments for after school hours. To help provide the most orderly environment possible for our entire school, we will not call students out of class for an early dismissal after 2:30. Students must be picked up in the office, and parents/guardians are required to show picture identification. Parents will also sign the early dismissal sheet for safety reasons. A student will not be called to the office until a parent/designee arrives to pick him or her up. If a student returns the same day, he or she must first come to the office to sign back in and get an admittance slip. If you are picking up your child who usually rides a bus, it needs to be done before 2:30. For safety reasons, we cannot allow student to be taken off the bus.

## **BREAKFAST**

Every student will be provided a free breakfast. We will have grab-n-go stations set up for students as they enter the building.

### **FIGHTING**

Fighting is not acceptable and it will not be tolerated at NMS. Fighting will result in harsh penalties for those individuals involved. Punishment will include being suspended home the day of the fight, an additional day of home suspension, days of ISS upon returning, and possible ticket issued by law enforcement. Fines associated with a ticket for fighting are payable to the Juvenile Court of Houston County. In addition, any student involved in a fight at NMS may be prohibited from participating in any dance, field trip, battle of the jets, 8<sup>th</sup> grade day or mission control celebration for the remainder of the year for which the fight occurs.

### **FLOWERS/BALLOONS**

The delivery of flowers and balloons to students at school is not permitted. This is a Houston County Board of Education policy.

### **GRADING SCALE**

*Report card grades are based on a student's mastery of standards along with a teacher's professional judgment.*

- A = 100-90 = exceeds standards
- B = 89-80 = meets standards
- C = 79-70 = in progress
- F = 69-50 = does not meet standards and/or no evidence of mastery
- I = student work is "in progress" based on learning contract and/or no evidence of mastery

### **DISCIPLINE**

**The school system reserves the right to punish behavior which is subversive to good order and discipline in the schools.**

Northside Middle School expects students to learn appropriate behavior and use it each day. The following guidelines will help each student stay focused on their educational opportunities.

1. Obey the rules of the school and individual classrooms.
2. Be regular in attendance and on time to class.
3. Come prepared to each class with book, paper, pen/pencil, and homework assignment.
4. Study the lessons of your classes each day.
5. Do not use another student's work and claim it as your own. This is known as "cheating". Do your own work.
6. Follow common sense when dressing for school. See the **Dress Code Requirements**.

7. Use good manners as you pass through the halls, cafeteria, and other areas of the school. Don't run, shove, shout, scream, or act in a way that creates disorder in the school.
8. Show respectful behavior to the adults working in the school. When they give you instruction about your behavior, pay attention, and do as you are told. This includes all adults in the building.
9. Show respect to other students in the school. Treat them the way you want to be treated.
10. Use courtesy during assemblies and other group meetings. Stop talking when the program begins, pay attention to the speaker or program, use appropriate applause when the program is finished.
11. Do not verbally or physically intimidate, threaten, harass, or assault any other student. If you are being "pushed" or feel there is a risk to your safety, report it to an adult in the school or have your parents report it to the office.
12. Do not bring items to school to sell. Do not borrow items from others without getting permission.
13. If you become aware of some situation that makes you feel unsafe, TELL US! Come to the office, speak to an adult in the hall, find some reason to come to the office so that you can give us the information.
14. If you bring something to school by mistake, and you know you should not have brought it, bring it to a teacher or to the school office immediately. *What determines a "mistake?" If you are showing it around to other students, bragging or laughing about having it, and you do not turn it in, "It's NOT a mistake."*

*NOTE: The administration, faculty, and staff reserve the right to reprimand students when guidelines, rules and regulations are not followed. Giving false information to staff members will result in disciplinary action. The Houston County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students and their possessions. The Board authorizes random searches of board owned property such as lockers, desks and other such property that may be assigned to students.*

## DRESS CODE

There is a positive relationship between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in themselves and in their school work. Failure to comply with the Houston County dress code policy will result in disciplinary action. Principals are given sole discretion in the determination of proper and improper dress of students. The dress, apparel, or grooming must not be detrimental to the educational climate or to the health and safety of the student or other students. In addition, the administration reserves the right to require students to wear a belt in their pants if the pants are oversized at the waist. Sagging pants will not be tolerated. Belt buckles cannot be oversized. (1 ½ inches is the maximum). ***The Principal's discretion applies to all of the above.***

Note: Dress Code Policies are enforced at all school related functions unless other notice is given. Final decisions and judgments concerning appropriate dress are made at the discretion of the administration. Students who violate dress code will be asked to call their parents for a change of clothing; if parents cannot bring appropriate clothing, the student may be placed in ISS for the day. Students who arrive at school with unacceptable hair color or style may be placed in ISS until the color or style is corrected.

## DISCIPLINE FORMS

When disruptions or misbehavior occurs, an office referral form will be given to students. It is the student's responsibility to carry this home to his/her parents. Forging a parent's name or altering the form in any way will result in further disciplinary action.

## IN-SCHOOL SUSPENSION

Students may be assigned to In-School Suspension for infractions of the rules, disruptions, disobedience or failing to carry out previously assigned punishment,. This program allows students to remain in school while being suspended from the regular school schedule. Students will be provided curriculum-based assignments and will not be academically penalized for the time in ISS. However, students may not compete or engage in any extracurricular activity as a spectator or participant while assigned to ISS. The following rules apply to all students assigned to ISS at NMS:

I understand that I will:

1. Report immediately to ISS ROOM 116 upon arrival at school.
2. Attend ISS each day of my suspension and complete the assigned work before being readmitted to regular classes.
3. Bring an excuse from my parent/guardian explaining the reason for any absence or tardy.
4. Serve an extra day if tardy or leaving school early unless approved by an administrator.
5. Not participate or attend any extracurricular activities as a spectator or participant while assigned to ISS.
6. Refrain from talking or communicating in any way with other students except as specifically authorized by the ISS instructor.
7. Bring all books, pencils, pens, etc. to complete assignments.
8. Must remain on task and do all assigned work. Sleeping, daydreaming, drawing, playing, or refusing to do work will not be tolerated.
9. Remain in assigned seat, in a straight, forward, and upright position with feet on the floor.
10. Refrain from chewing gum and eating candy.
11. Abide by the dress code as defined in county and school policies.
12. Remain quiet and walk single-file to the restroom during restroom breaks.
13. Abide by all school rules as explained in the NMS student handbook.
14. Not write on the walls, furniture or books.
15. Participate in a supervised physical education cleanup activity.
16. Inform the teacher of any problem that might arise and seek assistance as required.
17. Tell an administrator or the school secretary about required medication before going to ISS.

**ISS will not be used as a repeated response to behavior problems when it does not prove successful in modifying student behavior. Repeated behavior problems will result in out-of-school suspension or placement in the alternative school.**

## MONEY

Northside Middle School is unable to provide change for those needing to pay for school activities, pay a media center fine or for dues and fees to may arise throughout the school year. Parents needing to make a payment for any reason should have exact change.



### **INTERNET POLICY**

The Houston County Board of Education recognizes the importance of making advanced technology and increased access to learning opportunities available to students and staff. As resources permit, INTERNET services shall be made available in schools. The board of education realizes that with access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Houston County School System personnel shall take available precautions to restrict access to controversial materials. The following procedures must be followed by Houston County employees and students in INTERNET use:

- All student access to the Internet will be under the direct supervision of a teacher or designated staff member.
- The Houston County School System shall employ Internet filtering technology, which will restrict access by minors to inappropriate materials on the Internet.
- The Houston County School System will use appropriate measures, including Internet filtering solutions and network security devices, which will insure the safety of minors when using Internet mail, chat rooms, and other forms of communication.
- The Houston County School System will use appropriate tracking methods to insure that minors do not participate in unauthorized or illegal measures while online.
- The Houston County School System will employ adequate network firewall and server security measures as to insure against the unauthorized use or disclosure of personal information regarding students and faculty.
- The Houston County School system shall employ Internet filtering and network firewall facilities, which will restrict access by minors to harmful matters.
- All students who are granted access privileges to the Internet must first read and sign the Student Agreement Form. Furthermore, their parents and guardians must read the acceptable use policy and sign the Parent Agreement form and return it to a designated person at the student's school

### **LUNCHROOM PRICES**

All Students at Northside Middle School are provided a free lunch.

### **MAKE-UP WORK**

Students who have excused absences are permitted to make up work at a time decided upon by both the student and the teacher. However, it is the student's responsibility to take the initiative in arranging for the make-up work. All make-up work must be completed within five school days. Unexcused absences (family trips out-of-town, etc.) need to be preapproved by the principal or assistant principal for a student to be allowed to make up work.

### **MEDIA CENTER**

The school media center is a vital component of the instructional process at Northside Middle School. The media center is open from 7:00 to 3:00 daily. The media specialist will assist students to find books, articles, computer programs, and any other research tools that are requested. An overdue fine of \$0.10 (ten cents) per day will be charged for overdue library books. Failure to pay for lost or damaged books/media materials will result in the withholding of report cards, progress reports, etc.

### **SCHOOL SUPPLIES**

We recommend each student purchase a "tool kit" so that all their school supplies can be available for each class. Please keep the basic materials on hand at home so paper, pencil and pens can be replenished during the year. A "tool kit" would include these basic items:

- Bookbag
- 2" (or larger) three-ring binder
- Page dividers for each subjects
- Loose leaf paper – wide ruled
- Ruler
- Pencil bag for binder with Hi-lighters, small pack of colored pencils, crayons, blue or black pens, gluestick, small rounded tip scissors, and small hand sanitizer

Other items may be necessary at the beginning or throughout the year. Please check with your child's team for their list of supplies.

### **PROCEDURES**

School opens at 7:00 A.M.

School begins at 7:30 A.M.

School ends at 2:45 PM

All students must be picked up by 3:15 unless they are under the supervision of a teacher or coach.

## **MEDICINE AT SCHOOL**

Whenever it is necessary for your child to take prescription medication during the school day, the following Houston county Board of Education policies must be followed for the safety and well-being of all students:

- All medicine must be brought to school in the original container and labeled with the child's name, date, instructions for dosage, (and name of issuing physician if prescription medication).
- All medicine (prescription and over the counter) is kept in the front office and administered by the school secretary, medical technician, or receptionist.
- All over the counter medication brought to school should be in an unopened and brand new container.
- Short-term medications (less than two weeks) must be accompanied by a written note from the parent directing that the medication be administered at school. Specific information regarding dosage must be clearly stated and the medication must not be left more than two weeks.
- Long-term medication (all school year) must be accompanied by HCBOE form HRS-29 (available in the office) and signed by the physician.
- NMS is prohibited from providing over-the-counter medication (e.g., Tylenol, Advil, cough medicine, eye drops, Pepto Bismal) at school. In the event your child needs an over-the-counter medication during the school day (headache, etc.) you will be called and asked to provide the medication for your child.
- Basic first-aid supplies are provided for mishaps at school.

