



## Heard County High School

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# Student Handbook 2025 - 2026

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

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

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

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The HCHS Student Handbook is intended to be a summary of the policies and procedures of Heard County High School. While it is not all-inclusive, this handbook does reflect Heard County School Board Policy. Additional information regarding Heard County School Board policies can be found on the HCSS website. Every attempt has been made to provide students and parents with accurate, up-to-date information. We encourage parents/guardians and students to check the HCHS website frequently for information, news, and upcoming events. We are looking forward to an exciting school year at Heard County High School.

Go Braves!

J.J. Wahl  
Principal

## TABLE OF CONTENTS

Welcome	1	Headphones/Earbuds	25
Table of Contents	2	Honor Rolls	25
Philosophy and Goals	3	Honors and Awards	25
Mission Statement	4	Honors Credit	25
Belief Statement	4	Honor Graduates	25
Alma Mater	4	HOPE Scholarship	26
Accreditation	4	Late Buses	26
Bell and Lunch Schedule	5	Lockers	27
Grading Scale	5	Make Up Work	27
School System Calendar	6	Media Center	27
HCCS Student Council	7	Moment of Silence	27
Extra-Curricular Activities	7	Parent-Teacher Conferences	27
Officers & Superlatives	7	Parking Regulations	28
		Participation (Activities)	28
		Participation (Extra-Curricular)	28
<b>POLICIES AND PROCEDURES</b>		Pets	29
Attendance Policy	7	Policy-Sportsmanship	29
Accidents	9	Posters	29
Announcements	9	Prom Dates	31
Assemblies	9	Public Display of Affection	30
Athletics	10	Report Cards/Progress Reports	30
Before School Detention (BSD)	10	Schedule Changes	30
Bus Notes	10	Sex Education and AIDS prevention	30
Cafeteria	10	Solicitation and Advertising	30
Car Riders	10	Skateboards	30
Cell Phones	11	STAR Students	30
Cheating Policy	11	Student Activities	32
Checking Out	11	Student Gifts	31
Chromebooks	12	Student Insurance	31
Chromebook Agreement	15	Student Welfare	31
Coffee Shop	19	Tardy	31
Course Syllabi	20	Telephone	31
Doctor Appointments	20	Textbooks	31
Dress Code	20	Visitors	31
Dual Enrollment	21	Withdrawal from School	32
Educational Field Trips	22	Work Based Learning	32
Electronic/Vapor Cigarettes	22	In-School Suspension	32
Exam Exemption	22	ISS School Procedure	32
Financial Obligations	23	ISS School Class Rules	32
Fire and Tornado Drills	23	Alternative School Procedure	33
GA's Scholar/Gov.'s Honor Program	23	U.S. Military Release of Information	33
Graduation/Credit Requirements	24	Acceptable Use Policy	33
Promotion and Transfer Guide	24	Heard County School System Policies	34
Graduation Testing Requirements	24		
Hall Passes	24		
Hall Traffic	25		

# **HEARD COUNTY HIGH SCHOOL**

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

## **PHILOSOPHY**

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

## **GOALS**

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

# **MISSION STATEMENT**

Heard County High School's mission is to  
**P**roduce **R**esponsible Individuals and **D**evelop **E**xcellence.

## **BELIEF STATEMENTS**

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

## **ALMA MATER**

All hail to thee, Heard High

We sing thy praises joyfully

Thy spirit all the way

For maroon and gray

Long may she honored be.

Thy banner to the sky

We pledge to serve thee faithfully

We will ever love our high school

And we promise loyalty.

## **ACCREDITATION**

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

# **HEARD COUNTY HIGH SCHOOL BELL SCHEDULE**

## **2025-2026**

EVERYDAY: Doors Open @ 7:15am w Release Bell @ 7:35 am  
@ 7:45am warning bell rings

	<b>Regular &amp; Club/Advisement</b>	<b>Activity Day</b>
<i>Cafe Breakfast</i>	7:15 - 7:45	7:15 - 7:45
1 <sup>st</sup> Block	7:50 - 9:15 (85min)	7:50 - 9:15 (85min)
2 <sup>nd</sup> Block	9:20 - 10:50 (90min)	9:20 - 10:45 (85min)
<b><i>BB / Club</i></b>	10:55 - 11:25 (30min)	
3 <sup>rd</sup> Block ( <i>Lunch</i> )	11:30 - 1:25 (115min)	10:50 - 12:45 (115min)
<i>1<sup>st</sup> Lunch</i>	11:30 - 11:55 (25min)	10:50 - 11:15 (25min)
<i>2<sup>nd</sup> Lunch</i>	12:00 - 12:25 (25min)	11:20 - 11:45 (25min)
<i>3<sup>rd</sup> Lunch</i>	12:30 - 12:55 (25min)	11:50 - 12:15 (25min)
<i>4<sup>th</sup> Lunch</i>	1:00 - 1:25 (25min)	12:20 - 12:45 (25min)
4 <sup>th</sup> Block	1:30 - 3:00 (90min)	12:50 - 2:25 (85min)
<b><i>Activity</i></b>		Activity: 2:30 - 3:00

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

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

## **HCHS GRADING SCALE**

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

**HEARD COUNTY SCHOOL SYSTEM  
SCHOOL CALENDAR  
2025-2026 (177 SCHOOL DAYS)**

Preplanning	July 29,30, 31, August 1
1 <sup>st</sup> Day of School	August 4
Labor Day Holiday	September 1
Progress Reports	September 4
End 1 <sup>st</sup> Nine Weeks	October 2
Student Holiday/Professional Learning Day	October 3
Fall Holidays	October 6-10
Report Cards	October 21
Progress Reports	November 12
Thanksgiving Holidays	November 24-28
School Level Appeals (HCHS)	December 18
System Level Appeals (BOE)	December 19
End 1 <sup>st</sup> Semester	December 19
Christmas Holidays	December 22-January 1
Student Holidays/Professional Learning Days	January 2
1 <sup>st</sup> Day of 2 <sup>nd</sup> Semester	January 5
Report Cards	January 13
MLK Jr. Holiday	January 19
Progress Reports	February 4
Winter Holidays/Severe Weather Make-Up Days	February 16
End 3 <sup>rd</sup> Nine Weeks	March 12
Student Holiday/Professional Learning Day	March 13
Report Cards	March 24
Spring Break	April 6-10
Progress Reports	April 22
Senior Graduation (8:00 pm)	May 15
Last Day of School	May 19
Postplanning	May 20,21
School Level Appeals	May 20
System Level Appeals	May 21
Report Cards (Mailed)	May 22

## **HCHS STUDENT COUNCIL**

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

## **EXTRACURRICULAR ACTIVITIES**

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

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

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

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

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

## **ATTENDANCE POLICY:**

*Attendance is calculated per semester, per class*

**ANY ATTENDANCE DOCUMENTATION, CHECK OUT REQUESTS, AND BUS NOTES SHOULD BE EMAILED TO [hchs.attendance@heard.k12.ga.us](mailto:hchs.attendance@heard.k12.ga.us).**

Students are allowed **3 Parent Notes** per semester. A "parent note" is defined in terms of one day. Over 3 days will require a doctor's note. 3 total absences can be excused by a parent note per semester.

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

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

### **STEP 1: 3 UNEXCUSED ABSENCES**

- The school attendance officer will contact the parent or guardian by phone and mail. The letter (Appendix A) shall contain the definition of truancy and a summary of possible consequences and penalties for truancy.

### **STEP 2: 5 UNEXCUSED ABSENCES FROM ANY CLASS**

- The school attendance officer will contact the parent or guardian by phone and mail (Appendix B) and schedule a conference with the parent or guardian regarding attendance and possible consequences



and penalties for truancy. As part of the conference an Attendance Success Plan (Appendix C) should be completed.

