

**Hart County High School**  
**Mascot: Bulldogs      Colors: Orange & Black**  
**59 Fifth Street      Hartwell, GA 30643**  
**<http://www.hartcountyhigh.com>**

Principal	Mr. Kevin Gaines
Assistant Principal	Dr. Tracey Stewart
Assistant Principal	Mr. Cecil Marett
CEO of HCCA/CTAE Director	Mr. Brooks Mewborn
Athletic Director	Mr. Rance Gillespie
Director of Alternative Program	Mrs. Sonia Cobb

**CONTACT NUMBERS**

MAIN OFFICE	706-376-5461
HART COUNTY SCHOOLS CENTRAL OFFICE	706-376-5141
HART COUNTY SCHOOLS TRANSPORTATION OFFICE	706-856-7295

Dear Parents and Students,

We are hoping that this is the best year yet. Our teachers and staff are here to help you and we welcome your communication. Together we will can continue our excellence in academics, athletics, and the arts! This student agenda is provided as a guide to assist you with our protocols, procedures, and policies. Changes could occur throughout the year as we make minor adjustments or changes. We will utilize our website and social media to post the most accurate information.

Welcome to the 2021-2022 school year!

Sincerely,  
Mr. Kevin Gaines

**Hart County Charter System**

284 Campbell Drive  
Hartwell, Georgia 30643  
(706) 376-5141  
[Http://www.hart.k12.ga.us](http://www.hart.k12.ga.us)

***This agenda belongs to:***

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE \_\_\_\_\_  
STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

**BOARD OF EDUCATION**

Mrs. Henley Cleary  
Mr. Dennis Dowell  
Mrs. Kim Pierce  
Mr. Lonnie Robinson  
Mr. Richard Sutherland, chairperson

**CENTRAL OFFICE PERSONNEL**

Mr. Jaybez Floyd, Superintendent  
Mrs. Jennifer Carter, Associate Superintendent  
Mr. David Buddenbaum, Assistant Superintendent  
Mr. David Seagraves, Director of Operations  
Mrs. Katrina Cook, Director of Special  
Mr. Brooks Mewborn, CTAE Director  
Mr. Rance Gillespie, System AD  
Mrs. Missy Vaughn, System Social Worker  
Mrs. Courtney Hart, Director of Food Service  
Mr. Jonathan Higginbotham, Director of Tech  
Mr. Craig O'Barr, Director of Maintenance  
Mr. Jeff Garner, Director of Transportation

**SCHOOL GOVERNANCE TEAM**

Mr. Chris Callaway, Teacher  
Mrs. Corinna Crumptom,  
Teacher  
Mr. Chuck Whelan, Community  
Mrs. Christine Blomberg,  
Community  
Mrs. Jessica Seawright, Parent  
Mrs. Nichole Wheless, Parent

Hart County High School is accredited by the Southern Association of Colleges and Schools.

All programs are operated without discrimination on the basis of race, sex, religion, national origin, or disability in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable civil rights laws.

## Table of Contents

<u>CALENDAR FOR 2021-2022</u> .....	5
<u>MISSION STATEMENT</u> .....	5
<u>MOTTO</u> .....	5
<u>REGULAR BELL SCHEDULE</u> .....	6
<u>BELIEF STATEMENTS</u> .....	6
<u>2021-2022 TESTING CALENDAR</u> .....	7
<u>FACULTY AND STAFF CONTACT INFORMATION</u> .....	8
<u>CLASSROOM INTERRUPTIONS</u> .....	11
<u>GUIDANCE SERVICES</u> .....	11
<u>STUDENT ADVISEMENT</u> .....	11
<u>WITHDRAWALS AND TRANSFERS</u> .....	11
<u>HART COUNTY CHARTER SYSTEM USE OF VIDEO IN THE CLASSROOM</u> .....	11
<u>NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT</u> .....	12
<u>PROTECTION OF PUPIL RIGHTS AMENDMENT</u> .....	13
<u>SECTION 504/AMERICANS WITH DISABILITY</u> .....	14
<u>LOCKERS</u> .....	14
<u>MEDIA CENTER</u> .....	15
<u>MEDICATION</u> .....	15
<u>FOOD SERVICE</u> .....	16
<u>VENDING MACHINES</u> .....	16
<u>FOOD</u> .....	17
<u>CELL PHONES</u> .....	17
<u>HEAD PHONES</u> .....	17
<u>PBIS</u> .....	17
<u>ONLINE LEARNING</u> .....	18
<u>EOC TESTING OUT POLICY</u> .....	18
<u>HALL PASSES</u> .....	18
<u>GRADE PROMOTION REQUIREMENTS</u> .....	19
<u>STUDENT INFORMATION</u> .....	19
<u>GEORGIA SCHOLAR</u> .....	20
<u>MOVE ON WHEN READY PROGRAM</u> .....	20
<u>HONOR GRADUATE</u> .....	20
<u>HONOR ROLL/MERIT LIST</u> .....	20
<u>STAR STUDENT</u> .....	20
<u>SCHEDULE CHANGES</u> .....	21
<u>SCHOOL SPONSORED ACTIVITIES</u> .....	21
<u>SIGN-OUT PROCEDURE</u> .....	21
<u>STUDENT ATTENDANCE</u> .....	21
<u>REVOCAION OF INTRADISTRICT OR OUT OF DISTRICT PRIVILEGE</u> .....	23
<u>PRE-ARRANGED ABSENCE REQUEST</u> .....	23

<u>TRUANCY</u> .....	23
<u>LACK OF ATTENDANCE WITHDRAWAL</u> .....	24
<u>SATURDAY SCHOOL</u> .....	24
<u>HOSPITAL HOMEBOUND INSTRUCTION</u> .....	25
<u>CLASS DUES</u> .....	25
<u>TARDIES</u> .....	25
<u>TARDY TO SCHOOL</u> .....	25
<u>ADMINISTRATIVE FAILURE</u> .....	26
<u>DRIVER’S LICENSE</u> .....	26
<u>ATHLETIC ELIGIBILITY REQUIREMENTS</u> .....	26
<u>SCHOOL SPONSORED CLUBS</u> .....	26
<u>DISCLAIMER</u> .....	28
<u>CODE OF CONDUCT</u> .....	28
<u>PURPOSE</u> .....	28
<u>STUDENT BEHAVIORAL EXPECTATIONS</u> .....	29
<u>STUDENT SUPPORT PROCESSES</u> .....	30
<u>AUTHORITY OF THE PRINCIPAL</u> .....	30
<u>AUTHORITY OF THE TEACHER</u> .....	30
<u>PARENTAL INVOLMENT</u> .....	30
<u>PROGRESSIVE DISCIPLINE PROCEDURES</u> .....	31
<u>SCHOOL BUS AND BUS STOP CONDUCT</u> .....	32
<u>COMPUTER AND NETWORK USAGE POLICY</u> .....	32
<u>BULLYING</u> .....	35
<u>PLAGRISM</u> .....	35
<u>BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES</u> .....	36
<u>DEFINITION OF TERMS</u> .....	37
<u>SEARCH</u> .....	40
<u>DRESS CODE</u> .....	40
<u>FORMAL DRESS CODE</u> .....	41
<u>PARKING RULES AND REGULATIONS 2020-2021</u> .....	42
<u>STUDENT/PARENT TELECOMMUNICATION CONSENT&amp; WAIVER FORM</u> .....	43
<u>RETURN TO SCHOOL PAGES</u> .....	44,45

## CALENDAR FOR 2021-2022

August 2	First Day of School
September 6	Labor Day, Student & Teacher Holiday
September 7	Progress Reports
October 1	Mid-Term
October 4-October 8	Fall Break
October 14	Early Release, Report Cards
November 15	Progress Reports
November 22-26	Thanksgiving Break
December 16, 17	Final Exams
December 20 – January 5	Christmas Break
January 4	Professional Learning Day, Student Holiday
January 5	Professional Learning Day, Student Holiday
January 6	First Day of 2 <sup>nd</sup> Semester/Report Cards
January 17	MLK Day, Student & Teacher Holiday
February 10	Progress Reports
February 21-25	Winter Break
March 18	Mid-Term
March 24	Early Release, Report Cards
April 11-15	Spring Break
April 28	Progress Reports
May 26, 27	Final Exams
May 27	Last Day of School, Graduation

### MISSION STATEMENT

Through excellence in teaching and in partnership with parents and the community, our mission is to provide an educational environment that challenges students to become lifelong learners and responsible, productive members of society.

### MOTTO

“Finish What You Start”

## **REGULAR BELL SCHEDULE**

Activity	Begin	End	Time
1 <sup>st</sup> Block	8:05	9:30	85
Class Change	9:30	9:35	5
Bulldog Time	9:35	10:00	25
Class Change	10:00	10:05	5
2 <sup>nd</sup> Block	10:05	11:30	85
Class Change	11:30	11:35	5
3 <sup>rd</sup> Block	11:35	1:30	115
Class Change	1:30	1:35	5
4 <sup>th</sup> Block	1:35	3:00	85

## **Regular Bell Lunch Schedule**

Activity	Begin	End	Time
1 <sup>st</sup> Lunch	11:35	12:00	25
2 <sup>nd</sup> Lunch	12:05	12:30	25
3 <sup>rd</sup> Lunch	12:35	1:00	25
4 <sup>th</sup> Lunch	1:05	1:30	25

## **BELIEF STATEMENTS**

We believe:

1. That all students can learn and be successful.
2. That success is defined differently for different students.
3. That the primary goal of the school is to provide a safe and supportive learning environment.
4. That all stakeholders have a responsibility to support the needs of the school.
5. That each student is a valued individual with unique physical, social, emotional, and intellectual needs, which may require special services and resources.
6. That students learn best when they are actively engaged in the learning process.
7. That student involvement in extra-curricular activities and community service better prepare students for real-world success.