## **RESPECT FOR FACILITY AND EQUIPMENT**

We are fortunate in that we have the privilege of attending school in a modern, attractive building. Students should take pride in their school and make every possible effort to keep the building as clean as possible. Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying the damage. Pupils who willfully deface or damage school property in any way shall pay in full for all damages and will be suspended from school with recommendation for expulsion.

## **OFFICE SERVICES FOR STUDENTS**

All students entering the office must have a pass from their teacher written in their agenda. We ask teachers to dismiss students only during class changes so that instruction is not interrupted. The office is available to students for the following services:

- To request a conference with the principal, assistant principals, or counselors.
- To receive permission to use the phone. The phone is for emergency use only, and is not to be used to call for forgotten assignments or items.
- To call home when ill (go to clinic).\*
- To withdraw from school.
- To get permission to leave early or to get a note signed to ride a different bus.
- To get medication (go to clinic).

\*If you are going home, let the office personnel talk to your parent or guardian before you hang up the phone. This will save time by allowing us to have you ready to check out of school promptly.

It is important that parents keep the emergency contact information up-to-date with the Northside Middle School office. We do not allow adults to check out students unless they are authorized on the "Check Out List." Identification may be requested.

## **PROGRESS REPORTS/REPORT CARDS**

Progress reports are to be signed by the parent and returned promptly to the homeroom teacher. A designated place is provided on the form if the teacher requests a conference. If you desire a conference, please check (✓) and you will be contacted. Report cards are issued at the 6 and 12 weeks point of each semester. Altering grades and/or forging a parent's signature will result in in-school suspension.

## **PROMOTION POLICY**

According to the Houston County Board of Education's promotion and attendance policy, all students must pass five out of six classes including all academic subjects in order to be promoted to the next grade and must be in attendance for 95% of the school term.

### **RE-DOS/MAKE-UPS/LATE WORK**

Students will be provided multiple opportunities to demonstrate mastery of standards at the teacher's discretion.

### **SCHEDULE**

A student's schedule is determined by his/her team of teachers. Students will receive instruction in the four core areas (Language Arts, Math, Science, and Social Studies). Students will also have connection classes to complete their academic schedule. All students will follow a connections rotation that provides the opportunity for them to have a broad range of experiences during their years at Northside Middle School. Connection classes include Art, Band, Computers, Family and Consumer Science, Foreign Language, Technology, Reading, Math, and Physical Education.

### **SOCIAL MEDIA**

Our school takes pride in letting the public know of student and staff successes on our social media accounts. We use Facebook and Twitter to communicate with our students and parents. Unless you object, your student's picture may be published, but we rarely match student names with pictures.

### **Title IX**

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator Jay Wood at 478-929-7845.

### **TELEPHONES**

The office telephone is for official business only. Students will not be called from any class to the telephone except in a true emergency. Telephone messages will not be delivered to students during the school day. In case of illness or emergency, students should report to the office.

### **VISITORS TO SCHOOL**

Visitors will not be allowed past the front office.

### **TEXTBOOKS**

Textbooks are considered to be one resource in the learning process and will be issued in classes that require them. All books are the property of the school system and are loaned to students. Students are responsible for maintaining the books and must pay for them when they are lost or damaged. Fees for lost or damaged books begin at \$10 and can go as high as \$60 or more. You are responsible for your books whether they are lost, stolen, or damaged. Therefore, do not leave your books unattended! Full price will be charged for lost books and you will NOT be issued another book until you have paid for the lost book.

### **WEAPONS**

It is unlawful for any person to carry, possess, or have under control, ANY weapon at a school building or school function, or on school property, or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade three or more inches; straight-edge razor, spring stick, metal knuckles, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

### **LOOK ALIKE WEAPONS**

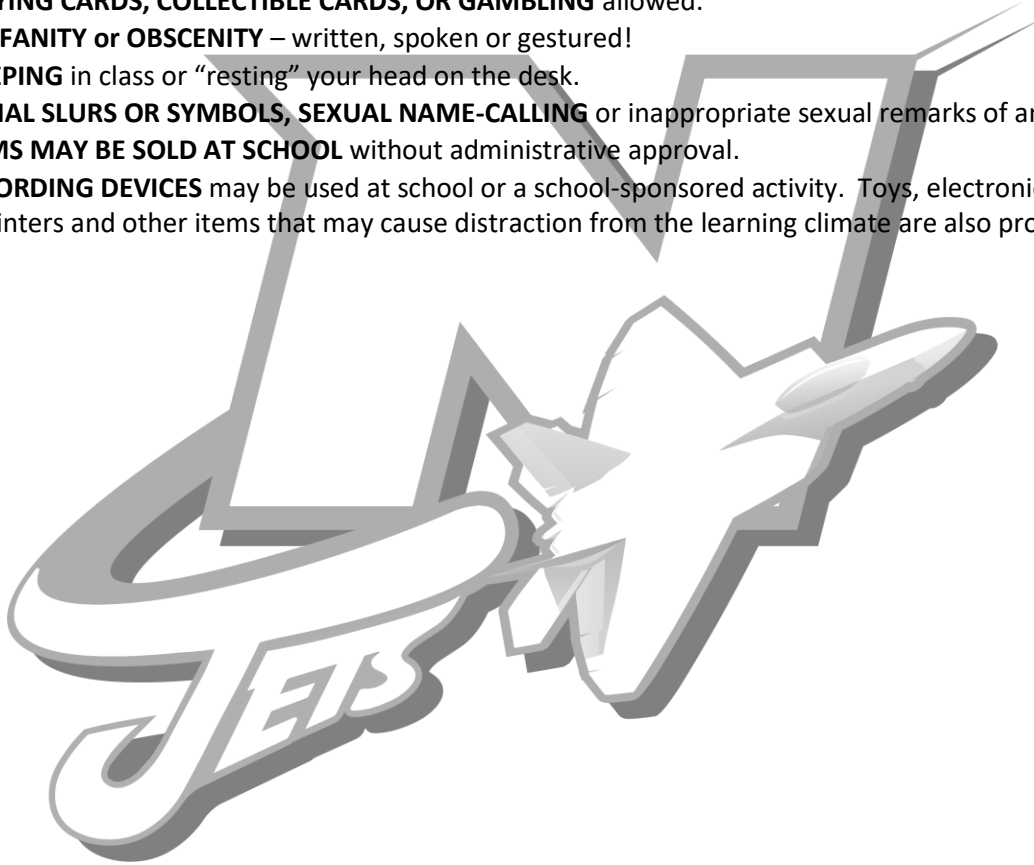
Items that look like weapons and/or are used as weapons will be considered weapons. For this reason, we ask parents to help educate their children and check to be sure that nothing gets brought to school that might cause concern or misunderstanding. This includes: toy replicas of guns, knives, or other weapons. Toy weapons may be treated as real weapons.

### **WITHDRAWAL FROM SCHOOL**

If in the course of the school year you need to withdraw your child from school, please notify the school counselor. Students should report to the counselor's office to receive a withdrawal form and begin the process. The form must be signed by each teacher, the media specialist, lunchroom manager and attendance clerk. Students must turn in textbooks, pay all fines (library, lost/damaged books, lunchroom) before they can be cleared.

### **IMPORTANT THINGS TO REMEMBER**

- **ACADEMIC INTEGRITY IS VALUED AT NMS!** Students may receive a zero if caught cheating on any assignment, quiz or test. Further cheating violations will also result in disciplinary action.
- **NO FIGHTING at NMS!** To help resolve a conflict, contact a counselor, teacher or administrator. Students who initiate or provoke other students to fight will receive disciplinary action and a possible fighting citation/fine from the Sheriff's Department.
- **NO THREATS, BULLYING, HARASSMENT** or threatening conduct against school personnel, students or school property written and/or spoken will be tolerated.
- **NO DRUGS OR ALCOHOL.** A student shall not possess, sell, use, transmit, or be under the influence of any drug, intoxicant or any substance with the pretense of being a prohibited substance.
- **ONLY WATER** will be allowed in classrooms throughout the day.
- **NO INAPPROPRIATE GRAFFITI** (written or drawn) on notebooks, book bags, clothing or your body.
- **NO GANG-RELATED** drawings, signs or activity (written and/or spoken) allowed at NMS.
- **NO PLAYING CARDS, COLLECTIBLE CARDS, OR GAMBLING** allowed.
- **NO PROFANITY or OBSCENITY** – written, spoken or gestured!
- **NO SLEEPING** in class or “resting” your head on the desk.
- **NO RACIAL SLURS OR SYMBOLS, SEXUAL NAME-CALLING** or inappropriate sexual remarks of any kind.
- **NO ITEMS MAY BE SOLD AT SCHOOL** without administrative approval.
- **NO RECORDING DEVICES** may be used at school or a school-sponsored activity. Toys, electronic games, laser pointers and other items that may cause distraction from the learning climate are also prohibited.