### **STEP 3: 8 UNEXCUSED ABSENCES FROM ANY CLASS**

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

### **STEP 4: 10 UNEXCUSED ABSENCES**

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

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

***\*\*It is the responsibility of the student to get all attendance notes to the attendance clerk.***

\*\*\*Regular attendance is necessary for success in school! Students must be present in class for at least 60 minutes to be counted present for that class. A student must be present for the equivalent of two full blocks of instructional time to be counted present for the day. Students must be present at least two full blocks of instructional time to be counted present for perfect attendance purposes. HCHS does not award perfect attendance certificates.

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

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

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

### **ACCIDENTS**

In case of an accident, report the incident immediately to the designated teacher or coach if the injury occurs in the athletic departments. If medical attention is required, parents will be notified as soon as possible. Staff

members will complete an accident report the day an accident occurs. The school cannot assume any liability for injury. Please encourage students who are involved in sports or take and shop or lab courses to take the school's insurance.

### **ANNOUNCEMENTS**

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

### **ASSEMBLIES**

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

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

## ATHLETICS

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

## BEFORE SCHOOL DETENTION (BSD)

Teachers may assign BSD for minor infractions. BSD is regularly scheduled for Monday-Friday from 7:15 AM until 7:45 AM in the ISS Room. Students have 3 days from when the BSD was assigned to begin serving. Students late to BSD will not be allowed to serve that day. Failure to serve assigned BSD will result in In-School Suspension.

## BUS NOTES

If a student plans to ride a bus other than his/her assigned bus, the student must bring to the office a written request and a phone number for verification before 8:00 am. The secretary will verify the request and the student MUST pick it up during lunch. Bus notes may also be emailed to [hchs.attendance@heard.k12.ga.us](mailto:hchs.attendance@heard.k12.ga.us) by 8:00am.

## CAFETERIA

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

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

	<u>BREAKFAST</u>	<u>LUNCH</u>
Students:	NO COST	NO COST
Reduced:	NO COST	NO COST
Extra milk or juice	\$ .50	\$ .50
Adults:	\$ 1.75	\$ 3.75
Visitors:	\$ 2.00	\$ 4.00

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

## CAR RIDERS

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

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

Failure to follow this policy will result in disciplinary consequences.

## CELL PHONES

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

Students MAY use their cell phones before 1st Block, between classes, and during lunch. This privilege may be revoked if necessary.

Students MAY NOT use their cell phones during instructional time. Cell phones are expected to be put in cell phone holders or secured out of sight for each class.

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

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

- 1st offense - Teacher takes phone until end of block.
- 2nd offense - Teacher takes phone and student gets back at the end of the day; Teacher contacts parents.
- 3rd offense - Discipline Referral: referred to administration for consequences.
- If a student fails to comply at any time, administration will be contacted for immediate student removal from the classroom.
- Additionally, the school/school system will not be responsible for any service payments while the phone is in the school's possession.

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

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

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

## CHEATING POLICY

Cheating by students is considered inexcusable conduct and will be dealt with strictly. ISS will be assigned. The teacher may choose to assign an alternative assignment or give the student a zero for the assignment. If the alternative assignment is not completed, a zero will be assigned by the teacher.

## CHECKING OUT

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

1. May be checked out by parent/guardian or person designated on sign out card (over 18).
2. May bring to the office a note from the parent/guardian stating the reason, departure time, and a phone number for verification.
3. The teacher should verify check-out with front office.
4. Only THREE (3) parent notes will be accepted for early checkouts per semester.
5. On the 4th unexcused early check out from class, consequences will be assigned by administration.

## CONSEQUENCES

**4th - detention**

**5th - detention**

**6th - 1 day ISS**

**7th - 2 days ISS**

**8th and following - TBD**

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

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

## **CHROMEBOOKS**

# **HCSS CHROMEBOOK DAMAGE/LOSS PROGRAM APPLICATION FORM**

The Heard County School District is pleased to offer our students individual access to Chromebooks in grades K-12. The advantages provided by the access to digital resources available today outweigh the challenges. However, it is important to acknowledge that this access is a privilege, not a right, and carries with it responsibilities for all involved.

The Chromebooks issued to students are property of the Heard County School District and with any school property issued to students, our policies and regulations require that a fine be levied to cover the repair or replacement cost of the property. With mobile computing devices like Chromebooks, the cost of loss or damage can be significant.

We are providing this Chromebook Damage/Loss Program to families to help reduce the financial risk if a Chromebook is accidentally damaged or stolen.

Each student will be supplied with a Chromebook that includes a district bar code and a label, a case (HCMS/HCHS) and charging cord. Any damage to the device, cords, charging plug or case will result in the student and family being billed for the replacement and/or repair costs. This program **does not** cover lost devices, cases or charging cords along with intentional damage to any of those items. If a replacement cord, plug or case is needed, the Technology Department will order the item and the family will be billed the replacement/repair cost. If the family does not purchase the protection plan, the family will be billed for repair part costs.

## **COVERAGE AND LIMITS**

This program covers the Chromebook loaned to the student against accidental damage, theft, fire, or natural disaster, for one (1) school year. This program does NOT cover intentional misuse, abuse, or neglect by the student or any household members. If the student does not exercise proper care, as described in the Student

Handbook, and this negligence results in damage to or loss of the Chromebook, the cost of the repair or replacement will be the responsibility of the student.

### **Coverage**

- Accidental Damage\*: Pays for accidental damage caused by liquid spills, drops, cracked screens, or any other unintentional event.
- Theft: Pays for loss or damage due to theft. The claim requires a police report to be filed within 48 hours.
- Fire: Pays for loss or damage of the Chromebook due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- Electrical Surge: Pays for damage to the device due to an electrical surge.
- Natural Disasters: Pays for loss or damage caused by natural disasters.

\*Note: Students who have 3 or more *accidental* repairs in one year will be referred to the office. This referral may result in voiding the protection plan and/or disciplinary consequences if negligence is determined.

### **Exclusions**

- Dishonest, Fraudulent or Criminal Acts: Will not cover if damage or loss occurs in conjunction with a dishonest, fraudulent or criminal act.
- Intentional or Negligent Damage: Will not cover repairs which are the result of intentional or negligent actions. This includes, but is not limited to the removal of keys, removal of outer rubber, removal of screws and/or opening the device.
- No Case: Students who do not use a case will be responsible for the full amount of the repair/replacement.
- Cosmetic: Damage that does not affect the functionality of the device. Marking the Chromebook or accessories, including the cover and case, in any way.
- “Jailbreaking” or otherwise voiding the manufacturer’s warranty by altering the software.
- Loss: Families will be liable for any device which is lost by the student.

### **Non-Covered Items Replacement Costs**

Case - \$30 (HCMS/HCHS)

Chromebook AC Adapter - \$25

### **No Coverage**

Families may choose to not purchase the protection plan for the Chromebook and will be responsible for the full value of the Chromebook or repairs. Replacement or repair fees will be assessed for lost or damaged Chromebooks according to the following estimates:

- Replacement cost for District provided Chromebook case is \$30
- Replacement cost for District provided Chromebook AC Charger is \$25
- Replacement cost for District provided Chromebook is \$385
- Replacement cost for District provided Chromebook motherboard is \$130
- Replacement cost for District provided Chromebook keyboard or palm rest is \$45
- Replacement cost for District provided Chromebook screen or battery are \$60

Average repair costs range from \$40-\$90. Families who select No Coverage will be responsible for any damages to the District issued Chromebook and will need to pay for these repairs in a timely manner.

**This protection plan does not cover lost/stolen power supplies or cases.**

This form is used to enroll your student in the Chromebook Damage/Loss Program to protect against damage of the loaned Chromebook in your care.

