HOUSTON COUNTY WIN ACADEMY

(The place where students can say, I get "What I Need")

Middle/High School Student Handbook
Supplement to the zoned school and county handbooks.

Principal
Ronnie Walker

2019-2020

"Cougars"

A Transitional Institution of the Houston County School System
Together We Teach
HCBOE Mission: To produce high achieving students.

HOUSTON COUNTY WIN ACADEMY
215 Scott Blvd
WARNER ROBINS, GA 31088
PHONE: 478-929-7828

PRINCIPAL
Dr. Ronnie Walker

ASSISTANT PRINCIPALS
Sandra Woodfork
Ami Lenderman

MEDIA SPECIALIST
Carolyn Haeusler

COUNSELOR, TITLE IX & 504 COORDINATOR
Lisa Brown

School Social Worker
Stephen Veal

ADMINISTRATIVE ASSISTANTS
Kim Farinelli
Peggi Nall

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

HOUSTON COUNTY BOE WEB ADDRESS
www.hcbe.net

HOUSTON COUNTY WIN ACADEMY WEB ADDRESS
http://www.hcbe.net/schools/houston-county-crossroads-center.aspx

HOUSTON COUNTY WIN ACADEMY
FACEBOOK PAGE
http://www.facebook.com/browse/admined_pages/?id=100003702750721#!/pages/Houston-County-Crossroads-Center/397359473653836

A Transitional Institution of the Houston County School System
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HOUSTON COUNTY WIN ACADEMY

Ronnie Walker
Principal

An Innovative Educational Center
Warner Robins, Georgia 31088
(478) 929-7828

Dear Students and Parents:

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

We look forward to working with the young people who attend our school to ensure that each one receives a quality education. Further, we strive to develop both academic and behavioral skills within our student body. These skills encompass academics, social and citizenship. These are key attributes that students will be able to use when transitioning back to their home schools. Moreover, we seek to prepare them for success beyond their home school. We want our students to be better prepared for success in life. Our hope is that the ultimate goal of each student would be to graduate from the Houston County School System in particular, but from high school in general.

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

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

Respectfully,

Ronnie Walker Ed. D., Principal

MISSION STATEMENT

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

VISION

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

PURPOSE

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

BELIEFS

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

We believe:

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

Houston County WIN Academy
Uniform Dress Code Policy

Approved-May 21, 2001 Revised- July 1, 2019

The main purpose of the dress code at Houston County WIN Academy is to minimize problems caused by giving at-risk students the responsibility to dress themselves within the norms set by the Board and society in general. Our desire is to impress upon our students that appropriate dress of some sort will be required of them once out of school in almost any work they do. The main element of the proposed code is to avoid anything that would cause undue attention to the student and may cause disruptions in the classroom.

The WIN Academy Dress Code will be enforced from the moment students enter the building each morning and will continue until the students exit the building for dismissal each afternoon.

CLOTHING

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

ACCESSORIES

1. Belts: NO oversized or western buckles.
2. Females may carry a small style purse
3. Jewelry is not allowed, NO Exceptions
4. No book bags/backpacks.
5. Required daily: classroom school supplies

As per County policy no items can be worn or brought that display pictures or imply information, regarding drugs, alcohol, gang activity, weapons or those of a sexually suggestive nature (as determined by the administration).

PHYSICAL APPEARANCE

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

WIN ACADEMY IMPORTANT INFORMATION

1. Books are not issued but may be checked out. Payment must be made for damaged or lost Media and text books.

2. Students are allowed to use the office phone for emergencies only. All transportation arrangements MUST be made prior to coming to school. **No one will be allowed to come to the office during school to call about transportation.**

3. Progress reports are sent home every 6 weeks and Report Cards are sent home twice a year, after each semester (18 weeks). It is the student's responsibility to show these to their parents, the student must sign for them from their issuing teacher. **Infinite Campus is available.**

4. Students are not allowed to bring outside beverages/food/snacks of any type into the building.

5. Students can lose bus privileges by inappropriate conduct either at the home school or on the bus.

6. No **WIN ACADEMY** student is to be on another campus unless he/she is in the assigned area waiting to board a bus. Criminal trespass charges will be filed if this rule is violated.

7. No one is allowed in the parking lot during school hours.

8. **WIN ACADEMY** students are not allowed to drive to school unless approved by the administration. Bikes may be ridden to school; however, they must be parked in the designated area.

9. Bullying and taunting will not be tolerated under any circumstances. Be respectful to others at all times. Always treat others the way you would want to be treated.

10. **Absolutely no graffiti or drawing of any type is allowed ANYWHERE at the WIN ACADEMY**.

