



## Heard County High School

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# Plant Wansley Student Handbook

HCHS Website: [www.hhs.heard.k12.ga.us](http://www.hhs.heard.k12.ga.us)

HCSS website: [www.heard.k12.ga.us](http://www.heard.k12.ga.us)

**SAT/ACT Code: 111-350**

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The HCHS Student Handbook is intended to be a summary of the policies and procedures of Heard County High School. While it is not all-inclusive, this handbook does reflect Heard County School Board Policy. Additional information regarding Heard County School Board policies can be found on the HCSS website. Every attempt has been made to provide students and parents with accurate, up-to-date information. We encourage parents/guardians and students to check the HCHS website frequently for information, news, and upcoming events regarding the Brave Nation. All students will be given a copy of this handbook. Teachers will require that students sign a form indicating that they received a copy.

We are looking forward to an exciting school year at Heard County High School.

Go Braves!

Brent J. Tisdale  
Principal

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# HEARD COUNTY HIGH SCHOOL

Statement of Philosophy and Goals  
*Adopted January 22, 1992 (revised 4/22/13)*

## PHILOSOPHY

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

## GOALS

1. Provide our students with a learning environment that is drug and violence free.
2. Improve our graduation rate by linking community resources to at-risk students.
3. Help our students develop a sense of responsible behavior, both personally and academically, in order to become productive and successful citizens.
4. Help our students understand and appreciate the privileges and responsibilities of citizenship in their community, state, country, and world.
5. Provide access to a curriculum that will enable our students to survey, become enthusiastic about, and succeed in any post-secondary education, training, and career they choose.
6. Provide our students with opportunities to develop higher level thinking skills in a creative atmosphere that encourages problem-solving and decision-making in daily life.
7. Provide full access to technology, integrated curricula, and teaching methods that are differentiated for personal learning styles.
8. Provide our students with the opportunity for self-expression through the fine arts.
9. Provide our students with the opportunity to develop moral and physical fitness through athletics and extracurricular activities.
10. Require continual professional growth and development of our administrators, faculty, and staff.
11. Facilitate communication between middle school and high school to ensure a continuation and broader development of student skills.

# **MISSION STATEMENT**

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

## **BELIEF STATEMENTS**

1. Education is a shared responsibility among parents, community, school, and students.
2. Everyone is unique and learns differently.
3. Everyone deserves to be treated fairly and with respect.
4. Everyone deserves a safe learning environment.

## **ALMA MATER**

All hail to thee, Heard High

We sing thy praises joyfully

Thy spirit all the way

For maroon and gray

Long may she honored be.

Thy banner to the sky

We pledge to serve thee faithfully

We will ever love our high school

And we promise loyalty.

## **ACCREDITATION**

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

## HCHS BELL SCHEDULE

EVERYDAY: Doors Open @ 7:10am w Release Bell @ 7:44am

	<b>Regular w BB, Club, Advisement</b>	<b>Activity Day</b>
1 <sup>st</sup> Block	7:50 - 9:15	7:50 - 9:10
<i>Universal breakfast served from 9:15am-9:30am daily at Campus Kiosks</i>		
2 <sup>nd</sup> Block	9:30 - 10:55	9:25 - 10:45
BB & Club	11:00 - 11:30	10:50 - 11:15
3 <sup>rd</sup> Block	11:35 - 1:25	11:20 - 1:00
ISS Lunch	11:25 - 11:50	11:05 - 11:30
1 <sup>st</sup> Lunch	11:55 - 12:20	11:35 - 12:00
2 <sup>nd</sup> Lunch	12:25 - 12:50	12:05 - 12:30
3 <sup>rd</sup> Lunch	12:55 - 1:20	12:35 - 1:00
4 <sup>th</sup> Block	1:30 - 2:55	1:05 - 2:25
		Activity: 2:30-2:55

\*Building and facilities are closed to everyone not supervised  
by a faculty/staff member at 3:30 PM

\*\*Club and Braves Block will be on the same schedule

## HCHS GRADING SCALE

Numerical	Letter	Grade Point Average
90 - 100	A	4
80 - 89	B	3
70 - 79	C	2
0 - 69	F	0

**HEARD COUNTY SCHOOL SYSTEM SCHOOL CALENDAR  
2019-2020(180 SCHOOL DAYS)**

Preplanning	August 1,2,5,6
1 <sup>st</sup> Day of School	August 7
Labor Day Holiday	September 2
Progress Reports	September 4
Student Holiday/Flex Day	October 2
Fall Holidays	October 3,4
End 1 <sup>st</sup> Nine Weeks	October 11
Report Cards	October 22
Progress Reports	November 13
Thanksgiving Holidays	November 25-29
School Level Appeals (HCHS)	December 19
System Level Appeals (BOE)	December 20
End 1 <sup>st</sup> Semester	December 20
Christmas Holidays	December 23-January 1
Student Holiday/Flex Day	January 2
Student Holiday/Professional Learning Day	January 3
1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester	January 6
Report Cards	January 14
MLK Jr. Holiday	January 20
Progress Reports	February 5
Winter Holidays/Severe Weather Make-Up Days	February 14, 17
School Holiday	March 6
Student Holiday/Flex Day	March 9
End 3 <sup>rd</sup> Nine Weeks	March 13
Report Cards	March 24
Spring Break	April 6-10
Progress Reports	April 16
Last Day of School	May 22
Senior Graduation (8:00 pm)	May 22
Flex Day	May 25
Postplanning	May 26
School Level Appeals	May 26
System Level Appeals	May 27
Report Cards (Mailed)	May 28

## HCHS STUDENT COUNCIL

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

## EXTRACURRICULAR ACTIVITIES

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

ACADEMIC TEAM, BASEBALL, BASKETBALL, BASS FISHING, CHEERLEADING, CHORUS, COLOR GUARD, CONCERT BAND, CROSS COUNTRY, FOOTBALL, GOLF, LITERARY, MARCHING BAND, RODEO, SOFTBALL, SPORTS MED, TENNIS, TRACK, VOLLEYBALL, WEIGHT LIFTING, WINTER GUARD, WRESTLING

## CLASS OFFICERS, SUPERLATIVES & HOMECOMING COURT & PROM:

The following rules and regulations apply to anyone nominated or seeking one of the above elected positions:

1. The escorts for Homecoming Court must be Heard County High students or a member of the "Courts" family.
2. The escorts for Senior Walk at Prom must be approved by the administration.
3. A student seeking a position must be in good academic standing (including attendance) and must not have a criminal record.
4. An officer or superlative who served a suspension (In- School/Out of School) the present year or prior to the year of election must seek an audience with a review board composed of the counselor, the sponsor of the activity and the principal (or principal's designee) before the students vote. Participation as an officer or superlative may be denied by the review board.

## ATTENDANCE POLICY:

*Attendance is calculated per semester, per class*

Students are allowed **3 Parent Notes** per semester. A "parent note" is defined in terms of one illness or incident that may span up to 3 days and can address consecutive days. Over 3 days will require a doctor's note.

Example 1: A student is out for two days with a stomach bug, one parent note would cover both days.

Example 2: A student is out for four+ days with sickness, a doctor must be provided to be considered excused.

Notes must be turned in within 3 DAYS of the absence or it will be Unexcused.

## **NO LATE NOTES WILL BE ACCEPTED**

### **PREVENTATIVE MEASURE: 3 UNEXCUSED ABSENCES**

- Student will meet with a School Official to be notified of consequences for future absences and also will discuss the importance of coming to school EACH AND EVERY DAY.