# **HCSS CHROMEBOOK AGREEMENT FORM**

## **Chromebook Rules and Guidelines**

All rules and guidelines are in effect before, during, and after school hours and wherever the Chromebook is being used (on or off school property).

### **EXPECTATIONS OF USE:**

#### **Students Should:**

- Bring your Chromebook to school and home every day as required by your child's school, teacher, grade level requirements.
- Charge your Chromebook each night.
- Listen to the teacher's directions for how/when to use Chromebook for student learning.
- Make sure files are backed up to your own Google Drive.
- Keep the Chromebook safe - do not eat or drink around the Chromebook. Be aware of children or pets.
- Use the Chromebook according to the HCSS Acceptable Use agreement in your student handbook.
- A loaner Chromebook may not be given if the Chromebook is left at home or is not fully charged.
- Students who forget their Chromebook, or have a drained battery, may be required to complete assignments using alternative methods as determined by the teacher.

#### **If a student does not bring his/her Chromebook to school or doesn't bring it charged:**

- Students may stop in the media center and check out a loaner for the day (if available).
- The media center will document the number of times a loaner is issued to each student and will send reports to the main office. Not bringing your Chromebook to school, or bringing it without a charger, may result in disciplinary action.
- A student that obtains a loaner will be responsible for returning the borrowed device to the media center by the end of the school day.
- If a loaner is not turned in by the end of the school day, the media center will submit a report to the main office, and disciplinary action may be taken.



**ACCEPTABLE USE:**

- Use computers appropriately and keep equipment (i.e. Chromebook, power cord, etc.) in good condition.
- Do not use Chromebooks for illegal or offensive activities, such as bullying, harassing, inappropriate content, or plagiarism or in a manner that is disruptive to other users, or equipment.

**STORAGE:**

- Chromebooks should never be placed on the bottom of the locker (HCMS/HCHS) or have other items placed on top of them (all schools).
- Chromebooks should never be left in the open or unattended (all schools).

**CLASSROOM ROUTINES:**

- Follow each teacher's rules & expectations regarding Chromebook use in the classroom.
- When using a Chromebook, keep it centered on the desk.
- Do not balance the Chromebook on your lap.
- Do not carry the Chromebook by the monitor.
- Keep sound muted unless otherwise instructed.
- Close the screen of the Chromebook before standing up or moving the Chromebook from one spot to another.
- Take care not to close the Chromebook on any objects.
- Never leave the Chromebook unattended.

**HALLWAYS & COMMONS AREAS:**

- Never leave the Chromebook unattended or unsecured for any reason.
- Keep the cover on the Chromebook closed at all times when in transit.
- Keep the Chromebook in the Chromebook case provided by the school (HCMS/HCHS) at all times to prevent bumping and accidental damage.
- Zip or close the Chromebook case completely before carrying the Chromebook (HCMS/HCHS).

### **PERSONALIZATION:**

The Chromebook and all accessories are the property of Heard County School System. Students are prohibited from:

- Removing school identification tags.
- Placing stickers on or otherwise marking the Chromebook or accessories, including the cover and case, in any way.
- Installing any software

### **Students Can:**

- Personalize their desktop theme or background.
- Any images used for the desktop background must be appropriate for school and in line with the Acceptable Use Policy.

### **CLEANING:**

- Use the chromebook with clean hands.
- Do not insert foreign objects (i.e. paper clips, pencils, pens, etc.) into the chromebook.
- Do not use Windex or other cleaning solutions on the screen. Only use wipes approved for screen cleaning.
- Wipe surfaces with a clean soft cloth.

### **ACCIDENT vs. NEGLIGENCE:**

- Accidents happen. There is a difference, however, between an accident and negligence. (pulling keys off of the keyboard is intentional).
- All reports of Chromebook damage will be investigated by the school. If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent/guardian may be responsible for the cost of repair or replacement.

### **DAMAGED CHROMEBOOKS:**

- Chromebooks needing repair, must be brought to the Media Center as soon as a problem is detected.
- The Chromebook will be examined by the Media Specialist.
- An incident report will be filled out and the Chromebook will be sent in for repair.
- A determination will be made whether it is accidental or intentional damage.

- If the Chromebook cannot be fixed onsite, a loaner Chromebook will be provided (as available). The student will be informed when the repair is complete and will return the loaner to the Media Center before receiving their assigned Chromebook.
- A student using a loaner Chromebook will be responsible for any damage to, or loss of, the issued device.
- Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook.
- Lost power supplies must be replaced with a school-provided power supply. The student will be charged for the cost of the replacement power supply. Non-OEM power supplies could damage the Chromebook and void coverage for repairs.

**Disciplinary Actions:**

Failure to follow procedures and rules regarding chromebooks will lead to disciplinary action.

**“No Coverage Needed”**

By choosing “No Coverage Needed”, the family is agreeing to be responsible for covering any costs from damage or loss-regardless of how it occurred-which could be as much as \$385 per incident.

***Please check one of the following:***

- ☐ I accept the **“HCSS Chromebook Damage/Loss Program”**
- ☐ No Coverage Needed. I accept full financial responsibility for any damage or loss.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Printed

## **COFFEE SHOP**

Braves Coffee Company is an important part of our school culture. Access to Braves Coffee Company is a privilege and students should respect this right by following all Coffee Shop policies and procedures. Braves Coffee Company serves two purposes: (a) to provide specific instruction in work-related skills and vocational readiness training for BraveLIFE employees and (b) to provide an area where students of all ability levels can interact to gain mutual respect and lasting friendships.

### **A. Hours of Operation:**

Daily:

7:35 - 7:45 Grab and Go

11:30 - 1:25 Grab and Go during all lunches

- Students must report to lunch BEFORE coming to the coffee shop.
- Lanyard passes will be available in the cafeteria. Students must take turns.
- Students will sign out/sign in using the chromebook in cafeteria. Chromebook will be located at the teacher table.
- If the chromebook is not out, this means the coffee shop is CLOSED. BraveLIFE is typically off campus one day per week to pick up stock and/or special events.)

### **B. Policies & Procedures:**

1. It is expected that students who make purchases or place orders have obtained prior permission from classroom teachers and/or supervising teachers in the cafeteria.
2. Purchases may be made during Coffee Shop hours only.
3. No credit will be issued. Students must pay for items at the time of purchase.
4. Be respectful of coffee shop staff.
5. Be mindful of time constraints. Students may not use Braves Coffee as an excuse to leave class and/or be late to class. Please make sure you have enough time to get to and from class when making purchases. BraveLIFE will not issue late passes to class.
6. Coffee Shop hours may vary from time to time due to classroom instruction, field trips, etc. Braves Coffee will make every effort to let students and staff know when the coffee shop will be closed during regular business hours.