11. Students who do not ride a bus (walkers/car riders) will be dismissed at the **2:40 p.m. bell**.

12. The **WIN ACADEMY** reserves the right to punish behavior which is subversive to the order and discipline in the school, even if such behavior is not specified in the preceding written rules.

STUDENT AND PARENT REQUIRED SIGNATURE PAGE

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

Information provided included:

1. Student handbook with behavior and dress code policies
2. County Handbook, online link access or hard copy version.
3. School Title I Handbook
4. Sex Education Information/Consent Form

PROCEDURES

Upon arrival at school:

1. Proceed directly to check-in. ALL Students Go directly to the cafeteria proceed thru the line. After eating, report directly to homeroom.
3. After arriving at school, **STUDENTS MAY NOT LEAVE THE CAMPUS** unless authorized.
4. Students must have a pass to leave the classroom.

SCHOOL MEALS

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

Arriving and Leaving Campus

Students begin check-in at 7:15 a.m. The school day ends at 2:40 p.m. Houston County Board of Education policy JGGA states that students should be off campus no more than 30 minutes after the school day ends. S**tudents loitering on campus after 3:10 p.m. will be charged with 'loitering on school grounds' and taken to the Houston County Juvenile office on Carl Vinson Parkway.** ***Under no circumstances should vehicles be in the buses only section or left in the circle driveway unoccupied from 1:30 p.m. - 2:40 p.m.***

GRADING

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

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

NC=No Credit I=Incomplete W=Withdrawal

Final Exam Exemptions; Please refer to the county High School Handbook.

WITHDRAWALS

If for any reason it becomes necessary for a student to withdraw from school, please notify the counselor immediately. A withdrawal form will be filled out once any monetary obligations or text/media center book obligations have been cleared. **This can take a day or two, so please give notice prior to arrival at school.**

CHANGING CLASSES

1. During class changes, walk directly to class.
2. During class changes, keep voices at a normal tone.
3. During class changes, walk on right side of hall.

EARLY DISMISSALS

1. If at all possible, parents should schedule appointments for after school hours.
2. Parents should send a note in the morning and avoid picking up students without notice to eliminate classroom interruptions.
3. Parents are asked to pick up the student in the office and sign the early dismissal sheet for safety reasons.
4. Students who leave school early should come to the office in the morning before homeroom to present their reason signed by parents stating the reason for early dismissal. Students are not allowed to come to the office during homeroom.
5. Students will sign out giving their destination and they will be given a slip stating the time to be dismissed. The student will show the slip to the classroom teacher at the time of the departure.
6. If students return the same day, they must come to the office to sign back in and get an admittance slip.

Report Card Dates
2019 – 2020

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

- **Middle/High school: every 18 weeks at the end of the semester (about 90 days), with progress reports issued close to six and 12 weeks of each semester.**

Middle/High School

Semesters	End Date	Date Reports Issued
Progress Report, Day 31	September 13	September 17
Progress Report, Day 60	November 1	November 5
End 1st Semester, Day 89	December 20	January 7
Progress Report, Day 120	February 21	February 25
Progress Report, Day 150	April 10	April 14
End 2nd Semester, Day 180	May 22	May 27

HOUSTON COUNTY WIN ACADEMY

Ronnie Walker, Principal

Student Standards of Behavior

I UNDERSTAND THAT IN RESPONSE TO THE PRIVILEGES AFFORDED ME AT THE WIN ACADEMY, I AM RESPONSIBLE FOR MY BEHAVIOR. I UNDERSTAND THAT A VIOLATION OF ANY OF THE USUAL STANDARDS OF BEHAVIOR IN PUBLIC SCHOOLS MAY RESULT IN SUSPENSION AND/OR LOSS OF ATTENDANCE PRIVILEGES AT THE DISCRETION OF THE PRINCIPAL AND *WITHOUT A HEARING*.

Students are responsible for:

1. Attending school and participating in class every day.
2. Being in uniform.
3. Being prepared with classroom school supplies every day.
4. Being at school before 7:55 a.m. each day. (**Arrival after 8 a.m. will result in student being marked tardy**.)
5. Conduct on transportation and behavior at home school. **Transportation is a privilege - not a right**.
6. Students will NOT be dismissed until 2:40 without prior written notification provided to the school office that morning.

Violations which will warrant in-school/home suspensions, banned from HCBOE property include, but are not limited to:

1. **Any behavior that is considered to be subversive to the order and discipline of the school.**
2. Terroristic threats/bullying students.
3. Disrupting the school and/or staff.
4. Using profane, vulgar, or obscene words.
5. Possessing contraband other than drugs, weapons or alcohol.
6. Abusing another's and/or school property.
7. Showing disrespect for authority.
8. Stealing.
9. Cheating.
10. Displaying inappropriate physical affection.
11. Criminal trespass. (Each school has a designated area for Crossroads students who are riding the bus).
12. Use/possession of tobacco.
13. Gang related activities.