### **EXTRA-CURRICULAR ACTIVITIES/CLUBS**

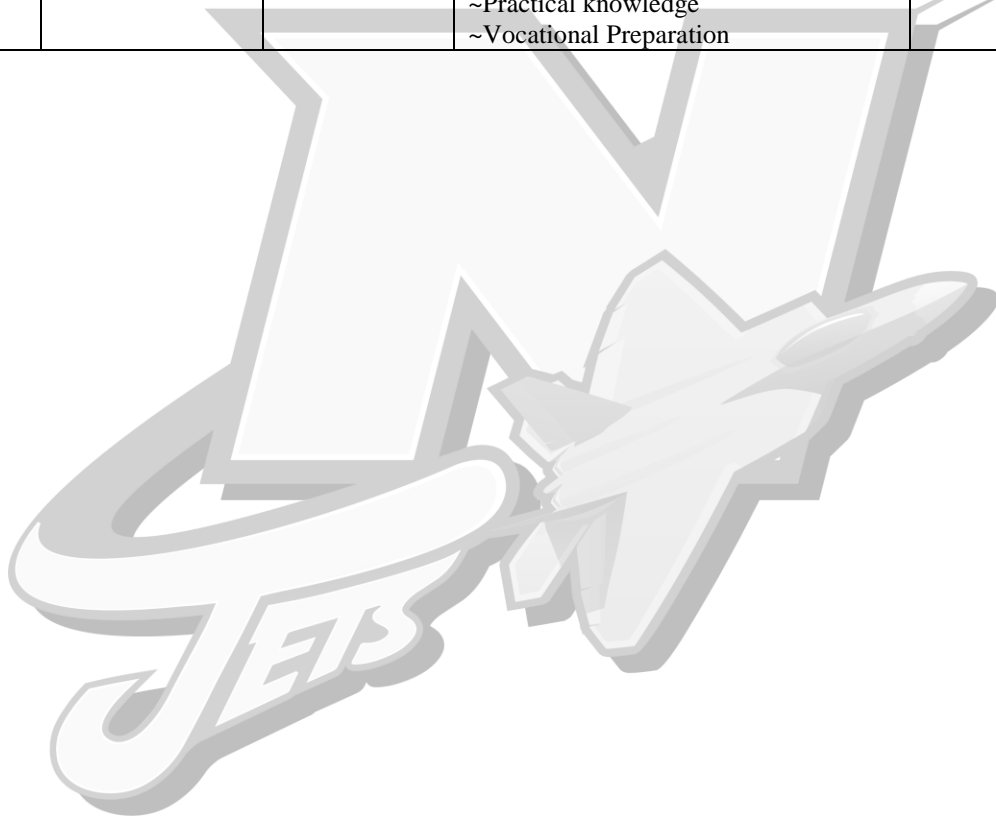
Below is a list of the clubs and organizations that are offered to students at Northside Middle. If you decide that you do not want your child to participate in any club(s) or organization(s), please fill out, sign, and return the “Student Prohibition from Extracurricular Activities” form at the end of this section of the handbook. See HCBQE pages on the Code of Conduct Policy.

Early in the fall, teachers will post and announce opportunities to join these activities or clubs. Discipline, dress code and other behavior policies of the school and district are in effect at all school sponsored activities and functions.

<b>Name of Club &amp; Sponsor</b>	<b>Membership Requirements</b>	<b>Dues/Fees</b>	<b>Mission/ Purpose:</b>	<b>Planned Activities:</b>
Academic Team <i>Arline &amp; Baker</i>	Score in the top 12 students on a general knowledge test	\$12 for t-shirt	Compete in academic competitions both in and out-of-county	<ul style="list-style-type: none"> <li>Compete in county PAGE Bowl and Plains National Historic Site Competition</li> </ul>
Art Club <i>Taylor</i>	Write a paragraph why you want to be in the club and draw and submit a club t-shirt design in during school hours.	\$20	Art Club	<ul style="list-style-type: none"> <li>Write a paragraph why you want to be in the club and draw and submit a club t-shirt design in during school hours.</li> </ul>
Chess Club <i>Yawn</i>	A love for chess and a willingness to teach chess to others.	None	Chess is fun and motivational. Our goal is to develop self-esteem, build team spirit, increase concentration, and encourage the use of patterns and logical deductive reasoning to solve problems.	<ul style="list-style-type: none"> <li>Once each week, students will participate in tutorials and lessons and free chess-play time.</li> </ul>
Choral Club <i>M.King</i>	Love to sing, Passing grades on report card	\$20 for club materials & t-shirt	Our mission is to provide an avenue to enhance vocal gifts and talents. It is also a goal to build student’s self-esteem as well as improve behavior.	<ul style="list-style-type: none"> <li>Perform at sporting events, community and school assemblies</li> </ul>
Dance Club <i>Taylor</i>	A/B Students  Teacher Recommendation	\$20	Use dance to create expression and positive forms of interpretation	<ul style="list-style-type: none"> <li>Assist with Dances</li> <li>Dance Sponsorship</li> <li>Learning different types of dance</li> </ul>
Drama Club <i>TBD</i>	Love to sing and/or act, passing grades and acceptable behavior	Costuming responsibilities	Instill confidence and learn aspects of musical theatre	<ul style="list-style-type: none"> <li>Themed Variety Show</li> <li>Spring Musical</li> </ul>
FBLA Future Business Leaders of America	Anyone interested in learning more about leadership, teamwork, and business	\$20	Provide opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles as well as their future work.	<ul style="list-style-type: none"> <li>Monthly meetings</li> <li>Fall Motivational Rally</li> <li>Fall, Region and State Leadership Conferences</li> <li>March of Dimes</li> <li>FBLA Week</li> </ul>
(FCA)- Fellowship of Christian Athletes <i>Stephens</i>	Any athlete interested in impacting the world through their influence and their faith.	\$10 membership fee	To present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as savior and Lord, serving Him in their relationships and in the fellowship of their church.	<ul style="list-style-type: none"> <li>Create online “Huddle” to learn more about their ministry and how it effects their environment and situations encountered as an</li> </ul>

Name of Club & Sponsor	Membership Requirements	Dues/Fees	Mission/ Purpose:	Planned Activities:
<i>FCA Continued</i>				<ul style="list-style-type: none"> <li>adolescent.</li> <li>Buddy pictures.</li> <li>Awards banquet.</li> <li>Other fundraisers decided by students and leaders.</li> <li>Photoshop and digital sports photography classes</li> </ul>
HOPE (Helping Other People Everyday) <i>TBD</i>	Have a desire and willingness to do what you can to help those in need.	\$15 for t-shirt optional	Identify and address needs in community/school that can be met through various fund raising, food and clothing collections, contributions, services, etc.	<ul style="list-style-type: none"> <li>Meet monthly to identify needs of others and plan ways to meet those needs.</li> <li>Follow through with group plans to provide goods and/or services to those in need.</li> </ul>
Junior Beta Club <i>Mundy, Allen, Warren</i>	90 average in all academic subjects along with maintaining good academic standing	\$18 one time fee; \$5 each year after.	Our mission is to show leadership through serving our school and community.	<ul style="list-style-type: none"> <li>Operation Christmas Child, March of Dimes, Junior Beta Convention, and other service projects.</li> </ul>
NMS Newspaper Staff	Application process for grades 6-8	\$0	To inform and educate students about newsworthy topics at the national, local, and school level along with allowing students an outlet for creative and technical writing.	<ul style="list-style-type: none"> <li>To produce a newspaper geared towards students on a monthly basis</li> </ul>
Prayer Club <i>TBD</i>	Voluntary	\$0	Provide an opportunity for students to pray together and share their faith	<ul style="list-style-type: none"> <li>Each year students plan the agenda and activities with adult supervision.</li> <li>Prayer, Bible study</li> </ul>
Science Olympiad <i>Warren Hunczak S. Arline</i>	Passed Science class last year  Have a passion for competing in events related to the areas of Science, Technology, Engineering, and Math	\$20 membership fee	Our mission is to increase student involvement in Science, Technology, Engineering, and Math (STEM) while participating in competitive tournaments and workshops that showcase innovative STEM content.	<ul style="list-style-type: none"> <li>Participate in a variety of Science Olympiad Competitions</li> </ul>
Star Base <i>Harper</i>	Have an interest in the fields of math, science, technology, and engineering	TBD	To engage in activity-based STEM lessons to provide an exceptional educational and technological experience in science, technology, engineering and mathematics.	<ul style="list-style-type: none"> <li>STEM activities</li> </ul>
Student Council <i>Martin</i>	Selected by homeroom	\$0	To support the needs of the students of NMS.	<ul style="list-style-type: none"> <li>Pennies for Patients</li> <li>Red Ribbon Week</li> <li>Anything that we are needed to participate in to represent NMS</li> </ul>

Name of Club & Sponsor	Membership Requirements	Dues/Fees	Mission/ Purpose:	Planned Activities:
Yearbook <i>Arline</i>	Complete application and meet requirements listed	\$0	Plan the Valentine's dance and work on the yearbook	<ul style="list-style-type: none"> <li>• Valentine's dance</li> <li>• Take pictures &amp; complete yearbook</li> <li>• Yearbook signing day</li> </ul>
FCCLA Family, Career, and Community Leaders of America <i>TBD</i>	Be enrolled in Family and Consumer Sciences	\$15 for Membership	Community Service projects To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through- ~Character development ~Creative and critical thinking ~ Interpersonal communication ~Practical knowledge ~Vocational Preparation	<ul style="list-style-type: none"> <li>• Fall Leadership Meeting</li> <li>• Cluster Meeting</li> <li>• FCCLA Week</li> <li>• FCCLA Day at the Capitol</li> <li>• Star Event</li> <li>• State Leadership Meeting</li> <li>• Summer Camp</li> </ul>





# 2019-2020 Middle School Handbook

**Dr. Mark Scott**  
*Superintendent*

Houston County Board of Education  
P.O. Box 1850, 1100 Main Street  
Perry, Georgia 31069  
(478) 988-6200  
[www.hcbe.net](http://www.hcbe.net)



# HOUSTON COUNTY SCHOOLS

## MISSION STATEMENT



*Our Mission  
is to produce  
high-achieving  
students.*

***Dr. Mark Scott  
Superintendent of Schools***



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## HOUSTON COUNTY SCHOOLS STUDENT CALENDAR 2020-2021

August 4	Tuesday	First Day of School
September 7	Monday	HOLIDAY - Labor Day
October 9	Friday	HOLIDAY- Student/Staff Work Day
October 12-16	Monday-Friday	HOLIDAY- Fall Break
November 11	Wednesday	HOLIDAY - Veterans Day
November 23-27	Monday-Friday	HOLIDAY - Thanksgiving
December 18	Friday	Last day before Holidays - ½ day for students
December 21-January 1		HOLIDAY - Christmas Holiday
January 4	Monday	HOLIDAY - Students/Staff Work Day
January 5	Tuesday	First Day of Second Semester
January 18	Monday	HOLIDAY - Martin Luther King, Jr
February 15	Monday	HOLIDAY - President's Day
February 16	Tuesday	HOLIDAY - Students/Staff Work Day
March 29-April 2	Monday-Friday	SPRING BREAK
May 26	Wednesday	Last Day of School - ½ day for students

### Report Card Dates

Semesters	End Date	Date Reports Issued
Progress Report, Day 31	September 16	September 18
Progress Report, Day 60	November 4	November 6
End 1st Semester, Day 86	December 18	January 5
Progress Report, Day 120	February 24	February 26
Progress Report, Day 150	April 14	April 16
End 2nd Semester, Day 180	May 26	May 28

## THE MIDDLE SCHOOL PROGRAM

Middle School students are undergoing many changes -- physical changes, social changes, emotional changes, and mental changes. The middle school recognizes these changes and provides a curriculum and a climate for students to move more easily from the elementary school to the high school. The subject's students learn are divided into two categories -- basic academic subjects and connections subjects.