## 2021-2022 TESTING CALENDAR

August 28	SAT
September 11	ACT
October 2	SAT
October 23	PSAT
November 6	SAT (at HCHS)
December 4	SAT
December 11	ACT (at HCHS)
February 12	ACT (at HCHS)
March 12	SAT (at HCHS)
May 7	SAT
May 2-13	AP test
June 4	SAT
June 11	ACT
July 16	ACT

## FACULTY AND STAFF CONTACT INFORMATION

### Administration

Kevin Gaines	Principal	<a href="mailto:kevin.gaines@hart.k12.ga.us">kevin.gaines@hart.k12.ga.us</a>
Rance Gillespie	Athletic Director	<a href="mailto:rance.gillespie@hart.k12.ga.us">rance.gillespie@hart.k12.ga.us</a>
Cecil Marett	Assistant Principal	<a href="mailto:dmarett@hart.k12.ga.us">dmarett@hart.k12.ga.us</a>
Brooks Mewborn	CEO of HCCA/CTAE Director	<a href="mailto:bmewborn@hart.k12.ga.us">bmewborn@hart.k12.ga.us</a>
Samantha Schwingen	Administrative Assistant	<a href="mailto:sschwingen@hart.k12.ga.us">sschwingen@hart.k12.ga.us</a>
Tracey Stewart	Assistant Principal	<a href="mailto:tstewart@hart.k12.ga.us">tstewart@hart.k12.ga.us</a>
Kim Turner	Administrative Assistant	<a href="mailto:kturner@hart.k12.ga.us">kturner@hart.k12.ga.us</a>

### Alternative Program

Chuck Cawthon	Paraprofessional	<a href="mailto:ccawthon@hart.k12.ga.us">ccawthon@hart.k12.ga.us</a>
Sonia Cobb	Director of Alternative Program	<a href="mailto:scobb@hart.k12.ga.us">scobb@hart.k12.ga.us</a>
Vicky Hardy	Teacher	<a href="mailto:vhardy@hart.k12.ga.us">vhardy@hart.k12.ga.us</a>

### Guidance

Susan Carman	Counselor	<a href="mailto:susan.carman@hart.k12.ga.us">susan.carman@hart.k12.ga.us</a>
Claudette Gillespie	HCCA Counselor	<a href="mailto:claudette.gillespie@hart.k12.ga.us">claudette.gillespie@hart.k12.ga.us</a>
Paul Griffith	Lead Counselor	<a href="mailto:pgriffith@hart.k12.ga.us">pgriffith@hart.k12.ga.us</a>
Augusta Murphy	Counselor	<a href="mailto:augusta.murphy@hart.k12.ga.us">augusta.murphy@hart.k12.ga.us</a>
Candy Oglesby	Registrar	<a href="mailto:candy.oglesby@hart.k12.ga.us">candy.oglesby@hart.k12.ga.us</a>

### Student Services

Tressa Blackwell	Bookkeeper	<a href="mailto:tressa.blackwell@hart.k12.ga.us">tressa.blackwell@hart.k12.ga.us</a>
Terry Blackwell	ISS	<a href="mailto:tblackwell@hart.k12.ga.us">tblackwell@hart.k12.ga.us</a>
Sam Gray	ESOL	<a href="mailto:sgray@hart.k12.ga.us">sgray@hart.k12.ga.us</a>
Tammy Hart	Cafeteria Manager	<a href="mailto:thart@hart.k12.ga.us">thart@hart.k12.ga.us</a>
Hilaree Hudson	Media Specialist	<a href="mailto:hilaree.hudson@hart.k12.ga.us">hilaree.hudson@hart.k12.ga.us</a>
Amy Odom	Nurse	<a href="mailto:amy.odom@hart.k12.ga.us">amy.odom@hart.k12.ga.us</a>
Ginger Powell	SRO	<a href="mailto:ginger.powell@hart.k12.ga.us">ginger.powell@hart.k12.ga.us</a>
Trina Rucker	Attendance Clerk	<a href="mailto:trucker@hart.k12.ga.us">trucker@hart.k12.ga.us</a>

### CTAE

Mike Carey	Construction Technology	<a href="mailto:mcarey@hart.k12.ga.us">mcarey@hart.k12.ga.us</a>
Chris Carter	JROTC	<a href="mailto:cmcarter@hart.k12.ga.us">cmcarter@hart.k12.ga.us</a>
Vicky Carter	Drafting	<a href="mailto:vcarter@hart.k12.ga.us">vcarter@hart.k12.ga.us</a>
Rob Elliott	Computer Science	<a href="mailto:robert.elliott@hart.k12.ga.us">robert.elliott@hart.k12.ga.us</a>
Scott Fagan	JROTC	<a href="mailto:sfagan@hart.k12.ga.us">sfagan@hart.k12.ga.us</a>
Greg Gaines	Technology Ed (Instr. Lead)	<a href="mailto:ggaines@hart.k12.ga.us">ggaines@hart.k12.ga.us</a>
Jessica Hancock	Culinary Arts	<a href="mailto:Jessica.hancock@hart.k12.ga.us">Jessica.hancock@hart.k12.ga.us</a>
Bray List	Hospitality/Tourism	<a href="mailto:blist@hart.k12.ga.us">blist@hart.k12.ga.us</a>
Marvin McDuffie	Engineering	<a href="mailto:marvin.mcduffie@hart.k12.ga.us">marvin.mcduffie@hart.k12.ga.us</a>
Natasha Osborne	Health Occupations	<a href="mailto:natasha.osborne@hart.k12.ga.us">natasha.osborne@hart.k12.ga.us</a>
Erica Robertson	Cosmetology	<a href="mailto:erica.robertson@hart.k12.ga.us">erica.robertson@hart.k12.ga.us</a>
Anna Smith	Agriculture	<a href="mailto:apsmith@hart.k12.ga.us">apsmith@hart.k12.ga.us</a>
Todd Townsend	Criminal Justice	<a href="mailto:todd.townsend@hart.k12.ga.us">todd.townsend@hart.k12.ga.us</a>



**Language Arts**

Leanne Caparro

Debbie Chapman

Morgan Decker

Linda Frye

Renee Galloway

Megan Milford

Instructional Leader

[leanne.caparro@hart.k12.ga.us](mailto:leanne.caparro@hart.k12.ga.us)[debbie.chapman@hart.k12.ga.us](mailto:debbie.chapman@hart.k12.ga.us)[morgan.decker@hart.k12.ga.us](mailto:morgan.decker@hart.k12.ga.us)[linda.frye@hart.k12.ga.us](mailto:linda.frye@hart.k12.ga.us)[renee.galloway@hart.k12.ga.us](mailto:renee.galloway@hart.k12.ga.us)[megan.milford@hart.k12.ga.us](mailto:megan.milford@hart.k12.ga.us)**Mathematics**

Luke Christopher

Bernadette Fouch

Tracie Massey

Phillip Moore

Melissa Morgan

Maggie Seawright

Chris Wilson

Instructional Leader

[lchristopher@hart.k12.ga.us](mailto:lchristopher@hart.k12.ga.us)[bfouch@hart.k12.ga.us](mailto:bfouch@hart.k12.ga.us)[tracie.massey@hart.k12.ga.us](mailto:tracie.massey@hart.k12.ga.us)[phillip.moore@hart.k12.ga.us](mailto:phillip.moore@hart.k12.ga.us)[melissa.morgan@hart.k12.ga.us](mailto:melissa.morgan@hart.k12.ga.us)[maggie.seawright@hart.k12.ga.us](mailto:maggie.seawright@hart.k12.ga.us)[chris.wilson@hart.k12.ga.us](mailto:chris.wilson@hart.k12.ga.us)**Science**

Tara Bond

Deedra Kotal

Justin Lee

Josh Osborne

Christie Simpson

Mary Thomas

Instructional Leader

[tara.bond@hart.k12.ga.us](mailto:tara.bond@hart.k12.ga.us)[deedra.kotal@hart.k12.ga.us](mailto:deedra.kotal@hart.k12.ga.us)[justin.lee@hart.k12.ga.us](mailto:justin.lee@hart.k12.ga.us)[josborne@hart.k12.ga.us](mailto:josborne@hart.k12.ga.us)[csimpson@hart.k12.ga.us](mailto:csimpson@hart.k12.ga.us)[mthomas@hart.k12.ga.us](mailto:mthomas@hart.k12.ga.us)**Social Studies**

Hutch Arrowood

Chris Callaway

Dannette Davis

Mike Edwards

Matt Gibbs

Hansen Steck

Instructional Leader

[hutch.arrowood@hart.k12.ga.us](mailto:hutch.arrowood@hart.k12.ga.us)[ccallaway@hart.k12.ga.us](mailto:ccallaway@hart.k12.ga.us)[ddavis@hart.k12.ga.us](mailto:ddavis@hart.k12.ga.us)[medwards@hart.k12.ga.us](mailto:medwards@hart.k12.ga.us)[matt.gibbs@hart.k12.ga.us](mailto:matt.gibbs@hart.k12.ga.us)[hansen.steck@hart.k12.ga.us](mailto:hansen.steck@hart.k12.ga.us)**P.E./Health**

Cory Dickerson

Taz Dixon

Sean Gaddy

Roger Gentry

Instructional Leader

[cory.dickerson@hart.k12.ga.us](mailto:cory.dickerson@hart.k12.ga.us)[taz.dixon@hart.k12.ga.us](mailto:taz.dixon@hart.k12.ga.us)[sean.gaddy@hart.k12.ga.us](mailto:sean.gaddy@hart.k12.ga.us)[roger.gentry@hart.k12.ga.us](mailto:roger.gentry@hart.k12.ga.us)**Special Services**

Hunter Barton

Ashley Compton

Lawanda Dalton

Patti Daniel

Mark Foster

Blake Johnson

Linda Johnson

[hunter.barton@hart.k12.ga.us](mailto:hunter.barton@hart.k12.ga.us)[ashley.compton@hart.k12.ga.us](mailto:ashley.compton@hart.k12.ga.us)[ldalton@hart.k12.ga.us](mailto:ldalton@hart.k12.ga.us)[patti.daniel@hart.k12.ga.us](mailto:patti.daniel@hart.k12.ga.us)[mfooster@hart.k12.ga.us](mailto:mfooster@hart.k12.ga.us)[blake.johnson@hart.k12.ga.us](mailto:blake.johnson@hart.k12.ga.us)[linda.johnson@hart.k12.ga.us](mailto:linda.johnson@hart.k12.ga.us)

Noelle Reese		<a href="mailto:nreese@hart.k12.ga.us">nreese@hart.k12.ga.us</a>
Courtney Swindle		<a href="mailto:courtney.swindle@hart.k12.ga.us">courtney.swindle@hart.k12.ga.us</a>
Cheryl Tierney	Instructional Leader	<a href="mailto:cheryl.tierney@hart.k12.ga.us">cheryl.tierney@hart.k12.ga.us</a>

**Foreign Language**

Corinna Crumptom	German	<a href="mailto:corinna.crumptom@hart.k12.ga.us">corinna.crumptom@hart.k12.ga.us</a>
Ana Gordy	Spanish Instructional Leader	<a href="mailto:agordy@hart.k12.ga.us">agordy@hart.k12.ga.us</a>
Aaron Ivey	Latin	<a href="mailto:aaron.ivey@hart.k12.ga.us">aaron.ivey@hart.k12.ga.us</a>

**Fine Arts**

Amanda Ayers	Visual Arts	<a href="mailto:aayers@hart.k12.ga.us">aayers@hart.k12.ga.us</a>
Joshua Bryan	Chorus	<a href="mailto:jbryan@hart.k12.ga.us">jbryan@hart.k12.ga.us</a>
Seth Howard	Dramatic Arts	<a href="mailto:showard@hart.k12.ga.us">showard@hart.k12.ga.us</a>
Alan Tolbert	Band	<a href="mailto:atolbert@hart.k12.ga.us">atolbert@hart.k12.ga.us</a>

**Paraprofessionals**

Emily Davis	Special Services	<a href="mailto:emily.davis@hart.k12.ga.us">emily.davis@hart.k12.ga.us</a>
Austin Dean	Special Services	<a href="mailto:austin.dean@hart.k12.ga.us">austin.dean@hart.k12.ga.us</a>
Traci Hornick	Special Services	<a href="mailto:thornick@hart.k12.ga.us">thornick@hart.k12.ga.us</a>
Kimberly Humphrey	Special Services	<a href="mailto:khumphrey@hart.k12.ga.us">khumphrey@hart.k12.ga.us</a>
Angela Kay	Special Services	<a href="mailto:akay@hart.k12.ga.us">akay@hart.k12.ga.us</a>
Donterious McCord	Special Services	<a href="mailto:donterious.mccord@hart.k12.ga.us">donterious.mccord@hart.k12.ga.us</a>
Jennifer Thomason	Special Services	<a href="mailto:jennifer.thomason@hart.k12.ga.us">jennifer.thomason@hart.k12.ga.us</a>
Mary Tomblin	Special Services	<a href="mailto:mary.tomblin@hart.k12.ga.us">mary.tomblin@hart.k12.ga.us</a>

**Building Maintenance**

Stephanie Blackwell	
Vesta Craft	
Jan Dove	
Tonya Forbes	Lead Custodian
Hubert Heard	
Ralph Heard	
Shirley Heard	
Gladys Stowers	
Tosha Teasley	
Kenny Thornton	

**Cafeteria**

June Couey	
Tracy Curry	
Tammy Hart	Manager
Betsy Herring	
Trudy Hulse	
Tiffany Reed	

## **CLASSROOM INTERRUPTIONS**

Classes will not be interrupted to deliver messages or items to students. Parents or guardians may drop off messages or items in the main office. Students will be contacted during class change time to pick up their message or items.