Violations which could warrant *immediate expulsion* from HOUSTON COUNTY WIN ACADEMY are:

1. ***Use, possession, distribution or being under the influence of drugs or alcohol.***
2. ***Possession or use of weapon.***
3. ***Profanity/vulgarity directed at staff.***
4. ***Fighting, physical abuse, assault/battery towards students/staff.***
5. ***Repeated violations of rules/regulations resulting in an accumulation of ISS/Home suspensions:***
6. ***Felonies Charges off campus, or behavior that may be deemed unsafe for the student body and/or staff.***

Conduct

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

Dear Parents, please note this change to Houston County's policy:

After researching the system procedure, the course of action for managing unexcused tardies will be: All unexcused tardies will now be addressed as discipline matters. Consequences for this infraction may result in: ISS (In-School-Suspension), or Saturday School. The Houston County School System believes that students should arrive at school on time and be prompt in their attendance to class each day. We value every instructional minute that is available, and try to maximize those minutes to insure the academic success of our students. We encourage you to help us protect this time in eliminating missed instruction time due to tardies.

Sincerely,
Dr. Ronnie Walker
Principal,
Houston County WIN Academy

Please be aware Saturday School will be served on the day(s) assigned by the administrator, from 8-11:30am. Student must arrive on time NO LATE ARRIVALS will be admitted.
Saturday School may also be used as a punitive measure in other types of discipline matters as deemed appropriate by the administrators.

Houston County WIN Academy

In-School Suspension: Rules, Procedures, and General Information

RULES

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

PROCEDURES

1. Upon arrival to school, clear check-in, report to breakfast, and then report to ISS.
2. All students in ISS will be pulled with the Behavior Intervention Specialist and complete a behavior worksheet to reflect on the behavior that put you in ISS.
3. Dismissal: leave ISS when you are dismissed by the teacher. Leaving ISS prior to your bus being called or the 2:40pm bell, you will receive one extra day of ISS.
4. Any absence from ISS will be made up, upon your return to school.

GENERAL INFORMATION

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

5. MAJOR INFRACTIONS

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

6. MINOR INFRACTIONS

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

Houston County WIN Academy
Internet/Computer Acceptable Use Policy

This internet/computer use policy is superseded by any and all policies set forth by the Houston County Board of Education.

******Computer(s) is defined as all computer units, printers, keyboards, drives, monitors, mice and software.

Educational Use

- Computers are to be used for educational purposes only. This includes, but is not limited to, classroom activities, career development, and teacher specified self-discovery activities.
- Computers within the HCRC are not considered public access vehicles. Administration reserves the right to restrict access to certain sites and materials deemed inappropriate for student use.
- Computers are not to be used for commercial purposes. This includes, but is not limited to, selling, purchasing, or soliciting materials and goods online.
- Computers may not be used for chat rooms or forums or to solicit political gain.

Internet Access

Student will have internet access through Houston County Board of Education for educational purposes only.

- Transmission of personal contact information of student's names, addresses, phone numbers, school address and other relevant data is not permitted.

The following are considered illegal activities and as such may be punishable.

- Students shall not attempt to gain unauthorized access to any Houston County Board of Education system or any other system outside beyond their authorized access. This includes, but is not limited to, attempting to log on under someone else's identity, attempting to access another person's computer or files.
- Deliberate attempts to disrupt or destroy the computer or computer system via viruses, changing of settings or going beyond the authorized parameters are considered illegal.
- Any attempt to sale or procure alcohol or drugs.
- Any type of criminal gang activity.
- Any form of threatening the safety of another person or destruction of a person's property.
- Any violation of local, state, or national laws.
- Language that is profane, obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful is not allowed.
- Information/Comments that could cause damage, disruption, indicate personal attacks, including prejudicial or discriminatory attacks, harassment of another person or comments that contain defamatory information against another person/group is strictly prohibited.
- Access to material that is profane, obscene, pornographic, promotes illegal acts, violence or discrimination is restricted. If such material/sites is mistakenly accessed the teacher or technology coordinator must be notified immediately. This protects your claim against any violation of policy.
- Downloading of files/programs is prohibited unless prior permission is given by a school official or technology coordinator.

Any and all material on your computer or material accessed is subject to review at any time by teachers, school officials, or technology coordinator. In other words, you have very limited privacy with respect to the computer.

The Houston County Board of Education places no warranty either expressed or implied on the computers, the network or internet with respect to safety, privacy or offensive sites.