### **STEP 1: 5 UNEXCUSED ABSENCES FROM ANY CLASS**

- Attempt will be made to meet with student and parent/guardian to form an action plan to improve attendance. Parent/guardian will be informed of consequences for each absence that follows according to the Heard High School attendance policy.

## **STEP 2: 6 UNEXCUSED ABSENCES FROM ANY CLASS**

- After the 3rd hand written excuse, a professional excuse will be required, a plan of action meeting to determine ways to improve your child's attendance and a meeting with Attendance Protocol Committee will be held to discuss possible discipline in Juvenile Court.
- Applicable to each individual class

## **STEP 3: 7 UNEXCUSED ABSENCES FROM ANY CLASS**

- Student parking pass REVOKED for remainder of semester

## **STEP 4: 8 UNEXCUSED ABSENCES FROM ANY CLASS**

- Student DENIED the privilege of attending extracurricular activities (clubs, dances, school sponsored activities, etc.)

## **STEP 5: 9 UNEXCUSED ABSENCES FROM ANY CLASS**

- The student will be DISMISSED from any extracurricular activity (athletics, band, etc.)

## **STEP 6: 10 UNEXCUSED ABSENCES**

- The student will have to go through the attendance appeal process to receive credits for classes passed (not required if failing) SEE BOARD POLICY ADDITIONAL INFORMATION

\*In order for a note to be considered "EXCUSED" it must be turned in WITHIN 3 DAYS of the student's return to class. If the note is NOT turned in by the 3 DAY DEADLINE it will be considered UNEXCUSED! The note should be turned in to the first block teacher

\*\*First block teachers will collect and date all notes on the day they are received from the student.

\*\*\*Regular attendance is necessary for success in school! Students must be present in class for at least 60 minutes to be counted present for that class. A student must be present for the equivalent of two full blocks of instructional time to be counted present for the day. Students must be present at least two full blocks of instructional time to be counted present for perfect attendance purposes. HHS does not award perfect attendance certificates. For the HERO's grant awards assemblies held each 9 weeks, students must present every day and every block.

## **TARDIES**

To School: Students who arrive any time after 7:50AM must report to the front office to check in before going to class. Only THREE (3) parent notes will be accepted for tardies per semester. All Tardy notes are due at the time of arrival on the day of the tardy to school in order to be accepted. Car trouble will be considered a "parent note" an excused reason for tardiness.

On the 4th unexcused tardy to school, consequences will be assigned by the administration.

To Class: Teachers will implement a closed-door policy at the tardy bell for each class. If a student is not in the room prepared for instruction when the door is closed, he or she must report to the front office to get a blue note. A record will be kept of the number of tardies a student has. Tardies accumulate on a term (semester) basis.

On 3rd unexcused tardies to class, consequences will be assigned by the administration.



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

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

1. **Unexcused:** No reason given for the absence or the absence does not fall under reasons for excused absences outlined in board policy or the absence cannot be justified. The following, even with parental consent, are considered unexcused absences: Working, missing the bus, oversleeping, shopping, car not starting, getting senior pictures taken, keeping personal appointments, visiting out-of-town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence), and other avoidable absences. Absences due to out of school suspension will be unexcused. Work missed due to out of school suspension cannot be made up without approval of the principal.
2. **Excused:** Absences which fall under board policy as excused absences. These include illness, illness or death in the immediate family, religious holidays, service as a page in the state capitol, times of emergency, or when conditions are unsafe for school attendance. A note from the student's parents or guardian indicating the reason for the absence is required.
3. **Unexcused Justified:** The principal may approve other absences due to the circumstances. A written parental request must be made to the principal at least 3 days prior to the first day of absence. Absences that normally are not excused under state guidelines but are due to circumstances beyond the student's control.

### **ACCIDENTS**

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

### **ANNOUNCEMENTS**

Information for the announcement bulletin must be turned in by 7:30a.m. Or via email. All announcements should be brief, easily read, and approved by faculty member, or administrator. Announcements must pertain to school activities. Normally, announcements are made at the beginning of the day. Students must be quiet during the announcements.

### **ASSEMBLIES**

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

1. Please enter assembly as quickly and quietly as feasible
2. Please remain quiet and attentive during all programs
3. A courteous reception should always be extended to persons and programs
4. Whistling, booing, talking or other acts of discourtesy show lack of maturity, respect and consideration. These reflect upon the good name and reputation of the entire student body
5. Class yells are not appropriate at assemblies except for pep rallies

## ATHLETICS

Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation. Students must have sufficient insurance to cover athletic injuries. Parents must sign the student's participation form. Students participating in extracurricular activities will comply with rules and guidelines as established by coaches. Students not eligible to participate may not practice or travel with a team or activity. Students participating in athletics must complete a drug screening provided by the school system.

## BEFORE SCHOOL DETENTION (BSD)

Teachers may assign BSD for minor infractions. BSD is regularly scheduled for Monday-Friday from 7:10 AM until 7:40 AM in the ISS Room. Students have 3 days from when the BSD was assigned to begin serving. Students late to BSD will not be allowed to serve that day. Failure to serve assigned BSD will result in In-School Suspension.

## BUS NOTES

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

## CAFETERIA

The cafeteria is run for your convenience and benefit. It is a nonprofit organization. The price is kept on a cost basis, but we must charge enough to repair or replace equipment in addition to the food preparation.

***No student is permitted to leave school for lunch.*** All students are required to eat in the lunchroom whether they bring their lunches or purchase a lunch. No food is to be taken out of the cafeteria to the classroom (only break area). No charges are allowed.

	<u>BREAKFAST</u>	<u>LUNCH</u>
Students:	FREE	\$ 2.75
Reduced:	FREE	\$ .40
Extra milk or juice	\$ .50	\$ .50
Adults:	\$ 1.75	\$ 3.75
Visitors:	\$ 2.00	\$ 4.00

*STUDENTS MAY PURCHASE SECOND MEAL AT ADULT PRICE OF \$3.75*

## CAR RIDERS

Drop Off: Student drop off before school is in front of the Bridge Door at the student parking lot.

Pick Up: Student pick up after school is in front of the CTAE staircase in the secondary parking lot. No student is to be picked up in the student parking lot or front circle after school.

Failure to follow this policy will result in disciplinary consequences.

## **CELL PHONES**

Having a cell phone at school is a privilege and any student bringing a cell phone to school must abide by the following rules. The signature of the student and parent to this handbook indicates agreement to these rules:

Students MAY use their cell phones before 1st Block, between classes, and during lunch. This privilege may be Revoked if Necessary\*

Students MAY NOT use their cell phones during instructional time (unless the teacher has instructed students to do so) or in in the Media Center.

Students are required to leave cell phones with the teacher in classroom while using a pass to leave the classroom for bathroom, front office, etc. unless otherwise instructed by administration.

**USING PHONES AS CAMERA/VIDEO DEVICES WITHOUT ADMINISTRATIVE APPROVAL IS PROHIBITED.** Students caught doing so will be subject to consequences.

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

- 1st Offense - Phone is confiscated, parent/guardian must meet with school officials to retrieve phone, and p/g must sign saying they have been made aware of next 3 offenses.
- 2nd Offense - Phone confiscation for 30 days.
- 3rd Offense - 1 day ISS and phone confiscation for 30 days.
- 4th Offense - 3 days ISS and phone confiscation for 90 days (if student brings phone back within the 90 days it will be confiscated for 90 days and student will serve 1 day OSS). The school/school system will not be responsible for any lost or stolen phones.
- Additionally, the school/school system will not be responsible for any service payments while the phone is in the schools possession.