## **GUIDANCE SERVICES**

Mrs. Susan Carman/ Mr. Paul Griffith – Counselor last names A-J  
Mrs. Augusta Murphy–Counselor last names K-Z  
Mrs. Claudette Gillespie – HCCA Counselor  
Mrs. Candy Oglesby– Guidance Services Coordinator/Registrar

The goal of the Hart County High School Guidance Department is to help students better understand and accept their own individuality and to excel in the classroom and in our society. Academic growth cannot be separated from the social and emotional growth of any individual. Therefore, guidance services focus on growth potential of each student at Hart County High School.

The guidance office staff wants to help and assist students in any way possible and is available to help with academic, career planning, CTAE, or personal problems. Other guidance services include: Graduation Requirements, Graduation Test Information, Promotion Requirements, College Board Examinations, Student Assessment, Student Advisement.

## **STUDENT ADVISEMENT**

Each student is assigned an advisor. Advisors work with each student to identify a plan of action for courses that each student wishes to take and to identify post-secondary plans for each student. Students will receive progress reports and report cards through their advisors. Parents will be invited to meet with their child's advisor during the spring semester each year as we plan schedules for the following academic year.

## **WITHDRAWALS AND TRANSFERS**

Any student wishing to withdraw from school must go to the guidance office to get a withdrawal slip and then follow the proper procedure for turning in books, materials, etc. Students who leave school without properly completing this process will have their records frozen until their unsettled accounts are properly handled. No information will be sent to prospective employers or other schools until the student has been cleared. If under the age of 18, a student wishing to withdraw permanently from school must be accompanied by a parent and must schedule a meeting with the principal.

## **Hart County Charter System Use of Video in the Classroom**

Hart County Charter System utilizes live and recorded video from classrooms to provide instruction to students. Each day, teachers record their lessons and/or provide live videos of their classrooms in order to provide instruction and support to students. The videos are managed by classroom teachers and are shared only with specific students and staff within the Hart County Charter System. The videos should not be shared or transferred to anyone outside the Hart County Charter System without written consent from classroom teachers. Students failing to follow this guideline will be disciplined as outlined in the Hart County Charter System Code of Conduct.

Videos are managed through Safari Montage and Audio Enhancement and are part of our system's strategic plan for improvement. To preserve the integrity of and professionalism with teacher classroom privacy, as well as, comply with student privacy rights afforded by FERPA, video feeds cannot be accessed unless permission is provided by the teacher via video link to specific students on an as needed basis and should only be used for instructional purposes.

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 12329) (the "Act"), you have a right to:

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request that the school district amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the rights to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The Hart County Charter System has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school clubs and sports;
- (d) Weight and height of student if he/she is a member of an athletic team;
- (e) Dates of attendance at the Hart County School system; and
- (f) Awards received during the time enrolled in Hart County School System.

Unless you, as a parent/guardian or eligible student, request otherwise this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise the right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of release of this notice.

(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Hart County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

(6) You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event unless you, as a parent/guardian object in writing to your student being photographed, videotaped, or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed below are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described below. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in paragraph (A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (A) and (B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described below in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights as described herein;

## **SECTION 504/AMERICANS WITH DISABILITY**

No otherwise qualified individual with a disability in the United States, as defined in Section 7(20), shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Title II prohibits discrimination on the basis of disability by public entities, including public elementary, secondary, and postsecondary schools, regardless of whether they receive federal financial assistance.

Any parent, teacher or administrator may request an evaluation of their child to determine eligibility for accommodations under Section 504. Requests are to be made to the school based 504 Coordinator or the School District Coordinator, Missy Vaughn. Initial evaluations may not be conducted unless the parent has given permission for the evaluation. Evaluations are to be conducted by a team of individuals who know the student and the determination of eligibility is to be a team decision. Parents are to be informed of decision made by the team.

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the *504 Procedural Safeguards* and *Notice of Rights of Students and Parents Under Section 504* may be found at the system website or may be picked up at the central office or at any of the school offices.

## **LOCKERS**

All students will have an opportunity to rent a locker from Coach Blackwell in ISS (room 108) for the school year at a cost of \$5.00. Each student is responsible for keeping his/her locker clean, both inside and out. Students may not share a locker with another student. Lockers are subject to routine unannounced inspection by the administration. Such searches may be conducted using drug-sniffing dogs or hand-held metal detectors.

## **MEDIA CENTER**

Hilaree Hudson, Media Specialist

1. Students deserve a quiet and orderly library when they are there to read and/or study. Please respect the rights of others. Be thoughtful and try to keep the library a pleasant place for reading and studying.
2. The books in the library belong to the school. Any student checking books out of the library will be held responsible for taking care of those books. Books that are lost or damaged must be paid for by the student.
3. Students may check out three books at a time. The books may be kept for a period of two weeks. The books can be renewed one time unless there is a waiting list or the teachers ask that the books not be renewed.
4. All checkouts are done through the main library computer. Students may not check out a book unless they can present a HCHS student I.D. or be able to tell the librarian his/her social security number.
5. Students are encouraged to return books on time. If books become overdue, students will be charged a fine of five cents a day for each school day the book is late. (Students are not charged for Saturdays, Sundays, or school holidays.) The overdue fine for a reserve book is \$1.00 plus 25 cents per day.
6. Students who owe a library debt may not check out any materials in the library until he/she clears the debt.
7. Students coming to the library from a classroom must sign in at the Circulation Desk. (Teachers must check with the librarian before they send anyone from the classroom to use the library. Teachers are also encouraged to let the students remain in the library until the end of the period to keep down traffic in the hallways.)
8. Students must have the librarian's permission to use a computer and sign in at the computer in which they plan to use.
9. Students are only permitted in the main library. They may not go in the library offices or work areas without permission from the Media Specialist.
10. Students need a lunch pass in order to go to the media center during their lunch. Passes can be picked up in the media center before school.

## **MEDICATION**

Medicine should be brought to school **only** when it must be given during school hours; this includes over-the-counter medications. Medication should be brought directly to Nurse Odom in the front office. Students are only allowed to carry asthma inhalers and Epi Pen injectors with written parental consent. All medicine must be in the original container with student's name and instructions. Written parental request must be given for school staff to assist with all medications. Doctor's signature is required on all medications to be given for more than 2 weeks. The school will gladly assist your child with his/her medicine; however your child will be responsible for coming to the Nurse's office at the prescribed time. Parents are responsible for picking up medicine when treatment is completed or at the end of the year. Any medication not picked up by the last day of school will be destroyed.

## FOOD SERVICE

Educational research has shown that students can learn more effectively when they are properly nourished. Nutritious breakfasts and lunches that meet USDA nutritional requirements are served each day at the school. Thanks to a waiver from USDA, all students can be served breakfast and lunch each day at no cost for the duration of this school year.

For your convenience, menus are on the HCHS website in addition to [www.hart.k12.ga.us/nutrition](http://www.hart.k12.ga.us/nutrition). Though meals are offered at no cost, some students may choose to purchase additional meals or a la carte items. Parents are encouraged to pre-pay their child's meals. Pre-paid amounts are listed below. As an additional pre-payment option and convenience to parents, on-line payments may be made at [www.myschoolbucks.com](http://www.myschoolbucks.com). This is an on-line system that allows parents/guardians to make deposits into a student's meal account or view meal purchases. A \$2.49 transaction fee covers the cost of processing online transactions. This fee goes directly to the payment processor, not to the school district.

Parents that have children who have a special nutritional or feeding need due to a disability must have their child's Physician complete the EATING AND FEEDING EVALUATION CHILDREN WITH SPECIAL NEEDS form. This must be completed and on file with the School Nutrition Manager of each school before any modifications are made. This is a separate form from what is turned in to the school nurse and must be completed each year. These forms may be picked up from the Nutrition Manager or at [www.hart.k12.ga.us/nutrition](http://www.hart.k12.ga.us/nutrition).

### **2021-2022 Meal Prices**

All Children will receive meals at no cost throughout this school year.

The cost of additional meals are listed below.

- Breakfast \$1.25
- Lunch \$2.00
- Adult Breakfast \$2.00
- Adult Lunch \$3.25

If you have any questions please contact Courtney Hart, Hart County School Nutrition Director at 856-7294.

## VENDING MACHINES

Vending machines are provided as a convenience for students. Students are encouraged to use vending machines during class changes and not during meal times. At no time should snacks in the vending machine be considered a replacement for meals. Students are encouraged to make healthy choices when using the vending machines. Students should not go to snack machines during class nor is it a reason to be tardy to class. No student is allowed in the teacher workroom to use the vending machines.



## FOOD

No outside food (restaurant) is permitted at school in accordance to federal guidelines. Failure to follow this guideline can lead to disciplinary action and the discarding of the food. Cafeteria food should not leave the cafeteria at breakfast or lunch in accordance to federal guidelines as well.

## CELL PHONES

Student cell phones at Hart County High School can be a major distraction to the educational learning environment; therefore possession of cell phones is banned between the hours of 8:05 a.m. and 3:00 p.m. unless authorized by the teacher. If a cell phone is seen, chirps, rings, alarms or vibrates during these times, it will be confiscated immediately by any staff member at Hart County High School and the student will be subject to disciplinary action. The cafeteria will be a cell phone zone during breakfast and lunch only. Cafeteria cell phone usage can be revoked at any point by the principal if guidelines are not maintained. In the event of an emergency, students may use a school phone and parents may contact the main office to get a message to their child.