Internet Acceptable Use Agreement and BYOD Understanding

Parent / Guardian / Student Agreement (Signed copy in application)

Please read policy IFBG – Internet Acceptable Use Found in Your Child's Handbook
(Reminder: WIN ACADEMY IS NOT A BRING YOUR OWN DEVICE SCHOOL)

As the parent or guardian of this student, I have read the Terms and Conditions for Internet access in policy IFBG in my child's handbook. I understand that this access is designed for educational purposes and the Houston County School System has taken available precautions to eliminate controversial material. I also recognize that it is impossible for the school system to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired through the Internet. Further, I accept full responsibility for supervision if and when my child's use of the Internet is not in a school setting. I hereby give permission for my child to use the Internet on resources provided by the Houston County board of Education and certify that the information on this form is correct.

I also have read and understand the B.Y.O.D. procedures and furthermore I acknowledge that the school district has the right to collect and examine any device that is suspected of violating school rules and/or procedures.

High School Bell Schedule

8:00-8:50 1st period
8:51-9:41 2nd period
9:42-10:32 3rd period
10:33-11:45 4th period
A: •1st lunch- 10:33-10:55 •4th period- 10:55-11:45
B: •4th period- 10:33-10:55 •2nd lunch- 10:55-11:17 •4th period-11:18-11:45
11:46-12:34 5th period
12:35-1:25 6th period
1:26-2:15 7th period

Middle School Bell Schedule

8:00-8:50 1st period
8:51-9:41 2nd period
9:42-10:32 3rd period
10:33-11:23 4th period
- ***3rd lunch- 11:24 – 11:45 4th Period***

11:46-12:34 AO Cougar Time
12:35-1:25 5th period
1:26-2:15 6th period

HS Cougar Time -AO Schedule

8:00-8:50 1st period
8:51-9:41 2nd period
9:42-10:01 AO COUGAR TIME
10:02-10:52 3rd period
10:53-11:59 4th period
A: •1st lunch- 10:53-11:13 •4th period- 11:14-11:59
B: •4th period- 10:54-11:14 •2nd lunch-11:13-11:33 •4th period-11:34-11:59
12:00-12:45 5th period
12:46-1:30 6th period
1:31-2:15 7th period

Basic Clinic Information from the County Nurses
Guidelines for teacher and school use and parent information
Note: The WIN Academy does NOT have a med-tech and will use these guidelines for student care.

If a student has a small cut (paper cut, scratched open a bug bite, abrasion from playground etc.) they can clean it with soap and water and put a bandage on themselves. School staff is not allowed to use alcohol, hydrogen peroxide, or antibiotic ointment on kids. (Teachers will have a bagged medical kit at the first of the year to use for minor first-aid)

If a student pokes himself with a pencil, it needs to be cleaned with soap and water and if possible, covered with a bandage. The only time the student needs to contact home is if the lead broke off and is embedded in the skin. A child will not get lead poisoning as pencils are made from graphite.

If a student complains of a stomachache just before lunch and doesn't appear ill, we try to have them try lunch and wait at least 30 minutes after lunch and try the restroom before sending them to the clinic or to call home. The same goes for headaches….wait and see if eating or drinking helps solve the problem. (This can also work for breakfast.)

If a student says they feel like they are going to vomit please have them do it in the trash can instead of the bathroom. This way, there will be no doubt whether the student actually vomited or not. Plus, if they are vomiting, they have the means to get to the clinic without being "stuck" in the bathroom (to insure student safety) also we can assure the parents the claim is legitimate.

If a student says they are ill, teachers will not tell them to go call their parent, unless of course an emergency situation exists. All students who are ill must follow the county clinic guidelines, so they can be observed. This way, the parent can be provided with all pertinent information related to their student's illness and may help them make the best decision regarding their child. The teacher will contact the office and then will be notified as to when to send the student.

Schools are limited in what can medically be done for a student. Medication can only be given if a parent has sent some to be kept at school, this includes Tylenol and other such Over-the-Counter medications. There are limits on what types of medication can be given as well We are prohibited from applying antibiotic ointment or burn cream to children. The best we can use, and the thing that is most effective, is simple soap and water to clean cuts and abrasions.

Parents, you know your student best, so if they are not acting themselves or have said something specific to you about an illness or injury, please include that when communicating with the school

Finally, if ever in doubt the staff will make the proper contact. It is better to be safe than sorry.

Thanks!

Your School Nurses

HOUSTON COUNTY WIN ACADEMY STUDENTS

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

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

Alternative school students are not allowed to drive to school unless approved by the administration. If you are found parking on another campus, your car will be towed and you will be suspended home.

Arriving and Leaving Campus

Students begin check-in at 7:15 a.m. The school day ends at 2:40 p.m. Houston County Board of Education policy JGGA states that students should be off campus no more than 30 minutes after the school day ends. Students still on campus after 3:10 p.m. will be charged with 'loitering on school grounds' and taken to the Houston County Juvenile office on Carl Vinson Parkway.