**\*\*Students who fail to follow the policies and procedures may lose privileges.**

## COURSE SYLLABI

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

## DOCTOR APPOINTMENTS

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

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

## DRESS CODE

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

***\*Students are expected to adhere to the dress code at all times UNLESS they are in the gym or weight room for the purpose of participating in class.***

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

- Wearing items which reasonably are likely to distract the attention of other students, cause disruption, interfere with the operation of the school or violate health and/or safety standards of the school (i.e. displaying messages that are profane, vulgar, lewd, indecent, sexually suggestive, contain weapons, alcohol, tobacco or drug advertisements or advocates criminal or gang activity).
- Wearing pants below WAIST LEVEL.
- Clothing which exposes the midriff, cleavage, shoulders and/or back (undergarments may not be seen).
- Clothing with holes which reveal skin above the length of a dollar bill (6") above the knee.
- Shorts (male and female), skirts, dresses, etc. should be no shorter than the length of a dollar bill (6") above the knee at the shortest point. Form fitting skirts/dresses are prohibited.
- Leggings, Form Fitting Pants, Yoga Pants, and Tights are prohibited UNLESS worn with a top/outer garment that covers the entire seating area. Shirt length must be the same all the way around (not shorter in front than in back)
- Pajama & Lounge Pants.
- Running shorts, spandex or form fitting shorts
- Hats, toboggans, bandannas, or other head coverings (including hoodies) inside the building.
- No fish hooks on hats.
- VISIBLE piercings (other than the ears or nose stud(s) in the nostril)
- Jewelry that may be considered distracting, dangerous, excessive and or distracting.
- Any adornment such as chains (including wallet chains), spikes, etc. that reasonably could be perceived as or used as a weapon or may be considered dangerous or unsafe.
- Trench coats
- Blankets
- House Shoes
- Hair that obstructs the visibility of a student's eyes. Students may NOT have hair that covers their eyes. Hair must be pulled back or brushed to the side.
- Headphones, earbuds, etc. are prohibited unless required for instructional purposed only (e.g., testing)

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

\*\*The administration has the authority to determine inappropriate dress.

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

## DUAL ENROLLMENT

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

Students enrolled in dual enrollment courses are responsible for their academic performance. This includes attending classes, completing assignments, and adhering to the postsecondary institution's academic policies. The high school facilitates access to dual enrollment opportunities but does not oversee or influence the instruction, assessment, or grading of these courses.

### Dual Enrollment Grading:

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

If a student scores a "D" or lower in a DE course he/she will be ineligible to dual enroll the following semester. If a student fails a course in the spring they will not be eligible to dual enroll in the summer or fall.

If a student withdraws from a DE course, he/she must enroll in an equivalent course in credit recovery in ISS and will not be permitted to participate in DE the following semester. If a student fails a course in the spring they will not be eligible to dual enroll in the summer or fall.

Any senior that wishes to take a second semester dual enrolled course that is a required credit for graduation **MUST** take that course on Heard County High School campus and in person.

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

A+	98	B+	88	C+	78	D*	70
A	95	B	85	C	75	F	65
A-	92	B-	82	C-	72		

\* A college grade of a D (**letter or numerical**) will translate to a numeric grade of a 70 on a high school transcript; ten points will NOT be added to D's). *After the ten points are added, no grade will exceed 100% on a high school transcript. Ten points will NOT be added to any failing grade.*

**Grades earned in dual enrollment courses become part of the student's permanent academic record at both the high school and the postsecondary institution. Poor performance may affect high school GPA, graduation eligibility, scholarship eligibility (including HOPE and Zell Miller), and future college admissions.**

### Dual Enrollment Course Credit:

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

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

### **Dual Enrollment Expectations:**

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

1. A student that wishes to take a dual enrollment course for the first time must complete and submit by the application deadline a 500 word essay as to why he/she would like to dual enroll.
2. During Open Campus students may leave campus (by signing out in front office) or remain on campus in the 1st floor commons area only.
3. Students that leave campus are responsible for signing in and out in the main office and being back on time for their next block.
4. HCHS school and attendance rules apply during high school classes. When students are "college students," the college or professor's attendance policy applies. If a student has more than 3 absences the professor has the discretion to remove the student from the course.
5. Students MUST maintain a minimum 2.0 GPA in order to continue taking Dual Enrolled classes.

*By enrolling in dual enrollment courses, students and their parents/guardians acknowledge understanding and acceptance of the responsibilities outlined in this policy.*

### **EDUCATIONAL FIELD TRIPS**

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

### **Student – Parent Agreement**

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

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

### **ELECTRONIC/VAPE/JUUL/DELTA 8 and other e-CIGARETTES**

The use and/or possession of electronic/vape devices or vape cartridges containing nicotine or any form of CBD/Hemp/THC is prohibited and will be treated with disciplinary action.

- **1st Offense**

- **SCHOOL DISCIPLINE- 3 days OSS**

- If under 17 → referred to CHINS (Child In Need of Services) committee for evaluation in accordance with committee protocol



- If 17 or over → Citation from law enforcement which may include a fine up to \$1,000 and/or up to 6 months in jail and/or community service and/or a pretrial diversion agreement and appearance before municipal judge
- **2nd Offense**
  - SCHOOL DISCIPLINE- 5 days OSS
    - If under 17 → referred to CHINS (Child In Need of Services) committee for evaluation in accordance with committee protocol & **complete vaping education course**
    - If 17 or over → Citation from law enforcement which may include a fine up to \$1,000 and/or up to 6 months in jail and/or community service and/or a pretrial diversion agreement and appearance before municipal judge & **complete vaping education course**
- **3rd Offense**
  - **SCHOOL DISCIPLINE- 10 days OSS pending tribunal or signing of waiver**
  - If under 17 →referred to CHINS (Child In Need of Services) committee for evaluation in accordance with committee protocol & **referred to juvenile judge for adjudication**
  - If 17 or over → Citation from law enforcement which may include a fine up to \$1,000 and/or up to 6 months in jail and/or community service and/or a pretrial diversion agreement and/or judicial suspension of drivers license

The use and/or possession of electronic/vapor devices or Delta devices/cartridges containing prohibited substances including but limited to any variant of CBD, Hemp, THC, marijuana, etc.

- 1st offense: Placement in Alternative School

### **EXEMPTION FROM FINAL EXAMS**

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

The following qualifications for initial eligibility apply:

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

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

1. If a student is eligible to exempt an exam, he/she must turn in or pay for lost textbooks for that class prior to exam day. Also, the student must have clearance from the Media Center that he/she has no books outstanding.
2. All extra and co-curricular obligations must be cleared with respective coaches, directors or sponsors.

3. All parking fines must be cleared up.

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

### **FINANCIAL OBLIGATIONS**

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

### **FIRE AND TORNADO DRILLS**

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

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

### **GEORGIA SCHOLAR PROGRAM**

Through the Georgia Scholar program, the Department identifies and honors high school seniors who have achieved excellence in school and community life. The program is coordinated by the Department's Excellence Recognition Office and through local coordinators in each public school system and in private schools throughout the state. Each Georgia Scholar receives a seal for his or her diploma.

Students eligible for Georgia Scholar recognition are high school seniors who exhibit excellence in all phases of school life, in community activities, and in the home. Georgia Scholars are students who have carried exemplary course loads during the four years of high school; who performed excellently in all courses; who successfully participated in interscholastic events at their schools and in their communities; and who have assumed active roles in extracurricular activities sponsored by their schools.

The recognition is open to any student who qualifies. Students need to speak to their counselor about getting an application.

### **GOVERNOR'S HONOR PROGRAM**

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising juniors and seniors during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders.

GHP is held in mid-summer (mid-June to mid-July) as a residential educational experience on a college or university campus. Students attend classes in the mornings and afternoons in specific areas of study, and they participate in a wide variety of social and instructional opportunities every evening. Meals and rooms are provided by the program with the only required and expected costs to the students being travel expenses to and from the interviews, a few basic supplies for classes and dorm rooms, and spending money as desired during the program.

## **HCHS REQUIREMENTS FOR GRADUATION**

<b>26 Credits Needed to Graduate</b>
--------------------------------------

CORE COURSES					ELECTIVES
English - 4 credits	Math - 4 credits	Science - 4 credits	Social Studies - 4 credits	HPE - 1 credit	Combination of the Following
Lit I	Algebra: C&C	Physical Science	Civics	Health & PE	CTAE - 3 credits
Lit II	Geometry	Biology	World History		<b>EOPA Completer</b>
Lit III	Advanced Algebra	Chemistry or Environmental	US History		Foreign Language or Fine Arts - 2 credits
4th Elective	4th Elective	4th Elective	Economics		Other Electives - 4 credits

#### BLOCK SCHEDULE PROMOTION GUIDE

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

#### FOR STUDENTS TRANSFERRING INTO HCSS

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

#### TESTING REQUIREMENTS for GRADUATION

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

All End Of Course Milestones count as 20% of a student's final grade in these courses: Lit II, Algebra: Concepts and Connections, Biology, and U.S. History.