**1<sup>st</sup> offense: The cell phone will be taken up, tagged and turned into the front office. The student must wait 20 school days from the day it is confiscated. The incident will be recorded as a disciplinary infraction.**

**2<sup>nd</sup> offense: The cell phone will be taken up, tagged and turned into the front office. A student must spend one day in ISS and wait 20 school days from the day it is confiscated. The incident will be recorded as a disciplinary infraction.**

**3<sup>rd</sup> offense: The cell phone will be taken up, tagged and turned into the front office. A student must spend three days in ISS and wait 20 school days from the day it is confiscated. The incident will be recorded as a disciplinary infraction.**

**4<sup>th</sup> offense: The cell phone will be taken up, tagged and turned in to the front office. A student must spend five days in ISS and wait 20 school days from the day it is confiscated. The incident will be recorded as a disciplinary infraction.**

## HEAD PHONES

Head phones and/or ear buds may only be used in the cafeteria during designated cell phone times or in the classroom at the discretion of the teacher. Headphones (connected to a device or not) may NOT be worn outside the cafeteria or the classroom at any time. They will be taken up. Those taken up will suffer consequences that mirror the cell phone usage policy.

## PBIS

Hart County Charter System elementary schools implement Positive Behavior Intervention Supports (PBIS) to support student growth. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 1,200 Georgia schools and 27,000 nationwide have been trained in PBIS. Implementation of PBIS is saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students. Please be on the lookout for additional information about PBIS throughout the school year.

## ONLINE LEARNING

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. Participation in online courses during the school day is subject to availability of personnel to supervise students and the capacity of the school to accommodate learners on the computer. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. This letter is to inform you about the key components of each piece of legislation and how to find online learning opportunities for your student.

### Overview of Senate Bill 289:

- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken in lieu of any of the regular 4 periods, then the school will pay for the course. If an online course is chosen in addition to the regular 4 periods, the parent will pay for the course.

### Overview of House Bill 175:

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

### Accessing Georgia's Online Clearinghouse:

The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to:

<http://www.gadoe.org/layouts/GADOEPublic.SPApp/Clearinghouse.aspx>

**Step One:** Type in the course you need (for example 9th grade Literature)

**Step Two:** Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

**Step Three:** Utilize the **provider's site to register** the student in the selected online course.

## EOC TEST-OUT OPTION POLICY

The Georgia State Board of Education recently adopted a "Test-Out" provision (Rule 160-5-1-.15) for students enrolled in high school. Under the provisions of the amended rule, students may "Test-Out" of any course for which there is an associated End Of Course Test [EOC], and they may also earn credit for the course through that process. For example, a student may attempt the Biology EOC prior to taking the course. If the student reaches the performance level of Exceeds (90 or higher), the local board of education shall award the student the Biology course credit. As stated in the Rule, **students may earn no more than three units of credit by demonstrating subject area competency in this fashion.** See your counselor for information and guidelines.

## HALL PASSES

A student is not permitted in the halls during class periods unless he/she is accompanied by a teacher or has a hall pass from an authorized staff member. A pass from a teacher is also required to use the telephone, to see a guidance counselor, or to see any administrative personnel. Students will be considered tardy or absent if they do not have a teacher's permission to be out of class and will be subject to disciplinary action.

## GRADE PROMOTION REQUIREMENTS

To be considered a 10 <sup>TH</sup> grade student	=	6 credits
To be considered an 11 <sup>th</sup> grade student	=	12 credits
To be considered a 12 <sup>th</sup> grade student	=	20 credits
Graduate	=	28 credits

## STUDENT INFORMATION

<b>Accident Reporting</b>	<b>Main Office</b>
<b>Academic Advisement</b>	<b>Counselor's Office</b>
<b>Announcements</b>	<b>Mrs. Hudson</b>
<b>Athletic Information / Eligibility</b>	<b>Coach Gillespie</b>
<b>Bus Approval (Ride a different Bus)</b>	<b>Coach Marett</b>
<b>Bus Route information</b>	<b>Attendance Office</b>
<b>Check-in/check-out</b>	<b>Attendance Office</b>
<b>College Application Information</b>	<b>Counselor's Office</b>
<b>College Testing</b>	<b>Counselor's Office</b>
<b>College Scholarship information</b>	<b>Counselor's Office</b>
<b>Discipline Information</b>	<b>Coach Marett</b>
<b>Driver's License Certificate of Attendance</b>	<b>Attendance Office</b>
<b>Graduation Requirements</b>	<b>Counselor's Office</b>
<b>Hospital/Homebound</b>	<b>Dr. Stewart</b>
<b>Instruction/Curriculum</b>	<b>Dr. Stewart</b>
<b>Locker Assignments and repair</b>	<b>Coach Blackwell</b>
<b>Lost &amp; Found</b>	<b>Main Office</b>
<b>Parking Information</b>	<b>Coach Blackwell</b>
<b>Personal Guidance</b>	<b>Counselor's Office</b>
<b>Pre-Arranged Absence</b>	<b>Main Office</b>
<b>Reduced/Free Lunch Information</b>	<b>Cafeteria/ Mrs. Hart</b>
<b>Saturday &amp; Summer School</b>	<b>Dr. Stewart</b>
<b>Student ID</b>	<b>Media Center</b>
<b>Transcript Information</b>	<b>Counselor's Office</b>
<b>Withdrawal Information</b>	<b>Counselor's Office</b>
<b>Work Permits</b>	<b>Counselor's Office</b>
<b>Yearbook</b>	<b>Mrs. Hudson</b>

## **GEORGIA SCHOLAR**

The Georgia Scholar Program is an effort by the Georgia Department of Education to identify and recognize high school seniors who have achieved excellence in school and community life. To be named a Georgia Scholar, a student must have a minimum of 1360 on the SAT or 31 on the ACT; must have earned 22 Carnegie units of credit for graduation including three units in science, one of which must be chemistry or physics; four units in mathematics, including algebra II; three units in social studies consisting of economics and citizenship, world history, and U. S. history; four units of English language arts; two units of the same foreign language; and one unit in fine arts. The student must also have maintained a 3.75 GPA on a 4.0 scale in all schoolwork taken in grades 9-12.

The student must also have assumed leadership in at least two extra-curricular activities sponsored by the school; assumed leadership in youth activities outside the school; be registered to vote if 18 years of age; and have shown evidence of self-esteem in day-to-day activities.

## **DUAL ENROLLMENT PROGRAM**

The dual enrollment program provides qualified public high school students in Georgia with the opportunity to earn postsecondary institution credit and Carnegie unit credit while simultaneously enrolled in a college, university, or technical institution. Students must have at least a "B" average in academic classes. Credit hours paid by the Dual Enrollment Program will not count towards the limit of postsecondary hours paid for by the HOPE Program. Students are given 5 bonus points that is added to their course grade. The state of Georgia limits dual enrollment to 30 credit hours.

## **HONOR GRADUATE**

The distinction of Honor Graduate is awarded to those students who have achieved a 95 or above average in academic (ELA, math, science, social studies, foreign language) courses in grades 9 – 12. Students must maintain this 95 average for grades 9-12. The weighted grade will be used in calculations. This is also the standard for Junior Marshals status noted during 11<sup>th</sup> grade.

## **HONOR ROLL/MERIT LIST**

Merit List – All students with a semester average in all courses of 80 or higher.

Honor Roll – All student with a semester average in all courses of 90 or higher.

## **STAR STUDENT**

The school STAR student must be a legally enrolled senior in an accredited Georgia public or private high school. Seniors who are jointly enrolled in a high school and college are eligible for STAR honors if all other requirements are met and if they take the College Board Scholastic Assessment Test (SAT) on any national testing date through the November testing of the senior year. The STAR student must score the highest on one test date (scores may not be combined from two test dates) on the new SAT among qualified seniors in the school. Nominee's SAT scores must be equal to or higher than the latest available national high school average on both the verbal and math sections.

In addition, the STAR student must be in the top 10 percent or be among the top ten students numerically. If the student with the highest SAT score does not meet the top 10 criterion, the student with the next highest SAT score who does meet the criterion becomes the nominee. PAGE (Professional Association of Georgia Educators) sponsors the STAR student program and sets its guidelines.

## **SCHEDULE CHANGES**

Because much time and effort goes into the process of scheduling students for classes, schedules requested by students will rarely be changed. Occasionally however, the need to drop or add a class is justified. Some legitimate reasons for requesting a schedule change are:

- 1) The course has been taken and passed previously.
- 2) The student is unable to perform at the level of rigor in an honors course.
- 3) The schedule contains a course obviously inappropriate for the student's grade level (example: A freshman has been scheduled for English 12).
- 4) The student needs another class to meet graduation requirements.
- 5) The student is changing their Career Pathway.

Students will need to obtain a Drop/Add form during the first week of each semester. The teacher of the class dropped must turn in the to the counselor's office. If the request is legitimate, a new schedule will be generated. **SCHEDULE CHANGES WILL NOT BE GRANTED AFTER THE 5TH DAY OF THE SEMESTER.**

Schedules will not be changed for the following reasons:

- 1) Request to change of teacher.
- 2) Requests to change lunch schedule.
- 3) Requests to move into classes with friends or out of classes with students one "doesn't like."
- 4) Student failure to complete required summer work.

## **SCHOOL SPONSORED ACTIVITIES**

Students should not be counted absent, but are responsible for all work missed due to a school-sponsored activity. Coaches and club sponsors will submit a roster of all students participating in school-sponsored activity three days in advance.

## **SIGN IN/OUT PROCEDURE**

Students must sign out in the attendance office before leaving school. No student will be permitted to leave campus with anyone other than a parent or guardian without prior approval. Students who fail to follow the sign-out procedure will be disciplined for cutting class. Students are not allowed to sign back in without a medical excuse. Also no student shall sign out after 2:30 unless it is due to medical reasons.

Sign-ins and sign-outs are not excused until the Attendance Office receives a written note or e-mail for documentation. Forms are available at the Attendance Office to write a parent note when you check your student in or out. Remember that only 5 parent notes will be accepted per semester.

## **STUDENT ATTENDANCE**

Students who attend school regularly are more likely to feel connected to the school and thus are more likely to perform better in the classroom, have a positive attitude and are more likely to graduate from school. Hart County Board of Education recognizes the significance of good attendance contributes to school performance and thus supports having a consistent approach to ensure students attend school. The Attendance Protocol has been developed to provide parents, students, teachers, and school staff the information by which to address attendance issues.

The Georgia Compulsory School Attendance law (O.C.G.A. § 20-2-690.1) requires children to attend school from age 6 to age 16. It also places children who start school before the age of 6 to be subject to the law if they are enrolled in school for at least 20 days.

### **Hart County Risk Reduction Panel**

By order of the Juvenile Court, the Hart County Risk Reduction Panel has been established. Students with excessive absences and/or tardies may be called to appear before this panel, which consists of members of various community agencies gathered to provide support to parents and children for the purpose of improving attendance. It is incumbent upon the parent(s)/guardian(s) to work with the panel to develop a plan of action. Failure to comply with the plan may result in a referral to the Department of Family and Children Services and/or Juvenile Court.

