**HARRIS COUNTY**

**HIGH SCHOOL**

8281 HWY 116

HAMILTON, GA 31811

706-628-4278

THIS AGENDA BELONGS TO:

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HANDBOOK CHANGES**

**AND**

**AREAS OF EMPHASIS**

**FOR**

**2019-2020**

A student must be in class for seventy-five (75) minutes to be considered present in class that day.

Earbuds and headphones are not allowed to be visible in the hallway at any time before school and between classes.

Administrative Detention is on Tuesdays and Thursday afternoons from 2:45pm – 3:15 pm.

Students failing classes will not be allowed to go on field trips.

Attendance at Milestones tests is mandatory.

Semester exams may not be taken early.

Students may only enter the building in the morning through the Commons Area entrance or through the Main Entrance to the school.

Students are not allowed to wear pants or shorts or leggings with holes or excessively frayed areas. If the holes or frayed areas are patched, the patch must be on the outside of the garment and must be sewn on or permanently attached.

Any student not in compliance with the dress code upon arrival at school will be sent directly to ISS until the dress code violation can be corrected.

For the safety and well-being of everyone involved at our school, students under a physician’s care, regardless of the reason, may not return to school prior to their release date from the physician.

**Any student with a documented case of academic fraud, cheating, plagiarism, or forgery during a grading period will lose the privilege of exempting exams during that particular grading period.**

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**HARRIS COUNTY SCHOOLS**

**2019-2020 CALENDAR**

PRE-PLANNING AUGUST 2, 5-6

CLASSES BEGIN FOR STUDENTS AUGUST 7

EARLY RELEASE/PROFESSIONAL DEVELOPMENT AUGUST 30

LABOR DAY HOLIDAY SEPTEMBER 2

PROGRESS REPORTS SEPTEMBER 11

NINE WEEK EXAMS OCTOBER

END OF FIRST 9 WEEKS OCTOBER 9

EARLY RELEASE/PROFESSIONAL DEVELOPMENT OCTOBER 11

COLUMBUS DAY HOLIDAY OCTOBER 14

REPORT CARDS OCTOBER 15

VETERANS DAY/ STUDENT HOLIDAY NOVEMBER 11

PROGRESS REPORTS NOVEMBER 15

THANKSGIVING HOLIDAYS NOVEMBER 25-29

NINE WEEK EXAMS DECEMBER 18-19

LAST DAY FOR STUDENTS/END OF SECOND 9 WEEKS DECEMBER 19

IN-SERVICE/TEACHER WORK DAY DECEMBER 20

WINTER HOLIDAYS DEC. 23 - JAN. 2

IN-SERVICE/TEACHER WORK DAY JANUARY 3

REPORT CARDS JANUARY 8

MARTIN LUTHER KING HOLIDAY JANUARY 20

PROGRESS REPORTS FEBRUARY 7

PRESIDENTS DAY HOLIDAY FEBRUARY 17

NINE WEEK EXAMS MARCH

END OF THIRD 9 WEEKS MARCH 11

IN-SERVICE/TEACHER WORK DAY MARCH 13

REPORT CARDS MARCH 17

SPRING BREAK MAR. 30 – APR. 3

PROGRESS REPORTS APRIL 23

SENIOR EXAMS MAY 7-8

GRADUATION MAY 16

NINE WEEK EXAMS MAY 21-22

LAST DAY OF CLASSES (END OF FOURTH 9 WEEKS) MAY 22

MEMORIAL DAY HOLIDAY MAY 25

POST PLANNING MAY 26-27

**TESTING SCHEDULE**

**2019-2020**

**Test Dates Test Location**

 **Aug**  **EOC – MID-MONTH TESTING \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online All Subjects** **Media Lab**

**August, 2019 GRASP Testing Window Media Lab**

 **Sept, 2019 - March, 2020 GAA Testing Window**

**Sept EOC – MID-MONTH TESTING \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online (All Subjects) Media Lab**

**Oct PSAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TBD PSAT Pre-Administration TBA**

**Oct PSAT TBA**

**Oct EOC – MID-MONTH TESTING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online (All subjects) Classrooms /Media Lab**

**Oct, 2019 – April, 2020 Secure Practice Tests Administrations Classrooms**

**Nov, 2019 GRASP TESTING WINDOW Media Lab**

**Nov 8 – 19, 2018 EOC – MID-MONTH TESTING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online (All subjects) Media Lab**

**Nov – Dec EOC -WINTER MAIN ADMINISTRATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Specific Course / Dates to be Determined Classrooms / Media Lab**

**Jan – March, 2020 ACCESS Testing Window\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Media Lab9**

**Jan EOC MID-MONTH TESTING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online (All subjects) Media Lab**

**February, 2020 (TBD) ASVAB TBA\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Feb EOC MID-MONTH TESTING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online (All subjects) Media Lab**

**March EOC MID-MONTH TESTING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Online (All subjects) Media Lab**

**March, 2020 GRASP Testing Window Media Lab**

**March, 2020 GAA Portfolios Due (GADOE)**

**May AP Exams Testing Window \_\_\_\_\_**

**AP Exam Administrations JROTC Large Room**

 **April – May, 2020 GRASP Testing Window Classrooms/Media Lab**

 **April EOC SPRING MAIN ADMINISTRATION \_\_\_\_\_\_\_\_**

 **Specific Course / Dates to be Determined Classrooms / Media Lab**

 **April - May, 2020 End of Pathway Exams CTAE Labs**

 **July, 2020 GA Milestones Summer Re-test Window Classrooms**

 **Please note: Specific Course and Dates to be Determined**

**SCHOOL MAP**



**BELL SCHEDULES**

**Schedule 1: Regular Day** **Schedule 2: Club Day**

Gym Dismissal 7:45 Gym Dismissal 7:45

Cafeteria Dismissal 7:50 Cafeteria Dismissal 7:50

Warning Bell 7:59 Warning Bell 7:59

1ST BLOCK 8:00 – 9:25 Club Meetings 8:05 – 8:35

2ND BLOCK 9:31 – 10:56 1st BLOCK 8:40 – 9:45

3RD BLOCK 11:02 – 12:57 2nd BLOCK 9:41 – 10:56

4TH BLOCK 1:03 – 2:30 RESUME NORMAL SCHEDULE

**Schedule 3: Pep Rally Schedule**

Gym Dismissal 7:45

Cafeteria Dismissal 7:50

Warning Bell 7:59

1st BLOCK 9:10-10:00

2nd BLOCK 10:06-10:56

RESUME NORMAL SCEDULE

**\*BUS RIDERS DISMISSED AT 2:30 PM**

**\*\*CAR RIDERS, DRIVERS, AND STUDENTS STAYING AFTER SCHOOL DISMISSED AT @ 2:40 PM.**

**LUNCH SCHEDULE**

**2019-2020**

**#1 11:02 – 11:25 (Sec. 1) #9 11:52 – 12:15 (Sec. 1)**

**#2 11:02 – 11:25 (Sec. 2) #10 11:57 – 12:20 (Sec. 2)**

**#3 11:07 – 11:30 (Sec. 3) #11 12:02 – 12:25 (Sec. 3)**

**#4 11:12 – 11:35 (Sec. 4) #12 12:07 – 12:30 (Sec. 4)**

**#5 11:27 – 11:50 (Sec. 1) #13 12:17 – 12:40 (Sec. 1)**

**#6 11:32 – 11:55 (Sec. 2) #14 12:22 – 12:45 (Sec. 2)**

**#7 11:37 – 12:00 (Sec. 3) #15 12:27 – 12:50 (Sec. 3)**

**#8 11:42 - 12:05 (Sec. 4) #16 12:32 – 12:57 (Sec. 4)**

**HARRIS COUNTY HIGH SCHOOL**

**CONTACT INFORMATION**

Harris County High School Harris County Board of Education

8281 Hwy 116 132 Barnes Mill Road

Hamilton, Georgia 31811 Hamilton, Georgia 31811

Telephone: (706) 628-4278 Telephone: (706) 628-4206

**BOARD OF EDUCATION**

Superintendent Mr. Roger Couch

District #1 Mr. Shane Lipp - Chair

District #2 Ms. Bridgette Oliver

District #3 Mr. Garnett Ray, Jr.