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

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

## **CHEATING POLICY**

Cheating by students is considered inexcusable conduct and will be dealt with strictly. ISS will be assigned with an alternative assignment given. If alternative assignment is not completed, a zero will be assigned by the teacher. Cheating on Credit Recovery courses will result in automatic dismissal from the course and a permanent ban from the Credit Recovery Program.

## **CHECKING OUT**

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

1. May be checked out by parent/guardian or person designated on sign out card (over 18).
2. May bring to the office a note from the parent/guardian stating the reason, departure time, and a phone number for verification.
3. The teacher should verify check-out with front office.

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

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

## **COURSE SYLLABI**

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

## **DOCTOR APPOINTMENTS**

Students leaving school to go to the doctor will be given an excused absence only if they bring an official note from the respective doctor's office stating the date and time of the appointment. Students who do not have a doctor's excuse will be given an unexcused absence for that day. However, this will be changed to an excused absence when they produce a doctor's excuse.

Students caught turning in forged a doctor's excuse will be subject to disciplinary consequences.

## **DRESS CODE**

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

### **THE FOLLOWING IS PROHIBITED:**

- Wearing items which reasonably are likely to distract the attention of other students, cause disruption, interfere with the operation of the school or violate health and/or safety standards of the school (i.e. displaying messages that are profane, vulgar, lewd, indecent, sexually suggestive, contain alcohol, tobacco or drug advertisements or advocates criminal or gang activity).
- Wearing pants below WAIST LEVEL.
- For males: untucked shirts.
- Clothing which exposes the midriff, cleavage, shoulders and/or back (undergarments may not be seen).
- Pants with holes which reveal skin or are deemed excessive/inappropriate.
- Pajama & Lounge Pants. (Leggings, Yoga and Tights may be worn with a top meeting the Length Rule below)
- Hats, toboggans and bandannas inside the building.
- No fishhooks on hats.
- VISIBLE piercings (other than the ears) or jewelry that may be considered distracting, dangerous, or and excessive and or distracting ear piercings. (CLEAR retainers are allowed. Covering of piercings is NOT allowed). Diamond studs DO NOT meet this criteria.
- Any adornment such as chains (including wallet chains), spikes, etc. that reasonably could be perceived as or used as a weapon or may be considered dangerous or unsafe.
- Trench coats.
- No blankets or house shoes allowed.

\*Length Rule: Skirts, dresses, shorts, etc. may not be shorter than the length of a dollar bill from the top of the knee cap.

ANY student who does not comply with these guidelines must be referred to the school administration.

The administration has the authority to determine inappropriate dress. For obvious reasons, female staff members will have the authority to determine female dress-code issues.

Doctor's notes will not excuse the violation of any part of the HCHS Dress Code unless there is a DIRECT medical justification.

## DUAL ENROLLMENT

Dual enrollment classes with a college or technical institute are available to any student who meets the admissions criteria established by that institution. For core academic M.O.W.R. courses, 10% will be added to the final grade (with grades of 70 or above). There is not a 10% curve for any technical certification classes. *Additionally, any core academic MOWR class does count toward high school Honors Credit.*

### Dual Enrollment Grading:

Many colleges and universities only provide letter grades on transcripts. All grades must come directly from the college in the form of a transcript or email directly from a school official. Other types of official documentation will not be accepted. If the college or technical school provides a numerical grade, it will be used as opposed to the translation of letter grades below.

If a student fails a DE course, he/she will be ineligible to enroll the following semester. If a student withdraws from a DE course, he/she must enroll in credit recovery.

If no numerical grade is received, the letter grade will be translated as follows:

A+	98	B+	88	C+	78	D*	70
A	95	B	85	C	75	F	Grade earned
A-	92	B-	82	C-	72		

\* A college grade of a D will translate to a numeric grade of a 70 on a high school transcript (No 10% will be added to D's). *After the 10% is added, no grade will exceed 100% on a high school transcript. Ten percent will NOT be added to any failing grade.*

### Dual Enrollment Course Credit:

College semester hours will be converted to the following High School Carnegie units on the student's transcript:

College Hours	High School Credit
1-2 Semester Credit Hours	0.5 Carnegie Unit
3-5 Semester Credit Hours	1.0 Carnegie Unit
6-9 Semester Credit Hours	2.0 Carnegie Units

### Dual Enrollment Expectations:

The dual enrollment courses offered at HCHS require an Open Campus approach. The following are the expectations of students enrolled in these courses:

1. During Open Campus students may leave campus (by signing out in front office) or remain on campus in designated areas (commons, media center, or cafeteria).
2. Students that leave campus are responsible for signing in and out in the main office and being back on time for their next block.
3. HCHS school and attendance rules apply during high school classes. When students are "college students," the college or professor's attendance policy applies.

## EDUCATIONAL FIELD TRIPS

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

### Student – Parent Agreement

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

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

## ELECTRONIC/VAPE/JUUL CIGARETTES

The use and/or possession of electronic/vapor cigarettes/Juul is prohibited and will be treated like a tobacco or cigarette infraction.

## EXEMPTION FROM FINAL EXAMS

All students have the opportunity to be exempt from their final exams each semester. Exemptions will be based on academic performance, attendance, and disciplinary actions during each semester. Students may elect to take final exams in lieu of exemptions in an attempt to raise grade averages, but it will not lower the grade. Students who exempt finals are excused from school *only* during the time of the test or tests from which they are exempt are being administered. Students **MUST** return the Exam Exemption Agreement form 3 days prior to the beginning of the final exam period.

The following qualifications for initial eligibility apply:

1. A grade average of an "A" in the individual class AND no more than three (3) absences in the individual class during the semester.
2. A grade average of a "B" in the individual class AND no more than two (2) absences in the individual class during the semester.
3. A grade average of a "C" in the individual class AND zero (0) absences in the individual class during the semester.
4. Students that have served ISS or OSS during the semester will NOT be exempt from any class.

Other qualifications also apply: **No HOLDS on student record**

1. If a student is eligible to exempt an exam, he/she must turn in or pay for lost textbooks for that class prior to exam day. Also, the student must have clearance from the Media Center that he/she has no books outstanding.

2. All extra and co-curricular obligations must be cleared with respective coaches, directors or sponsors.
3. All parking fines must be cleared up.

The Principal has the discretion to make exceptions to the exam exemption guidelines based on extenuating circumstances related to attendance, grades, and student behavior.