### **Absences**

A student is considered absent any time he or she is missing from any assigned class or school activity, with or without parental permission.

### **Excused Absences**

An excused absence is an absence that is a result of one of the following reasons:

Any state approved reason (as listed below)

Personal illness, requiring attention from a health care professional (Medical, counseling, dental, and other agency appointments that cannot be scheduled before/after school hours)

Serious illness or death in a student's immediate family

A court order or an order by a governmental agency mandating absence

Religious holiday

Conditions rendering attendance impossible or hazardous to student health and safety

Visitation with a parent or legal guardian in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat zone posting

All students serving as pages of the Georgia General Assembly

All students in foster care who attend court proceedings relating to the student's foster care

All students traveling on a school-sponsored trip

All out of school suspensions shall be temporarily excused. A student under suspension will be allowed to make up work according to Hart County Board Policy JBD.

### **Parent Excused Absences**

Each student is allowed **five (5)** parent excused absences per semester. These absences are to be supported by a note from the parent/guardian and must be received within **TWO (2) school days following the student's absence** in order to be accepted. The parent note should include the reason for the absence and be signed by the student's parent/guardian with the phone number where the parent/guardian may be reached during the day.

### **Submitting Excuses**

Once a student returns to school, written documentation of absences must be received within **TWO (2) school days following the student's absence** in order to be accepted. If the written documentation is not received within **TWO (2) SCHOOL DAYS**, the absence will remain as an unexcused absence.

### **Unexcused Absences**

A written summary of possible consequences and penalties for failure to comply with Georgia Compulsory School Attendance law (O.C.G.A. § 20-2-690.1) will be provided to parent(s)/guardian(s) by September 1 of each school year or within thirty (30) days after a student has enrolled in the school district. The parent(s)/guardian(s) will sign a statement indicating receipt of such a written statement of possible consequences and penalties.

Students who are ten (10) years or older by September 1 will sign a statement indicating receipt of a written statement of possible consequences for noncompliance with the school district's attendance policy.

### **THREE (3) UNEXCUSED ABSENCES**

#### **3 Day Attendance Letter**

The school will send an attendance letter and a copy of the notification of compulsory attendance form to the parent/guardian. The parent/guardian and student will be asked to sign and return the form to school. After two attempts to obtain the parent/guardian signature, the school will send the attendance letter and the notification of compulsory attendance form via certified/ return receipt mail. The school will maintain a copy of the letter and certified mail receipt as documentation.

### **FIVE (5) UNEXCUSED ABSENCES**

#### **5-day Attendance Letter**

The school will send a 5-day notice of unexcused absence letter and a copy of the notification of compulsory attendance form to the parent/guardian.

The parent/guardian and students will be asked to sign and return the form to school.

After two attempts to obtain the parent/guardian signature, the school will send the attendance letter and the notification of compulsory attendance form via certified/ return receipt mail.

The school will maintain a copy of the letter and certified mail receipt as documentation.

#### **Saturday School**

When a student accumulates five (5) or more UNEXCUSED absences in any class, that student will need to start attending Saturday School to earn back those absences. A student can earn two (2) periods or blocks back per Saturday; It takes TWO (2) Saturdays to earn back a whole day. See Saturday School information on page 24 for more information.

#### **Attendance Support Team Referral**

The school will contact student parent(s) and conduct an Attendance Support Team meeting with the parent(s)/guardian(s) and the student. The purpose of this meeting is to develop an intervention plan to improve student attendance.

#### **Referral School Social Worker**

The Hart County Charter System Social Worker will be notified for further unexcused absences following the attendance contract or

If a parent/guardian fails two (2) times to respond to attempts to schedule or to attend the attendance meeting.

#### **d. School Principal Verification of Absence**

After five (5) excused absences per semester, the principal of the student's school may require medical or appropriate documentation in support of each and every further absence which the student claims is excused. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused.

#### **TEN (10) UNEXCUSED ABSENCES**

##### **Juvenile Court Referral**

The Georgia Compulsory Attendance Law considers students truant at ten (10) unexcused absences.

If a student accumulates ten (10) or more unexcused absences a referral will be made to the Hart County Northern Judicial Circuit Juvenile Court Risk Reduction Task

Force. Parent(s)/Guardian(s) will be notified by the Hart County Charter System Social Worker via Certified/First Class mail of referral.

##### **Involuntary Student Withdrawal (Ages 16 and older)**

A student beyond the age of compulsory attendance regulation (16 years old and up) is subject to being withdrawn from school enrollment after **10 unexcused absences** and with no proof of enrollment in another school, school system, private school, or home study.

## **REVOCAION OF INTRADISTRICT or OUT OF DISTRICT PRIVILEGE**

#### **Out of district Students**

If a student received BOE approval for out of district attendance in Hart County Schools, out of district approval may be revoked and required to enroll in school district in the family/student county of residence as recommended by school/ district administration.

## **PRE-ARRANGED ABSENCE REQUEST**

When a student or parent is aware of a forthcoming need for the student to be absent from school, they should request a *Pre-Arranged Absence* form. The form is to be completed and submitted to the school principal or designee, at least three (3) days in advance of the absence. Pre-arranged absences will not be approved during the administering of EOC or final exams at the end of grading periods. In order for educational trips to be approved as pre-arranged absences, the student must complete and turn in a trip-related project by the due date set by the administrator approving the absence. Examples of pre-arranged absences include college visits for juniors and seniors (no more than two per year) and educational trips as determined by the school principal or his or her designee.

## TRUANCY

The Compulsory School Attendance Law (O.C.G.A. 20-2-690.1) makes education mandatory for children between the ages of six (6) to sixteen (16). If a child is enrolled and not yet six years old, but remains enrolled in school for 20 days, that child becomes subject to this law. This law defines truancy to be when a student **exceeds ten unexcused** absences and further requires that local school systems provide parents with a written summary of the possible consequences of violating this law. Should your child reach five (5) unexcused absences you will be sent a notice and asked to sign and return that notice. If the notice is not returned the school attendance clerk will send another notice and should that notice not be returned, a certified letter will be mailed. A parent/guardian has two days following an absence to submit an excuse, after that time the absence will automatically default to an unexcused absence. More information on our school system policy on attendance can be found on the Hart County School System website, <http://www.hart.k12.ga.us/>. Go to the Board of Education tab, select Board Policies, then on the Policies tab, select section "J" for Students.

When a person who is responsible for ensuring the student's compliance with mandatory education violates the law they could be found guilty of a misdemeanor in Superior Court. Each day of an unexcused absence is a separate offense which may carry the following consequences:

- A fine of not less than \$25.00 and not greater than \$100.00
- Up to 30 days of imprisonment
- Community service
- Any combination of the above

When the student is found guilty of truancy the following consequences may be applied by the juvenile court:

- Probation
- Community service
- Youth Detention Center
- Referral to Department of Juvenile Justice for Children in Need of Services complaint with possible protective order to follow
- Possible denial of driver's license if withdrawn from school for lack of attendance
- Any combination of the above

## LACK OF ATTENDANCE WITHDRAWAL

With no proof of enrollment in another school, school system, private school, or home study program, a student beyond the age of compulsory attendance regulations is subject to being withdrawn from school after 10 unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone.

## SATURDAY SCHOOL

Saturday School provides an opportunity for students to make up tests or other missed work, have extra time to work on credit recovery/completion units, to make up unexcused absences, and/or to remediate to retake a failed EOC. Students can earn back unexcused absences on a "time for time" basis; they will earn 2 periods back in one class for each Saturday School served. Sessions will occur periodically through each semester and not every Saturday.

Students must complete the Google Saturday School form for each Saturday they want to attend. Forms must be submitted BEFORE 3 pm on the Thursday prior to the Saturday they are attending. Sign-ups are voluntary and no student will be permitted to attend if he/she has not signed up.

Saturday School hours are 8:30-11:30 AM and students that arrive after 8:30 AM will be sent home. Students will report to the doors at the top of the ramp to the 2<sup>nd</sup> floor of the Academic Building. Students must stay for the entire session to earn credit; no partial



credit will be awarded. Students are expected to be on task, awake, and working the entire time. Any student who does not follow these expectations will be dismissed and no credit will be awarded

Students who have attended the minimum number of Saturday Schools as listed below, but still have more than 5 unexcused absences in a class will need to submit an attendance waiver letter at the end of the semester. Minimums are:

6-10 unexcused absences – 2 Saturday Schools

11-15 unexcused absences – 3 Saturday Schools

16-20 unexcused absences – 4 Saturday Schools

Over 20 unexcused absences – No appeal allowed and student must attend Fast Track Summer School to earn credit.

A student with a passing grade and more than 5 unexcused absences in a semester class (10 for a year-long class) will earn an **AF** and be required to attend Fast Track in summer school to earn credit for that class. If the student has attended less than 4 Sat Schools, those days will be added to their Fast Track session. Credit will not be earned unless all days are served. Example: The student served 2 Sat Schools. The student would have to attend 2 days of summer school PLUS the 2 days of Fast Track.

\*\*Two no-shows for Saturday Schools in which the student has signed-up will result in the loss of the privilege of attending Saturday School for that semester.

## **HOSPITAL/HOMEBOUND INSTRUCTION**

Students may be eligible for Hospital-Homebound Instructional Services while hospitalized or confined at home when the absence is expected to be 10 or more consecutive school days. Students may also be eligible for Intermittent Instructional Services if the student has a chronic condition which is expected to result in at least 10 or more absences from school, during the school year with at least three consecutive school days for each occurrence. In either situation the parent requests the instruction, and it must be based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis. For students who are served under an Educational Service Plan (Response to Intervention team, Section 504 plan or Individualized Education Program team), the members of the team should develop a re-entry procedure upon return to school. Each school has an administrator assigned to coordinate HHB services.

## **CLASS DUES**

Class dues are a standard practice at Hart County High School (HCHS) and questions sometimes arise about their purpose and function. Class dues are only paid ONCE. The Junior/Senior class dues fund the following activities for their respective class:

1. Prom junior and senior year
2. Homecoming activities their senior year
3. Senior picnic
4. Senior awards night
5. Baccalaureate ceremony
6. Graduation ceremony

Class dues for the Class of 2023 are \$75 if paid by November 19, 2021. They will be \$85 afterwards and before January 31, 2022. After January 31, 2022 dues will go up to \$100. However, if juniors fail to pay their class dues by April 8, 2022, they will not be allowed to attend Prom 2022. Class of 2022 students that did not pay as a junior then dues are \$100. However, if seniors fail to pay their class dues by April 8, 2022, they will not be allowed to attend Prom 2022.

If you have any questions, please email Mrs. Tressa Blackwell, Junior Class Sponsor, at [tressa.blackwell@hart.k12.ga.us](mailto:tressa.blackwell@hart.k12.ga.us).