District #4 Mr. Scott Green

District #5 Ms. Bethany Lucas – Vice Chair

District #6 Mr. Steve Goodnoe

District #7 Dr. Monica Sparks

**DISTRICT CONTACTS**

Central Office (706) 628-4206

Special Education Office (706) 628-4206

Food Services (706) 628-4206

Transportation/Maintenance (706) 628-4206

**HARRIS COUNTY HIGH DIRECTORY**

Principal Todd Stanfill

 Assistant Principal Laura Jackson

 Assistant Principal Donna Patterson

 Assistant Principal/CTAE Director Tim Cockrell

 Assistant Principal Clay McCall

Counselors: Tammy Bailey

 Amanda Elliott

 Nikki Greiner

 Jonathan Phillips

 Media Specialist Janet Champion

**HARRIS COUNTY HIGH SCHOOL OFFICE STAFF**

 Principal’s Secretary Lilla M. Daniel

 Bookkeeper Deborah Browning

 Data Manager

 Records Clerk/Guidance Kimberly Moxley

 Secretary Jeanie Hughes

 Secretary Debbie Slayton

 Data Secretary Myra Bledsoe

Visitor Liaison Mary Borneman

 Media Clerk Gina Durham

 CTAE Secretary Kristy Hubbard

**ENGLISH FINE ARTS**

**\*Lane Tyus \*Pamela Pope**

Toi Bone Miranda Carlsen

Kristen Cooper Valerie Longshore-Sargent

Dana Hall Brittany Kent

Tameka Hensley

Deb Hughes **FOREIGN LANGUAGE**

Brittany Hobbs **\*Maritza Alamo-Nickerson**

Tammy Pierce Jermaine Pichardo

Erin Wenzel Jennifer Robinson

Ansley Wright Megan Wright

**MATH CTAE**

**\*Emilee Braddy \*Tim Cockrell**

Kimberely AppleSeth Bierman

Jon Bentley Jay Borden

Eric Carlsen Patsy Boykin

Susan DuPont Jenny Bridges

Kathryn Early Stephen Childers

Carol Gilreath Maxine Cody

Robin Gonye Mark Howington

Angela Jones Gary Johannes

Mary Kennedy Pamela Lockhart

Amber Threadgill Ryan Miller

Sara Walsworth Olivia Prokosch

 Memory Reed

 Cheryl Rees

 Austin Shepherd

 Jim Steel

 Kennis Thomas

 Rob Grant

**SOCIAL STUDIES**

**\*Ben Allen**

Michael Arsenault

Ryan Daniel

Rwanda Gates

Ryan Freeman

Robyn Slay

Steve Westmoreland

Brooke Zuerner

**SCIENCE PHYSICAL EDUCATION**

**\*Buddy Hayes \*Mindy Johnson**

Chloe Chambers Kristy Bradley

Gary Dean Andrew Oropeza

Tim Jones Tracy Powell

Tiffany Kessler-Hopek Stephanie Ramsey

Samuelle Mangibin Mario Walker

Brittany Moss

Jennifer Rolison

Leigh Smith

Micael Steinagel

**IN-SCHOOL SUSPENSION JROTC**

Certified Staff **\*COL Jessie Ward**

 1SG Willie Sutton

**MEDIA CENTER**

**\*Janet Champion**

**SPECIAL EDUCATION SCHOOL NURSE**

**\*Lynn McMichael \*Cheryl Batts**

Clara Anderson

Kathleen Bolar

Barbara Clement

Kelly Collier **TECHNOLOGY SPECIALIST**

Stephanie Darlington **\*Neal Sandiford**

Angela Daugherty

Jamie Fox

Diana Hare

Jonathan Johnson

Zach Moss

Richard Reed

Amanda Teat

**TEACHER ASSISTANTS**

Tiffany Bonaker SPED Teacher Assistant

Penny Dixon SPED Teacher Assistant

Patricia Downs SPED Teacher Assistant

 SPED Teacher Assistant

 SPED Teacher Assistant

Sandra Moton SPED Teacher Assistant

Stephanie Sheely SPED Teacher Assistant

 SPED Teacher Assistant

Connie Wright SPED Teacher Assistant

**HARRIS COUNTY SCHOOLS MISSION STATEMENT**

The mission of the Harris County School District, the foundation rock upon which futures are built, is to ensure each student succeeds in life, through a system distinguished by:

* Students who advance at their own pace through non-traditional pathways.
* Student-driven, project-based learning.
* Teachers empowered to be creative facilitators.
* The use of state-of-the-art technology to become global learners.
* Authentic assessments aligned with real world experiences.
* The use of our community as a support system/

**HARRIS COUNTY HIGH SCHOOL MISSION STATEMENT**

**P**reparing **R**esourceful **I**ndividuals through **D**edication to **E**xcellence. **“PRIDE”**

**ALMA MATER**

Proudly stands our Alma Mater

‘Neath the sun kissed sky

We will honor, love, and cherish

Harris County High.

Daily working, daily striving

We will search for truth,

Alma Mater keep us nearer

Memories of our youth.

Hail to thee our Alma Mater

Thy ideals uphold;

We will ever sing the praises

Of the Black and Gold.

 **Harris County Board Of Education**

|  |  |  |
| --- | --- | --- |
|  | **132 Barnes Mill Road** |  |
| **BOARD MEMBERS****Steve F. Goodnoe****Bethany Lucas****Garnett Ray, Jr.****Scott Green****Morgan J. Marlowe****Shane Lipp, Chairman****Dr. Monica Sparks** | **Hamilton, Georgia 31811** | **ASSISTANT SUPERINTENDENT** |
| **(706) 628-4206** | **CURRICULUM** |
| **Fax (706) 628-5609** | **Dave Denny** |
|  |  |
| **SUPERINTENDENT** | **ASSISTANT SUPERINTENDENT** |
| **Roger Couch** | **BUSINESS SERVICES** |
|  | **Justin Finney** |
|  |  |
|  | **DIRECTOR OF FEDERAL PROGRAMS** |
|  | **Dr. Betty Dunlap** |

August 1, 2019

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act Harris County Schoolswould like to inform you that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission’s requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualification, please contact the Harris County High School Principal, Todd Stanfill at 706-628-4278.

Sincerely,

Todd Stanfill

Principal

**Harris County Board Of Education**

|  |  |  |
| --- | --- | --- |
|  | **132 Barnes Mill Road** |  |
| **BOARD MEMBERS****Steve F. Goodnoe, Chairperson****Bethany Lucas****Garnett Ray, Jr.****Scott Green****Morgan Marlowe****Shane Lipp, Chairman****Dr. Monica F. Sparks** | **Hamilton, Georgia 31811** | **ASSISTANT SUPERINTENDENT** |
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|  |  |
| **SUPERINTENDENT** | **ASSISTANT SUPERINTENDENT** |
| **Roger Couch** | **BUSINESS SERVICES** |
|  | **Justin Finney** |
|  |  |
|  | **DIRECTOR OF FEDERAL PROGRAMS** |
|  | **Dr. Betty Dunlap** |

FY 20 Parent Notifications

In accordance with the Elementary Secondary Education Assistance Act of 1965 (ESEA), parents have the right to know the following:

* Qualifications of Teachers and Paraprofessionals

For the 2018-2019 academic school year, one hundred percent (100%) of the teachers and paraprofessionals employed by the Harris County School District meet the standards to be highly qualified.

* Status for Meeting State Standards

For the 2018-2019 academic school year, no schools in the Harris County School District were identified as Reward, Focus or Priority. This means that all Harris County Schools met the State of Georgia standards for academic progress.

* Training and Credentials of Teachers and Paraprofessionals

Parents have the right to know the following regarding training and credentials of their child’s teacher:

1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.

2) Whether the teacher is teaching under an emergency or other conditional status through which Georgia qualifications or certification criteria have been waived.

3) The college major and any graduate certification or degree held by the teacher.

4) If your child receives assistance from a paraprofessional, you have the right to know the paraprofessional’s qualifications.

If you have questions or concerns about the parental rights outlined in this document, please contact the Director of Federal Programs or your child’s principal:

 Dr. Betty Dunlap, Director of Federal Programs

 (706)628-4206\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone Number

 dunlap-b@harris.k12.ga.us\_\_\_E-mail

\*\*Every Student Succeeds Act (ESSA) signed December 10, 2015 will be implemented in FY 18

**HARRIS COUNTY HIGH SCHOOL**

**RULES AND REGULATIONS**

**I. ACADEMICS/EDUCATIONAL PROGRAMS**

**ADVANCED PLACEMENT PROGRAM**

The Advanced Placement Program is an academic program of college level courses and examinations for secondary school students. The College Board sponsors the Advanced Placement Program. During the registration, AP applications will be available to any student. A GPA of 90 or above OR a teacher recommendation is required to register for an AP class.