##### ***End of Pathway Testing:***

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

#### HALL PASSES

Students are not permitted in the halls or on the school grounds during class periods unless they have a hall pass from a staff member with their name, date, time, location and teacher's signature.

#### HALL TRAFFIC

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

## HEADPHONES

Headphones, earbuds, and portable speakers are not permitted unless for specific, instructor assigned educational or instructional purposes (e.g., testing)

## HONOR ROLL

Each semester, two Honor Rolls are announced.

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

## HONORS AND AWARDS

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

## HONORS CREDIT

Students will have the opportunity to take Honors Courses based on teacher recommendation. In the event that a scheduling conflict prohibits a student from taking an Honors Course, please see the counselor or an administrator.

## HONOR GRADUATES (9th grade start date of 2020 or later)

Seniors meet the following criteria will be considered Honor Graduates:

- Meet all state and local graduation requirements
- Have a cumulative HOPE GPA for 3.5 years of 3.7 or above (no rounding up)
- Cannot have failed any courses (high school courses or DE courses)
- Earned 8 or more honors credits to include one each as a Junior (any point) and Fall of Senior Year
  - o Dual Enrollment and Core Academic courses count

### 9th grade start date of 2025

- **Cannot have withdrawn from any courses (high school or DE courses)**

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

## Valedictorian/Salutatorian:

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

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

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

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

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

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

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

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

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

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

### **HOPE SCHOLARSHIP & ZELL MILLER SCHOLARSHIP PROGRAMS**

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

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

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

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

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

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

Our school counselor has detailed information concerning both of these scholarships.

### **LATE BUSES**

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

### **LOCKERS**

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

1. No sharing lockers with another student.
2. No stickers of any type may be placed on the lockers.
3. Lockers are subject to search by administration at any time.

See Mrs. Walker for a locker.

### **MAKE UP WORK**

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

#### **MEDIA CENTER**

1. The media center is open to all students from 7:35 a.m. to 3:00 p.m. Students will need a hall pass or teacher note saying that they have permission to be in the media center. A pass will not be required before school or during lunch.
2. All students must have a parental permission form on file to access the internet and cannot access the internet without a media representative present. Inappropriate use of electronic media could result in disciplinary action.
3. Books may be borrowed for two weeks and renewed once unless someone else is waiting for the books.
4. Students may have up to 2 books checked out at a time; however, no books can be checked out if a student has overdue materials.
5. Students are responsible for lost books and will be required to pay for the cost of replacing the book. If the book is found within the school year, the student will receive a full refund.
6. Food and drinks are allowed in the media center. However, students may not have the food or drinks around the robotics equipment, Chromebooks, or desktops.
7. Students are invited to turn in requests to the media center specialists for the material they would like to have in the media center. The media center is here to help students when they need assistance. Never hesitate to ask for help.

#### **MOMENT OF SILENCE**

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

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are encouraged for better communication. If a conference is desired, please contact the teacher for an appointment.

#### **PARKING REGULATIONS**

Each student who drives an automobile to school must register the vehicle by purchasing a parking permit from the main office at a cost of \$40.00 (non-refundable) for a full year, \$30 for second semester, \$20 beginning May 1, and a \$10.00 replacement fee. The parking permit must be permanently attached to the rear-view mirror. Students are reminded that all school rules are in effect in the parking area before, during, and after school. Parking permits may not be sold, traded, or transferred from one student to another. Towing of a vehicle for repeated violations may result after the parents and the students have been warned.

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

1. Driving from school grounds during school hours is not permitted unless the student checks out properly in the Attendance Office or is on the work based learning program.

2. Speeding or careless driving on the school grounds is not permitted.
3. Parking in a no parking area is a direct violation of the rules.
4. Sitting in cars after arriving on campus is not permitted. Once you arrive you must park your car and exit the parking area immediately.
5. The speed limit on campus is 10 miles per hour.
6. Students are not allowed in their vehicle during school without approval from the office.
7. Cars must leave the parking lot through proper entrances and exits.
8. All students purchasing a parking permit must submit to a drug screening. \*Parking on campus after failing a drug screening will result in immediate towing of vehicle.
9. Students not attending after school activities or tutoring must leave campus by 3:15 p.m. No loitering in the parking lot.
10. Fines will be administered for parking violations:
  - 1st Violation \$5
  - 2nd Violation \$25
  - 3 or more violations will result in vehicle being towed, parking permit revocation, and a \$25 fine.
11. Students may NOT display flags in/on their vehicles on campus.
12. Students may NOT display anything on their vehicle that violates the student code of conduct

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

### **PARTICIPATION IN ACTIVITIES**

Students must be present for the equivalent of two full blocks of instructional time in order to participate in extracurricular activities. Students may not attend any extra-curricular activity if suspended out-of-school, serving ISS or enrolled in A-School. In order for a student to attend prom, they must follow the above guidelines the last school day prior to prom.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

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

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

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

The Heard County Board of Education firmly believes that the use and abuse of drugs that are not prescribed are detrimental to the physical, emotional and mental well being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the Superintendent and his staff to develop and implement drug screening procedures for all students who apply to participate in any interscholastic athletic activity (including cheerleading and marching band) or who seek a campus parking permit at Heard County High School (B.O.E. Policy JCDAC).

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

### **PETS**

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

### **POLICY STATEMENT ON SPORTSMANSHIP**

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

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

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

### **POSTERS**

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

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

### **PROM / HOMECOMING / (ANY OTHER DANCE) DATES**



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

#### **PUBLIC DISPLAY OF AFFECTION DEFINITION**

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

#### **REPORT CARDS/PROGRESS REPORTS**

Report cards/Progress reports are sent out at 4 ½, 9, 13 ½, and 18 weeks.

#### **SCHEDULE CHANGES**

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

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

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

#### **SOLICITATION AND ADVERTISING**

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

#### **SKATEBOARDS**

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

#### **STAR STUDENTS**

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

#### **STUDENT ACTIVITIES**

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

All school regulations are applicable at all school related activities.

1. All dances end by 10:00.
2. Students may not leave an activity and return unless given permission by a staff member.

3. Students may not remain on campus if not attending an activity.

### **STUDENT GIFTS**

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

### **STUDENT INSURANCE**

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

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

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

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

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

On the 4th unexcused tardy, consequences will be assigned by the administration. Teachers will implement a closed-door policy at the tardy bell for each class. If a student is not in the room prepared for instruction when the door is closed, that student will be considered tardy. A record will be kept of the number of tardies a student has. Tardies accumulate on a term (semester) basis.

### **TELEPHONE**

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

### **TEXTBOOKS**

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

### **VISITORS**

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

### **WITHDRAWAL FROM SCHOOL**

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

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

### **WORK BASED LEARNING**

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

If a student withdraws from a WBL course, he/she must enroll in a course in credit recovery in ISS and will not be permitted to participate in WBL the following semester.

If a student fails a WBL course, they will not be eligible to enroll in a WBL course the following semester.

### **IN-SCHOOL SUSPENSION DESCRIPTION**

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

### **ISS CLASS PROCEDURES**

1. The student is informed by administration of assignment to ISS.
2. Administration will notify the ISS supervisor of the assignment.
3. All teachers will be required to send assignments to ISS.
4. Students assigned to ISS must report to the ISS room immediately upon arriving to school and will be dismissed at 3:00.
5. Time missed due to absence (including early check-outs) must be made up.
6. New students will receive orientation of the ISS purposes, rules and daily schedule.
7. The ISS supervisor reviews with each student their assignments to insure a complete understanding of the requirements.
8. Students will turn in assignments periodically during the day to the supervisor.
9. The supervisor will place student completed assignment in the teacher's mailbox. There will be no penalty for grades earned while in the ISS.