## **TARDIES**

Students are expected to be on time to every class each day. A student is tardy to class when he/she arrives to the classroom after the bell rings. Students tardy to school must get a late pass from the front office. Tardiness is an attendance problem as well as a discipline problem, creating classroom disruptions and missed instructional time. Tardy procedures are as follows:

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Teacher assigned detention/parent contact
3 <sup>rd</sup> Offense	Referral/one day of supervised study
4 <sup>th</sup> offense	Referral/ISS
5 <sup>th</sup> offense	Referral/ISS/Loss of parking privileges
Subsequent Offenses	Discipline referral to administration

## **TARDY TO SCHOOL**

Late arrival to school and early checkout from school will both be considered as a tardy. Students arriving after 8:05 must sign in with the front office for a slip before reporting to class. Prior to the end of the school day students shall only be released to a parent (or other authorized pick-up person) when the parent has telephoned their permission to appropriate school personnel or come to the school to sign the student out. Students with excessive tardies are subject to assignment to ISS and/or loss of parking privileges on school grounds.

## **ADMINISTRATIVE FAILURE**

Any high school student having more than five unexcused absences in a semester course will NOT receive credit for that class unless a waiver is granted by the Attendance Committee. 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 a class(es) that semester based on excessive absences. In this case, the student must submit a letter to Dr. Stewart 2 weeks prior to the end of the semester explaining the circumstances and asking for an appeal. For the appeal to be considered, the student must have attended the minimum number of Saturday Schools (see p. 24, "Saturday School"). Absences due to out-of-school suspension shall be deemed to be temporarily excused, but a student shall not be denied credit for a class(es) solely because of out-of-school suspension. Students will only be considered for an appeal if they have attended the appropriate number of Saturday Schools based on the number of unexcused absences.

## **DRIVER'S LICENSE**

To get your certificate of attendance for your driver's license, report to the attendance office to fill out a request. Requests must be made at least 2 days in advance of your appointment with the DVS.

High School personnel are required to report students who violate this portion of HB1190 to the Georgia Department of Motor Vehicles.

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

1. Students must earn 2 ½ credits in the semester preceding participation and be on track as defined by State Standards.
2. Students must meet the criteria established by the Georgia High School Association.

## SCHOOL SPONSORED CLUBS

School sponsored clubs and CTSOs (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. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. 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>CTSO</b>	<b>Sponsor(s)</b>	<b>Purpose</b>
FFA	Anna Smith	The FFA is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
FGE	Christie Simpson	The Future Georgia Educators (FGE) is offered through the PAGE Association, Georgia's largest professional organization for educators. Their goal is to identify, recruit, prepare and retain high school students who are interested in becoming educators in Georgia.
TSA	Greg Gaines Marvin McDuffie	The purpose of HCHS TSA is to encourage students to join TSA and compete in Local, State and National Competitions while also providing community service projects.
Skills USA	Mike Carey Vicky Carter Natasha Osborne Erica Robertson	The SkillsUSA Championships has been called the showcase of technical education. The SkillsUSA Championships recognizes career and technical students who excel in their occupational areas, as well as in the leadership development activities. Besides showcasing students' skills, the SkillsUSA Championships, by the very nature of competition urges students to take pride in their work. It also provides prospective employers with an opportunity to see dedicated, motivated potential employees at work.
<b>Club</b>	<b>Sponsor(s)</b>	<b>Purpose</b>
Academic Team	Luke Christopher	Academic Bowl is composed of both a varsity and a junior varsity team each, which participates in six contests during the course of six or seven weeks in the fall.
Anchor Club	Maggie Hendricks Missy Morgan	Anchor Club allows young people to make a dynamic difference in their world through volunteer service...and have FUN while helping others. Anchors learn valuable skills that prepare them to be good citizens for the rest of their lives. They have opportunities to lead and organize service projects and play active roles in club programs. Often they work side by side with their sponsoring Pilot Clubs to promote awareness and provide hands on service to people with Brain-Related Disorders.
BARK (Bulldog Acts of Random Kindness)	Luke Christopher Linda Johnson Megan Milford	Model and promote ARK (Acts of Random Kindness) which will be embodied and emulated by student <b>BARK</b> members. The ARK demonstrated at HCHS will be observed by other faculty members and students thus trickling into our classrooms and hallways. This mindset will flow forward, and the waves of ARK at HCHS will flood forth into our homes and surrounding communities.
Chamber Ambassadors	Hilaree Hudson	Partners with the Hart County Chamber of Commerce to assist at various events throughout the year.

Chamber Chorus	Joshua Bryan	Provide extension exercises to classroom projects after school in the community.
FCA	Chris Carter	The purpose of HCHS FCA is to encourage more athletes and students to see our school and the community around us impacted for Jesus Christ through the influence of students, athletes and coaches.
Fishing Team		Club sport that takes part in tournaments on Saturday throughout South Carolina and Georgia. Starts up in the fall and lasts most of the school year. Meetings will be announced
Interact	Justin Lee	We will be helping different individuals and groups in our community.
Junior Classical League	Aaron Ivey	Its purpose is to encourage an interest in and an appreciation of the language, literature, and culture of ancient Greece and Rome and to impart an understanding of the debt of our own culture to that of Classical antiquity.
Key Club	Mike Edwards	To help students develop leadership skills and sense of pride in their community by doing community service.
National Art Honors Society	Amanda Ayers	Inspiring and recognizing those students who have shown an outstanding ability in art. The NAHS also strives to give art student opportunities outside of the classroom, such as service learning, field trips, and art competitions, and to bring art education to the attention of the school and community. Members are required to fulfill certain obligations to maintain membership to earn graduation honor cords.
National Honors Society	Corinna Crumptom Megan Milford	The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school and middle level students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character These characteristics have been associated with membership in the organization since its beginning in 1921. Students must have 97 overall GPA in 10 <sup>th</sup> -12 <sup>th</sup> grade.
Spanish Honor Society	Ana Gordy	The purpose of the Spanish Honor Society is to recognize high student achievement in Spanish and to promote a continuity of interest in Hispanic Studies as well as service the community in service projects,
Thespian Troupe	Seth Howard	Enhance an academic theatre society, college contacts and scholarship auditions.
Tri-M Music Society	Alan Tolbert	Encourage music in our community.

## **DISCLAIMER**

School rules published in this handbook are subject to such change as needed to ensure continued compliance with federal, state, or local regulations and are subject to such review and alteration as become necessary for the routine operation of the school. Not all school rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

## **CODE OF CONDUCT**

The General Assembly of Georgia 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.

## PURPOSE

The purpose of this code is to provide students in Hart County High School an effective and safe learning environment. This document has been prepared in accordance with the Discipline Procedures of the Hart County Charter System and the requirements of Georgia law and the State Board of Education. It contains information for school personnel, students, and parents. Included in this document are an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities and at all off-campus events when the student's behavior is a potential danger or disruption to educational process. Students and their parents need to know and understand this code in order to achieve these goals.

## STUDENT BEHAVIORAL EXPECTATIONS

**Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

**Avoid behavior that impairs their own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

**Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

**Recognize and respect rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Hart County Charter System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

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 the rules set forth in this 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 activity, function or even while traveling to and from such events;
- On vehicles for student transportation by the school system;
- On school buses and at school bus stops;
- Also, students may be disciplined for conduct off campus, which could result in a 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.

Unsafe School: 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 the State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS

### Seclusion or Restraint of Students

The use of physical restraint in Georgia public schools and educational programs is governed by *Rule 160-5-1-.35 Seclusion and Restraint for All Students, Code JGF(2), O.C.G.A 20-2-2-240*. The rule can be found on the Georgia Department of Education website at [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

## **STUDENT SUPPORT PROCESSES**

The Hart County 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 Teams, school counselors, chronic disciplinary student plans, mentoring programs, peer mentors, and student leadership class support.

## **AUTHORITY OF THE PRINCIPAL AND AUTHORITY OF THE TEACHER**

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.

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 of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior.

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

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

## **PARENTAL INVOLVEMENT**

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.

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.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem, 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 class room 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 to 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.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

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

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

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention
- Temporary Placement in Alternative Education Program
- Short-term Suspension
- Referral to a Hearing Officer or 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.

Maximum Penalties: The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a hearing officer or tribunal as outlined in the Hart County Board of Education Policies.

Waiver: 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 or hearing officer. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

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

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

## **SCHOOL BUS AND BUS STOP CONDUCT**

Students are prohibited from acts of physical violence as defined by O.C.G.A. § 20-2-751.6, bullying as defined by O.C.G.A. § 20-2-751.4(a), 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; Students are allowed to use electronic devices on the bus but with headphones only. External speakers are prohibited as it could interfere with the school bus driver's operation of the school bus; and

Students are 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.

School Bus Behavior Contract: A meeting of the parents or guardians 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

All buses will pick up and deliver students at regular designated stops on the route. Drivers will make every effort to run on time; however, this will require students to be at the designated stop when the bus arrives. Missing the bus is not an excuse for absence/tardiness to school. School bus drivers represent school authority and are responsible for each passenger on the bus. All students who ride a bus are subject to rules and regulations. Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of individuals on the bus. Misconduct on the bus or at the bus stop will result in disciplinary action.



## COMPUTER AND NETWORK USAGE POLICY

Hart County School System offers Internet access to its students at all levels. Access to the school computer network and to Internet and e-mail services is a privilege not a right. The intent of this policy is to ensure that students utilize this access in a responsible manner consistent with, and directly related to, the educational objectives of the Hart County School System.

Network Usage Guidelines:

1. Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Hart County School System.
2. Violations of this Use Policy include, but are not limited to, the following conduct:
  - a. Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students.
  - b. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. (Passwords and IDs are provided for each user's personal use only and should not be shared with anyone.)
  - c. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
  - d. Violating copyright laws. (Users should assume that all materials available on the Internet are protected by copyright.)
  - e. Sending "chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.
  - f. Seeking, accessing, or downloading material that is not relevant to assignments or course work.
  - g. Using the computer network for recreational purposes or activities relating to personal hobbies. For example, accessing "chat rooms" is prohibited, and games must not be played, accessed, or downloaded.
  - h. Participating in other types of use which would cause congestion of the network or interfere with the work of others.
  - i. Attempting to harm, modify or destroy data of another user.
  - j. Distributing or intentionally accessing materials that are obscene, sexually explicit, or without redeeming educational value.
  - k. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override any firewalls established on the network.
  - l. Vandalizing school computers by causing physical damage, reconfiguring the computer system, or destroying data.
  - m. Failing to log off the computer network at the request of system administrators.
  - n. Using the Hart County Charter System technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
  - o. Using the Hart County Charter System technology network for commercial purposes. Users may not create web pages or use network services to advertise or sell products or services and may not offer, provide, or purchase products or services through the Hart County Charter System network.
  - p. Using the network in a manner that would violate any U.S. or state law or subject the user or the Hart County Charter System to any civil or criminal action. This includes, but is not limited to, the transmission of threatening material, the spreading of computer viruses, participating in software

- piracy, using the Hart County Charter System technology network for gambling, or arranging for the sale or purchase of drugs or alcohol.
- q. Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.
3. The Hart County School System assumes no responsibility for:
    - a. Any financial obligations arising out of unauthorized use of the system.
    - b. Any cost, liability or damages caused by a user's violation of these guidelines.
    - c. Any information or materials that are transferred through the network.
    - d. The reliability of the data connection. Hart County Charter System shall not be liable for any loss or corruption of data resulting while using the network.
    - e. A student's illegal distribution (pirating) of software.
  4. If a user finds materials that are inappropriate while using the Hart County Charter System technology Network, s/he shall refrain from downloading this material and shall not share the material with other students.
  5. Should a user, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Hart County School System, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.
  6. You must immediately disclose to your teacher any message that you receive that you believe is inappropriate or that makes you feel uncomfortable.