The AP Program gives students the opportunity to pursue college-level studies while still in high school. Most of the nation’s colleges and universities offer Advanced Placement and/or specific college credits to AP students who score at a certain level on the AP examinations. AP examinations are given in May. The AP examinations are designed to give all examinees the same opportunity to demonstrate what they have learned of the college-level work offered in a secondary setting. A typical AP course is a special learning experience that may take a full academic year. The curriculum of an AP course is challenging and requires more effort and homework on the part of the student than a regular or honors high school course. It gives greater opportunity for individual progress and accomplishment and goes into greater depth with the academic material of each individual course.

The educational value of this program is that students develop critical thinking skills, fluid writing abilities, problem-solving skills and expertise in absorbing masses of material. AP students learn to deal with strenuous traditional academic settings and ultimately achieve at levels they never imagined possible. Additionally, AP students not only acquire knowledge in course content, but also develop skills in academic organization, discipline and self-confidence. These skills are transferable to all subject areas.

At Harris County High School the grades received in AP courses are “Weighted” to reflect the quality of work undertaken. Many sources serve as the basis for recruiting students for AP classes. The sources include but are not limited to student motivation and commitment to complete the course, PSAT/NMSQT scores, student overall GPA, teacher recommendations, completion of prerequisite courses where applicable, and past performances in courses in the same subject area for which student is applying.

**CHEATING/ACADEMIC FRAUD/PLAGIARISM**

Any student who cheats, plagiarizes, copies the work of others, allow others to copy work, or forges in connection with academic endeavor will receive a grade of “0” on the assignment or test. Students with repeated attempts of this nature may be subject to disciplinary action.

**Any student with a documented case of academic fraud, cheating, plagiarism, or forgery during their time in high school will be disqualified from consideration for the honor of Valedictorian, Salutatorian, and/or Senior Superlative.**

**Any student with a documented case of academic fraud, cheating, plagiarism, or forgery during a grading period will lose the privilege of exempting exams during that particular grading period**

**DUAL ENROLLMENT/MOVE ON WHEN READY (MOWR)**

Students at HCHS have the opportunity to participate in a dual enrollment program with either Columbus State University, Columbus Technical College, or online through ECORE. Dual enrollment allows for students who meet the college/university enrollment criteria to gain college credit and fulfill high school graduation requirements simultaneously. Please contact the counseling staff for information about the dual enrollment Program.

**GEORGIA VIRTUAL SCHOOL**

Georgia Virtual School provides students with online courses as part of their regular scheduled day. Students will be scheduled into GVS through an application process and seats are limited in some courses. For further information, please see your counselor.

**GIFTED PROGRAM**

The Harris County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional academic achievement in grades K-12.

A gifted student is one who demonstrates a high degree of intellectual, creative and/or artistic ability, possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

The Harris County Board of Education provides a differentiated curriculum for gifted students which consist of courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Common Core Georgia performance standards are addressed through student tasks and activities that are specifically designed to meet the needs and academic level of each gifted learner.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student’s abilities. Students who score at specified levels established by the Harris County Board of Education on a norm referenced test shall be automatically referred for determination of eligibility for gifted services (IDDD.1).

The Georgia Board of Education has set two (2) standards of eligibility (GA SBOE Rule 160-4-2-.38).

 - A student may qualify by meeting mental ability (composite) and achievement criteria.

 -A student may also qualify by meeting three (3) of the four (4) criteria: mental ability, component achievement, creativity and motivation.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements. Any test score approved by Harris County Schools used to establish eligibility shall be applicable for two (2) calendar years.

Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by Harris County Schools. A student transferring from a Georgia public school system to Harris County Schools shall meet the criteria for continuation of gifted services established by the Harris County Board of Education. Gifted Eligibility established in another state shall not be recognized by Harris County Schools.

Students must meet specific criteria established by the board of education to continue to receive gifted services. By not meeting the continuation criteria, students may be placed on probation and removed from the program.

Written consent for testing shall be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians also must provide written consent before students determined to be eligible for gifted education services can receive these services.

**GRADE DISTRIBUTION AND CLASS RANKING**

Class ranking shall be determined by the GPA of graduating seniors at the completion of the first semester of the senior year. Grades from post-secondary institutions must be received in the counselor’s office of Harris County High School by the first day of the last semester in order for those grades to be included in the class ranking. For the purposes of GPA, the following system will be used.

**GRADE DISTRIBUTION**

 90 - 100 A = 4 Points

 80 - 89 B = 3 Points

 70 - 79 C = 2 Points

 BELOW 70 F = 0 Points

**GRADE POLICY (WEIGHTED)**

A GPA/Quality Point of “1.0” will be added to any Advanced Placement course.

A GPA/Quality Point of “.5” will be added to any Honors, Dual Enrollment, Gifted, and Accelerated course. It is possible for students who participate in the above named classes to have a GPA weight over 4.0. The weighted numeric average will be used in ranking purposes to determine Valedictorian, Salutatorian, STAR Student, and Honors Graduates. The weighted grade and the grading policy will be included on the student’s transcript.

**Grade Distribution and Weight**

Grade Reg. Class Honors/Dual Enr. AP

 90-100 4.0 4.5 5.0

 80-89 3.0 3.5 4.0

 70-79 2.0 2.5 3.0

 0-69 0.0 0.0 0.0

**GRADING**

Report cards will be sent home at the end of each nine weeks. Mid-quarter reports will be sent home halfway between each nine weeks grading period. Teachers and counselors will notify seniors and their parents/guardians who are in danger of not graduating because of failing grades as soon as the problem is evident. Nine weeks exams will be given at the end of each grading period. All grades will be recorded as actual numerical averages on report cards and on permanent records, according to law. Any grade 70 or above is considered passing.

**GRADUATION REQUIREMENTS**

4 Language Arts

3 Social Studies

4 Science

4 Math

1 Health/Personal Fitness

3 CTAE and/or Fine Arts and/or Foreign Language

9 electives

28 units total for graduation

**\*Students planning to enter or transfer into a University of Georgia institution or other post-secondary institution must take two units of the same foreign language.**

**HOMEROOM/ADVISORY PERIOD**

Every student at HCHS will be assigned to a Homeroom/Advisory teacher. This faculty member will serve as their Homeroom/Advisory teacher for the entire time there are in high school. The faculty member, along with the counseling staff will assist their students with such matters as scheduling, mentoring, etc., much in the same way as faculty advisors do in college. Students will be assigned to their Homeroom/Advisory teacher by grade level and alphabetical order.

**HONOR GRADUATES/HONOR GRADUATES WITH DISTINCTION**

Harris County High School seniors who have a GPA of 3.5 or above will be recognized as Honor Graduates.  Seniors with a GPA of 3.75 or above will be recognized as Honor Graduates with Distinction. Honor graduate status will be determined by the GPA through the first semester of the senior year.   Any student transferring into Harris County High School prior to the first day of his/her last semester and who has attended schools that meet accreditation standards will qualify to be an honor graduate if transfer grades meet numeric average requirements.

**HOSPITAL HOMEBOUND SERVICES**

The Harris County School System offers Hospital Homebound Services for students who are too ill or injured to attend school. A student may qualify for regular or intermittent Hospital Homebound Services. Regular Hospital Homebound is where a student will be absent from school for at least 10 days or more consecutively.

Intermittent Homebound is where a student has a chronic illness that may require frequent hospitalizations or will be absent throughout the school year because of a chronic illness. A licensed physician or psychologist must provide medical certification verifying the illness or injury. A student does not accumulate absences while he or she is on Hospital Homebound status. You may contact your school counselor for an application. If you have any questions, you may call the School Social Worker at 706-628-4206, Ext. 1220.

**JUNIOR ROTC**

Junior ROTC (JROTC) is a high school course that utilizes the military structure to develop and improve students’ self-discipline, confidence, and pride. JROTC offers students many opportunities to participate in service learning, build leadership skills, and develop a practical understanding of good citizenship. JROTC is not a recruitment program, and students do not have any obligation to enter the military. Students must take three semesters of JROTC to fulfill the Physical Education requirement for graduation.