*If parents/guardians pick up students during afternoon bus dismissal, they must either pull up into the circle in front of the building or park in the parking area. Under no circumstances should vehicles be in the buses only section.

Ronnie Walker, Ed.D.
Principal **Houston County WIN Academy**
478-929-7828 Ext. 49107
Fax 478-929-7118

(Excerpts of page 6 of the student application.)

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

School Liaison and School Resource Officers
Houston County Sheriff Department and/or
Warner Robins Police Dept.

Houston County WIN Academy
An Innovative Educational Center
215 Scott Blvd.
Warner Robins, Georgia 31088
478-929-7828
Fax 478-929-7118

Middle/High School AP
Ms. Sandra Woodfork
Counselor
Ms. Lisa Brown

Principal
Dr. Ronnie Walker

Middle/High School API
Dr. Ami Lenderman

Parents;

When a **student or parents legal residence changes** there are notifications that must be made and documentation that must be provided.

No matter where the student resides, unless prior out of zone attendance has been approved, the only school and campus the student can attend or have access to will be the one for the zone where the legal guardian resides. Students can NOT ride a bus to any other campus nor can they ride a bus other than the one routed to their guardian's home without administrative permission.

When the student moves, please contact the school to receive the needed form with the directions of what documentation is needed and to where that information needs to be taken. The county requires this information be updated with-in 3 working days of the move. The required paper work can only be submitted to the school if the change in address for the guardian does not change any of the household students school zone. Please visit the board of education's web page to find the links for Central Registration should any school zones be affected. www.hcbe.net then click on parents and select Central Registration at the drop down menu. You can get the change of address form and see the zoning map there as well.

Thank you,

School Administration

Houston County WIN Academy
An Innovative Educational Center
215 Scott Blvd.
Warner Robins, Georgia 31088
478-929-7828
Fax 478-929-7118

Middle/High School AP
Ms. Sandra Woodfork
Counselor
Ms. Lisa Brown

Principal
Dr. Ronnie Walker

Middle/High School API
Dr. Ami Lenderman

Dear Parents and Students:

For the 2019-2020 school year, we are making the **Student Handbook** available electronically for viewing online. We encourage you to access our handbook by going to http://hccc.hcbe.net/ then click on Student Handbook. The purpose of this handbook is to serve as a guide for students and to inform parents about the policies and procedures of our school. Please read this handbook carefully; lack of knowledge of these rules is no excuse for breaking them.

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

Along with your application please complete these pages as required,

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

Sincerely,

Dr. Ronnie Walker
Principal

Houston County WIN Academy
215 Scott Blvd.
Warner Robins, GA 31088
Parent/Guardian Contract of Commitment
"Excellence Without Excuses"

The responsibilities of the **Parent/Guardian** are to:

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

In addition to the above requirements, the following condition is required:
Attendance at school is key to your student's academic success. Therefore, you must agree to ensure that your student(s) attends school regularly and provide excuses on days he/she cannot be present. Additionally, you should encourage your student to complete assignments which are available to him/her upon returning to school.

Houston County WIN Academy
215 Scott Blvd.
Warner Robins, GA 31088
Student Contract of Commitment
"Excellence Without Excuses"

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

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

In addition to the above requirements, the following condition is required:
Attendance at school is key to your academic success. Therefore, you must agree to attend school regularly and provided documentation excusing absences on days you cannot be present. Additionally, you should complete make-up assignments when returning to school.

Houston County WIN Academy

Dr. Ronnie Walker, Principal
Ms. Sandra Woodfork, Assistant Principal
Dr. Ami Lenderman, Assistant Principal
Mrs. Lisa Brown, Counselor

Dear Parent or Guardian:

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

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

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

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

Additional information on CEP can be found on the school nutrition website located at www.HCBE.net. If we can be of any further assistance, please contact the School Nutrition Department at (478) 322-3308 or email Robin Black, Free and Reduced Secretary, at Robin.Black@hcbe.net.

Sincerely,

Dr. Ronnie Walker
Principal

REFERENCE PAGES SPECIFICLY IDENTIFIED ON THE STUDENT AND PARENT SIGNATURE PAGE IN APPLICATION AND MENTIONED ON THE PRIOR PAGES……

ATTENDANCE POLICY & PROCEDURES

Compulsory Attendance

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

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

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

Level II
Five (5) unexcused absences.
School staff will notify parents of the truancy and request a conference with the parents to sign an Attendance Contract.