The basic academic subjects are **language arts, mathematics, social studies, and science**. These subjects are taught in an academic block of time by a team of teachers. Students are assigned to a team for the school year. The teachers know the students and their capabilities and provide learning activities to meet the needs of the students on the team.

Students also take two connection classes each semester. The exploratory connection classes give students an introduction to subjects they may wish to take in high school, help students begin looking at careers, or assist students in developing life and learning skills. Students will explore **vocational education, fine arts, and personal learning skills. Physical education.**

### ARRIVAL/DEPARTURE

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

### ATTENDANCE

#### Compulsory Attendance

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

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

#### Level I

Three (3) unexcused absences

School staff will contact parents and document the contact. Contacts may consist of e-mail, phone call, or teacher notification form.

#### Level II

Five (5) unexcused absences

School staff will notify parents of the truancy and request a conference with the parents to sign an Attendance Contract.

#### Level III

Eight (8) unexcused absences

School staff notifies Social Services Department; Social Services provides data to the court for judicial proceedings to begin.

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



### Excused and Unexcused Absences

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

1. Personally ill and when attendance in school would endanger their health or the health of others. Excessive/extended absences due to illness must be justified by a physician's statement.
2. A serious illness or death occurs in their immediate family
3. Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order;
4. Celebrating religious holidays observed by their faith;

**NOTE: An excused absence does not mean the student is given credit for being at school. It means that the student may make up work missed during the excused absence.**

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

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

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

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

At the discretion of the principal, a statement from a physician may be required to validate extended or excessive absences.

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

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

1. When a pupil is denied bus transportation due to misconduct, his absence from school is not excused. The parent or guardian shall be expected to provide transportation during the time the pupil is excluded from the bus.
2. No pupil shall be allowed to be absent from school during the regular session to take private music, drawing, dancing, or other lessons.
3. A pupil shall not be absent from school or from any class or other required school function during school hours, other than for illness or other providential cause, without written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge, or counsel other students to violate this rule.
4. According to law, students under 16 years of age must be admitted at any time, but with the understanding that credit is not automatic. Students residing in Houston County, but who fail to enroll during the first 15 days of a semester will not be admitted until the next semester begins if they are 16 years of age or older.

**Military Family Deployment - Absences for Special Consideration**

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

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

Other special circumstances will be considered; however, 10 days is the maximum that will be allowed per school year. Students will be responsible for their homework and will need to make up any missed tests or class reports upon return to the classroom. Parents are asked to collaborate with the classroom teacher and their children to ensure their students stay up-to-date on class material.

The form for special consideration for absences for military deployment can be obtained from the school's office. The form must be given to the principal for approval. The principal will send the form to Human Resources for approval. The parents will receive a confirmation letter in the mail.

#### Tardiness/Early Dismissal

Instruction begins promptly at 7:30 a.m., therefore a student is considered tardy after that time. A student who is tardy must report to the office to check in. A parent is expected to accompany the student and to sign him/her in. If a school bus arrives after 7:30 a.m., students will not be considered tardy; and, no tardy permit is necessary.

Many people do not realize that missed instructional minutes add up quickly. For example, if your child arrives a mere 10 minutes late each day, they miss 50 minutes of instructional time every week. During a 36 week school year, they could miss nearly 30 HOURS OF INSTRUCTION! If they're 20 minutes late, it would be 60 hours, and so on. These instructional minutes are especially important to the achievement of our students and the success of our schools. An excessive number of lost instructional minutes could prevent your child from being promoted to the next grade level. For the benefit of ALL students, we may implement the following procedures with relation to unexcused tardies and unexcused early dismissals:

- 5 Unexcused Tardies/Early Dismissals - Parent Contact
- 10 Unexcused Tardies/Early Dismissals - Excessive Tardy/Early Dismissal Notification Letter
- 15 Unexcused Tardies/Early Dismissals - Attendance Contract Meeting Scheduled with parents and administration
- 20 Unexcused Tardies/Early Dismissals - Referral to the HCBOE Social Service Department, discussion of retention of child in the current grade, and assignment to Mandatory Make up Time
- 25 Unexcused Tardies/Early Dismissals - Parent Meeting scheduled with the Attendance Panel at the Central Office in Perry, GA

#### ATTENDANCE ZONES

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

**complete list of enrollment restrictions and enrollment determinations is included in policies JBC and JBCCA.**

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

**Unsafe School Choice Option**

If a student is a victim of a Violent Criminal Offense (as stated in OCGA 160-4-8-16/JBCCA Policy) on campus or at a school sponsored activity, he/she may request a transfer to a school which has not been identified as being on a school improvement, corrective action, or restructuring plan. This request must be made within ten (10) school days of the commission of the Violent Criminal Offense.

**BALLOONS/GIFTS AT SCHOOL**

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

**BEGINNING AND ENDING SCHOOL TIMES**

School begins at **7:30 a.m.**  
School ends at **2:45 p.m.**

Any student arriving after 7:30 a.m. will be considered tardy to school. Leaving school before 2:45 p.m. will be considered an early dismissal.

**BICYCLES**

Students who ride bicycles to school should park and lock them in the designated area immediately upon arrival. Students should not secure more than one bike with one lock. (Do not lock two bikes together). The school is at no time responsible for damage or loss of a bicycle. Students who ride bicycles to school should obey state laws for their safety.

**BOOK BAGS**

A student's book bag may be placed in the locker upon arrival at school. It must be small enough to fit in the locker.

**BRIDGE BILL**

**BUILDING RESOURCEFUL INDIVIDUALS TO DEVELOP GEORGIA'S ECONOMY** Georgia General Assembly HB 400: May 20, 2010. The purpose of the BRIDGE Bill is to provide a process for the development of an individual graduation plan for each student in Georgia. It allows students and parents to work together to plan for the future.

"Beginning with the 2010-2011 school year, students in the sixth, seventh, and eighth grades shall be provided counseling, advisement, career awareness, career interest inventories, and information to assist them in evaluating their academic skills and career interests. Before the end of the second semester of the eighth grade, students shall develop an individual graduation plan in consultation with their parents, guardians, or individuals appointed by the parents or guardians to serve as their designee. High school students shall be provided guidance, advisement, and counseling annually that will enable them to successfully complete their individual graduation plans, preparing them for a seamless transition to postsecondary study, further training, or employment." Advisement is a major part of education and career planning for ALL students. The BRIDGE Bill mandates advisement in grades 6 through 12.

Effective advisement is measured by the utilization of the selected Career Information System (CIS) in all middle and high schools. In Houston County, Georgia Student Finance Commission's GACollege411 has been utilized. Their new site, GAFutures.org, is being launched for the 2015-2016 school year.

### GA Futures

[www.gafutures.org](http://www.gafutures.org)

The above site provides tools that will assist students with educational and career planning. Students and parents can gather educational and career-related information upon which they can make better and more informed decisions about their futures.

### **BUS CONDUCT**

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

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

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

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

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

### Minor Offenses

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

### Major Offenses

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

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

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

### Consequences for Infractions of Bus Conduct

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

**First Sign of Student Misbehavior:** The bus driver will attempt to make contact with the parent to ask for help with the student. The driver will document the specific elements of the incident and document the conversation with the parent.

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

**Second Bus Report:** One (1) day off bus.

**Third Bus Report:** Three (3) days off bus.

**Fourth Bus Report:** Five (5) days off bus.

**Fifth Bus Report:** Seven (7) days off bus.

**Sixth Bus Report:** Ten (10) days off bus.

**Seventh Bus Report:** Off bus the remainder of the year.

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

Please be aware that a student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension.

### B.Y.O.D. (Bring Your Own Device) Procedures

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. During the 2013-2014 school year, Bring Your Own Device,

(BYOD) was piloted at all Houston County Elementary, Middle and High Schools. Each school will notify parents of the program parameters at their schools. Students who do not have their own device to bring to school will not be penalized. Please do not feel obligated to purchase a device for your child. In cases where all students do not have a device students will be encouraged to work collaboratively while allowing the owner of the device to be the one to manipulate and handle the device.

#### Definition of "Device"

For purposes of B.Y.O.D. (Bring Your Own Device), "device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### Internet

Only the internet gateway (HCBE\_BYOD) provided by the school should be accessed while on campus. Personal internet connective devices such as but not limited to cell phones/cell network adapters should not be used to access outside internet sources at any time.

#### Security and Damages

Responsibility to keep the device secure rests with the individual owner. **The Houston County School District, its staff and its employees, are not liable for any device stolen or damaged on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that covers (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

#### B.Y.O.D. Student Agreement

Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).

**Students and parents acknowledge that the school district has the right to collect and examine any device that is suspected of violating school rules and/or procedures.**

#### CENTRAL REGISTRATION

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

- Select the Parents tab
- Scroll to Central Registration

#### Change of Address

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

#### COMMUNICATION SYSTEM/SCHOOL MESSENGER

The Houston County School District has an automated, emergency calling system, School Messenger. It may be used in the event of emergencies such as school closings, evacuations, natural disasters, off-campus events, school lock-downs, or other major incidents. It also provides schools an opportunity to notify parents of school events, items of importance and upcoming important dates. School Messenger delivers a recorded message to

parents by telephone. This calling system enables the delivery of a fast, accurate message and is a valuable addition to our school safety program. **Please ensure that your child's school has accurate telephone numbers on file.**

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

## **CONCUSSION MANAGEMENT**

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

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

## **DISCIPLINE**

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

### **Commission of a Crime**

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

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

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

### **Definitions of Disciplinary Actions**

1. **Expulsion:** Suspension of a student beyond the current school semester, up to and including permanent removal from the school system.
2. **Suspension (Short-Term):** A temporary termination of attendance, not to exceed ten days.
3. **Suspension (Long-Term):** A temporary termination of attendance that exceeds ten school days.
4. **Probation:** A conditional attendance during a trial period.