**MAKE-UP WORK: STUDENT/PARENT RESPONSIBILITY**

Make-up work is required for all absences, both excused and unexcused, and must be requested by the student within two days of returning to school. After the request, the teacher and student will arrange a reasonable schedule for completing the missed work. Make-up work is the responsibility of the student.

If a student leaves school the day of a test and misses the test, the student must take the test the day he returns to school. If a student knows about a test in advance and is absent the day before or the day of the test, the student must take the test the day he returns. If extended absences are necessary, parents should contact the counselor for additional information or make-up work or possible homebound teacher assignments.

**ONLINE CREDIT RECOVERY**

Students seeking to regain credit for previously taken core classes may qualify for Online Credit Recovery. Credit recovery opportunities are available both during the school year and during the summer. Students should see their guidance counselor for more information.

**PERFORMANCE LEARNING CENTER**

The Performance Learning Center (PLC) is an innovative local school and community partnership program that provides options for student academic success in an environment other than the traditional classroom setting. The PLC creates a business-like learning environment where the students complete coursework using online, computer-based classes. Through the PLC, students may recover lost credits. Admission to the PLC, in most cases, is limited to 12th grade students who need to recover lost credits and 11th grade students that are excessively off track to graduate with their class. Students transferring in to HCHS after the start of the semester who were previously on a traditional school schedule (7 period day) may be assigned to the PLC to ensure that no credits are lost.

**PRE-APPROVED ABSENCES**

Students requesting to be absent for family vacations, trips, non-school related athletic activities, etc., are required to have all missed work turned in the day of return from the absence. Requests for these types of absences should be made at least five days in advance of the foreseen absence.

**PROMOTION REQUIREMENTS**

To be promoted to the:

10th Grade student must have 7 credits

11th Grade student must have 14 credits

12th Grade student must have 20 credits

To graduate a student must have 28 credits

***Students are not promoted at the end of the first semester.***

**SCHEDULE CHANGES/REQUESTS**

Class schedules for students are developed by computer and are based on the classes selected by students during the registration process and available space in the class. Once a students’ schedule has been made, no changes to the schedule will occur except in the case of an error(s) in scheduling made by the school staff. Special requests for a student to be in particular class or with a particular teacher will not be accepted.

**SPECIAL EDUCATION**

The Special Education Program is designed to meet the needs of individual students with special needs. Referrals to special agencies concerning physical, academic, and emotional needs can be handled through the Student Support Team. The SEP is also designed to meet the needs of the academically advanced student (The Gifted Program).

Parents of children who have been referred for Special Education Services or who are receiving special education benefits have certain rights which are protected by state or federal law. A copy of these rights is available from the principal’s secretary and/or the guidance office upon request. For additional information about special Education Services, please contact Mrs. Betty Dunlap, Director of Federal Programs, Harris County Board of Education 706-628-4278.

**TEST EXEMPTIONS**

Teachers will be responsible for identifying students who are exempt. Students who have been assigned ISS, OSS or have unexcused absences during the nine week period up to the day of the test may NOT exempt.

Perfect Attendance Exemption: Students must have an average of 85 with no absences in the class to be exempted, and no more than three tardies to a class up to the first day of testing.

Academic Exemption: Students must have an average of 90 or above in the class to be exempted, and no more than three tardies to a class up to the first day of testing.

**Any student with a documented case of academic fraud, cheating, plagiarism, or forgery during a grading period will lose the privilege of exempting exams during that particular grading period.**

**504 PROCEDURAL RIGHTS AND SAFEGUARDS**

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written request for hearing.

**II. ATTENDANCE**

It is acknowledged that the amount of time actually spent in class is a good measure of a student’s academic success. Each tardy or absence means a student has lost an opportunity to learn. The following procedures will allow for close monitoring of student attendance:

**ABSENCE FROM SCHOOL/RETURNING AFTER ABSENCE**

Upon returning from an absence or early checkout, the student must:

A) Report to the attendance room to receive a pass to class prior to reporting to class on the first day back at school.

B) Have a valid note explaining the reason for the absence within three days of the student’s return to school. If a note is not returned within three days of returning to school, the absence will be counted as Unexcused. The administrator or designee will determine if absence is excused, unexcused, or administratively approved. If absence is excused or administratively approved, the student will be allowed two days to make arrangements with his/her teacher regarding making up missed assignments. If the absence is unexcused and/or no note is brought with the three day grace period, the student will be allowed to make arrangements with his/her teacher regarding making up missed assignments at a grade reduction of at least 11 points per assignment.

C) Six (6) or more unexcused days per semester will result in loss of credit, based on GADOE policy. Students that lose credit for excessive absences will a grade not to exceed 68.

**ADMINISTRATIVE APPROVED ABSENCES**

Each student at HCHS is granted three (3) Administrative Approved (AA) absences during each nine-week grading period. These absences are for such absences as family trips, non-school sponsored activities, and on days that students might be sick but does not require a visit to the doctor. Once these three absences are used, any absence that does not fall under the category as Excused, will be considered Unexcused.

**CHECKING OUT OF SCHOOL EARLY**

No student may leave campus after his/her arrival without the knowledge of both the parents/guardians and administration. A parent/guardian or designee must sign out any student leaving campus during the school day. Students who drive to school may come to the visitor’s desk to be dismissed on the authority of a phone call to the parents/guardian or designee. Failure to obtain authorization means the student will not be given permission to leave. **If a student checks out prior to being in class at least seventy-five (75) minutes he/she will not be given credit for attending class that day.**

Students who become ill during the school day should go to the nurse for assistance. Do not go to and/or remain in a rest room. Remaining in the restroom may result in disciplinary action.

Parent notes to check-out early must be left in the front office at the beginning of 1st Block for verification purposes.

All students must be signed out at the Visitors’ Desk before leaving campus. Failure to do so may result in disciplinary action.

\*Students cannot check out during the regular school day and return to school in order to participate in extra-curricular activities unless they have documented proof of a medical appointment.

**EARLY DISMISSAL DURING EXAMS**

Students have the option of leaving early during end of nine-week or semester exams provided they have the proper, parent/guardian signed documentation. **During exams, students will not be permitted to check out until the end of the period. All students departing school at the early dismissal time will exit through the commons and should be picked up in the back of the building**

**TARDY TO CLASS**

Students will adhere to teachers’ classroom tardy policy for 2nd, 3rd, and 4th blocks. Upon receiving the 4th tardy to class per grading period, the student will begin the steps of the minor discipline process

**TARDY TO SCHOOL**

The official start time for school at Harris County High School is 8:00 am. Any student reporting to school after 8:00 am is considered tardy to school, regardless of their time of arrival.

Any student arriving late to school is required to report to the visitor’s sign in desk after 8:00 to receive a pass to class or further instructions. (Note) If it is the 1st through 3rd unexcused tardy, the student will be given a pass to class. If it is the fourth or greater tardy, the student will be referred to the attendance room for disciplinary measures.

**If students arrive more than ten (10) minutes late to class, not only are they considered tardy to school or class, they are considered to be absent from class as well. If a student checks out prior to being in class at least seventy-five (75) minutes he/she will not be given credit for attending class that day.**

**OTHER INFORMATION RELATED TO ABSENCES**

Requests for early taking of final exams/nine week exams will not be granted except under extreme situations.

**HCHS is not authorized to grant requests for absences during state mandated tests.**

Absences for family vacations, trips, non-school related athletic activities, etc., during the school year will be considered unexcused unless the student has administrative approval days remaining on his or her attendance record. Requests for these types of absences should be made at least five days in advance of the foreseen absence.

**\*For the safety and well-being of everyone involved at our school, students under a physician’s care, regardless of the reason, may not return to school prior to their release date from the physician.**

**III. BEHAVIOR/CONDUCT/DISCIPLINE**

For a school to best meet the educational needs of all its students, good order and discipline

must be maintained at all times. The following is a list of general guidelines and information

regarding school discipline, proper dress for school, and the steps involved in the discipline

process for violating the expected behaviors and policies.

**BULLYING**

Bullying of any type, including cyberbullying, is not tolerated at Harris County High School and is considered to be a major discipline offense. For additional information regarding bullying/cyberbullying, please refer to the **Student Behavior Code and Attendance Protocol Manual.**

**BUS TRANSPORTATION/CONDUCT**

Every county student is provided free and reliable bus transportation as long as student’s behavior is safe and acceptable. Proper conduct on the bus is of the utmost importance because the safety and well-being of every person on the bus is at stake.