#### **FINANCIAL OBLIGATIONS**

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

#### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year. Students are expected to do the following:

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

#### **GEORGIA SCHOLAR PROGRAM/GOVERNOR'S HONOR PROGRAM**

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

## HCHS REQUIREMENTS FOR GRADUATION

<b>26 Credits Needed to Graduate</b>					
<b>CORE COURSES</b>					<b>ELECTIVES</b>
<b>English - 4 credits</b>	<b>Math - 4 credits</b>	<b>Science - 4 credits</b>	<b>Social Studies - 4 credits</b>	<b>HPE - 1 credit</b>	<b>Combination of the Following</b>
9th Lit	Algebra	Physical Science	Civics	Health & PE	CTAE - 3 credits
World Lit	Analytic Geometry	Biology	World History		<b>EOPA Completer</b>
American Lit	Advanced Algebra	Chemistry <i>or</i> Environmental	US History		Foreign Language or Fine Arts - 2 credits
British Lit	4th Elective	4th Elective	Economics		Other Electives - 4 credits

### BLOCK SCHEDULE PROMOTION GUIDE

<b>UNITS EARNED</b>	<b>GRADE PLACEMENT</b>
0 – 5 ½	9 <sup>th</sup>
6 – 11 ½	10 <sup>th</sup>
12 – 17 ½	11 <sup>th</sup>
18 – 26	12 <sup>th</sup>

### FOR STUDENTS TRANSFERRING INTO HCSS

Number of Semesters Completed at Previous School	Units Required to Graduate	
	Previous School: 7 Period Day	Previous School: 6 Period Day
1	26	25
2	25	24
3	25	24
4	24	23
5	24	23
6	24	23
7	24	23

### TESTING REQUIREMENTS for GRADUATION

***Georgia Milestone (End of Course):***

All End Of Course Milestones count as 20% of a student's final grade in these courses: 9th Grade Literature, American Literature, Coordinate Algebra, Analytic Geometry, Biology, Physical Science, United States History, and Economics.

***End of Pathway Testing:***

An End of Pathway test is required at the end/completion of a CTAE pathway. This exam counts as the final for the class.

### HALL PASSES

Students are not permitted in the halls or on the school grounds during class periods unless they have a hall pass from a staff member with their name, date, time, location and teacher's signature. Students are required to leave cell phones with the teacher in the classroom while using a pass to leave the classroom for bathroom, front office, etc. unless otherwise instructed by administration.



## HALL TRAFFIC

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

## HEADPHONES

Headphones, ear buds, and portable speakers are not permitted unless for specific, instructor assigned educational or instructional purposes.

## HONOR ROLL

Each semester, two Honor Rolls are announced.

- "Distinguished Honor Roll" - all grades must be 90 or above.
- "Honor Roll" - all grades must be 85 or above.

## HONORS AND AWARDS

Students are encouraged to strive for excellence in all areas of school life. There are many opportunities to be honored for outstanding academic achievement. Scholarship information can be found in the counselor's office.

## HONORS CREDIT: EMBEDDED HONORS CREDIT

Heard County HS hopes to provide all students with the opportunity to earn honors credit. This means that students who elect to participate and then produce honors level work will receive honors credit. The option is not limited to only a few courses, but is open to students in all core academic courses they take. Thinking of honors as "what students produce rather than where they learn" is fundamental in our approach. By definition, honors work can best be described as a product that shows that a student delve more deeply into methodology, structure, and/or theory; addressed more sophisticated questions; and satisfied more rigorous standards. The content of an honors assignment can be one of two things; the content is either broader in scope or deeper in examination than in a comparable assignment. Honors assignments may be done as an alternative to some or all of the regular course assignments. Simply increasing the volume of work or the hours spent on it does not constitute an honors option. Honors work should incorporate all regular course content with added emphasis on student involvement in learning and demonstrating higher levels of intellectual skills.

Students selecting the honors option must contract with the course teacher. Contracts vary based on content areas but include the following requirements:

### 1 – Non-negotiable

- Have a Final Course Grade of 85 or higher
- For EOC courses, a student must score a 3 or 4 on the EOC

### 2 – Academic Contract

- Students and teachers will establish a contract to include one or more activities to be successfully completed appropriate to the course:
  - a. selected readings
  - b. interdisciplinary projects
  - c. problem-solving or inquiry-based projects
  - d. development and/or public presentation of one's work and/or
  - e. in-depth and expanded study of specific curricular areas

### 3 – Career & Life Skills

- Students and teachers will complete a rubric based evaluation on the following criteria of each student:
  - a. Demonstrate leadership qualities in the classroom
  - b. Demonstrate self-direction/motivation as a learner
  - c. Demonstrate exemplary work habits

#### **4 – Reflection**

- Complete a self-evaluation assignment and conference at the end of the semester

#### **HONOR GRADUATES**

Seniors meet the following criteria will be considered Honor Graduates:

- Meet all state and local graduation requirements
- Have a cumulative average for 3.5 years of 90 or above (no rounding up)
- Earned 8 or more honors credits to include one each as a Junior (any point) and Fall of Senior Year
  - o Dual Enrollment and Core Academic courses count

**\*\*Note:** Cumulative averages will be determined at the end of the first semester grading period. Transfer credits used for calculation of cumulative averages for determination of class ranking for Honor Graduates shall be accepted only from high schools accredited by or holding provisional status from the Southern Association of Colleges and Schools or other agency recognized as a regional accrediting agency in State Board Rule 160-5-1-.15.\*\*

#### **Valedictorian/Salutatorian:**

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

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

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

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

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

#### **Criterion for Breaking Ties for Valedictorian/Salutatorian Scholarships:**

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

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

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

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

## **HOPE SCHOLARSHIP PROGRAM**

HOPE Scholarship is a merit-based award available to Georgia residents who have demonstrated academic achievement. HOPE pays a portion of standard college tuition in Georgia.

A HOPE Scholarship recipient must graduate from high school with a minimum 3.0 grade point average (GPA) and maintain a minimum 3.0 cumulative postsecondary grade point average to remain eligible.

A student's HOPE GPA includes only core curriculum courses (English, Math, Science, Social Studies, and Foreign Language) and is calculated by the Georgia Student Finance Commission.

In addition to a minimum 3.0 HOPE GPA, students must also meet certain rigor requirements. These can include Advanced Math, Advanced Science, Advanced Foreign Language, Advanced Placement in core subjects, and College Dual Enrollment in core subjects. Students graduating from high school on or after May 1, 2017 must earn four full credits from any of these areas.

For further information on rigor requirements, award amounts, and eligibility, visit [GAfutures.org](http://GAfutures.org). A student's HOPE GPA can be obtained from this site or from your high school counselor. HOPE GPA updates a few weeks after each semester ends.

Information on Zell Miller Scholarship can also be located at [GAfutures.org](http://GAfutures.org). This scholarship pays full standard tuition and requires a 3.7 HOPE GPA and certain SAT or ACT test scores. Our school counselor has detailed information concerning the HOPE Scholarship.

## **LATE BUSES**

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

## **LOCKERS**

Student lockers are FREE. Locker rentals are subject to the following rules:

1. No sharing lockers with another student. (A \$10 fine may be imposed.)
2. No stickers of any type may be placed on the lockers.
3. Lockers are subject to search by administration at any time.
4. Gym lockers are free of charge, too. All valuables should be secured in a locker. Valuables lost or stolen as a result of not using a locker will not be investigated by the administration.

See Mrs. Cabe for a locker.

## **MAKE UP WORK**

Make-up work will be allowed for all absences, whether excused or unexcused, however, the Principal or designee may determine that make-up work not be allowed for absences due to out-of-school suspension on a case by case basis. When students are absent from class, it is their responsibility to find out from the teacher what work was missed. The student should make arrangements with the teacher to schedule any make-up work or tests. The student may have up to three days to make-up any work, depending on the length of the absence, nature of the assignment, and how long the student has been aware of the assignment. The exact due date is left to the discretion of the teacher and the student may be required to make-up work in the presence of the teacher. Long term projects that are due during the absence must be turned in no later than the first day back from the absence. Students absent for one day, on the day of a test, are expected to take the test on the day they return. Parents and student can get work from teacher websites by looking at the teacher calendar or Google classroom.