#### **Privacy**

- Internet and email messages are public communication and are not private. Electronic mail messages and other use of electronic resources by students are the property of Hart County Charter System and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the computer network's back-up files.
- While Hart County Charter System does not plan to review cache files or back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business. These purposes include, but are not limited to, ensuring proper use of resources and conducting routine network maintenance. Network storage areas will be treated like school lockers that may be inspected at anytime. Where appropriate, communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

#### **Penalties and Violations**

- A violation of the terms of this Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Hart County School System and could also result in criminal prosecution where applicable.
- In the event that there is a claim that a student has violated any of the guidelines in this policy, s/he will be provided with written notice of the suspected violation and an opportunity to be heard.
- The Hart County School System will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the Hart County School System computer network.

## BULLYING

Bullying is defined in O.C.G.A. § 20-2-751.4 as

- (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.
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process as stated in the Code of Conduct *Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances.* 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.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks. **Adopted 03/15/2011 Hart County Board of Education**

## PLAGIARISM

According to the Code of Conduct listed in the Hart County High School student handbook, cheating is a behavior that will result in disciplinary procedures. Plagiarism is a type of cheating. Plagiarism is "submitting material that in part or in whole is not entirely one's own work without attributing those same portions to their correct source." If a student finds information and/or ideas from a source other than his/her own brain, he or she must attribute that information/idea to a source. He or she must give credit for the idea or quote to the originator. This rule applies not only to ideas taken word for word from a source, but also to ideas the student paraphrases from a source.

The repercussions for turning in a plagiarized assignment may include but are not limited to the following repercussions for this violation of the Hart County High School Code of Conduct.

- \* A grade of "zero"
- \* A letter of reprimand sent home to parent/guardian.
- \* Optional request by the student to meet with concerned parties to discuss a mutually acceptable course of action to rectify the violation in a timely manner.
- \* A discipline referral

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

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

### **Classroom Disruption**

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

**Refusal to follow instructions;** disobeying directives given by teachers, administrators, or other school staff;

**Profanity, vulgarity, obscene language, writing, etc.;**

**Indecent exposure;**

**Fighting or instigating a fight;**

**Inappropriate bodily contact;**

**Skipping class;** students may not be in the parking lot, halls, or areas outside the school during school hours without official permission. The gym and halls are off limits during lunch hour; students are to remain in the cafeteria or courtyard area during their lunch period.

**Tardiness;** failure to report to class on time, described elsewhere in this handbook.

**Leaving campus without permission;** same as skipping class

**Truancy;** failure to comply with the compulsory attendance law.

**Gambling** or possession of gambling devices; devices will be confiscated.

**Disruptive behavior on a bus or at a bus stop;**

**Cheating** on school assignments;

**Chronic lack of supplies;**

**Cell phone or electronic communication device** Student cell phones at Hart County High School can be a major distraction to the educational learning environment; therefore possession of cell phones is banned between the hours of **8:05 a.m. and 3:00 p.m.** unless approved through BYOT or in the cafeteria during the appropriate times. .

**Inappropriate dress,** violation of school dress code;

**Inappropriate displays of affection;**

### **School Disruption**

**Willful or malicious damage to real or personal property** of another student or to personal property of any person legitimately at the school; or school property (vandalism or graffiti) during school hours or off-school hours

**Destruction, damage, defacing or theft** of school or personal property.

**Rude or disrespectful behavior;**

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

**Extortion or attempted extortion;**

**Moving and non-moving traffic violations;**

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

**Marking, defacing or destroying** school property or the property of another student;

**Loitering or trespassing;**

**Giving false information** to school officials;

### **Assault and Battery**

**Verbal assault,** including threats of violence, of teachers, administrators, and other school personnel;

**Verbal assault** of other students, including threats of violence or sexual harassment up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972;

**Physical assault or battery** of teachers, administrators or other school personnel;

**Sexual harassment** up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972 or physical assault or battery of other students.

Bullying as defined above

Weapons and Related Objects

**Possession, use, handle, or transmission of any object that reasonably can be considered a weapon** as provided for in O.C.G.A. § 16-11-127.1

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

Drugs; Drug Paraphernalia; Alcohol and Tobacco

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

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

**Possession, sale, attempted sale, distribution or being under the influence of a prescription drug without a prescription or any over the counter drug not dealt with in accordance with school procedures.**

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

**Possession or use of any vapors or related objects that substitutes for nicotine;**

**Possession, manufacture, distribution, or sale of low THC oil**

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

**Willful and persistent violation of student codes of conduct;**

**Any behavior based on a student' 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.

**Any other conduct considered by the principal to be disruptive.**

## **DEFINITION OF TERMS**

**ARSON:** Intentionally starting or attempting to start any fire or combustion.

**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).

**AWOL:** Unauthorized absence and/or leave from class, school, activity, or event.

**BATTERY:** A beating or other wrongful physical violence or constraint without the person's consent.

**BOMB/EXPLOSIVE:** A device containing combustible materials and a fuse.

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

**BURGULARY:** Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and the public [See Theft].

**BUS MISCONDUCT:** Failure to comply with rules of bus safety or Student Conduct Behavior Code.

**BUS SUSPENSION:** The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to 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.

**CHRONIC LACK OF SUPPLIES:** Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

**CORPORAL PUNISHMENT:** Physical punishment of a student by a school official in the presence of another school official.

**DETENTION:** Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation.

**DISCIPLINARY PROBATION:** A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

**DISCIPLINARY TRIBUNAL/HEARING OFFICER:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**DISOBEDIENCE/INSUBORDINATION:** Failure of the student to comply with a reasonable direction or instruction by staff.

**DISORDERLY CONDUCT:** Behaving in a violent or seriously inappropriate manner which disrupts the educational process.

**DISRESPECT:** Responding in a rude and impertinent manner.

**DISRUPTION:** Behaving in a manner which interferes with educational activities.

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

**DRUG/ALCOHOL/CHEMICAL OFFENSE:** Any controlled substance or alcohol; includes any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.

**DUE PROCESS:** A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

**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 hearing officer or tribunal.

**EXTORTION:** Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

**FALSE FIRE ALARM:** Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

**FELONY:** Any offense punishable as a felony under Georgia or federal law.

**FIGHTING:** Involves the exchange of mutual physical contact such as pushing, shoving, and hitting, with or without injury.

**GAMBLING:** Playing any game of skill or chance for money or anything of value.

**HARASSMENT/INTIMIDATION/VERBAL ABUSE:** Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

**INAPPROPRIATE DRESS:** Dressing in a manner that disrupts the teaching and learning of others or in violation of the school's dress code.

**INAPPROPRIATE PERSONAL PROPERTY:** Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

**IN-SCHOOL SUSPENSION:** The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

**LOITERING/TRESSPASSING:** Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

**LONG-TERM SUSPENSION:** The student is suspended out-of-school for more than ten (10) days.

**NON-PRESCRIPTION DRUG:** Over-the-counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with school procedures.

**PRESCRIPTION DRUG:** Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

**PROFANITY/VULGARITY:** Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

**ROBBERY:** Taking property from a person by force or violence, or threat of aggression.

**SEXUAL ASSAULT/OFFENSE:** Intentional sexual contact of a harmful or offensive manner.

**SHORT-TERM SUSPENSION:** The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event.

**TARDINESS:** Failure to be in assigned place at the assigned time without a valid excuse.

**TRANSMISSION:** The passing of any substance, article, or weapon to another person.

**TRUANCY:** The student stays out of school without permission or valid excuse as defined by Georgia law, O.C.G.A. § 20-2-690.1 et seq.

**THEFT/LARCENY:** Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use [See Burglary].

**VANDALISM/GRAFFITI:** The willful or malicious destruction or defacement of public or private property.

**WAIVER OF DISCIPLINARY TRIBUNAL/HEARING:** In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

**WEAPON:** An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chucks, or any other object intended to be used to inflict bodily harm, as identified in O.C.G.A. §16-11-127.1.

**ZERO TOLERANCE:** There will be consequences for serious drug, and weapon offenses on school property or at a school activity, function or event. The school system will be proactive. Each individual case will be reviewed.

## SEARCH

Vehicles, book bags, lockers, purses, supply packets or any item (personal or otherwise) are subject to routine unannounced inspection by the administration. Such searches may be conducted using "drug-sniffing" dogs or "hand-held" metal detectors.



## DRESS AT HCHS

1) HEAD - Hats, caps, bandanas, doo-rags, hoods, or other head coverings, along with earphones/buds and sunglasses are not permitted. No fishhooks.

2) PANTS/JEANS – No skin may be showing through any holes in pants or jeans. They must be pulled up and worn at the waist with no undergarments showing. No chains.



3) SHOES must be worn at all times. No bedroom shoes.



4) SWEATPANTS/JOGGERS, athletic shorts (basketball, running, etc.), and sweat suits are not permitted. Teams are no longer allowed to violate this policy on game days

5) Boy's or Girl's SHORTS may be no shorter than 4 inches above the knees. Bike shorts are not allowed

6) DRESSES and SKIRTS, as well as All TOPS OVER LEGGINGS WITH NO POCKETS ON THE REAR must be no more than **4 inches** from the top of the kneecap.

7) For girls, SLEEVELESS TOPS are appropriate as long as they are not revealing and no undergarments are exposed. Strapless and open back tops are not permitted.



8) No mesh, see-through, cut-off, or otherwise revealing garments may be worn without a tank (see #5). The stomach and back may not be exposed. Camis or spaghetti strap tops that can be seen are not acceptable.



9) Males must wear shirts with sleeves.

10) LEGGINGS, JEGGINGS, & TIGHTS

- a) Pockets on the rear – may wear with any dress-code approved top.
- b) **NO pockets on the rear** – must be worn with top that is no more than 4 inches above the knee. (See #4).



11) JEWELRY and/or adornment worn in pierced areas other than the ears are not permitted with the exception of a small nose stud.



12) VULGAR, obscene, drug-, alcohol-, or tobacco-related, or suggestive writing on clothing may not be worn nor can words or symbols that advocate violence, drugs, sex, illegal gang affiliation or implies illegal activity.

13) All students, to include Dual Enrollment, are expected to be in compliance with dress code when they are on campus during school hours. Students may not come to school in PE or JROTC work-out gear.