Students can and will be disciplined by the administration when behavior is not safe or acceptable. Disciplinary measures begin with a warning and can eventually proceed to a suspension from the bus service for the school term. Parents will be notified through written notice given to the student.

Students must have written permission, to include bus number and reason from a parent/guardian and approval of the administration, in order to ride a bus not assigned to the student.

**CELL PHONES/ELECTRONIC DEVICES/LASER POINTERS**

During the academic day (8:00 am-2:30 pm), students shall not use cell phones or personal electronic communication devices in the classroom or hallway between classes without permission from a teacher or school administrator. Loss, theft or damage of personal electronic devices that are brought to school is the sole responsibility of the student.

The use of laser pointers during the school day for any reason other than educational purposes designated by an instructor is prohibited. Anyone caught in violation will have their laser pointer confiscated and turned over to an administrator. Laser pointers will only be returned to a parent or guardian.

**DISCIPLINARY ACTION**

Violations of the student behavior code fall into two different categories, minor offenses and major offenses. The following information is a general description of the types of violations that make up each category, followed by the progressive discipline plan for each category. The list below is by no means all inclusive.

Minor Offenses

Distracting/Disrupting the Educational Environment

Dress Code

Inappropriate Display of Affection

Inappropriate Use of Cell Phones or Other Electronic Devices

Profanity Not Directed at School Personnel

Rude Behavior

Tardy to Class or School

Minor Offense Disciplinary Plan

1st Offense One Day Administrative/Teacher Detention

2nd Offense Three Days Administrative Detention

3rd Offense One Day In-School Suspension

4th Offense Three Days In-School Suspension

5th Offense Five Days In-School Suspension

6th Offense Two Days Out of School Suspension

7th Offense Three Days Out of School Suspension and Behavior Contract

8th Offense Suspension Pending a Tribunal Hearing

Major Violations

\*Assault/Battery/Hazing/Bullying

\*\*Criminal Activity (All Types)

Damaging School Property

Disrespectful Behavior to School Personnel

Disruptive Behavior

\*\*Drug and/or Alcohol Possession/Sale/Use

False Statements/Forgery/Perjury

\*Fighting (All Parties Involved)

Gambling

\*\*Gang-Related Activity

Inappropriate Use of Cell Phones or Other Electronic Devices

Inappropriate Use of Technology and Student-Assigned Accounts

\*Misbehavior in ISS

Profanity Directed at School Personnel

Repeated Cases of Academic Fraud or Cheating

\*\*Sexual Misconduct (All Types)

Theft/Receiving or Possession of Stolen Property

Tobacco Product Possession/Use

Unauthorized Videoing on Campus

\*Vapor Pins, E-cigarettes, Joules, and Associated Items

\*Violence (Action, Provocation, Threat)

\*\*Weapons on Campus

Major Offense Disciplinary Plan

1st Offense One Day In-School Suspension

2nd Offense Three Days In-School Suspension

3rd Offense Five Days In-School Suspension

4th Offense Three Days Out of School Suspension

5th Offense Five Days Out of School Suspension and Behavior Contract

6th Offense Suspension Pending a Tribunal Hearing

\*Violation carries a minimum punishment of out of school suspension on the first offense.

\*\* Violation carries a minimum punishment of out of school suspension pending a tribunal hearing on the first offense.

**School Administrators have the right to escalate the disciplinary process for any and all offenses.**

**DRESS CODE**

We are proud of our school effort to become a school of excellence by promoting improvement in all areas. In order to work towards this goal, a more professional style of dress will be required for the school day. The policy of Harris County High School is that good grooming and personal appearance are essential elements in the teaching and learning process and must be appropriate for school. The following guidelines are to be followed during the school day:

1) Hats, hoods, bandanas, stocking caps, wave caps, hair wraps, and sunglasses are not to be worn in the building during the school day.

2) Appropriate shoes are to be worn at all times. (No bedroom-type slippers)

3) Heavy chains, dog collars, or metal studded jewelry may not be worn at school. Heavy chains attached to wallets may not be worn. Safety pins as decorative items on clothing may not be worn.

4) Sleeveless clothing allowed if at least 2 inches in width, completely covers the back, and is tight enough that underwear does not show. The back, shoulders, and mid-section of the body are to be covered at all times. No racer-back and/or t-back shirts/tops may be worn at school. No low cut tops, spaghetti straps, halter tops, or bralettes are allowed.

5) Sleeveless clothing may not be worn by boys.

6) Pajamas/lounge pants may not be worn as outer garments. See through wind pants may not be worn.

7) Appropriate undergarments, including any and all clothing worn under the outer layer (i.e. basketball/athletic shorts), must be worn and covered by outer clothing.

8) Pants and shorts are to be worn at the appropriate waist level at all times.

9) Clothing with suggestive lettering, pictures or symbols, vulgarity, tobacco, alcohol, or drug depictions will not be allowed. Any written lettering, clothing, etc. related to gangs is not allowed.

10) Clothing depicting extreme political and social viewpoints is not allowed.

11) Dresses, skirts, skorts, shorts, rompers, and the slits of skirts/dresses must be longer than the length of the extended arm and middle finger at the shortest part, even when leggings are worn. All hemlines of scalloped skirts must conform to the dress code.

12) Students are not allowed to wear pants or shorts with holes or excessively frayed areas. If the holes or frayed areas are patched, the patch must be on the outside of the garment and must be sewn on or permanently attached.

13) Leggings, jeggings, and yoga pants, and workout pants are allowed if the shirt or upper wear falls at or below the length of the extended arm and middle finger.

14) Leggings, like all other pants, not to have holes in them, either manufactured or torn.

15) Blankets and large towels may not be carried during the school day.

16) Athletic/gym shorts, including cut off or hemmed sweat pants and athletic pants (no matter if they have pockets), are not allowed in the main part of the school building during the school day. They may only be worn in the gymnasium area of the school.

17) No mesh or see-through clothing of any type may be worn.

**\*Any student not in compliance with the dress code upon arrival at school will be sent directly to ISS until the dress code violation can be corrected.**

**\*The administration reserves the right to deem items of dress inappropriate which are disruptive to the learning process or does not meet the spirit of the dress standards. The administration also reserves the right to alter the dress code for special occasions. It is the duty of each teacher to ensure that the dress code is enforced. It is the responsibility of the parent to assist the school in ensuring that the dress code is observed. The final decision of the administration determines compliance.**

**EARBUDS/HEADPHONES**

Wearing earbuds/headphones during class is not allowed unless permission is given by the teacher. **Earbuds/headphones should not be worn or be visible in the hallway before school or during class change.** They are allowed in the cafeteria during breakfast and lunch, as well as in the gymnasium in the morning prior to the start of the school day.

**EATING AT SCHOOL/LUNCHROOM BEHAVIOR**

Eating at school is permissible only in the cafeteria during lunch hour.  **No items will be eaten during class time without administrative approval.** Teachers will be expected to monitor this during every class period. If lunch is brought, drinks must remain in lunch container or book bag until lunch.

Food is not to be delivered to students by individuals or private eateries during school hours. Due to teacher liability, class parties are not permitted without administrative approval. Individuals may bring their own lunch for personal consumption.

Students must follow these guidelines while in the cafeteria:

1) Report directly to the cafeteria at your designated time for lunch and sit in your designated section.

2) Remain orderly while in line waiting to be served.

3) If you bring your lunch you must eat in the cafeteria.

4) Chairs are not to be taken from table to table. Sit only one person to a chair. Do not go from one table to another to visit with your friends.

5) Clean off the table before you leave and properly dispose of waste, tray, and silverware.

6) Do not leave the cafeteria during your assigned lunch period. After you have eaten, remain in the cafeteria until dismissal. A student must have a pass to be in other portions of the building during lunch hours.

7) Do not take food from the cafeteria back to class.

Students who choose not to eat a school lunch may bring a lunch from home; however, **glass containers are not allowed**.

Students purchasing school lunches are encouraged to prepay for the week/month.

**EDUCATIONAL OPPORTUNITY CENTER (EOC)**

The Educational Opportunity Center (EOC) is an alternative form of school for students that have had discipline issues in the regular school setting. The EOC allows students to continue with their academic work in a more structured environment for a designated period of time. Students assigned to the EOC are not allowed on the campus at HCHS for any reason during their assigned length of stay. Seniors that complete their high school work at the EOC are not allowed to participate in activities related to the graduation, including the graduation ceremony.