### **MEDIA CENTER**

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

### **MOMENT OF SILENCE**

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

### **PARENT-TEACHER CONFERENCES**

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

## **PARKING REGULATIONS**

Each student who drives an automobile to school must register the vehicle by purchasing a parking permit from the main office at a cost of \$30.00 (non-refundable) for full year, \$20 for second semester, and a \$10.00 replacement fee. The parking permit must be permanently attached to the rear-view mirror. Students are reminded that all school rules are in effect in the parking area before, during, and after school. Parking permits may not be sold, traded, or transferred from one student to another. Towing of a vehicle for repeated violations may result after the parents and the students have been warned.

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

1. Driving from school grounds during school hours is not permitted unless the student checks out properly in the Attendance Office or is on the work based learning program.
2. Speeding or careless driving on the school grounds is not permitted.
3. Parking in a no parking area is a direct violation of the rules.
4. Sitting in cars during the school day is not permitted. Once you arrive you must park your car and exit the parking area immediately.
5. The speed limit on campus is 10 miles per hour.
6. Students are not allowed in their vehicle during school without approval from the office.
7. Cars must leave parking lot through proper entrances and exits.
8. All students purchasing a parking permit must submit to a drug screening. \*Parking on campus after failing a drug screening will result in immediate towing of vehicle.
9. Students not attending after school activities or tutoring must leave campus by 3:05 p.m. No loitering in the parking lot.
10. Fines will be administered for parking violations:
  - 1st Violation \$5
  - 2nd Violation \$25
  - 3 or more violations will result in vehicle being towed, parking permit revocation, and a \$25 fine.

Students fully understand that at no time when the student's vehicle is on campus will the vehicle contain a weapon as defined by the student Code of Conduct, tobacco products, vape/Juul, alcoholic beverages and nonprescription drugs or illegal substances, or any pornographic materials. The student understands and agrees that he/she will be accountable for any item or substance in his/her vehicle, regardless of who placed the item or substance in the vehicle or whether the student was aware of the same. The student agrees to inspect the vehicle before bringing the vehicle on campus each time in order to determine whether anything forbidden by this permit is in the vehicle. Students who drive to school may have their vehicle randomly searched at any time the principal or designee deems appropriate. The student agrees upon request to unlock his/her vehicle glove compartment, trunk or any other locked storage compartment in or on the vehicle for inspection. Students will lose their driving privileges if they speed, squeal their tires, play loud music and/or excessively honk their horn on campus.

## **PARTICIPATION IN ACTIVITIES**

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

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity is when one or more students from one school compete against one or more students from another school.

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

1. Pass at least (3) classes the term preceding participation. Summer school is an extension of spring term.
2. Earn the required number of units to be on track:
  - 9th to 10th requires 5 Units
  - 10th to 11th requires 11 Units
  - 11th to 12th requires 17 Units

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

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

## **PETS**

Students may not bring pets to school without the express written consent of the principal.

## **POLICY STATEMENT ON SPORTSMANSHIP**

The interscholastic activity program at Heard County High School is an important part of the educational process. It provides opportunities for learning experiences in athletics, competitive band, and literary competitions which are difficult to duplicate in other school activities. The activity program teaches attitudes of responsible team play and cooperation. The program provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride in school, respect for the rights of others, and the will to win. Participation in interscholastic activity programs in Heard County System is entirely voluntary. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege.

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

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

## **POSTERS**

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

1. All posters are to be approved by the faculty advisor prior to posting.
2. Posters advertising an event are to be removed and disposed of properly no later than the day following the event.
3. Anyone defacing a poster or school advertisement will be subject to disciplinary action and proper restitution.
4. Advertising of activities must be school sponsored or school approved.
5. Posters/Flyers may only be posted on designated bulletin boards. Nothing should be posted on walls, doors, or windows without administrative approval.

## **PROM DATES**

Students planning to bring a date to the Junior/Senior Prom who does not attend Heard County High School must seek permission from the Prom Chairperson and School Administration by completing a guest date permission form. All prom dates, at a minimum, must be under 21 years of age. Students currently enrolled in high school must be in good standing at their home school.

## **PUBLIC DISPLAY OF AFFECTION DEFINITION**

The practices of kissing, holding hands, and embracing, caressing and other similar types of activities are deemed inappropriate. Students in violation will be assigned BSD.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards/Progress reports are sent out at 4 ½, 9, 13 ½, and 18 weeks. Any student with a failing grade is required to have the report card/progress report signed by parent or guardian and returned to 1<sup>st</sup> block teacher.

## **SCHEDULE CHANGES**

Students may change courses only with parental involvement and for legitimate reasons. All schedule changes are conducted during the first three (3) school days of each semester in the cafeteria during lunch periods. Legitimate reasons include: changes in course track, previously passed courses, and incorrectly scheduled classes.

### **SEX EDUCATION AND AIDS PREVENTION**

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

### **SOLICITATION AND ADVERTISING**

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

### **SKATEBOARDS**

Skateboards and/or hover boards must be checked in daily at the front office.

### **STAR STUDENTS**

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

### **STUDENT ACTIVITIES**

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

Parents are encouraged to attend activities.

All school regulations are applicable at all school related activities.

1. All dances end at 10:00.
2. Students may not leave an activity and return unless given permission by a staff member.
3. Students may not remain on campus if not attending an activity.

### **STUDENT GIFTS**

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

### **STUDENT INSURANCE**

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

### **STUDENT WELFARE – CHILD ABUSE/NEGLECT**

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



### **TARDY TO SCHOOL/CLASS**

To School: Students who arrive any time after 7:50AM must report to the front office to check in before going to class. Only THREE (3) parent notes will be accepted for tardies per semester. All Tardy notes are due at the time of arrival on the day of the tardy to school in order to be accepted. Car trouble will be considered a "parent note" an excused reason for tardiness.

On the 4th unexcused tardy to school, consequences will be assigned by the administration.

To Class: Teachers will implement a closed-door policy at the tardy bell for each class. If a student is not in the room prepared for instruction when the door is closed, he or she must report to the front office to get a blue note. A record will be kept of the number of tardies a student has. Tardies accumulate on a term (semester) basis.

On 3rd unexcused tardies to class, consequences will be assigned by the administration.

### **TELEPHONE**

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

### **TEXTBOOKS**

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

### **VISITORS**

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

### **WITHDRAWAL FROM SCHOOL**

Students needing to withdraw from Heard County High School must complete a withdrawal form from the guidance department in order to withdraw in good standing. It is imperative that the following procedures to be followed:

1. A parent or guardian should call or visit the counselor to verify the withdrawal.
2. Return all school property and take all personal property home.
3. Check with counselor concerning all other necessary documents.
4. Parking Permits must be returned to HCHS.
5. Take withdrawal papers to the next school. The receiving school must have these papers.

### **WORK BASED LEARNING**

Students interested in participating in work based learning must have a job (paid or unpaid) that meets the State's requirements for participation in work based learning. Students interested should seek the counsel of the work based learning coordinator at Heard High.

## **IN-SCHOOL SUSPENSION DESCRIPTION**

The Heard County High School In-School Suspension Program is an alternative education program to be used mainly for disciplinary purposes. Students attending Heard County High School may be assigned to ISS, which removes them from their regular school setting but allows them to continue with their educational program. Students assigned to Alternative/ISS will follow stricter requirements in their day-to-day schedule and should not expect an enjoyable experience. A strict time schedule and class rules will be followed. Students who violate these rules may face additional days spent in the program or out-of-school suspension based on the discretion of the administration. Students placed in ISS will not be released during the school day to attend any school-sponsored activities. Students placed in ISS will not be allowed to attend extra-curricular activities at school nor at extra-curricular activities held at another school involving or including HCHS.