5. **Student Review Committee (SRC):** A committee appointed by the Board of Education to hear cases of recommended long-term suspension or expulsion.
6. **Detention:** A requirement that the student remain after school for a disciplinary offense. All students must be given an advance notice of one day.
7. **Alternative School:** An alternative educational environment for suspended students, affording the student the opportunity to continue his/her regular class work. Students must apply for admission.
8. **In-School Suspension (ISS):** An alternative education environment located in the school but isolated from other normal school activities and supervised by a teacher. A student may be assigned to in-school suspension for up to 10 days by the principal or designee.
9. **Bullying:** See Student Code of Conduct on page 42

#### Due Process for Students

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

#### Suspension

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

#### Expulsion or Long-Term Suspension

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

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

1. Students assigned to in-school suspension must be isolated in the designated room from the time they report to school until school dismissal time. At that time they will either leave school or move to the bus loading area.
2. Suspended students' parents or guardians must receive written notification of the suspension. In addition, every effort should be made to contact the parents by telephone before the student is placed in in-school suspension.
3. Teachers should prepare realistic assignments for each student assigned to ISS. These assignments should be specific to each day of the student's suspension and should relate directly to the curriculum.
4. The ISS supervisor should return each assignment for each day to the corresponding teacher at the end of each school day. The teacher should then examine the student's assignment and give feedback to the ISS supervisor the next morning. If problems are detected, the teacher should work with the ISS supervisor and the student to correct misunderstandings or problems. No contact with the teacher indicates that no problems exist.
5. No student may be assigned to ISS for more than ten (10) consecutive days. Care should be taken to avoid excessive accumulated assignments to ISS for any student.
6. Middle school students must devote at least 45 minutes per subject in ISS.
7. Students in ISS are to have no contact with other students during the school day, especially at lunch and bathroom breaks.
8. Students in ISS are to be provided with regular counseling services.
9. ISS must be used in lieu of suspending students from school except in cases of clear and present threat to the safety of other students or in case of other extenuating circumstances.
10. A maximum of eighteen (18) students may be served in ISS at any one time.
11. Limited use may be made of ISS as a "time out" room. However, if a student is assigned for the same class period from two or more consecutive days, the assignment must be considered a suspension and the proper procedures, including parent notification, should be followed.



12. Each school should develop clearly defined expectations, rules, and procedures for ISS and distribute them to parents, students, and teachers.

### Student Rules for In-School Suspension

The following will apply to all students assigned to ISS.

I understand that I must:

1. Go immediately to ISS upon arrival at school.
2. Remain in ISS until dismissed.
3. Attend ISS for the number of days assigned before being admitted to regular class.
4. Bring an excuse from my parent/guardian explaining reasons for any absence.
5. Complete to the best of my ability all assigned work.
6. Furnish or bring to class all required materials to complete the assignments.
7. Refrain from talking except as specifically authorized.
8. Remain in the assigned seat while in class.
9. Refrain from chewing gum, eating, bringing book bags in class.
10. Refrain from all communications with other students.
11. Not participate in any extra-curricular activities while assigned to ISS.
12. Abide by all school rules as explained in this handbook.

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

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

### DRESS CODE

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

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

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

### Dress Code Enforcement

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

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

## Dress Code Specifics

### General Rules

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

### Specific Rules

- Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms (no alter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed). Blouses/shirts which expose any portion of the waist, hips, or midriff are not allowed. Blouses/shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops.
- Holes in clothing that are excessive in size or amount, are a distraction to the learning environment, or allow skin to show are prohibited.
- In accordance with board policy governing student conduct with regard to bullying, weapons, gangs, and drugs: clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- Pants, skirts, shorts, and dresses must be knee-length or longer. Sagging pants are not allowed and pants must be worn at the waist.
- Excessively long shirts must be tucked in.
- When leggings are worn, a dress, shirt, or skirt must be worn over the leggings. The dress, shirt, or skirt must be mid-thigh length or longer.

### Accessories

- Shoes/sandals must be worn at all times. Cleated shoes are prohibited inside the building. House/bedroom slippers are not acceptable.
- Students may not wear ornaments (jewelry) which pierce the skin such as the nose, lips, tongue, eyelid, etc.
- Students may not wear hats, caps, bandanas, sunglasses, combs, picks, etc., inside the building.

### Hair & Grooming

- Hair must be well groomed. Only conventional hair coloring will be permitted. Extreme hairstyles and fads that

would interfere with the learning process, cause a disruption of the educational environment, or be a health or safety hazard are prohibited.

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

### Coats

- Due to variances in physical design of schools, principal's discretion will apply to wearing of outer garments, coats,

and jackets. Students may wear coats/winter garments to school, but may be asked to store them in their lockers

during the school day. Students are encouraged to bring lightweight jackets to wear in the building as changes in

weather dictate.

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

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

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

**\*Fire Drills** - These are held ten (10) times a year. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

**\*Tornado/Severe Weather** - Tornado drills are held once a year. Schools do practice walk thrus in order to ensure students know where to go and what to do.

A tornado watch: conditions are favorable for a tornado or severe weather.

A tornado warning: tornado has been sighted.

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

**\*Bomb Threat** - Procedures are based on recommendations from the Georgia Emergency Management Agency (GEMA).

**\*Lockdowns** - Code Yellow and Code Red Drills - (Please note that these will take place two (2) times each year.)

When schools have been placed on a true Code Red lockdown, you will be notified through our School Messenger Phone System before the end of the school day.

**\*Bus Evacuation** - Safe Bus evacuation is practiced twice a year during physical education classes with all students.

The safety plans of our schools are routinely assessed to ensure that the best practices are in place to protect our children. Teachers and students are taught what to do in the event of fire, severe weather and school lockdowns. We practice so that our students, faculty and staff have the knowledge to protect themselves and so they know what to do if a situation arises. Our communication system is capable of calling every parent in a matter of minutes to help keep you fully informed.

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

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

### **DRUG FREE SCHOOLS**

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

### **EARLY DISMISSAL**

Students who must leave school early should bring a note signed by parents or guardians stating the time and reason for the early dismissal. Students who leave before 11:00 AM (and do not return) will be counted absent

for that day. If an individual other than the person who enrolled the student in school is authorized to take the student from school on a regular basis (grandparent or other relative, childcare provider, etc.), the person who enrolled the student in school must notify the school of such in writing. **A picture identification must be presented before the student will be released.**

## **ELECTRONIC DEVICES**

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

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

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

## **ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)**

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

### *Grade Placement for English Language Learners (ELLs)*

For elementary and middle schools, placement will be made based on completed formal years of schooling and age appropriateness. Age appropriateness for elementary students is defined as not more than one year below the same-aged native English-speaking peers.

## **ENROLLMENT REQUIREMENTS**

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

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

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

Parent/Guardian Photo ID (driver's license, work ID, passport)	At Enrollment
Certified Birth Certificate or Passport	At Enrollment
Georgia Form 3231 (Out of State) Immunization Certificate	At Enrollment
Georgia Form 3231 (In State) Immunization Certificate	30 days
Georgia Form 3300- Ear, Eye, Dental, Nutrition Screening	30 days
Guardianship/Custody Orders (if applicable)	At Enrollment
Withdrawal Form/Latest Report Card (final report card if school is over)	30 days
Two Proofs of Residency	At Enrollment
Stop Services at Prior Address (In State)	At Enrollment
Social Security Card or Waiver or an Application for Social Security Number	At Enrollment
Medical Information which will impact instruction	At Enrollment

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

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

Effective July 1, 2014 children born on or after January 1, 2002 who are attending a Georgia public school grades 8<sup>th</sup> through 12<sup>th</sup> must have received a dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine.

## **EXTRACURRICULAR ACTIVITIES**

### **Student Extracurricular Activities Notification**

Each school principal shall implement procedures to annually notify all parents or guardians of all school-sponsored extracurricular activities, organizations and clubs in which students may participate and of the right of the parent or guardian to prohibit their child's participation.

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

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

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

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

### **Conduct**

Students participating in or attending any school sponsored activities whether on or off school grounds or on the grounds of another school are under the authority of the system discipline policies. Students are expected to practice proper decorum and sportsmanship at all school events.

### **Student Pick-Up**

Students should be picked up promptly following extracurricular activities. Activities must conclude by 7 p.m. on nights preceding a school day. Appropriate authorities may be called if students are left at a school-sponsored event more than thirty minutes after the conclusion of the event. Efforts to contact a parent or guardian will be made prior to contacting authorities.

### **Eligibility**

6<sup>th</sup> grade students are ineligible to participate in sports.

7<sup>th</sup> grade All students entering the seventh grade for the first time will be eligible for interscholastic extracurricular activities for the fall semester. If a seventh grade student will reach his/her 14<sup>th</sup> birthday prior to May 1<sup>st</sup> of the current school year, the student must participate on the eighth grade teams.

All students who participate in competitive extracurricular and co-curricular activities must pass five (5) subjects of 6 each semester immediately preceding participation. These subjects shall carry credit toward

grade promotion. Summer school is an extension of spring semester. All students must be on track toward promotion to participate. For determining student eligibility, the grading period shall be a semester.

Students must pass five of six subjects the previous semester and be enrolled in six subjects the current semester to be eligible for competitive extracurricular activities. Playing on sports teams or cheerleading in the seventh or eighth grade requires a physical examination and there are age limits. Proof of insurance is also required for participation in sports activities.

Students suspended for disciplinary reasons may not participate in extracurricular activities during the time of suspension.

#### *Suspension from Participation*

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

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

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

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

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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

Confidentiality of student records shall be preserved while access is provided to parents, eligible students and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an educational record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. 99.31.

The Houston County Board of Education designates certain information from student education records as "directory information." Unless a parent/guardian or eligible student makes a request to the principal of the school where the student is enrolled that such information not be designated as directory information for the individual student, such information will not be considered confidential and may be disclosed upon request. A parent/guardian or eligible student may opt out of disclosure of directory information by notifying the school principal in writing within 10 days of the school year's beginning or enrollment.

**Directory Information is as follows:**

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

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

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

**FEE COLLECTION**

No fees may be required from students or parents to purchase basic learning materials necessary to accomplish the objectives of the curriculum (such as textbooks). Students may be required to furnish personal items such as paper, pencils, notebooks, etc. Parents will receive a letter whenever voluntary contributions are requested.