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

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

Excused and Unexcused Absences

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

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

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

Students should present a written excuse within three (3) days after an absence whether excused or unexcused. Failure to do so will result in the absence(s) remaining unexcused. Excessive/extended absences due to illness must be justified by a physician's statement.

Reminder to students who have absences that they may make up work or tests missed. The following items should be specified and included on each written excuse:

1. **The student's full printed name.**
2. **The date the excuse is written.**
3. **The date and day of absence.**
4. **Reason for the absence.**
5. **Signature of the parent or guardian.**

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

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

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

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

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

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

Medical Appointments

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

Military Family Deployment – Absences for Special Consideration

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

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

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

The form for special consideration for absences for military deployment can be obtained from the school's office. The form must be given to the principal for approval. The principal will send the form to the Assistant Superintendent for Student Services, for processing. You will then receive a confirmation letter from the Student Services office.

BUS CONDUCT

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

The bus driver shall report students who do not conduct themselves properly on a bus to the attention of the principal or his/her designee. The bus driver is responsible for the safety of all who ride the bus. Students are expected to comply with reasonable instructions given by the bus driver. The bus driver has the authority to assign seats either temporarily or permanently and to establish rules for safety and proper behavior on the bus. Bus students are not to leave the school grounds before or after school without permission. The bus driver shall report improper student behavior to the principal or appropriate person.

A student who cannot conduct him/herself properly on a bus may have the riding privileges suspended. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian shall be held responsible.

Students are prohibited from any and all acts of physical violence, bullying, sexual harassment, physical assault of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and any other unruly behavior. A meeting of the parent or guardian of the student and appropriate school district officials may be held to form a school bus behavior contract whenever:

1. A student is found to have engaged in bullying/sexual harassment; or
2. 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.

Students are prohibited from using any electronic devices during the operation of a school bus; including but not limited to cell phones, pagers, audible radios, tape or compact disc players or any other electronic device in a manner that might interfere with the school bus communications equipment or school bus driver's operation of the school bus.

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

Minor Offenses	Major Offenses
1. Failure to remain seated 2. Refusing to obey driver/monitor 3. Throwing objects on the bus 4. Improper/dangerous conduct boarding or unboarding 5. Inappropriate physical contact (Minor) 6. Excessive noise 7. Unsafe items 8. Eating/drinking on the bus 9. Discarding trash 10. Extending objects outside window 11. Other disruptive behavior	Although there may be no other bus report, consequences for major offenses begin at the third report level and proceed as reports occur. 1. Disrespect of driver/monitor/administrator 2. Fighting 3. Severe vandalism - restitution required 4. Possession of tobacco 5. Inappropriate physical contact (Major) 6. Throwing objects off the bus

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

Consequences for Infractions of Bus Conduct

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

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

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

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

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

ON TRACK TO GRADUATE?

CREDITS REQUIRED FOR PROMOTION

- 0-4.5 Credits- Freshman Status
- 5 – Credits-Sophomore Status
- 11- Credits – Junior Status
- 17 – Credits- Senior Status

NOTE: 24 Credits in the Correct Content Areas to Graduate

AREAS OF STUDY	CREDITS REQUIRED
(I) English/Language Arts	4
(II) Mathematics	4
(III) Science*	4
The 4th Science credit may be used to meet both the Science And Elective Requirement.	
(IV) Social Studies	3
(V) CTAE and/ Modern Language/Latin and/or Fine Arts	3
(VI) Health and Physical Education**	1
(VII) Electives	5

STATE REQUIRED CREDITS (MINIMUM)	24

- Required Courses and/or Core Courses.
- Three (3) credits in JROTC may be used to satisfy this requirement.

DISCIPLINE

Code of Conduct

It is the purpose of the Houston County Board of Education to operate each school in a manner that will provide an orderly process of education 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 and referred to in this Code of Conduct.

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

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, 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.

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

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

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

Authority of the Principal

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

Authority of the Teacher

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

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

shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

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

Progressive Discipline Procedures

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

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

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

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

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

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

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

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 expressly 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 home for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials

when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

Behavior Which Will Result in Disciplinary Procedures

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

- **Possession, 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 may result in suspension up to two semesters.**
- **Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol shall be subject to a minimum suspension of one full semester.**
- **Possession, sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.**
- **Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1:** A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- **Verbal Assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed 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.
- **Fighting** – Any student engaged in fighting may be subject to discipline up to and including long-term suspension at the discretion of the student's building administrator. Penalties recommended for fighting shall not be reduced or limited by, but shall be in addition to, any penalties imposed by any court of competent jurisdiction.
- **Terroristic Threats and Acts** – Any student who commits a terroristic threat or act shall be subject to discipline, including expulsion.
- **Physical Violence Against a Teacher, School Bus Driver, or Other School Personnel:** (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 reminder 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 my 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 another person.
- **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:**