### **ISS CLASS PROCEDURES**

1. The student is informed by administration of assignment to ISS.
2. Administration will notify the ISS supervisor of the assignment.
3. All teachers will be required to send assignments to ISS.
4. Students assigned to ISS must be present and seated by 7:50 and will be dismissed at 2:55.
5. Time missed due to absence (including early check-outs) must be made up.
6. New students will receive orientation of the ISS purposes, rules and daily schedule.
7. The ISS supervisor reviews with each student their assignments to insure a complete understanding of the requirements.
8. Students will turn in assignments periodically during the day to the supervisor.
9. The supervisor will place student completed assignment in the teacher's mailbox. There will be no penalty for grades earned while in the ISS.

### **ISS CLASS RULES**

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

1. Students will be present for a full school day for classes assigned on campus.
2. Students will make up any time missed from ISS.
3. Students will bring paper, pencils, pens, textbooks and any other materials necessary to complete any assignments in a satisfactory manner. Students will return any materials assigned in ISS.
4. Students will complete all assignments. Students understand that they are responsible for assignments given by teachers and the supervisor of ISS.
5. Students will turn their assignments in periodically during the day to the supervisor. Students will write their name and their teacher's name at the top of each paper for proper identification.
6. Students will not talk unless the supervisor has granted permission.
7. Students will remain in their assigned seat at all times. Students will keep their chair inside the carrel facing the wall. Students will sit in an upright position and keep all four legs of the chair on the floor.
8. Students will remain seated in their chair until the dismissal by the supervisor
9. Students understand that the supervisor will check their carrel for vandalism before they may leave.
10. Students will obey all rules of ISS and understand that violations of these rules may result in assignment of additional days spent in the program or Out of School suspension based on the discretion of the administration.
11. Students assigned to ISS are required to check-in their bags and phones/electronic devices at the beginning of each day.

## **HCSS ALTERNATIVE SCHOOL PROCEDURES**

1. Meets every Monday, Tuesday and Thursday during the school year from 5:30PM until 8:00PM.
2. Location: Heard County High School, ISS Room
  - o Students will enter & exit via the Bridge Door and will sign in daily.
  - o A-School students are only permitted to be in this approved area between 5:30-8PM. They may not be on campus for any other reason while serving in A-School.
  - o A-School students should be picked at the bridge or, if walking, the student must immediately leave the HHS campus.
3. Students will be assigned / placed in A-School for disciplinary reasons via a tribunal or a signed waiver.
4. Students will be assigned a Chromebook and will be expected to complete assignments via online coursework at home as well as during A-School class setting. While some assignments may be completed during the scheduled meeting times, the bulk of the students assignments should be completed at home.
5. Students will receive guidance and assistance while on campus at the assigned times and days.
6. Disciplinary issues while in A-School will not be tolerated and may result in student expulsion.
7. Students may drive to A-School and park on campus in assigned spaces as long as a parking permit is purchased or someone may drop off and pick up.

## **U.S. MILITARY RELEASE OF INFORMATION**

It is required that secondary schools, upon the request of military recruiters, provide access to and directory information on students enrolled in secondary schools. Upon request this information will be released to military recruiters. If you do not wish to have directory information on your child released, you must notify the principal in writing within 5 days of your child's enrollment for the current school

## **ACCEPTABLE USE POLICY**

The Heard County Board of Education recognizes the importance of making computer technology readily available for students and employees and providing access to resources on the Internet. The Internet is an electronic network of computers throughout the world enabling students and employees to access information from a wide variety of resources, such as ERIC, the Library of Congress, college and university libraries, NASA, and many more. As resources permit, employees and students will be able to use e-mail to communicate with each other and with professionals, astronauts, authors, and many other interesting people. In Heard County schools, these Internet services will be limited to educational purposes, such as classroom activities, research and career development. The school access to the Internet will not be used by employees or students for their personal gain, entertainment or personal communication.

Due to the complexity of computer technology and the nature of materials available from the Internet, the Board believes that guidelines are warranted; therefore, students and employees of the Heard County School System who utilize the school Computer/Internet Resources will abide by the Board's Acceptable Use Policy which reflects the Board of Regents Acceptable Use Policy for Peach Net. In order to gain access to the Computer/Internet Resources in Heard County Schools, the student and the student's parent/guardian must sign a *Student Computer/Internet Resources Agreement*. Employees must sign an *Employee Computer/Internet Resources Agreement*.

The Board makes no guarantees regarding the use of the Internet by students. Although some regulations are in place to help avoid inappropriate use of the Internet, there is no complete assurance that users will not find ways to access inappropriate materials. The Board also denies responsibility for the accuracy of information gained from Internet resources. Individual users must be responsible for following the rules of network etiquette and for determining the accuracy of information sent or received.

REF: Board of Regents Office of Information and Instructional Technology (OIIT)  
Peach Net Acceptable Use Policy



**Heard County School System**  
**Policy & Procedures**

## **DISTRIBUTION OF THE CODE OF CONDUCT**

The Heard County Schools Student Code of Conduct will be distributed to each student upon enrollment and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct. Student codes of conduct will be available in each school and classroom.

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

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

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

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus 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 this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

## **AUTHORITY OF THE TEACHER**

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738, including establishing and disseminating procedures.

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

The principal or designee shall notify in writing the teacher and the student's parent(s) or guardian(s) 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 parent(s) or guardian(s) has received the written notification, including information as to how the parent(s) or guardian(s) may contact the principal or designee.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

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 the Georgia Character Education Program.

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

- Warning and/or Counseling with a school administrator, counselor, or other school resource persons
- Confiscation of inappropriate materials and/or devices
- Behavior Contract
- Loss of Privileges
- Isolation or Time Out
- Temporary removal from class or activity
- Notification of Parents
- Parent conference
- Corporal punishment
- Detention
- Temporary placement in an Alternative Education Program
- Short-term Suspension
- Assignment to the Alternative Education Program
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.
- Permanent expulsion from school in accordance with 20-2-751.6.
- Referral to juvenile court with a request for a petition alleging delinquent behavior.

The maximum punishment for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Heard County Board of Education policies unless State Law mandates that the punishment is to be determined by the board of education.

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

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

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

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

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. Referral to law enforcement officials shall be made if the student is referred to the disciplinary tribunal. There **are** situations that warrant the administrator making referrals to law enforcement officials when there is not a referral to the disciplinary tribunal.

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

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

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

**Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1:** A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement officials. Other weapons as defined in 16-11-127.1 or by local policy are prohibited and will result in disciplinary procedures that could include referral to a disciplinary tribunal and to law enforcement.

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

**Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions:** possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

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

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

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

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

**Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions**

**Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**

**Possession or use of tobacco in any form**

**Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.** (Substantial damage alleged to be intentionally caused by a student on school premises could justify referral to the disciplinary tribunal\* for possible expulsion or long-term suspension. Referral to law enforcement officials shall be made if the student is referred to the disciplinary tribunal.)

**Theft**

**Extortion or attempted extortion**

**Possession and/or use of fireworks or any explosive**

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

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

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

**Classroom and school disturbances**

**Violation of school dress code**

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

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

**Inappropriate public displays of affection**

**Gambling or possession of gambling devices**

**Moving and non-moving driving violations**

**Giving false information to school officials**

**Cheating on school assignments**

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

**Bullying:** Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Any finding that a child has committed the offense of bullying shall result in a parent meeting and the development of a behavior contract. This contract should be developed with input from administrators, teachers, the parents of the child, and the child.