**FIGHTING**

Students involved in violence of any kind - either before, during, or after school- on the campus of Harris County High School are subject to arrest, and will be suspended or referred to a disciplinary tribunal. Fighting (all parties involved in the fight) carries a minimum punishment of five days out of school suspension and, upon returning to school, five days of in school suspension.

 **INAPPROPRIATE DISPLAY OF AFFECTION**

Students should not engage in any inappropriate display of affection with another student to include, but not limited to kissing and embracing.

**IN-SCHOOL SUSPENSION**

An administrator may assign students In-School Suspension for disciplinary measures. The In-School Suspension program is designed to discipline students for noncompliance with school rules and regulations while allowing them the opportunity to continue their class work and remain in the educational setting.

**IN-SCHOOL SUSPENSION GUIDELINES**

1) Students should report directly to the ISS room at the beginning of the school day.

2) Students assigned to ISS will be required to serve the full amount of days assigned.

3) Students are required to follow the rules set forth by the ISS Director. Failure to comply with the rules may result in additional days being assigned by the ISS Director or possible Out of School suspension (OSS).

4) Students are required to complete all assignments sent by teachers in order to be released from ISS. Failure to complete all assignments may result in additional days being assigned in order to complete assignments.

5) If a student is referred to the discipline office for noncompliance with the rules of ISS and OSS is assigned, the student will be required to complete the ISS assignment upon returning to school.

6) Students who are assigned to ISS, are not allowed to participate in any extracurricular activities until they return to the normal classroom setting.

7) Students involved in extracurricular activities (athletics, fine arts, clubs, etc.) assigned to ISS for disrespectful behavior or inappropriate language directed to a faculty member will, in addition to ISS, be suspended from all extracurricular activities for one week for the first offense. Further incidences of this nature may result in their removal from any/all activities.

**OUT OF SCHOOL SUSPENSION**

Any student suspended from school cannot be on campus for any reason until they return to school. A student who is suspended from school will be given the opportunity to make up work. If a student is suspended for three days or less, the student will be responsible for getting his/her own assignments upon returning to school. Arrangements must be made with the teacher as to when the assignments are due. If a student is suspended from school for a period greater than three days, upon student/parental request, assignments will be sent to the receptionist for the parent to pick up.

**STUDENT BEHAVIOR CODE**

In addition to the rules in this agenda, please refer to the Student Behavior Code and Protocol Book for specific information regarding disciplinary codes, etc.

**TEACHER AND/OR ADMINISTRATIVE DETENTION (MORNING AND AFTER-SCHOOL)**

Teachers and school administrators can assign detention for minor classroom problems, dress code violations, and class rule violations. Failure to remain for detention will result in ISS placement. If a student misses a detention due to being absent or checking out early, the detention will be rescheduled.

Teachers may assign students morning and/or afternoon detention. Administrative Detention is on held after school.

**(Administrative) After School Detention:** After School Detention will be conducted every Tuesday and Thursday throughout the school year in the ISS Room. The times are from 3:20 pm – 3:50 pm. Students will be required to sign in as a record of attendance. Students arriving late for detention will not be credited for attendance that day and will be required to make up the missed detention.

**UNAUTHORIZED VIDEOING AT SCHOOL/IN CLASS**

Students should never, for any reason, video another student or faculty member without receiving prior permission to do so on school grounds. This also includes posting of videos previously taken during school hours. For that reason, if a student chooses to do so, they are subject to disciplinary action.

**IV. GENERAL INFORMATION**

**ATHLETICS**

Participation in athletics at Harris County High School is a privilege afforded to students who meet GHSA eligibility requirements and also meet and adhere to HCHS policies and guidelines regarding, academics, attendance, and conduct.

**Attendance:** Athletic participation is limited to full time students (including students in the MOWR program) enrolled at Harris County High School. Students involved in athletics are required by HCSD and GHSA regulations to be in attendance at least one half of the school day in order to participate in a practice or game that day. Students that check out of school during the day for any reason other than a medical appointment may not return to school for athletic practices or games.

**Discipline:** All students participating in athletics at Harris County are expected to conduct themselves properly and in accordance with HCHS policies and procedures at all times. Failure to do say may result in the student-athlete being suspended or removed from the team. Student-athletes assigned to ISS or OSS are not allowed to participate in practices or games until he/she returns to the normal classroom setting. (Exp: A student whose last day in ISS/OSS is on a Friday cannot return to participation until Monday). Student-athletes assigned to ISS for disrespectful behavior or inappropriate language directed to a faculty member will, in addition to ISS, be suspended from all extracurricular activities for one week for the first offense. Further incidences of this nature may result in their removal from all extracurricular activities.

**Athletic Scholarships:** One of the highlights of having an athletic program for students is to see them fulfill their goal of being able to participate in athletics at the college level. The Athletic Department will, along with the school counseling department, and parents of athletes, be responsible for coordinating four Athletic Signing Ceremonies per school year.

Fall Signing Ceremony: This signing ceremony will take place in November and will include student-athletes who will be signing a National Letter of Intent (NCAA Division I, II, NAIA, and NJCAA) and receiving scholarship money for athletics.

Winter Signing Ceremony: This signing ceremony will take place in February and will include student-athletes who will be signing a National Letter of Intent (NCAA Division I. II, NAIA, and NJCAA) and receiving scholarship money for athletics.

Spring Signing Ceremony: This signing ceremony will take place in late April or early May and will include student-athletes who will be signing a National Letter of Intent (NCAA Division I. II, NAIA, and NJCAA) and receiving scholarship money for athletics.

During the Spring Signing Ceremony for scholarship athletes, HCHS will also recognize those student-athletes who are continuing his/her athletic career at an NCAA Division III school, or has preferred walk-on status at a college or university.

**AUTOMOBILES**

**Student Parking:** Students must park only in designated areas, must park their car upon arrival and must leave the parking lot immediately. Students are not permitted to cruise around or through the campus the campus in mornings or afternoons, nor blare their radios while on the school campus.

Students who drive to school are required to register their vehicles. A set of driving rules will be issued. Students who violate the driving rules will be subject to disciplinary action and the possible loss of driving privileges. **There will be a charge for this parking privilege.**

The Harris County High School Administration has developed the following procedures and fees:

1) The parking fee will be $40.00 per year. All students must provide a valid driver’s license, and proof of insurance before a parking permit will be issued.

2) Each student will be given a parking permit to hang on their rear view mirror. Students/Staff will be required to display the permit each day.

3) Parking permits can be purchased in Mr. Cockrell’s office.

4) Students are subject to a fine of $5.00 for parking on campus without a permit or for violating parking guidelines.

5) Driving privileges may be revoked if student has excessive disciplinary referrals or attendance issues.

6) A student’s car may be searched if there is reason to believe that a weapon, drugs, or other illegal item may be in the car.

**BRING YOUR OWN TECHNOLOGY (BYOT)**

Technology has become an important part of education. Teachers are incorporating the use of technology in the class as part of daily instruction. Students may use privately owned wireless and/or portable electronic hand held equipment for instructional purposes during class under the direction of the classroom teacher and upon signing the HCSD Acceptable Use Agreement.

Teachers will develop class rules for BYOT that follow the HCSD policies for their classroom.

**CAMERAS**

PLEASE BE ADVISED THAT HARRIS COUNTY HIGH SCHOOL USES CAMERAS INSIDE AND OUTSIDE OF THE BUILDING TO MONITOR THE PREMISES.

**Car Rider Pickup**

Students who are car riders must be picked up in the front of the building by 4:00.

**COLLEGE VISITATION**

Juniors and Seniors are allowed two college visitation days per school year. At least 3 days before the visitation day, the student’s counselor must receive a letter of intent written by the parent and signed by all of the student’s teachers. Some evidence of actually having visited the college must be presented to the counselor after the visitation. Students are counted present if teachers approve the request in advance from the guidance office.

**CONFERENCES**

Parents and teachers are encouraged to keep in touch. To schedule a conference with a specific teacher or teachers, please call the receptionist for assistance.

**EMERGENCY PROCEDURES**

Fire drills and tornado drills are mandated by law. Fire drills are signified by a special alarm horn that continues to sound for a long period of time.

1) Students are to go directly to the exit which is designated for the class to which they are assigned.

2) Students are to move quickly in single line and silently to avoid confusion.