First Offense	**Three (3) days ISS**
Second Offense	**Five (5) days ISS**
Third Offense	**Long-term suspension**

- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.**
- **Theft**
- **Extortion or attempted extortion shall at a minimum be suspended with the opportunity to apply to an alternative school.**
- **Possession and/or Use of Fireworks or any Explosive**
- **Activating a fire alarm under false pretenses or making a bomb threat shall at a minimum result in suspension for one full semester.**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives.**
- **Disobeying directives given by teachers, administrators, or other school staff or refusal to talk with any school administrator.**
- **Classroom and School Disturbances**
- **Violation of School Dress Code**
- Use of profane, vulgar, or obscene words or indecent exposure.
- Use of cell phone or electronic communication device during the school day.
- **Inappropriate Public Displays of Affection**
- **Gambling or Possession of Gambling Devices**
- **Moving and Non-Moving Driving Violations upon School Property and at School Events**
- **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.**
- **Bullying** – Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum, counseling and disciplinary action as appropriate under the circumstances. However, Georgia law mandates that upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- **Inciting, Advising, or Counseling of Others to Engage in Prohibited Acts**
- **Willful and Persistent Violation of the Student Code of Conduct**
- **Criminal Law Violations/Off-campus Misconduct**: A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a disciplinary tribunal.
- **Gang-Related Activity**
- **Any Other Conduct**: A student shall not engage in any other conduct not listed above subversive to the good order and discipline of his/her school.

MILITARY RECRUITMENT PROVISION - §9528 of the NCLB Act of 2001

The *No Child Left Behind Act* of 2001 (NCLB) requires the Houston County School System to disclose the name, address, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning. However, parents or individual students 18 years or older may request that the information not be released.

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice to Parents/Guardians and Eligible Students

Under the Family Education Rights & Privacy Act, you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older or those who are emancipated, your own educational records. Parents or eligible students should submit to the child's school principal a written request and identify the record(s) they wish to inspect. The child's school principal will make arrangements for access and provide notice of such arrangements.
2. Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district shall forward educational records without prior consent to another school in which the student seeks or intents to enroll.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the HCBOE to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Notice to the Public

The Houston County School District has designated the following information as directory information:

1. A student's name.
2. A school at which a student is enrolled.
3. A student's participation in official school clubs and sports.
4. A student's weight and height if he/she is a member of an athletic team.
5. Awards or honors received during the time the student is enrolled in the Houston County School District.
6. Photographs or other student depiction used in information to the public regarding awards, honors, extracurricular activities, sports or school promotions.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled, in writing, within ten (10) school days after the first day of the school year.

Notice of additional rights under the Family Educational Rights and Privacy Act (20 USC 1232g) is available through the Office of Superintendent of Schools.

SECTION 504 PARENT/STUDENT GRIEVANCE PROCEDURES

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

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

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

Dr. Zabrina Cannady, Director of Student Services
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069-1850
Phone: (478)988-6200
Fax: (478-988-6399 zabrina.cannady@hcbe.net

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

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

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

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Section 504 Coordinator. The Board of Education will act on the complaint at the next scheduled BOE meeting.

TITLE I/TITLE II PARENT/STUDENT GRIEVANCE PROCEDURES

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

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

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

Ms. Dana Morris, Director of Title and Remedial Services
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069-1850
Phone: (478)988-6200
Fax: (478-988-6399 zabrina.cannady@hcbe.net

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

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

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

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Title I/Title II Coordinator. The Board of Education will act on the complaint at the next scheduled BOE meeting.

TITLE IX PARENT/STUDENT GRIEVANCE PROCEDURES

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

The principal may make an attempt to resolve the grievance informally if the complainant expresses a willingness to participate in this informal process.[1] At his/her discretion, the principal may confer with persons having knowledge of the incident that precipitated the grievance. (*1)The school and the School System will take all necessary steps to prevent any recurrence of sexual harassment and will do what is necessary to correct its discriminatory effects on those affected by it. If the complainant does not want to participate in the informal process or the informal process does not result in a satisfactory solution, the student or parent/guardian bringing the complaint may seek relief using the formal procedures outlined below. (*4) The student alleged to have carried out the harassment may also seek relief by following the procedures outlined below. These procedures apply to complaints of discrimination/harassment prohibited by Title IX. The steps below are recommended for the most efficient resolution at the lowest level for any form of discrimination.

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

[1] Parties have the right to end the informal process and begin a formal process at any time.