### **ISS CLASS RULES**

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

1. Students will be present for a full school day for classes assigned on campus.
2. Students will make up any time missed from ISS.
3. Students will bring paper, pencils, pens, textbooks and any other materials necessary to complete any assignments in a satisfactory manner. Students will return any materials assigned in ISS.
4. Students will complete all assignments. Students understand that they are responsible for assignments given by teachers and the supervisor of ISS.
5. Students will turn their assignments in periodically during the day to the supervisor. Students will write their name and their teacher's name at the top of each paper for proper identification.
6. Students will not talk unless the supervisor has granted permission.

7. Students will remain in their assigned seat at all times. Students will keep their chair inside the carrel facing the wall. Students will sit in an upright position and keep all four legs of the chair on the floor.
8. Students will remain seated in their chair until the dismissal by the supervisor
9. Students understand that the supervisor will check their carrel for vandalism before they may leave.
10. Students will obey all rules of ISS and understand that violations of these rules may result in assignment of additional days spent in the program or Out of School suspension based on the discretion of the administration.
11. Students assigned to ISS are required to check-in their bags and phones/electronic devices at the beginning of each day.

#### **HCSS ALTERNATIVE SCHOOL PROCEDURES (ARROW ACADEMY)**

1. Meets Monday/Wednesday and Tuesday/Thursday during the school year from 8:30 AM until 2:30 PM.
2. Location: Heard County High School, Room 208
  - o Students will enter & exit via the Bridge Door and will sign in daily.
  - o A-School students are only permitted to be in this approved area between 8:30 AM - 2:30 PM. They may not be on campus for any other reason while serving in A-School.
  - o A-School students should be picked at the bridge or, if walking, the student must immediately leave the HCHS campus.
3. Students will be assigned / placed in A-School for disciplinary reasons via a tribunal or a signed waiver.
4. Students will be assigned a Chromebook and will be expected to complete assignments via online coursework at home as well as during A-School class setting. While some assignments may be completed during the scheduled meeting times, the bulk of the students assignments should be completed at home.
5. Students will receive guidance and assistance while on campus at the assigned times and days.
6. Disciplinary issues while in A-School will not be tolerated and may result in student expulsion.
7. Students may drive to A-School and park on campus in assigned spaces as long as a parking permit is purchased or someone may drop off and pick up.

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

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



# **Heard County School System**

## **Policy & Procedures**

## **ACCEPTABLE USE POLICY** **COMPUTER/INTERNET RESOURCES**

The Heard County Board of Education recognizes the importance of making computer technology readily available for students and employees and providing access to resources on the Internet. The Internet is an electronic network of computers throughout the world enabling students and employees to access information from a wide variety of resources.

Heard County School System provides electronic devices such as computers, chromebooks, ipads, and provides services such as a computer network, and telecommunications, including the Internet for all Heard County Faculty/Staff and Students. Use of these electronic devices, computer networks, and Internet must be in support of education and research and must be consistent with the educational mission, goals, and objectives of the school system. All users must take responsibility for appropriate and lawful use of the Internet. Inappropriate use of these electronic devices, computer network, and Internet may result in school discipline, loss of the privilege of use of these electronic devices, computer networks, and Internet, and/or criminal prosecution.

Due to the nature of materials available from the Internet, the Board believes that guidelines are warranted; therefore, students and employees of the Heard County School System who utilize the school's Electronic Devices/Internet Resources as well as personal devices will abide by the Board's Acceptable Use Policy which reflects the Board of Regents Acceptable Use Policy for ENA. In order to gain access to the Electronic Devices/Internet Resources in Heard County Schools, the student and the student's parent/guardian must sign an *Internet Resources Agreement* each school year. Employees must sign an *Employee Computer/Internet Resources Agreement* each school year. No user will be granted access to the internet until a signed Internet User Agreement has been received by the school.

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

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

Revised May, 2023

### **Heard County Schools** **Student/Parent Internet Use Agreement**

#### **GENERAL GUIDELINES:**

All Heard County School's students in grades K-12 are issued a device for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the device,

the device should not experience physical damage. Each student and parent is asked to read this document carefully. Once completed with reviewing the document, the student and parent/guardian should sign on the last page indicating their understanding of the guidelines and procedures that will be in place for the use of the electronic devices.

### **EDUCATIONAL PURPOSE:**

The use of the Heard County School's technology resources is subject to the following terms and conditions:

- The district Internet system has been established for a limited "educational purpose". The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high quality educationally enriching personal research. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities, as reasonably able, of the end users in the school environment.
- The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material the student accesses or posts through the system. Students are also expected to follow the rules set forth in this agreement, the student disciplinary code, and the law, when utilizing the district Internet system.
- Students may not use the district Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the district Internet system.

### **STUDENT/PARENT RESPONSIBILITY:**

#### **General Responsibilities of Students and Parents:**

- I/We understand and agree to abide by the rules and regulations of the Heard County School's Internet Use Agreement. Failure to abide by this agreement will result in disciplinary action as set out herein.
- I/We understand that the device and its accessory equipment are the property of Heard County Schools.
- I/We understand that I/we must report all device damages or the theft/loss of the device to their teacher (K-5 Students). Grade 6-8 students must report to the Media Specialist.
- I/we understand that I/we will be responsible for all repair/replacement charges associated with device damages caused through a lack of reasonable precautions. Cost will be set by repair professionals authorized to act in such capacity.
- I /We will take good care of the device and know that I/we will be issued the same device each year.
- I will never loan out the device to other individuals. Misuse of the device or electronic resources provided on the device by family, friends, or other individuals will ultimately be the responsibility of the student that the device was issued.
- I understand that my device is subject to inspection at any time without notice and remains the property of Heard County Schools.
- I/We agree to file a police report and then provide a copy to school administration in the case of theft.

- I agree to pay for the replacement of my device, charger, stylus (if applicable), or device case in the event any of these items are lost or stolen.
- I agree to return the device, charger, and the issued carrying case in good working condition as determined by the Heard County Schools Technology Department.
- I will abide by all rules and policies outlined in the Student/Parent Handbook, Heard County School Acceptable Use Internet/Technology Policy, and the Student/Parent Responsible Use Agreement while using electronic information resources.
- I/we understand that any information shared, researched, or saved on the school owned device is subject to search without notice and is not private.
- The District reserves the right to log the use of all systems and monitor file-server space utilization. Should it become necessary, files may be deleted.
- The District is not responsible for any internet or network connections interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- The District makes no warranties of any kind, whether expressed or implied. Service is provided on an “as-is, as-available” basis.
- The District reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

#### **Device Care:**

- I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the device.
- I/We understand that the device will be returned at the school’s discretion for upgrades and maintenance.
- I/We understand that the device must be in its approved and provided case when being transported as a reasonable precaution against damage, theft, or loss.
- Items transported in the same backpack or carrying case should be kept to a minimum to avoid placing too much pressure and weight on the device screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- I/We will keep food and beverages away from my device since these items may cause damage to the device.
- I/We will not disassemble any part of my device or attempt any repairs.
- I will not place decorations (such as stickers) on the device nor will I write or draw on the device.
- I will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.
- I will not attempt to bypass any security or setting put in place to protect our devices or network.
- Devices must never be left in a car, bus or any unsupervised area.
- Students should never carry their devices while the screen is open.

#### **Digital Citizenship:**

- I will accept personal responsibility in reporting any misuse of the network to the school administration. Misuse can come in many forms, but it is commonly viewed as any material sent or received that indicates or suggests inappropriate, unethical or



illegal behavior, racism, sexism, inappropriate language, bullying, or violation of other issues described below.