**Inciting, advising, or counseling of others to engage in prohibited acts.**

**Willful and persistent violation of the student code of conduct.**

**Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal. Each local board of education is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult.

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

#### **DEFINITION OF TERMS**

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



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

**Bullying:** In accordance with Georgia law, the term “bullying” means an act which occurs 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;
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 such as term 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.

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

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

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

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

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

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

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

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

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance 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.

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

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

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

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

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

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

**Weapons:** Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
1. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

#### **Unsafe Schools Designation**

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

#### **Disciplinary Tribunal Hearings**

The Heard County Board of Education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

The Heard County Board of Education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. §20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751-.2.

#### **Bus Conduct**

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

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

#### ***“DON'T LOSE YOUR RIDING PRIVILEGE!”***

**Follow These Rules:**

1. The bus driver is authorized to assign seats.
2. Boys shall be seated on one side and girls on the other.
3. Students shall **always** sit with their backs against the back of the seat and their legs in front of the seat.
4. Students shall observe the same conduct as expected in the classroom.
5. Students shall remain seated as long as there are seats available and the bus is in motion.

6. Students must cooperate, obey, and respect the driver at all times and realize that the driver is the sole one in charge of the bus.
7. Students shall **NOT**:
  - Leave the bus between home and school, unless they have a written request from a parent or guardian and the principal's approval
  - Hold head, arms, or any object out of the window
  - Eat, drink or use tobacco
  - Yell, use bad language, or tussle
  - Throw paper on the floor, or abuse the bus in any way
  - Interfere with or endanger the safety of or well-being of others
  - Use reflective devices including laser pointers, mirrors, etc.

Students shall obey any other rules stated by the driver and approved by the Superintendent. The following specific provisions shall govern student conduct and safety on all school buses:

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

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

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

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

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

(3) Students shall be prohibited from using 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. These resources include Student Support/Child Study Teams, school counselors, Behavior Intervention Plans, Behavior Management Plans, alternative education programs, peer mentoring, etc.

#### **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way 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.

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

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

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

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

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

### **CELL PHONES**

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

1. The cell phone should not be turned on at any time during the instructional day without the specific permission and approval of a school administrator.
2. Any student violating this rule will have their cell phone confiscated and it will be returned only to the parent of the student with the student not being allowed to possess a cell phone at school again for the remainder of the school year.
3. Further, the School System reserves the right to inspect any and all information contained on a cell phone which has been used in violation of these rules, including phone numbers, inappropriate pictures, voice and text messages.

Students violating these rules will be punished in accordance with the code of conduct.

### **CLUBS**

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

Board Policy: JCDA

### **STUDENT ATTENDANCE**

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

#### **Excused Absences**

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

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. Registering to vote or voting in a public election, which shall not exceed one day.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

#### **Students Counted Present**

Students shall be counted present under the following circumstances.

1. When they are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted Present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

#### **Perfect Attendance**

Students who are present for at least one-half of the instructional day or four hours, whichever is greater, shall be counted present for perfect attendance purposes. High school students must be present at least two full blocks of instructional time to be counted present for perfect attendance purposes.

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

#### **Grades and Absences**

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

1. Absences are justified and validated for excusable reasons.
2. Make up work for an excused absence was completed satisfactorily.

#### **Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via 1<sup>st</sup> class mail or via certified mail, return receipt requested; and
2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

#### **High School Attendance Policy**

Any high school student having more than 10 excused or unexcused absences, as further set forth in this policy, in a class during a semester will receive no credit for that class unless a waiver is granted by the Attendance Committee. A student must be present in a class for at least sixty (60) minutes to be counted present in that class.

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

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

1. If all absences are excused, the student shall not be denied credit for the semester based on excessive absences.

2. If any absences are unexcused, the Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived. If so, the student shall not be denied credit for the semester based on excessive absences. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.
3. The superintendent and/or his or her designee have the authority to enact rules to carry out this policy.

### **ATTENDANCE / TRUANCY INFORMATION**

- Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdays to a public or private school or to provide a home study program for these children which meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions from the requirements of the compulsory school attendance law are provided in State Board Rule JB.
- The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor through the Magistrate Court. Upon conviction, the parent may be fined not less than \$25, nor more than \$100, imprisoned for 30 days, required to do community service, or any combination of such penalties. *See Code Section 20-2-690.1(c).*
- A child who fails to comply with mandatory attendance requirements may be adjudicated unruly and either placed on probation, required to undergo a psychiatric or other mental health evaluation, placed on supervised or unsupervised abeyance, committed to the Department of Juvenile Justice, or ordered to do community service. As a general rule, the Court is not permitted to detain such a child in restrictive custody. If a child is found to have violated the mandatory attendance laws, the Court will enter a separate protective order requiring the parent to insure the child's future compliance with the law at the risk of being held in contempt, fined and/or imprisoned. *See Code Section 15-11-67.*
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are also religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration. Unexcused absences are all failures to attend school without proper documentation.
- Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian (informal documentation), or a doctor, dentist, health center or court (formal documentation). **The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student's return to school.** The school administration will require **formal documentation** after **five (5) absences** from a class except for extreme mitigating circumstances such as a death in the family. The principal will resolve any question in determining whether an absence is excused or unexcused.
- For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level. A student who misses one-half or more of a class period will be counted absent for that class.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 3 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time. *See Heard High School Attendance policy in their student handbook.*
- The Heard County School System may file a juvenile complaint for excessive tardies and requests for early dismissals. Students may be required to serve in before or after school detention or lunch detention for excessive tardies.
- Each individual school in the Heard County School System may add additional consequences for unexcused absences at the principal's discretion. Please check your child's student handbook for additional information.

### **HARASSMENT Board Policy: JCAC**

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

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

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

The coordinator shall report the substance of the investigation, conclusions reached and recommendations for corrective action and discipline to the following persons:

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

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

The coordinator shall report to the complaint and complainant's parents, if complainant is a student, at the conclusion of the investigation the conclusions reached and the recommendations of the coordinator. If the complainant is not satisfied with the manner in which the matter has been resolved, the complainant may appeal to the superintendent, who shall review all circumstances surrounding the allegations, conduct such further investigations as the superintendent believes appropriate and take such additional action or make recommendations as the superintendent determines is warranted.

The superintendent shall inform the complainant and his/her parents, if complainant is a student, who, if dissatisfied may request this board to review further the substance of the complaint. The board will conduct a review or convene such hearings as the board believes the circumstances warrant and will resolve the matter appropriately. No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

It is the duty of all employees to report harassment forbidden by this policy to the coordinator designated below promptly.

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

### **Complaints of Discrimination/Harassment**

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

#### **The Title VI Coordinator is Federal Programs Director Ms. Sheri Calhoun**

131 E. Court Square, P.O. Box 1330, Franklin, GA 30217 706-675-3320

#### **The Title IX Coordinator is Federal Programs Director Ms. Sheri Calhoun**

131 E. Court Square, P.O. Box 1330, Franklin, GA 30240 706-675-3320

#### **The Section 504 and Americans with Disabilities Act Coordinator is Associate Superintendent Mr. Mike Roberts**

131 E. Court Square, P.O. Box 1330, Franklin, GA 30217 706-675-3320

#### **The Sports Equity Coordinator is Shane Lasseter**

131 E. Court Square, P.O. Box 1330, Franklin, GA 30217 706-675-3656

### **Federal Programs Complaint Procedure**

Any individual, organization, or agency ("complainant") may file a complaint with the Georgia Department of Education ("Department") if that individual, organization, or agency believes and alleges that a local educational agency ("LEA"), the state educational agency ("SEA"), or an agency or consortium of agencies is violating a federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. For more information, please visit [www.heard.k12.ga.us](http://www.heard.k12.ga.us) or contact the Federal Programs Director / (706) 675-3320.