3) When you hear the alarm sound, remember that it is a drill and should be treated as such.

4) Follow the directions given by your teacher and stay with your class at all times.

Tornado drills are signaled by three long tones over the P.A. system. Students are to remain quiet and follow the directions posted in the classroom and given verbally by the faculty.

**END OF SCHOOL DAY**

Students are asked to leave the school campus immediately after the close of the school day. If a student is participating in an extra-curricular activity, the sponsor of the activity is responsible for the direct supervision of the students, and will remain on campus with students, until all students are gone. The sponsor of the activity should have a designated area for students to wait. Under no circumstances are students allowed to roam through the building or on campus.

**EQUITY STATEMENT**

Title IX

Title IX is a federal law which protects students and employees from sex discrimination. Its regulations apply to all educational programs, preschool through graduate school, which receives federal aid. Any school system that receives federal money, services or property must comply with Title IX.

Equity

For information pertaining to equity please refer to the following information:

TITLE 20. EDUCATION

CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION

ARTICLE 6. QUALITY BASIC EDUCATION

PART 14. OTHER EDUCATIONAL PROGRAMS

O.C.G.A. § 20-2-315 (2009)

§ 20-2-315.

**FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) you have a right to:

1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records. Educational records maintained for your child are:

Type of Record(s) Location(s)

Contact Person(s)

Special Education (Back-up File) HC Board Office

Special Education Director

Special Education Due Process File HC Schools

School Building Principal

Cumulative File School

School Building Principal

Regular Education File School Building Principal

2) Request the 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;

3) Consent to disclosures or personally identifiable information contained in the student’s education records, except to the extent that the Act authorizes disclosure without consent;

4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64, concerning the alleged failures by the Harris County Board of Education to comply with the requirements of the Act or the regulations promulgated hereunder; and

5) Obtain a copy of the policy which the board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the central office of the Board of Education at P.O. Box 388, Hamilton, Georgia 31811 or on-line. (www.harris.k12.ga.us)

**FIELD TRIPS**

Properly planned field trips, that are academic in nature, serve as an integral part of the instructional program and are a valuable part of the learning experience. Students will be marked as excused for planned field trips. Students returning from a field trip prior to 2:00 are to report promptly to their assigned class. Students returning after 2:00 are to report to the sponsoring teacher’s classroom. **Students not in good academic standing in all classes may be denied the opportunity to participate in field trips.**

**FINANCIAL RESPONSIBILITIES**

Students will be required to pay for:

1) Damaged or lost textbooks or library books or other media (Full replacement value)

2) Damaged school or personal property (Full replacement value)

3) Parking Permit/Replacement Permit/Parking Fines

4) Additional Transcripts

5) Graduation fees

6) Media Center fines

Students must clear all financial obligations before receiving a schedule of classes, transcripts, before a student will be allowed to participate in graduation activities.

**FUND RAISING**

 All fund raising activities by student must be approved by the building principal and Superintendent and must conform to the policies of the Harris County Board of Education and the State Board of Education.

Games of chance, raffles, lotteries, and popularity contests based upon raising of money are prohibited. The selling of articles or subscription in or through any school in the system must be approved by Harris County Board of Education.

Each organization, team, club, etc., is limited to three fundraising activities per year beginning July 1st and ending June 30th. Organizations that have booster clubs may not have additional fundraisers. For example, the football team and their booster club operates as one unit with regards to fundraisers.

It is also the policy of this Board that the principal has the supervision of all fund raising activities in the school.

**GUIDANCE COUNSELING**

Students may see their counselor for the purpose of discussing concerns, academic records, planning course selection, or addressing career vocational goals. If you have an emergency, contact the counseling office for a conference.

**HALL PASSES**

No student is allowed to pass through the halls during classes without a student agenda, which shall serve as a hall pass issued by the teacher. The teacher or staff will list destinations in the agenda. All faculty members have the right to check school agendas when students are out of

**INFINITE CAMPUS**

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about the students in the Harris County School District.

The Parent Portal is a confidential and secure website where parents/guardians through a secure log-in process may access information about their child through an Internet connection at home, the workplace or any public library. Email hyperlinks facilitate communication with classroom teachers. In addition, schools may post important information on the home page, such as events, notices, etc., as well as view or print report cards.

Only parents and guardians designated with legal rights to student records may receive a Parent Portal account. Each parent/guardian with such rights receives their own separate account. Accounts ARE NOT shared among more than one parent/guardian within households.

The Infinite Campus Parent Portal is located at:

http://www.harris.k12.ga.us. Click on the Campus Icon.

**INSURANCE**

School Insurance is available. Students will receive information during the first week of school. All students involved in extra-curricular activities are required to have some type of insurance coverage.

**INTERNET USE POLICY**

It is the policy of the Harris County Board of Education to implement best practices in the use of cutting edge technology while providing systems to protect and guide students as they learn how to become successful digital citizens. This includes, but is not limited to, instruction about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required by the Children’s Internet Protection Act. See board policy code IFBG.

**LOCKERS**

Lockers are provided for student use for a rental fee.

**LOST AND FOUND**

All articles that are found should be returned to the main office. Students are encouraged not to bring large sums of money or valuables to school. The school is not responsible for personal property.

**MEDIA CENTER POLICIES**

1) The Media Center will open from 7:45 a.m. to 3:45 p.m., when school is in session.

2) A student must possess a pass, with teacher signature, and purpose of visit in order to utilize the media center during class time.

3) Books may be checked out for a period of two weeks, and renewed thereafter, if desired.

4) Reference materials are checked out for overnight only.

5) Fines for overdue books are .25 per day for reference books and .10 per day for all other books.

6) Students are notified of their delinquencies, verbally and in writing.

7) Lost books are paid for at the current replacement price.

8) Printing costs are .10 per page for black and white copies, and .25 per page for color copies.

9) Students are required to stay on task or they will be asked to leave the Media Center. If a student is asked to leave, the media specialist will notify the student’s teacher.

10) Students should have the Internet page in their agenda signed by a parent/guardian in order to access the Internet.

**MEDIA DISPLAY OF STUDENTS**

Harris County High School offers numerous media facets to showcase features on our campus through our internet web site on which pictures and quotes are selected to appear. The student’s first name and grade may be listed along with his/her work. Last names and addresses will never be posted on the web sites. Parents reserve the right to deny permission to post student work and/or pictures.

If you do not wish to give permission for your child/children to be featured by HCHS Media, including no picture in the yearbook, you may complete an opt-out form.

**MEDICINE AT SCHOOL**

All medication, prescription and non-prescription, which is brought to school by students must be registered with the school nurse or approved clinic attendant by 8:05 a.m. All medicine must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times of dosage. Students shall not be in possession of any type of medication during the school day. Medications transported on the bus by students must be inside purses or book bags and must not be shown to other students or shared with other students. Possession and/or distribution of medicines (prescription or non-prescription) by students at school may be considered a “drug” violation unless the above stated procedures are followed.

If exceptional circumstances exist wherein a child is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or designee may administer the medication in compliance with the following regulation:

1) Written instructions signed by the parent shall always be required and shall include:

 a. student’s name

 b. name of medication

 c. time medication is to be administered

 d. required dosage

 e. list of possible side effects

 f. termination date for administering the medication, and

g. other information which may be requested of the parent by the principal or the principal’s designee

2) The principal or his/her designee shall:

 a. inform appropriate school personnel of the use of medication.

 b. keep a written record of the administering of medication

c. keep the medication in a locked cabinet or drawer at all times when not being administered

d. return any unused medication directly to parent. Medication that must be returned to students may be picked up from the nurse’s office at 2:55 p.m.

3) The parent(s) of the student must assume responsibility for informing the principal’s designee of any change in the child’s health or change in medication.

4) The school district retains the right and discretion to reject requests for the administering of medication for any good and sufficient cause.

5) No medication shall be administered at school unless a current Medical Authorization and Release form has been completed and signed by the student’s parent or guardian.

6) The principal or his/her designee shall follow the instructions provided on the Medical Authorization and release form, a copy of which is (JGCD-E) incorporated by reference to this policy.

7) A copy of this policy will be provided to parent(s) upon their request

**OUT OF COUNTY STUDENTS (ENROLLMENT)**

Harris County High School does accept students that reside outside of Harris County under certain conditions. Those conditions are as follow: (1) space is available; (2) student has no major discipline issues from their previous school or legal issues; (3) student is in good academic standing from their previous school and is on track to graduate; (4) payment of out-of-county tuition. Tuition for out-of-county resident students is $4,400.00 per school year.