**FIELD TRIPS**

Field trips are provided in order to enhance educational objectives. Students must provide written parental permission to teachers in order to participate in a field trip activity.

**GENDER EQUITY IN SPORTS**

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

***Dr. Chris Brown, Executive Director of School Operations***  
HCBOE, P.O. Box 1850  
Perry, Georgia 31069  
Phone: 478/988-6391  
Fax: 478/218-7517

**GIFTED EDUCATION PROGRAM**

The middle school gifted education program is a state program designed to meet the educational needs of students who demonstrate a high degree of intellectual ability, talent, and/or creativity. Teaching and

learning focus on developing cognitive learning, research and reference skills and metacognitive skills at each grade grouping using principles of differentiation. Gifted-identified sixth, seventh and eighth grade students are served daily in Gifted Language Arts, Gifted Science and Gifted Social Studies with the option of a fourth class, Accelerated Content (AC) Math.

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

### Definitions

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

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

- **Content** -curriculum standards the student is expected to master and related support materials
- **Process** - instructional strategies designed to ensure that students acquire a deep understanding of the curriculum standards
- **Products** - vehicles through which students demonstrate and extend what they have learned
- **Assessment** - formative and summative on and off-grade-level monitoring to document student mastery of curriculum standards and learning levels
- **Readiness** - a student's entry point relative to a particular understanding or skill
- **Learning Profile** - how an individual student learns

### Referral

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

### Eligibility

1. To be eligible for gifted education services, a student must either (a) score at the 99<sup>th</sup> percentile (for grades K-2) or the 96<sup>th</sup> percentile (for grades 3-12) on the composite or full scale score of a norm-referenced test of mental ability and meet one of the achievement criteria approved by the state of Georgia in Achievement, or (b) qualify through a multiple- criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity and motivation.
2. To be eligible for gifted education services, a student must meet the criterion score on a norm-related test. Information is collected in each of the four areas: mental ability, achievement, creativity and motivation.
3. Any test score used to establish eligibility must be current within two-calendar years.



4. Any data used in one area to establish a student's eligibility may not be used in any other data category.

### Multiple-Criteria Assessment Process

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

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

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

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

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

### Continued Participation

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

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

### Reciprocity

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

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

The Georgia General Assembly enacted legislation relating to the education of children of military families that impact the gifted education reciprocity of students whose households include an active member of the United States uniformed services, member or veteran of the United States uniformed services who is severely injured and medically discharged or a member of the United States uniformed services that died on active duty or as a result of injuries sustained on active duty. The goal of the legislation is to maximize a student's educational continuity despite the frequent movement across states and school districts.

Nothing in this code section precludes/prevents the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

## Curriculum

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

Curricula for gifted students focuses on developing both cognitive and metacognitive skills through strengthening intellectual learning and research and reference skills at each grade level. The main goal of the program is to provide a stimulating and challenging course of study with emphasis on independent learning and critical thinking. The curriculum is supplemented with independent research, projects and required outside readings. Sixth grade students are required to complete a social studies project. Seventh grade students are required to complete a science project which they enter in an annual county-wide science fair. Eighth grade students are required to complete either a science project or social studies project. Winners of the science project advance to the State Science and Engineering Fair, Junior Division.

For further information, contact the Gifted Lead Teacher, a counselor at your child's school, or the Director of Gifted Education for Houston County.

### GRADES

All grades will be reported using the following numerical system:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
Below 70	=	F (no credit)

Conduct will be graded using S-satisfactory, N-needs improvement, U-unsatisfactory. Conduct grades do not reflect progress in a subject area, but are a status report concerning a student's behavior.

### GUIDANCE AND COUNSELING

The guidance office is open to any student at any time. It is best to stop by in the morning to make an appointment. Through guidance, a student can achieve greater awareness of who he/she is, what he/she is capable of, and what he/she can become. The guidance counselor collects information about each student in order to help the student understand himself/herself. Tests, autobiographies, and interviews are some of the ways counselors collect information. Counselors treat information about individual students with confidentiality. The counselor is available to help students with any problems. The problems listed below are only a few of the types of problems one may experience in middle school.

1. Why are all my friends mad at me?
2. What good are those standardized tests we take?
3. My parents don't seem to understand me.
4. I don't know how to study. Can you help?
5. Why is homework necessary?
6. Is it necessary to follow the crowd?

### HEALTH RELATED SERVICES - Accidents and Illness

If a child is injured at school, office personnel will render first aid. Parents will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone contact person(s) will be called in an effort to find someone to come for

the child. Please assist the school by leaving current emergency telephone numbers to be used in the event that you are not available. When a child becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation. If a child shows signs of illness, he/she should not be sent to school.

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

### When to Keep Your Child Home

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

**Please refer to the following guidelines when considering returning a sick/recovering child to school:**

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

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

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

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

\*A fever refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications. Do **NOT** give your child aspirin or any aspirin product. A high occurrence of Reyes syndrome has been associated with viral infections and the use of aspirin.

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

**The information provided is not intended to replace physician advice. When your child is ill, please contact your health care provider.**

#### Medication Administration

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

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

Non-prescription medicine or over the counter medicine, such as Tylenol, should be turned into the Med-Tech to be administered. Over the counter medicines, will be given only for a short- term duration (i.e. two consecutive weeks or for a total of 10 times a year) without a physician's order. Medication must be in the original container, age appropriate and accompanied by written parental request with directions for administering. A Short Term Medication form HRS 29C, may be requested by the Health Technician.

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

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

Students requiring an inhaler, injectable epinephrine (Epi-Pen), or Glucagon are allowed to have them at all times. It is critical that you discuss your child's medical condition(s) with the principal, teacher, and school nurse. Students must not share these medications with other students. Disciplinary consequences will apply for students misusing these medications. **Parents must pick up all medication at the end of the school year.**

#### Head Lice

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

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

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

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

#### Hospital Homebound

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

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

The Houston County School District implements the Choosing The Best (CTB) sex education program in grades 6-12. The program content is designed for each grade level as appropriate. CTB promotes Sexual Risk Avoidance (SRA) practices based on researched-based and medically accurate information. CTB is not anti-contraception, but provides factual information about risks correlated to various methods with an emphasis that abstinence is

the only 100% safe method. There are no demonstrations of contraceptive products (condoms or otherwise). The program does not legislate morality and religious and/or political views are not a part of the curriculum. The program teaches that risky behaviors and healthy choices apply to everyone regardless of gender identity or sexual orientation. Parents have the right to review all materials used and/or to exclude their child from participation in the program. Forms to opt-out of this instructional content can be found in the Parent Signature Pages sent home at the beginning of the school year. More information can be found at <https://houstoncountys.schoolinsites.com/healthandpe> Parents should contact the school counselor with questions.

## **Houston County WIN Academy (HCWA)**

Students suspended from their home schools for discipline reasons may be assigned to the *Houston County WIN Academy*.

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

### **Admission Procedures**

To register, a student must be accompanied by a parent or guardian and complete an application for admission. An interview with an administrator will also be required when application is made. At the time of registration, students must bring the following to the HWCA Center:

1. A copy of previous school records;
2. A complete withdrawal packet from the last school attended;
3. Health certificates: immunization record, (Georgia 3231), and EED (ear/eye/dental screening record - Georgia 3300);
4. Copy of Social Security card.

**Registration is held on Monday, Tuesday and Thursday from 9:00 am or 1:00pm. No new student registrations on Friday.**

The HWCA will not admit: (a) any student who does not sign the contract and agree to abide by all policies and rules or (b) anyone who owes fees/fines to their regular school.

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

Any student attending HWCA will be adhering to an alternate dress code which will be discussed during and intake meeting prior to enrolling that must be scheduled with HWCA administration.

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

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

## **HONOR ROLL**

Two honor rolls will be published each semester.

1. All "A" (90 - 100)
2. "A/B" honor roll - All "A's" and one "B"

Conduct grades will not be considered when determining honor roll. Grades earned in middle school for high school credit shall not be included when computing averages for academic honors.

## **INSURANCE**

At the beginning of the school year an independent insurance company offers student accident insurance coverage to students. Two plans are available: School-day coverage or twenty-four (24) hour coverage. Information sheets will be made available. Checks should be made payable to the insurance company. **You are encouraged to carefully look at this affordable insurance as it definitely covers any accidents occurring at school.** The Houston County Board of Education insurance does not cover your child if they have an accident at school.

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

## **INTERNET PROCEDURES - Houston County School District Policy IFBG**

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

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

### Purpose

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

### Authorized User

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

### Terms and Conditions

An individual’s use of the computing resources of the Houston County Schools is not an absolute personal right; rather, it is a privilege, conditional on the individual’s compliance with state and federal laws, the Houston County Schools’ policies and regulations, school regulations, and satisfactory behavior involving technology.

Inappropriate use, including any violation of these conditions and policies, may result in cancellation of the privilege. The Houston County School District has the authority to determine appropriate use and may discipline, deny, revoke, or suspend any user’s access at any time based upon the determination of inappropriate use.

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

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

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

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

#### Encounter of Controversial Material

The Houston County School District has a right and will make every effort to control the content of data accessed through the Internet by the use of firewalls and filtering software and teacher monitoring. Users may encounter material which is controversial. It is the user's responsibility not to initiate access to controversial material purposely. If such material is accessed accidentally, the student/teacher shall notify an adult teacher/supervisor immediately.

#### Vandalism and Harassment

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

#### Network Guidelines

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

#### E-Mail Guidelines

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

### Social Networking

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

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

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

### School Responsibilities

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

### Student Responsibilities

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

### Penalties for Improper Internet Use

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



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

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

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

## **LEAVING CAMPUS**

After arrival at school - whether by walking, by car, or by bus, students may not leave the campus for any reason in the morning or during the school day without the permission of the principal or designee.

## **LOCKERS**

Lockers may be issued to students on an availability basis. Students may not share lockers with other students. Lockers are the property of the school and may be checked or searched at any time without notice to the student.

## **LUNCH/BREAKFAST PROGRAM**

Lunch and breakfast are served daily at each school. All students will be given information regarding free or reduced meals during the first days of school with the exception of students who are enrolled in CEP (Community Eligibility Provision) schools. To apply for free or reduced meals, parents should complete an application immediately after receiving the application. A new application must be completed at the beginning of each school year. The fastest and most efficient way to see if your family qualifies for free or reduced priced meals is to apply online at [www.schoolunchapp.com](http://www.schoolunchapp.com).