- I/We understand that the use of electronic information resources must be in support of education, research, and the educational mission and core values of the Heard County Schools.
- I will use electronic information resources for educational purposes only.
- I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, cyber bullying/bullying, or illegal material.
- I will abide by all copyright regulations.
- I will not reveal home addresses, personal phone numbers, or network passwords of others or myself.
- I will not use the network in any way that disrupts the use of the network by others.
- I will not use the network for commercial purposes.

### **Additional Parental Responsibilities:**

- Parent's failure to execute all required Acceptable Use requirements and Student/Parent Responsibilities within these documents will result in the student being provided a device for school use only. The student will not be allowed to take the device home and will only have access to the device during school hours.
- Parents will be responsible for monitoring the student's use of the device outside the school setting.
- Parents will be responsible for reviewing the Acceptable Use Agreement and the Student/Parent Responsibilities with their students.
- Parents are asked to monitor their student's activities on the device/Internet on a regular basis.
- Remember, parents are responsible for overseeing their student's use of the Internet while the student is at home.
- Parents are responsible to make sure the school owned devices and accessories are returned to Heard County Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Heard County Schools for any other reason must return their individual school device on the date of termination.

### **Where does my son/daughter go if technical support is needed?**

- If the problem originates while in class, the student should report all issues to his/her teacher. The teacher will then refer them to the Media Specialist.
- If the problem originates at home (grade 6-12) or when not in class, the student should report all issues to the Media Specialist. All technical or mechanical issues with the device must be reported immediately to school personnel, preferably the Teacher (K-5 students) and the Media Specialist (grade 6-12). If a student fails to report it immediately, it may result in additional damage and an increased responsibility on the student for such damages.

### **Additional Device Scenarios to Remember:**

- If a student leaves his/her device at home, he/she will be asked to call home and have a parent bring the device to the school. If this scenario is not possible, he/she may be issued a loaner device, if available, for the remainder of the school day. (Repeated violations will result in disciplinary action as set out herein.)
- If a student has his/her device confiscated for any period of time, he/she may be issued a loaner device on a day-by-day basis, but only while at school.
- If a student's device is undergoing repair, the school will issue a loaner device to the student during this period of time.
- The content saved on their device must be specific to education. The space allowed on these devices is limited and is subject to review at any time. Items deemed as unnecessary for education will be deleted following a conversation with the student. Unnecessary items include, but are not limited to media files, mp3/music, and pictures. If any material is found and considered inappropriate, not only will the material be deleted, but also disciplinary action could be taken as set out herein.
- The software originally installed on the devices must remain on them in usable condition and be easily accessible at all times. From time to time, the school may add software.
- Students are not allowed to install software on their devices other than what is installed by Heard County Schools. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, and games. Unless directed by a teacher for a specific purpose for a class.
- Students may be selected at random to provide their device for inspection. Students may also be selected for inspection of their device if a staff member suspects that inappropriate material resides on the device or the student has violated the Heard County Schools Internet Use Agreement.
- When devices are not in use during the school day, they should be stored in the approved carrying case or chromebook cart (grade K-5).

## **POSSIBLE INFRACTIONS AND CONSEQUENCES FOR MISUSE:**

The use of electronic information resources and the electronic device is a privilege, not a right, and may be revoked or limited at any time. The school administration reserves the right to address any incidents involving the use of the electronic device on a case-by-case basis

### **Possible infractions include but are not limited to the following;**

- Anything illegal or against local, state, or federal laws
- Viewing, storing, sharing, accepting inappropriate material
- P2P file sharing of any sort (LimeWire, BearShare, BitTorrent)
- Changing the configuration of the device, installing or removing software or hardware without consent
- Physically altering the chromeBook or attempting self-repair

- Using inappropriate material including, but not limited to, guns, weapons, inappropriate material, inappropriate language, alcohol, drugs, and gang related symbols or pictures as screensavers
- Cheating through the use of the device
- Cyber bullying or harming others through the use of the device or the school's network
- Recording (audio or video) others without their permission
- Using another person's password, login, or device without consent ("hacking")
- Vandalizing, damaging, or disabling property of the school or another individual or organization. Failing to report such incidents in a timely manner will also be considered a violation.
- Repetitive classroom or out of the classroom infractions involving the devices as established by the school administration or classroom teacher

**Possible consequences for the actions above include, but are not limited to the following:**

- Loss of use of the device completely or limited to use only during the regularly scheduled school day
- Detentions
- Suspension or Expulsion
- Reporting of the incident to local law enforcement and/or probation officer
- Parent Conference
- The school administration holds the right to issue disciplinary consequences based on school rules and/or policies.
- Some violations, as a result of misuse of the electronic device, could result in a possible fine (removing identification tags/labels, cleaning fees, lost/damage chargers, etc.).

**Chromebook Damage/Loss Coverage Fee:**

- I/We understand that I can purchase coverage for accidental damage, liquid submersion, theft, fire & flood damage, vandalism, natural disasters and power surge due to lightning.
- I/We understand that I/we will be responsible for purchasing this Chromebook Damage/Loss protection each year. The annual cost is \$20 per student.
- I/We understand that the damages must result from the perils listed above. Details of each incident must be submitted with every claim to the Media Specialist.
- I/We understand that if, in the opinion of the building administration and the Media Specialist, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage or loss/theft of the device, the cost/replacement of the repair will be the responsibility of the student/parent.
- I/We understand that in the event there are repeated "accidents" of a similar nature, the school administration and the Media Specialist may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In

the event this should be the case, the cost of the repair/replacement will become the responsibility of the student/parent.

- I/We understand that in the event my device is stolen, I/we must contact the school administration immediately, file a police report, and then supply the school administration with a copy of the police report.

### **Student/Parent Internet Use Agreement**

- I/We have read and understand the Heard County School's Internet Use Agreement.
- I/We have read and understand the expectations for taking care of the device.
- I/We have read and understand the expectations for maintaining good digital citizenship.
- I/We have read and understand that the Chromebook Damage/Loss Program will be a required purchase before devices are sent for repairs. Failure to purchase this chromebook protection will result in the Parent/Student being responsible for the cost of repairs.
- I/We have read and understand the possible violations to the agreement and consequence (although not limited to those identified).

*Please read this document carefully. When signed by you and your parent or guardian, it becomes an agreement between you and Heard County Schools. Your signature indicates that you agree to abide by the conditions and guidelines established herein. This signature page also confirms that you are aware that insurance must be purchased through the school provided agency and payment has been received in full.*

### **STUDENT AGREEMENT**

I have read, understand, and agree to abide by all of the provisions of the **Responsible Use Agreement and Contract**.

### **PARENT AGREEMENT**

As the parent or guardian of this student, I have read the **Internet Use Agreement**. I understand that this access is designed for educational purposes. I also accept full responsibility for supervision if and when my student's use is not in a school setting. I hereby give permission for my student to use electronic information resources. If a student user is under the age of 18 and resides in the home of a parent or is over the age of 18 but is under a legal guardianship, the parent(s) agree(s) to be responsible for all costs associated with participation and for all costs of lost or stolen equipment as indicated by the signing of the Student/Parent Internet Use Agreement and documents. I also understand that I will be responsible for any attorney fees or other related costs by Heard County Schools in the enforcement of this agreement and the Student/Parent Internet Use Agreement and as set out hereinbefore.

Revised May 20, 2023

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

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

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

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of

notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Or you may contact us at the following address:

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

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

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

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

**Board Policy JB: Student Attendance Status: ADOPTED**

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

*Excused Absences*

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

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. Registering to vote or voting in a public election, which shall not exceed one day.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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

*Students Counted Present*

Students shall be counted present under the following circumstances.