Step I
The complaint shall be presented (*3) orally or in writing to the school principal, or the Title IX Coordinator if the principal is the subject of the complaint/grievance, within ten (10) calendar days after the most recent incident upon which the complaint is based. (*2) If the harassment is so severe that the complainant is unable to make a complaint within the ten (10) calendar day time frame, the number of days within which to make the complaint may be waived to provide the student/parent making the complaint sufficient time to notify the principal or Title IX Coordinator of the complaint. Any witness or evidence should be provided at the time of the complaint. All parties involved shall have the opportunity to present witnesses and other evidence. The principal or designee will conduct an investigation. The parties involved will be informed of the outcome and the principal will render a written decision within ten (10) calendar days of the filing of the complaint.

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

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

Assistant Superintendent of School Operations, Dr. Ricky Rogers, Title IX Coordinator
Houston County Board of Education
Post Office Box 1850
Perry, Georgia 31069-1850
Phone: (478) 988-6200
Fax: (478) 218-7517

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

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

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

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

ANNUAL PARENT NOTICE
Highly Qualified Status

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

This notice is to inform you of the highly qualified status of our district's teachers and paraprofessionals.

The definition of "highly qualified" was established for teachers of core academic subjects, which include English, reading/language arts, math, science, foreign language, social studies, art, music, and drama. All teachers of core academic subjects must have met the federal requirements regarding the highly qualified status by the end of the 2005-2006 school year.

Our state has always been a leader in setting high standards for the licensing of teachers and our school district works hard to bring qualified, fully licensed teachers into our classrooms. *The Elementary and Secondary Education Act of 1965 (ESEA)* gives you the "right to know" about the qualifications of your child's teachers and paraprofessionals.

Currently, our records indicate the following percentage of our teachers of core academic subjects meet the definition for being "highly qualified":

- 100% percent teachers of core academic subjects in Title I and Non-Title I Schools in Houston County are highly qualified per *ESEA.*
- 100% percent of the paraprofessionals in Title I and Non-Title I Schools are highly qualified per ESEA.

We are confident in the ability of our schools' faculties to provide the highest level of instruction for all students. As always, we appreciate and encourage your continued involvement at school and support of your child's education.

Should you have any questions, please contact your child's school or Dana Morris, Director of Federal Programs, at the Houston County Board of Education, (478)988-6200 ext. 10396, or by e-mail at dana.morris@hcbe.net.

Sincerely,

Dana Morris
Director of Federal Programs

HOUSTON COUNTY BOARD OF EDUCATION
HIGH-ACHIEVING STUDENTS

SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
HELEN HUGHES, VICE CHAIRMAN
MR. FRED WILSON, CHAIRMAN
DR. RICK UNRUH
LORI JOHNSON
DAVE CROCKETT
HOKE MORROW
BRYAN UPSHAW

Sex Education Instruction - Option to Decline

DEAR PARENTS:

The GA DOE regulations require that each local board of education develop and implement a comprehensive health and physical education program that includes sex education and AIDS prevention education. Regulations allow parents/guardians to exercise the option of excluding their child from sex education and AIDS prevention instructional programs.

A Sex Education Review Committee was recently convened by the Houston County Board of Education to review the *Choosing The Best (CTB)* materials in consideration for use. The committee was composed primarily of non-teaching parents of public school children and educators, health professionals and other community representatives. The committee also included male and female 11th-12th grade students. The committee approved of the implementation of the *CTB* curriculum with middle and high school students.

The *Choosing The Best* curriculum is an abstinence-centered, sexual risk avoidance and relationship education program. It is research-based, medically accurate, and universally applicable and inclusive. It supports the **CDC** stance that the **most reliable way to avoid the risk** of STD is to be abstinent until you enter into a long-term, mutually monogamous relationship with an uninfected partner. This type of relationship is most commonly referred to as marriage and may be referenced as such.

The program focuses on the reasons and methods to avoid at-risk behaviors. It includes lessons on making decisions, understanding healthy relationships, identifying risks, understanding consequences, knowing facts and statistics regarding STD's, and dealing with peer pressure.

The Houston County School District has chosen to participate in a Federal Title V grant opportunity that maximizes the resources available with the *Choosing The Best* curriculum. Participation in this grant requires students to complete a Pre- and a Post- Survey that does include questions regarding previous decisions as well as future intent in regards to at-risk sexual behaviors. These results do not include student names but are used to determine if the implementation of the program is linked to improved student (collective) choices (and hopefully outcomes). Data for the results of the surveys are aggregated and are not specific to any individual participant.

Parents may preview all materials, including the survey. See a list of standards on the following page. For more information on *Choosing The Best* go to http://www.choosingthebest.com/ or contact Blanche Lamb, Coordinator for Special Programs, at blanche.lamb@hcbe.net or at 478-988-6200 ext. 10193.

No action is required at this time if you permit your child to participate. Please look for your child to bring home his/her student workbook at the completion of the unit.