Meal charging is not encouraged. Meal charging procedures may vary for each school. For middle and high schools, the charge limit is \$5.00. Schools will notify parents before the child reaches the charge limit by phone calls and/or charge notices that are sent home with the child. After the charge limit has been reached, the child will be served a complimentary meal of a deli sandwich, fruit, vegetable, and milk. After the fifth consecutive complimentary meal, the principal will communicate to the school's social worker who will then make a home visit. The complimentary meal will be served until the debt is resolved. In addition, after May 1<sup>st</sup> of each year, no charging is allowed.

Parents are encouraged to pay for student meals by the week or month. A monthly payment schedule may be found at [www.hcbe.net](http://www.hcbe.net) under the School Nutrition tab. Money can be collected in the lunchroom by the lunchroom staff. All checks should be made payable to *Houston County School Nutrition or HCSNP*. Please write your child's assigned lunch number on the check or write it on the envelope if cash is sent. You can also pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

The cost of a middle or high school breakfast is \$1.75, and lunch is \$2.75. Reduced cost for breakfast is \$.30 and lunch is \$.40.

As much time as possible is provided for your lunch period. Students should be aware of the line and not "break" in front of other students. With the number of students passing through the lunchroom each period, loud boisterous talking and laughing are not permitted. An adequate number of lines are provided, each with a well-balanced meal for students. Each student is expected to assume responsibility for keeping the lunchroom clean and orderly. Each student is responsible for depositing plates and utensils in the proper place immediately after lunch. During the lunch period, students should not use corridors where classes are in session. **Students are not allowed to receive food items from commercial vendors at school.**

## **MEDIA CENTER**

The school provides material for recreational reading and research. The media center staff is anxious to help students, and we urge students to request assistance when needed. During the school hours, admittance is by

written permit only unless the student comes with a class and a teacher. A permit is obtained from the subject teacher and stamped by a library assistant when the student returns to class. Students coming to the library from class must have a purpose relative to the subject and require the use of library materials.

All books and materials taken from the media center will be checked out at the circulation desk. Reference books and magazines may have different circulation rules than books from the regular collection. Students should ask the media specialist about their school's policy for checking out these materials. A reasonable fine per day per item is charged when overdue items are late. While in the media center, students are expected to follow all of the rules in their school handbook regarding food, snacks, drinks, and book bags. Food and drinks are never allowed in the shelves or at library computer stations.

### Challenged Materials

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

### PARENT PERMISSION TO DROP OUT

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

### PERFECT ATTENDANCE

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

### PROMOTION and RETENTION

Promotions are made on the basis of the ability of the pupil to do the work at the next level of instruction. Retention or promotion decisions will be the responsibility of the certificated staff. Parents, teachers, the student involved and other concerned persons must be included in the discussions leading to a decision. If any decision to retain or to plan for a longer-than-average time in a particular series of grades occurs, the school will notify the parents prior to the year's terminal report card. Any desire to change grade placement for the betterment of the child must be discussed with parents. The welfare of the student is the primary consideration.

In order to help assure appropriate achievement as students progress through their school experience, the Houston County Board of Education establishes the following basic promotion and retention criteria for use in the school system.

Promotion of students in grade 8 shall follow requirements set forth in Georgia Board of Education Rule 160-4-2.11.

#### Grade 8

No eighth grade student shall be promoted to the ninth grade if the student does not achieve the minimum performance level for promotion on the English / Language Arts and mathematics state mandated assessment and meet promotion standards and criteria established by the local board of education for the school that the student attends.

The school principal or designee may retain a student who performs satisfactorily on the state mandated assessment but who does not meet promotion standards and criteria established by the local board of education.

### **Middle School Promotion and Retention Standards**

Promotion of students in grades 6, 7, and 8 shall follow the requirements set forth in Georgia Board of Education Rule 160-4-2-.11 and the local Board of Education.

Each student must take six subjects: language arts, mathematics, social studies, science and two courses during the exploratory block and will receive six grade averages at the end of a school year.

In order to be promoted, a student must pass a minimum of five subjects each year. Further, a student must pass all four core academic subjects (language arts, mathematics, science and social studies) in order to qualify for promotion to the next grade. Within specified guidelines, schools shall have the authority to “place” a student who does not meet promotion requirements based on the best educational interest of the child.

Attendance regulations set forth in Houston County Board of Education Policy JBD shall be enforced.

### **RELEASE OF STUDENTS**

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

### **SCHOOL DAY**

For daily reporting purposes, students must be present at least one-half of the instructional day to be considered present (students must be present by 11:00 a.m./or dismissed after 11:00 a.m.). To receive **Perfect Attendance**, a student may **not be absent, tardy, or dismissed** before the end of the school day at 2:45 p.m.

### **SECTION 504 - NOTICE OF RIGHTS OF STUDENTS AND PARENTS**

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

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

Dr. Zabrina Cannady, Assistant Superintendent for Student Services  
P.O. Box 1850  
Perry, Georgia 31069  
(478) 988-6200 ext. 10213  
[zabrina.cannady@hcbe.net](mailto:zabrina.cannady@hcbe.net)

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for

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

## **SECTION 504 PROCEDURAL SAFEGUARDS**

1. **Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
2. **Hearing Request:** The Request for the Hearing must include the following:
  - a. The name of the student.
  - b. The address of the residence of the student.
  - c. The name of the school the student is attending.
  - d. The decision that is the subject of the hearing.
  - e. The requested reasons for review.
  - f. The proposed remedy sought by the grievant.
  - g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.
3. **Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing

without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official,

at

his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

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

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

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

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

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

Step I

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

Step II

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

Dr. Zabrina Cannady, Assistant Superintendent for Student Services  
P.O. Box 1850  
Perry, Georgia 31069  
(478) 988-6200 ext. 10213  
zabrina.cannady@hcbe.net

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

Step III

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

Dr. Mark Scott  
Office of the Superintendent  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850 (478)988-6200

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

**SELLING AT SCHOOL**

Students are prohibited from selling items to other students at school.

**SEXUAL HARASSMENT**

The Houston County Board of Education will not tolerate sexual harassment in any form by any person.

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

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

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

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

All allegations of sexual harassment shall be immediately reported to the school's Title IX Coordinator or a school administrator, be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated by the Principal, the System Title IX Coordinator or the Superintendent or his/her designee. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

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

## **SPECIAL EDUCATION**

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

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Special-Education-Rules.aspx>

### **What is Child Find?**

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

### **How can children be referred?**

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

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

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

A child should be referred when:

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

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

For a preschool aged child, with a chronological age of 3 through 5, who has or may have a developmental disability, please contact Student Services at 478-988-6200 Ext. 27803.

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

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



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

### **The Individual Education Plan (IEP)**

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

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

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

If you would like a further explanation of any of this information, you may contact, Dr. Jenny Millward, Director at the Houston County School System, at (478) 988-6216, or by email at [jenny.millward@hcbe.net](mailto:jenny.millward@hcbe.net).

Or you may ask for assistance from the Georgia Department of Education, Divisions for Special Education Supports and Services, Suite 1870, Twin Towers East, Atlanta, Georgia 30334-5010, (404) 656-3963 or 1-800-311-3627 or [www.gadoe.org](http://www.gadoe.org). Regional assistance can be found by contacting the Georgia Learning Resource System (GLRS) by phone (1-800-282-7552), or through their website at [www.glr.org](http://www.glr.org).

### **STUDENT OR PARENT GRIEVANCE**

#### **Level I**

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

#### **Level II**

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

***Dr. Richard Rogers, Assistant Superintendent of School Operations  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850***

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

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

#### **Level III**

A complainant dissatisfied with the decision of the Superintendent/the Superintendent Designee may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Section 504 Coordinator. The Board of Education will act on the complaint at the next regularly scheduled BOE meeting, not less than seven (7) days thereafter.



## **TEST SCHEDULE**

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

[Information about assessments and the calendar for the 2020-21 school year can be found on the Houston County website at https://www.hcbe.net/assessmentaccountability.](https://www.hcbe.net/assessmentaccountability)

## **TEXTBOOKS**

Every student enrolled in a course which requires a textbook must be issued a text. Students are responsible for the textbooks which they are issued. Students must pay for textbooks which are lost or damaged (beyond normal wear) according to the schedule below.

1. All books will be bar-coded. Books returned will not be accepted with the bar-code removed or damaged. Students will be charged 100% of the purchase price if the bar-code is damaged in any way.
2. The student must pay 100% of the purchase price if the book is lost during the first year the book is used.
3. Students will pay replacement cost for any lost/damaged books.
4. Charges for damaged books are assessed by the principal according to the condition of the book when issued and the extent of the damages.
5. A student's failure to pay for lost or damaged books/media materials will result in the withholding of report cards, progress reports, etc.

Replacement textbooks will not be issued until payment has been made for the lost or damaged book. A textbook price list is available in the school office. Book bags and other personal belongings should not be left unattended.

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

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

### **Step I**

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

### **Step II**

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

***Ms. Dana Morris, Director of Federal Programs  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069-1850  
Phone: (478)988-6200  
Fax: (478)-988- 6220 [dana.h.morris@hcbe.net](mailto:dana.h.morris@hcbe.net)***

Upon receipt of the written statement, the Title I/Title II Coordinator will schedule a meeting to attempt resolution of the concerns. The System Title I/Title II Coordinator will render a written decision

within ten (10) calendar days after the meeting.

### Step III

A complainant dissatisfied with the decision of the System Title I/Title II Coordinator may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The complaint should be mailed to:

**Dr. Mark Scott**  
**Office of the Superintendent**  
**Houston County Board of Education**  
**Post Office Box 1850**  
**Perry, GA 31069-1850 (478)988-6200**

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

## **TITLE IX NON-DISCRIMINATION**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); or in educational programs or activities receiving federal financial assistance. Students and parents are hereby notified that the Houston County Board of Education does not discriminate in any educational programs or activities. For questions or concerns about Title IX, a student or parent should contact the school's Title IX Coordinator or contact the system's Title IX Coordinator at: Assistant Superintendent for School Operations, P.O. Box 1850, Perry Georgia, 31069 or by phone at 478-988-6200.