14) Extremes should be avoided. If in doubt, wear something else. School administrators prohibit the wearing of any garment or article that causes or has the potential to cause disruption or interference with the education setting or process.

Consequences for violation of the dress code include: warning, after school detention, parent contact, ISS, or being sent home. Student without a change of clothes will be sent to ISS for the remainder of the day.

## FORMAL DRESS CODE

**It is expected that students will choose to dress appropriately for a *Formal Event*.**

**It is also expected that students will advise their guests of the HCHS dress code.**

\*No visible tennis shoes.

\*No blue jeans of any type may be worn.

\*Dress Code must be maintained throughout the event.

\*In order to attend prom, students must have **no more than 5 days of ISS or OSS and no AF's from fall semester**.

\*In order to attend homecoming, students must have **no more than 5 days of ISS or an AF the previous semester**.

\*If in doubt, get approval for your outfit or risk **not** being allowed into the event.

\***No refunds are available** for students who have purchased tickets and then find that they do NOT meet all requirements.

### Females:

- **Back of Dress** may not fall below the waistline.
- **NO two piece** dresses permitted. Two piece dresses **MUST** be connected by clasps or sewn. If arms are lifted above your head, the dress must remain attached. The top and bottom may not just be pulled together.
- **Front necklines** cannot fall below a line formed between the top of the left and right armpits without a patch of fabric sewn in that isn't see through. This line continues around the sides directly under the armpit.
- **Sides of Dress** must NOT have any exposed skin. If you hang your arms straight down, then no flesh should touch flesh. Any cutouts **MUST** have fabric sewn in that isn't see through.
- **Dress Length** must be at least mid-thigh in length and dress splits may NOT come above mid-thigh.

### Males:

#### Prom:

- Must wear a tuxedo or FULL suit (Full suit: dress pants; buttoned, collared shirt; tie and jacket)
- NO hats allowed

#### Homecoming:

- Must wear a button up dress shirt and a tie with dress pants. No jeans or hats are allowed.

## **PARKING RULES AND REGULATIONS 2021-2022**

Parking at Hart County High School is a privilege not a right. The NO PASS NO DRIVE Policy will be in effect. Students must pass 3 of 4 classes to acquire and maintain driving privileges. Grades will be checked at the end of each semester. This also includes all students who are enrolled in any work program at Hart County High School.

- Ninth graders regardless of age are not eligible for a permit.
  - All vehicles parked on school campus must be registered with the school and must display the current permit on the rearview mirror
  - A student must have a valid driver's license and proof of insurance on the registered vehicle.
  - Students enrolled in the Hart County Alternative Program are not allowed the privilege of parking on campus and may not purchase a parking permit.
  - Parking spaces cost \$35.00 (cash, check, card) per year. If for any reason, a student loses his/her parking permit he/she will have to pay \$25.00 for a new permit.
  - Parking permits are to be purchased from the ISS room.
  - All vehicle occupants must wear seat belts while on campus.
  - No students are permitted to ride on the hoods of vehicles or in the back of trucks on campus or during any school related activity.
  - Students who drive to school must assume responsibility for arriving ontime.
  - All students must leave their vehicle immediately after arrival on school campus.
  - There will be no loitering in the parking area after school is dismissed. All drivers and passengers must leave campus immediately.
  - Students are not to enter the parking areas during the school day without written permission from an administrator. If students are in the parking lot without permission, they may be considered skipping class.
  - Leaving school or transporting other students from school without permission will result in loss of permit for a length of time determined by the administration.
  - Vehicles that are parked on campus are subject to unannounced searches by the administration as a condition of being brought on campus. Such searches may be conducted using "drug-sniffing" dogs or "hand-held" metal detectors.
- Offenses, which would result in a student being fined and/or losing his/her driving privileges, are:

1. Speeding on campus. The speed limit is 10 mph on campus.
2. Reckless driving, fast starts, or squealing tires.
3. Making excessive noise on or near school property.
4. Excessive tardies and/or absences.
5. Parking illegally or in the wrong space.
6. Transferring (not even by gift or sale) your permit to another student or another student's vehicle. The transfer of decals or parking tags is not permitted
7. Possessing drugs, alcohol, weapons, or tobacco products on campus.
8. Leaving school or transporting other students from school without permission.
9. **Students may permanently lose their permit to drive on campus if they continue to violate any of the driving rules or if they have excessive absences or excessive tardies to school.**

Fines will be issued as follows:

- No permit: \$20.00 and vehicle may be towed.
- Rule Violations:
- 1st Offense: \$15 fine and possible permanent loss of parking privileges
  - 2nd Offense: \$20 fine and possible permanent loss of parking privileges
  - 3rd Offense: \$25 fine and possible permanent loss of parking

privileges All fines must be paid within five (5) days.

Safety is of the utmost importance. Pedestrians always have the right of way.

The faculty and staff will do all they can to ensure safety; however, Hart County High School is not responsible for damage or theft which may occur to student vehicles.

## **STUDENT/PARENT TELECOMMUNICATION CONSENT & WAIVER FORM**

Hart County Schools believe that the benefits to educators and students from access to the Internet and other on-line services, in the form of information resources and opportunities for collaboration far exceed any disadvantages of access. But, ultimately, the parent(s) and/or guardian of the student are responsible for setting and conveying the standards that the students should follow.

Hart County Schools support and respect each family's right to decide access to the Internet for students. It is school's intent to make the telecommunication resource available to further its educational goals and objectives. The school district has made every effort to keep your child safe from illegal or offensive material. Hart County Schools cannot control the information distributed through the Internet. Staff has been trained in the appropriate use and will be presenting appropriate lesson plans to the principal at the school before Internet access will be afforded to their classrooms.

A copy of the full Internet Procedure for the Hart County Schools is available for viewing in the media center at each school. Your child's teacher has also been given a copy of this procedure. Your child may have personal supervised access to the Internet, some display panels, and/or your child may use staff email account with permission.

All telecommunication access (Internet, etc.) will be under the direct supervision of the teacher in charge of the lesson. No unauthorized chat rooms for students will be allowed. There will be no personal student email accounts.

Students should be aware that conduct violations related to technology use may also constitute criminal offenses punishable by law. In accordance with Georgia Criminal Code (OCGA) 16-9-93:

1. Any person convicted of the crime of computer theft, computer trespass, computer invasion of privacy, or computer forgery shall be fined not more than \$50,000 or imprisoned not more than 15 years, or both.
2. Any person convicted of computer password disclosure shall be fined not more than \$5,000 or incarcerated for a period not to exceed one year, or both.

Telecommunication is for the support of educational goals and objectives.

BY SIGNING THIS CONSENT & WAIVER FORM, I AND MY PARENT(S) OR GUARDIAN(S),

HAVE DISCUSSED AND AGREE TO THE FOLLOWING RIGHTS AND RESPONSIBILITIES:

- I will limit my use of telecommunication in school to education objectives established by my teachers.
- I will follow the rules of computer etiquette, which include the use of appropriate language and polite responses.
- I will not share my home address or phone number with other users.
- I will not plagiarize information in any form.
- I will not attempt to bypass the security and filters built into the system. I recognize that this may result in cancellation of network privileges.
- I will print only to my local printer.
- I will not use Hart County telecommunication access for illegal purposes.
- I will not use unauthorized chat areas, unauthorized floppy disks, unauthorized CD's, download games, or download any other files to the hard drive of the workstation or into folder designated for my use on the servers.

## Parents: Please sign and return this page along with page 46 to school.

Parent(s) and/or guardian(s) shall be responsible for damages, loses, or costs incurred by the school system related to or arising from any violation of the rules by your child.

### STUDENT

I have discussed the Waiver and Consent Form with my parent(s) and/or guardian(s) for the use of telecommunication at school. I will use the Internet for educational purpose only and will restrict it to classroom assignments.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature, Date

### PARENT OR GUARDIAN

As the parent of (child's name), I have read the Waiver and Consent Form for the use of telecommunication in the classroom and have discussed this with my child. I understand that this is for educational use only and it is the responsibility of my child to restrict the use for the stated purpose of the lesson and project assigned. By signing this, I give my permission for my child to use telecommunication in a supervised personal manner for only education purposes in the classroom or media center.

\_\_\_\_ Yes, I give my child permission for: (Check only one)

\_\_\_\_ Individual Internet access with teacher supervision and group instruction with teacher supervision.

\_\_\_\_ ONLY group instruction on the Internet with teacher supervision.

\_\_\_\_ No, I do not give my child permission for Internet Access in any manner. In checking this choice, I realize that my child may receive an alternate assignment in an alternate classroom setting. The assignment will provide quality instruction in the same matter. The student will not be denied an equal education as a result of this choice. The student's grade will not be adversely affected by this alternate assignment.

\_\_\_\_\_  
Parent or Guardian (Please Print)

\_\_\_\_\_  
Parent or Guardian Signature Date

Any further questions, call the school (706) 376-5461 or the Hart County Board of Education (706) 376-5141

As we continue to embrace the communication age, the student handbook for Hart County High School is a dynamic document that is amended regularly and kept electronically where all members of the HCHS family can access it. The items listed in this handbook represent a partial list of rules, regulations, and policies of HCHS available at the time of printing this document. Rules, regulations, policies and practices are subject to change at any time. A complete and updated handbook is available online at our website <http://www.hartcountyhigh.com>. A hard copy of the complete and updated handbook is available in the media center and in the school office.

**STUDENTS: This page should be signed by your parents or guardians and returned to your advisor within the first three days of receiving the handbook. Failure to return this page to your advisor will result in loss of extracurricular (sports, clubs, fine arts, etc.) activity privileges until this sheet is returned.**

**Student Name** \_\_\_\_\_

By my signature I acknowledge that I have received, read, and understand the Hart County Comprehensive handbook for the school year 2021-2022 including the rules and regulations concerning student attendance.

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

Parent/Legal Guardian \_\_\_\_\_

Parents may request that their student not participate in a particular school club or organization. A list of school clubs and organizations is provided in the Hart County High School Student Handbook. If you wish to decline permission for your child to participate in a particular club or organization, please complete the form below.

My child MAY NOT participate in the following school club(s) and/or organization(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_

I have read and understand the tardy policy as outlined on page 24 of this student handbook.

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

Parent/Legal Guardian \_\_\_\_\_

Student cell phones at Hart County High School are a major distraction to the educational learning environment; therefore possession of cell phones is banned between the hours of 8:05 a.m. and 3:00 p.m unless used at teacher discretion or during the appropriate times in the cafeteria. If a cell phone is seen, chirps, rings or vibrates during these times, it will be confiscated immediately by any staff member at Hart County High School HART COUNTY COMPREHENSIVE HIGH SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY ELECTRONIC DEVICE LOST OR STOLEN. HCHS ALSO WILL NOT INTERRUPT CLASSROOM INSTRUCTION TIME TO SEARCH FOR LOST OR STOLEN ELECTRONIC DEVICES.

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

Parent/Legal Guardian \_\_\_\_\_