### **NOTIFICATION**

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

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Or you may contact us at the following address:

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

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

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

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

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;



6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

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

### **TEACHER QUALIFICATIONS**

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

### **STUDENT HEALTH IMMUNIZATIONS**

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

### **HOSPITAL HOMEBOUND SERVICES**

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

## **Google Apps for Education (G-Suite)**

### **Student Agreement**

Heard County School District provides students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the Heard County School District.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times.

### **Acceptable Use**

Google Apps for Education is primarily for educational use. Students may use Google Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

**Limited personal use** - Students may use Google Apps for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)

- Inappropriate sexual or other offensive content
- Threatening another person
- Misrepresentation of Heard County Schools, staff or students.
- Google Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

**Privacy** - School staff, administrators, and parents (if requested) all have access to student email for monitoring purposes. Students have no expectation of privacy using Google Apps.

**Safety** - Student safety is our highest priority.

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

#### **Access Restriction - Due Process**

Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, Heard County Schools also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

#### **Consumer Safety** (Advice for Students and Parents)

**Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

**Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

#### **Digital Citizenship** (Advice for All)

**Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.

**Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

**Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

**HEARD COUNTY SCHOOLS ACCEPTABLE USE POLICY &  
INTERNET/NETWORK SAFETY AGREEMENT**  
**Student Acceptable Use Policy and Internet/Network Safety Agreement**

**Statement of Purpose**

The purpose of providing Internet and network access in schools is to support the District's educational objectives.

**Terms of Agreement**

In order for a student to be allowed access to a school computer system, computer network, software applications, including Google Applications for Education, and the Internet, parents and students must sign and return the attached consent form.

**Rules for Internet/Network Usage**

The District is providing access to its school computer systems, computer networks, district-adopted tools and devices, software applications, including Google Applications for Education, and the Internet for **educational purposes only**, including accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others. If you have any doubt about whether a contemplated activity is educational, you should consult with the principal or teacher assigned to assist you. Use of the District network and Internet is a privilege. A user who violates this agreement shall, at a minimum, have access to the network and Internet terminated and is subject to additional disciplinary action based on the severity of the violation. All users are bound by the Heard County Schools Code of Conduct and the following terms and conditions:

**Student Safety/Education**

**Cyber-bullying**

Cyber-bullying means any intentional, electronically transmitted (including the use of text messaging, instant messaging, or the posting of text or images) verbal or graphic act that a student or group of students repeatedly exhibit toward another student(s) and the behavior causes mental harm (including humiliation and embarrassment) and is sufficiently severe, persistent or pervasive. **Any cyber-bullying, harassment, or intimidation is strictly prohibited.** If a student is found to have engaged in cyber-bullying, disciplinary action will be recommended. If a student thinks that he or she is the victim of cyber-bullying, the situation should be immediately reported to an adult staff member, such as a teacher or principal. Additionally, students are encouraged to notify school staff if they suspect another student is being cyber-bullied.

**Sexting**

Sexting is the sending of sexually explicit images through any electronic media, including but not limited to text messaging, instant messaging, or email. **Sexting is strictly prohibited** and is considered a Category III offense. Sexting should be immediately reported to an adult staff member, such as a teacher or principal.

**Depictions of Prohibited Conduct**

- Never make, reproduce or distribute videos, images, sound recording, or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices.
- Never post depictions of prohibited behavior on social networking sites such as Facebook, Instagram, SnapChat, Pinterest, Google Plus, YouTube, or any other similar Web site.
- Any depictions of prohibited behavior must be immediately turned over to the school principal.

**Social Networks/Chat Rooms**

- Never post personal information, such as full name, social security number, address, telephone number, bank or credit card number, etc.
- Consider not posting photographs of yourself. Never post sensitive or inappropriate photos. If you do post a photo, consider whether it's one your mother would display in the living room.
- Assume that anything you post is on the Internet permanently.
- Do not ever agree to meet in person someone you've met on a social networking site or chat room.

## **Basic Internet/Network Etiquette & Safety Rules**

- The Heard County Schools Code of Conduct and District policies on “Plagiarism/Cheating,” “Bullying and Other Forms of Aggressive Behavior,” and “Harassment/Intimidation” apply to Internet/network conduct.
- GoGuardian will monitor and filter all student email and Google Apps content. Inappropriate or flagged messages will sent to an administrator.
- Be polite. Use appropriate language and graphics.
- Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications, including Gmail and Google Hangouts, for **educational purposes only** and with proper supervision.
- Do not sell or buy anything over the Internet.
- Do not transmit or access obscene or pornographic material; notify your teacher if you receive such material.
- Any subscription to list serves, bulletin boards, or on-line services shall be reviewed by a District-administrator and must be approved by the teacher prior to any such usage.
- Do not access the network or Internet by any means or device other than those approved by the teacher.
- Do not post inappropriate speech on any blogs, podcasts, Google Applications, or other web tools. Such tools are considered an extension of your classroom and any speech that is considered inappropriate in the classroom is also inappropriate in all uses of these web tools. This includes but is not limited to profanity and racist, sexist or other discriminatory remarks. Comments made on blogs will be monitored and - if they are inappropriate – deleted. Any student violating this rule will be subject to disciplinary actions.
- Do not use the network or Internet for any illegal activity, including (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking/cracking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under both state and federal law and will be disciplined accordingly.
- Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as the sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment of any other person.
- All of the above rules expressly apply to, but are not limited to, the use of Google Applications for Education, which include but are not limited to Gmail, Google Drive, Google Calendar, Google Hangouts, Google Docs, and Google Forms.

**Student Photos/Student Work** - Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website. Parents/guardians must indicate their written consent if they do not wish to allow us to publish their child’s photo or school work on any school related website before the item is published to the web. This written request should be sent to the school’s principal.

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

**Copyright** - All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not download copyrighted material or software without permission of the owner.

## **Network/System Security/Content Filtering**

- If an Internet/network security issue is identified, the user must notify an adult, such as a teacher, who will in turn notify a system administrator. The problem should not be demonstrated to other users.
- Do not attempt to log on as a system administrator. This action will result in cancellation of privileges.
- Do not use anonymous proxies to circumvent District-implemented content filtering.
- Do not knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- Do not install third party software without the consent of your assigned administrator.
- Do not share your passwords.
- Do not use another person's accounts or passwords.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

## **Teacher Responsibilities**

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of this AUP according to the Heard County Schools Code of Conduct.
- Provide alternate activities for students who do not have network and Internet privileges.

## **Principal Responsibilities**

- Include this AUP in the student handbook.
- Distribute handbooks to all students.
- Treat student infractions of this AUP according to the Heard County Schools Code of Conduct.
- Keep the signed Consent Forms on file for one year.
- Identify to the teaching staff those students who do not have permission to use the Internet.

## **District Responsibilities**

- Ensure that filtering/blocking software is in use to block access to sites and materials that are inappropriate, offensive, obscene, contain pornography, or are otherwise harmful to minors.
- Restrict unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Post this AUP on the district's website.

## **Laws and policies that help to protect our students online:**

### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Google Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Google Apps for Education files