Out-of-county students may continue to attend Harris County High School as long as the student meets the conditions listed above. Failure to do so at any time may result in their immediate removal from school.

Students attending Harris County High School as out-of-county residents that violate a school rule resulting in home suspension or suspension pending a tribunal hearing will be immediately removed from the school. Out-of-County resident students are never allowed placement in the Harris County School District EOC (Alternative School) or the Harris County School District PLC (Performance Learning Center).

**OUT OF COUNTY TUITION**

Parents/Guardians of any student residing out-of-county enrolled in the Harris County School System who are eligible to pay tuition shall be responsible to see that tuition is paid. If an out-of-county student is discovered by school officials to be attending Harris County Schools without paying tuition, the student will be immediately withdrawn from school. The student shall be eligible for re-enrollment as an out-of-county student only upon payment of all unpaid tuition plus a premium of fifty percent (50%) of the unpaid tuition. If the unpaid tuition and premium thereon is not paid within five (5) school days after the withdrawal, the student shall not be eligible to attend Harris County schools in the future as a non-resident student.

First time applications must be submitted prior to the first school day of the beginning of the semester in which the student is seeking to enter the Harris County School System and must be re-submitted each year thereafter. The first payment of $2,200.00 is due by the first day of the first semester. Payments will not be deferred.

If a student withdraws or becomes a resident during the first six weeks, a refund of 50% of the tuition amount will be issued. After six weeks no refund will be given. If a child becomes a resident during the first semester, the family will not pay the tuition during the second semester.

**PEDICULOSIS (HEAD LICE) POLICY**

For information pertaining to the Harris County School District policy on Pediculosis/ Head Lice (Descriptor Code JGCCA) please contact Harris County High School or the Harris County School District office.

**RESTROOMS/FACILITIES**

Rest rooms are for the convenience of the students. Please do not loiter or socialize in the rest rooms. Any student who is found deliberately littering or abusing the rest rooms and/or any other school facilities in any way will be referred for disciplinary action.

**SCHOOL ENROLLMENT AND BEHAVIOR WILL AFFECT YOUR DRIVER’S LICENSE**

Effective July 1, 2015, schools will certify that a student is enrolled in and not under expulsion from public or private school to be eligible for a driver’s license or learner’s permit. Beginning July 1, 2015, schools will use the new Certificate of School Enrollment form to certify that a student is eligible for a driver’s license or learner’s permit. The Certificate of School Enrollment will replace the Certificate of Attendance form.

**SEARCHES**

School administrators have the legal right and obligation to ensure enforcement of school policies and have the right to search a student, his locker, vehicle, and other personal effects as per the school board policy.

**SENIOR SUPERLATIVE RULES**

**TO BE ELIGIBLE:**

Senior Superlative Application and Selection Process occurs during the last part of October and beginning of November. Applications must be filled out honestly and completely to be considered.

Selection for Senior Superlatives will be based on a point system. The 20 seniors with the most points will be selected as a Senior Superlative. Points will be based on the following:

Behavior- point DEDUCTIONS will be taken for ISS assignments. No student with OSS will be considered.

GPA: 4.5 and higher – 20 points

4.00 to 4.49 – 15 points

3:50 to 3.99 – 10 points

3.00 to 3.49 – 5 points

Academic Honors such as Governor’s Honors, UGA Certificate of Merit, 21st Century Leaders, etc.

Participation in sports and competition teams.

Participation in clubs, honor societies. Sponsors will be required to complete a google form ranking your involvement in the organization. Points will be based on their submissions.

Community Service Hours (ALL MUST BE SCHOOL BASED).

The Senior Class Sponsor will announce Application distribution dates and deadlines. All forms must be submitted by the deadline to be considered.

**SENIOR YEARBOOK DEADLINES**

Senior portrait session deadline is September 15th. Senior page and Senior Sponsor page deadline is October 31st.

**STUDENT COMPLAINTS/GRIEVANCE POLICY (JCE) AND PROCESS**

The Harris County Board of Education realizes that there may be conditions in the school system that need improvement and students should have some means to express effectively their concerns which will be considered and handled with fairness.

Students’ complaints shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing should circumstance dictate.

The following steps (chain of command) should be followed when addressing a concern, complaint, or grievance at school:

 Step One Teacher

 Step Two Principal

 Step Three Superintendent

 Step Four Board of Education

For complaints involving athletic participation the following steps should be followed:

 Step One Coach

 Step Two Athletic Director

 Step Three Principal

 Step Four Superintendent

 Step Five Board of Education

The system Title IX Coordinator shall be consulted whenever sex discrimination is alleged in a formal complaint.

For more information regarding the Harris County School District Grievance Policy and Process please contact Harris County High School or the Harris County School District office.

**STUDENT HANDBOOK**

All students will receive a Harris County High School Agenda. This book contains school rules, a calendar, and hall passes. Students are encouraged to write assignments and important dates in this book. When a student wants to leave class, the teacher or administrator writes a pass on the correct page of the handbook.

**STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process listed below established by the Georgia Professional Standards Commission and implemented by the Harris County Board of Education. This shall not prohibit students from reporting the incident to law enforcement authorities. Students are prohibited by Georgia law and Harris County Board of Education policy from falsifying, misrepresenting, or erroneously reporting incidents of alleged inappropriate behavior by school personnel and may be disciplined for doing so.

(a)  Any student *(or parent or friend of a student)* who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b)  Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.*

(c)  Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

 Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

**STUDENTS WITH ASTHMA**

If a student has been diagnosed with asthma and has been prescribed asthma medication, the student may self-administer the prescription asthma medication provided:

1) Completion of the Medical Authorization and release Form

2) Completion of the Physician’s Student Statement Form which includes:

 a. name and purpose of medication

 b. the prescribed dosage

 c. the time(s) or special circumstances for administration of the medication

d. written authorization from the parent(s) or guardians for the school to seek emergency medical treatment for the student when necessary and appropriate.

Legal Ref: O.C.G.A.& 16-13-73; 16-14-75

**Permission for medication administration form can be obtained from the school nurse. Students must bring all medications to the school nurse. This includes both prescription and non-prescription medications. According to state law,** **all medicine must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times of dosage. Possession and/or distribution of medicines (prescription or non-prescription) by students at school may be considered a “drug” violation unless the above stated procedures are followed.**

**STUDENTS WITH DIABETES**

Parents/Guardians of students with diabetes are required by law to provide the school with a written Diabetes Medical Management Plan (DMMP), completed by the student’s physician or legally designated health care provider. The DMMP must contain all items covered in the plan, including, how, when, and under what circumstances the student should receive blood glucose monitoring and injections of insulin, as well as steps to take in case of emergency. The DMMP form must be signed by the parent and physician before monitoring, medication, and treatment can be administered by the school nurse or trained diabetes personnel.

**TELEPHONE MESSAGES**

Telephone messages will only be accepted for students from a parent or guardian. Classes will not be interrupted for messages. Students will be notified, to the best of the school’s ability, to pick up their messages in the office during the last five minutes of each class. The school accepts no responsibility if a student does not check with the office for his/her messages.

**TESTING SECURITY PLAN**

District and School Test Security Plans may be accessed through the school and district web site. If students or parents have questions of concerns regarding the security of testing, please contact the school testing coordinator.

**TRANSCRIPTS**

Students may have two (2) transcripts mailed free to the school of their choice. Additional transcripts are $5.00 each. Transcripts for scholarships are free.

**VISITORS**

Students at HCHS are not allowed to have visitors on campus without administrative approval. All approved visitors to campus should check in at the visitors’ liaison desk. This includes parents, former students, salesman, etc. Students are not allowed to invite visitors to school.

**WITHDRAWING**

When a student withdraws from school, a parent is required to come to the school to initiate the withdrawal procedure by signing a withdrawal form in the guidance office. It is important that parents come to the guidance office well in advance to sign the necessary papers. Written parental permission and a conference with the principal or designee must be held before students can drop out of school. The conference must take place within 2 days of the notice of intent to withdraw.

**YEARBOOKS**

Yearbooks can be purchased at Harris County High School or online at www.jostens.com.

If you check “Media Display” on the opt-out form, your child’s picture will not be in the yearbook.

Students must have earned 20 credits by the first day of school to be included in the senior section of the yearbook.