1. When they are serving as pages of the Georgia General Assembly.

2. A foster care student who attends court proceedings relating to his or her foster care shall be counted Present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.
3. When they are absent due to 4-H activities.

### *Perfect Attendance*

Students who are present for at least one-half of the instructional day or four hours, whichever is greater, shall be counted present for perfect attendance purposes. High school students must be present at least two full blocks of instructional time to be counted present for perfect attendance purposes. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

### *Grades and Absences*

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

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

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

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

### *High School Attendance Policy*

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



least sixty (60) minutes to be counted present in that class. The Attendance Committee is a standing committee composed of three (3) members appointed by the principal and chaired by an administrator. The chair shall vote only in case of a tie. The Attendance Committee shall use the following guidelines in determining whether to grant a waiver:

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

### **Board Policy JCDA: Student Code of Conduct**

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

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

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

At school or on school property at any time;

Off school grounds at any school-related activity, function or event and while traveling to and from such events;

On school buses and at school bus stops.

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

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

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. 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 referral 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, **upon request**, within one school day after receiving such a referral from a teacher, send to the student's parents or guardian a copy of the referral and information regarding how the parents or guardians may contact the principal or designee. The principal or designee shall notify in writing the teacher and the parent(s) or guardian(s) of the discipline or student support services which occurred. The principal or designee shall make a reasonable attempt to confirm that the parent(s) or guardian(s) has received the written notification, including information as to how the parent(s) or guardian(s) may contact the principal or designee.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled. The degree of discipline to be imposed by each school official will be in proportion to the

severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

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

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

Warning and/or Counseling with a school administrator, counselor, or other school resource persons

Confiscation of inappropriate materials and/or devices

Behavior Contract

Loss of Privileges

Isolation or Time Out

Temporary removal from class or activity

Notification of Parents

Parent conference

Corporal punishment

Detention

Temporary placement in an Alternative Education Program

Short-term Suspension

Assignment to the Alternative Education Program

Referral to a tribunal for long-term suspension or expulsion

Suspension or expulsion from the school bus

Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Permanent expulsion from school in accordance with 20-2-751.6.

Referral to juvenile court with a request for a petition alleging delinquent behavior.

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

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

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

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

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

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

Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic

drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant

Possession, distribution, attempted sale or sale of THC/CBD products including vapes and edibles.

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

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

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

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

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

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

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

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

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

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

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

Possession or use of tobacco in any form, including vapes, juuls or e-cigarettes

Hacking into the school system's computer network in an effort to gather others' personal information, by-pass restricted websites, or other unauthorized activities.

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

Theft

Extortion or attempted extortion

Possession and/or use of fireworks or any explosive

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

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

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

Classroom and school disturbances

Violation of school dress code

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

Use during instructional time of cell phone or electronic communication device, such as audio and/or visual recorders during instructional time without prior administrative approval, except for health or other reasons approved by an administrator. A student's use of a recording device within a classroom runs afoul of laws protecting the unauthorized disclosure of private, confidential, and/or personally identifiable student information.

Inappropriate public displays of affection

Gambling or possession of gambling devices

Moving and non-moving driving violations

Giving false information to school officials

Cheating on school assignments

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

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

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

Willful and persistent violation of the student code of conduct.

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

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

## **DEFINITION OF TERMS**

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

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

**Bullying:** In accordance with Georgia law, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;

or

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm such as term defined in Code Section 16-5-23.1;

B. Has the effect of substantially interfering with a student’s education;

C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

D. Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

## **BUS CONDUCT**

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

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

**“DON’T LOSE YOUR RIDING PRIVILEGE!” Follow These Rules**

1. The bus driver is authorized to assign seats.
2. Boys shall be seated on one side and girls on the other, if possible according to capacity.
3. Students shall always sit with their backs against the back of the seat and their legs in front of the seat.

4. Students shall observe the same conduct as expected in the classroom.
5. Students shall remain seated as long as there are seats available and the bus is in motion.
6. Students must cooperate, obey, and respect the driver at all times and realize that the driver is the sole one in charge of the bus.
7. Students shall NOT:
  - a. Leave the bus between home and school, unless they have a written request from a parent or guardian and the principal's approval
  - b. Hold head, arms, or any object out of the window
  - c. Eat, drink or use tobacco
  - d. Yell, use bad language, or tussle
  - e. Throw paper on the floor, or abuse the bus in any way
  - f. Interfere with or endanger the safety of or well-being of others
  - g. Use reflective devices including laser pointers, mirrors, etc. Students shall obey any other rules stated by the driver and approved by the Superintendent.

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

1. All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
2. A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

A student is found to have engaged in bullying; or

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

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

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

### **STUDENT SUPPORT PROCESSES**

The Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support/Child Study Teams, school counselors, Behavior Intervention Plans, Behavior Management Plans, alternative education programs, peer mentoring, etc.

### **PARENTAL INVOLVEMENT**

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

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

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

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

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

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to

observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

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

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

### **CELL PHONES/ELECTRONIC DEVICES/RECORDING DEVICES**

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

1. The cell phone should not be turned on at any time during the instructional day without the specific permission and approval of a school administrator. Use during instructional time of cell phone or electronic communication device, such as audio and/or visual recorders during instructional time without prior administrative approval, except for health or other reasons approved by an administrator. A student's use of a recording device within a classroom runs afoul of laws protecting the unauthorized disclosure of private, confidential, and/or personally identifiable student information.
2. Any student violating this rule will have their cell phone confiscated and it will be returned only to the parent of the student with the student not being allowed to possess a cell phone at school again for the remainder of the school year.
3. Further, the School System reserves the right to inspect any and all information contained on a cell phone which has been used in violation of these rules, including phone numbers, inappropriate pictures, voice and text messages.

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

### **CLUBS**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation

during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation

<b>Academic Bowl</b>	<b>FCA</b>	<b>Skills (Auto and Construction)</b>
<b>Art Club</b>	<b>FCCLA</b>	<b>Skills (AVT)</b>
<b>Book Club</b>	<b>FFA</b>	<b>Student Council</b>
<b>Braves Coffee</b>	<b>Mental Health Matters</b>	<b>Spanish Honor Society</b>
<b>Character Ed.</b>	<b>National Thespian Club</b>	<b>Tri M</b>
<b>Chess Club</b>	<b>NHS</b>	<b>Y Club</b>
<b>Crochet Club</b>	<b>Principal's Advisory Committee</b>	
<b>CTI</b>	<b>Robotics</b>	

## **STUDENT HEALTH**

### **IMMUNIZATIONS**

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

### **HOSPITAL HOMEBOUND SERVICES**

Hospital Homebound refers to those students who have a medically diagnosed injury or illness which is non-communicable which restricts them to their homes or hospital, and will

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

## **WATER SAFETY**

Water safety courses and swimming lessons play an important role in saving lives. Courses are provided at AquaTots Swim School in Douglasville & Kennesaw, Summit YMCA in Newnan and Kedron Aquatic Center in Peachtree City.

## **STUDENT SEXUAL HARASSMENT**

### **Board Policy**

#### **Descriptor:JCAC**

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

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

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

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

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

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

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

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

### **COMPLAINTS OF DISCRIMINATION/HARASSMENT**

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



or discrimination to their school counselor.

**The Title VI Coordinator is Federal Programs Director (Dr. Chris Williams)**

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

**The Title IX Coordinator is Federal Programs Director (Dr. Chris Williams)**

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

**The Section 504 and Americans with Disabilities Act Coordinator is  
Special Education Director (Ms. Sheri Calhoun)**

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

**The Sports Equity Coordinator (Coach Paul Fitz-Simons)**

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

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

### **TEACHER QUALIFICATIONS**

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