## **TITLE IX PARENT/STUDENT GRIEVANCE PROCEDURES**

The Houston County Board of Education desires that all students receive the benefit of an adequate education. With this view in mind, the Board prohibits unlawful discrimination against students on the basis of race, color, national origin, sex, religion, age, or disability in its programs and activities. If a student or a student's parents/guardians has a complaint/grievance alleging any action prohibited by Title IX i.e., discrimination on the basis of sex and sexual harassment carried out by employees, other students, or third parties, he/she should discuss the matter with the principal of the school which the student attends in an attempt to resolve the grievance. If the principal is the subject of the complaint/grievance, he/she should discuss the matter with the Title IX Coordinator. See below for contact information.

The principal may make an attempt to resolve the grievance informally if the complainant expresses a willingness to participate in this informal process. Parties have the right to end the informal process and begin a formal process at any time. At his/her discretion, the principal may confer with persons having knowledge of the incident that precipitated the grievance. The school and the School System will take all necessary steps to prevent any recurrence of sexual harassment and will do what is necessary to correct its discriminatory effects on those affected by it. If the complainant does not want to participate in the informal process or the informal process does not result in a satisfactory solution, the student or parent/guardian bringing the complaint may seek relief using the formal procedures outlined below. The student alleged to have carried out the harassment may also seek relief by following the procedures outlined below. These procedures apply to complaints of discrimination/harassment prohibited by Title IX. The steps below are recommended for the most efficient resolution at the lowest level for any form of discrimination.

Sexual harassment is defined as unwelcome conduct of a sexual nature. Sexual harassment can include, sexual assault, dating violence, domestic violence, stalking, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual violence is defined as infliction of physical force by a student, employee or third party, with the intent to cause injury or harm to the student.

### Step I

The complaint shall be presented orally or in writing to the school principal, or the Title IX Coordinator if the principal is the subject of the complaint/grievance, within ten (10) calendar days after the most recent incident upon which the complaint is based. If the harassment is so severe that the complainant is unable to

make a complaint within the ten (10) calendar day time frame, the number of days within which to make the complaint may be waived to provide the student/parent making the complaint sufficient time to notify the principal or Title IX Coordinator of the complaint. Any witness or evidence should be provided at the time of the complaint. All parties involved shall have the opportunity to present witnesses and other evidence. The principal or designee will conduct an investigation. The parties involved will be informed of the outcome and the principal will render a written decision within ten (10) calendar days of the filing of the complaint.

Retaliation against an individual who reports alleged harassment or who assists in the investigation of harassment is prohibited. The District will take appropriate action against individuals who are in violation of this part of the policy.

### **Step II**

If the Step I investigation was conducted by the Title IX Coordinator, skip Step II and proceed to Step III. A complainant or alleged harasser dissatisfied with the decision of the school principal may appeal to the Houston County School District's Title IX Coordinator by submitting a written statement of complaint to the Title IX Coordinator. The complaint should be mailed to:

Dr. Chris Brown, Executive Director for School Operations,  
Title IX Coordinator  
Houston County Board of Education  
Post Office Box 1850  
Perry, Georgia 31069-1850  
Phone: (478) 988-6200  
Fax: (478) 218-7517

This statement must be filed within ten (10) calendar days after the parties, complainant and alleged harasser, receives the decision from the school principal. The appeal shall include all reports and comments from Step I and a letter of appeal. The System Title IX Coordinator will initiate an investigation of the grievance and schedule a meeting with the complainant or alleged harasser to attempt resolution of the concerns. The Houston County School District's Title IX Coordinator will render a written decision within ten (10) calendar days after the meeting. The case is closed if the complainant is satisfied with the decision or does not wish to take further steps.

### **Step III**

A complainant or alleged harasser dissatisfied with the decision of the Houston County School District's Title IX Coordinator may appeal to the Houston County Board of Education by filing a written request for a hearing to the Office of the Superintendent. The complaint should be mailed to:

Dr. Mark Scott, Office of the Superintendent  
Houston County Board of Education  
Post Office Box 1850  
Perry, Georgia 31069-1850  
Phone: (478) 988-6200

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the Houston County School District's Title IX Coordinator. The request for a hearing shall state specifically the nature of the grievance, the relief sought, and the reasons why the Board should grant a hearing. If a hearing is granted, the Board of Education will hear the grievance at the next regularly scheduled BOE meeting not less than seven (7) days thereafter and render a final decision within 10 days of the hearing. If a hearing is not granted, the parties will be notified that the decision of the Title IX Coordinator is affirmed.

## **VOLUNTEERS AT SCHOOL**

The Houston County School District welcomes the involvement of parents and other members of the community as volunteer helpers in the school. Because student welfare and safety are primary concerns, volunteers who provide direct services to students and staff are required to obtain security clearance. Additional information about this process may be obtained from school personnel.

## **VISITORS AT SCHOOL**

**Beginning the 2020-2021 school year, visitors are limited to the office area of the school only. Visitors are not permitted to go beyond the office unless an emergency exists requiring a parent or guardian to assist their child. Students are not allowed to receive deliveries of food, balloons, or flowers at school.**

A visitor is defined as any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school.

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

All visitors are reminded of the following Georgia law:

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

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

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

## **WEATHER**

In the event of school cancellation, parents may be notified by telephone through School Messenger, our automated notification system. This system has the capability to call all 15,000+ parents within a matter of minutes, delivering a fast and accurate message. The message will also be posted to our school system's Website, [www.hcbe.net](http://www.hcbe.net) and HCBOE Facebook page. A Public Service Announcement request will also be sent to the local media, to include 13WMAZ TV, FOX24 TV, WMGT41 TV, WRWR TV-38, and all local radio stations.

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

## **WITHDRAWAL FROM SCHOOL**

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

## **Student Code of Conduct**

It is the purpose of the Houston County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the

schools within the district. In accordance with that purpose, the Board of Education has adopted a policy, which requires all schools to adopt codes of conduct. Students are required to follow the Code of Conduct at all times in order to facilitate a positive learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

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

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

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

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

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

#### **AUTHORITY OF THE PRINCIPAL**

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

#### **AUTHORITY OF THE TEACHER**

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

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

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

## **PROGRESSIVE DISCIPLINE PROCEDURES**

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

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

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

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

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

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

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

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

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain 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 student's conduct necessitates police involvement or when there is a legal requirement that an incident be reported.

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

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

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

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

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

#### **DEFINITION OF TERMS**

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **BUS MISBEHAVIOR**

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

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

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

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

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

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

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

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

### **STUDENT SUPPORT PROCESSES**

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

### **PARENTAL INVOLVEMENT**

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

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

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

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

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

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

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

### **STUDENT EXTRACURRICULAR ACTIVITIES NOTIFICATION**

Each school principal shall implement procedures to annually notify all parents or guardians of all school-sponsored extracurricular activities, organizations and clubs in which students may participate and of the right of the parent or guardian to prohibit their child's participation. Notification to parents and guardians shall be provided annually via the student handbook and shall include the name of the extracurricular activity, student organization or club; and information regarding the purpose, activities or national affiliation of the

extracurricular activity, organization or club. Any membership or financial requirements for a student to join or become a member of the activity, organization or club shall be included in the information provided.

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

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

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





**DR. MARK SCOTT**  
SUPERINTENDENT OF SCHOOLS

**BOARD MEMBERS**  
FRED WILSON, CHAIRMAN

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LORI JOHNSON  
HOKE MORROW  
DAVE CROCKETT

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

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

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

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's school or you may contact Dana Morris, Director of Federal Programs, at the Houston County Board of Education at (478) 988-6200 ext. 10392 or email at [dana.h.morris@hcbe.net](mailto:dana.h.morris@hcbe.net).

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

Sincerely,  
Dana Morris  
Director of Federal Programs

**P.O. Box 1850 • PERRY, GEORGIA 31069**  
**(478) 988-6200 • FAX (478) 988-6259**  
**WWW.HCBE.NET**



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### FITNESSGRAM ASSESSMENT in Physical Education (P.E.)

August 4, 2020

Dear Parent/Guardian,

As a part of the Georgia Student Health and Physical Education (GA SHAPE) initiative, all Houston County Public Schools (Grades 1-12) will participate in the required annual fitness assessment, the FITNESSGRAM. The FITNESSGRAM is a comprehensive fitness assessment for youth designed to assess cardiovascular fitness, muscular strength and endurance, flexibility, and body composition.

The FITNESSGRAM is considered a quality fitness assessment for the following reasons:

1. FITNESSGRAM assessments use criterion-referenced standards. This means that a student can compare his/her scores with **standards that have been identified for good health**. This type of system prevents students from being compared to other students participating in the assessment.
2. FITNESSGRAM assesses the **current fitness level** of students and promotes individual goal setting to allow students to take ownership of their health.
3. FITNESSGRAM does **not** assess skill or athletic ability.

All students in grades 1-12 that are **enrolled in a P.E. class**, regardless of age, gender, or ability, will participate in the FITNESSGRAM assessment. Students are encouraged to be self-aware of their health related fitness and to take responsibility by setting personal fitness goals. When students focus on continually improving their fitness level, a positive lifelong impact can be achieved.

Please make sure that your child is appropriately dressed on fitness assessment days (comfortable pants or shorts, socks, and tennis shoes). Please **encourage** your child to participate with his/her best effort and to the **best** of his/her ability in each of the assessment components. Students in grades 1-3 will participate in Height and Weight measures and will begin learning the language and techniques of the other components. Students in grades 4-12 should be prepared to participate in the following components: 1. PACER or One-Mile Run, 2) Curl-Ups, 3) Push-Ups, 4) Back-Saver Sit and Reach, and 5) Height/Weight measures. *An additional assessment item, the Trunk Lift, may be offered to students seeking the Governor's Fitness Award. Students must score in the Healthy Fitness Zones on a total of 5 items for this award.*

A confidential FITNESSGRAM report that will include your child's scores as well as Healthy Fitness Zone information will be **provided via email** for each student at the end of the year or at the end of his/her first P.E. course during that year. The Healthy Fitness Zones represent the levels of fitness identified by research for good health. The information on this private report will not be displayed or made public. (Parents may request a hard copy of their child's report from the P.E. teacher.)

For more information regarding the FITNESS assessment, please refer to the HCS D Health and P.E. webpage at

<https://houstoncountys.schoolinsites.com/healthandpe>. If you have any other questions, please contact your school's physical education teacher.

Sincerely,  
Blanche Lamb  
Coordinator, Special Programs  
[blanche.lamb@hcbe.net](mailto:blanche.lamb@hcbe.net)  
478-988-6200 ext. 10193

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