

Student Handbook Addendum

2015-2016



David Shedd, Principal

Mr. Nick Ellis, Assistant Principal, Student Services (Last Names A-L)

Dr. Tylisa Hill, Assistant Principal, Student Services (Last Names M-Z)

Ms. Debra O'Quinn, Assistant Principal, Curriculum & Instruction

Mr. Rick Marinaccio, Counselor (Last Names A-C)

Ms. Ann Waiting (Last Names D-K)

Ms. Kati Kong (Last Names L-Q)

Ms. Amy Simpkins (Last Names R-Z)

Ms. Phyllis Pendergrass, Graduation Coach

DAILY BELL SCHEDULE

8:15-9:05 First Period
 9:10-10:05 Second Period & Homeroom
 (5 minutes extra for announcements and attendance)
 10:10-11:00 Third Period
 11:05-12:40 Fourth Period
 11:00-11:25 A Lunch
 11:25-11:50 B Lunch
 11:50-12:15 C Lunch
 12:15-12:40 D Lunch
 12:45-1:35 Fifth Period
 1:40-2:30 Sixth Period
 2:35-3:25 Seventh Period

Advanced Academy Considerations

- Students at the AAS for beginning of the day will arrive here at 12:20 PM and will need to eat here.
- Students going to AAS for the last half of the day will leave here at 11:20 AM and will eat at AAS.

INFORMATION GUIDE FOR STUDENTS

Accident Forms	Bookkeeper	Graduation Requirements	Guidance Office
Academic Advisement	Guidance Office	Instruction/Curriculum	Ms. O'Quinn
ADAP Certificates	Main Office	Job Placement Information	Guidance Office
Announcements	Administrators	Lockers-Information and Repair	Mr. Ellis
Approval for School Activities	Mr. Shedd	Lost and Found	Main Office/Commons
AP Coordinator	Mr. Caldwell	Pre-Arranged Absence	Attendance Office
Athletic Eligibility	Coach Gue	Parking Information	Mr. Ellis
Athletic Information	Coach gue	Personal Guidance	Guidance Office
Audio Visual Information	Learning Center	Reduced/Free Lunch Information	Cafeteria Manager
Bus Route Information	Main Office	Schedule Change Forms	Guidance Office
Check In/Check Out	Attendance Office	Scholarships & Financial Aid	Guidance Office
College Application Information	Guidance Office	Transcript Information	Guidance Office
College Testing – ACT/SAT	Guidance Office	Withdrawal Information	Guidance Office
Discipline Information	Main Office	Work Permits	Main Office
Driver's Law/Certificate of Enrollment	Main Office	Yearbook	Ms. Salter (222)

GENERAL INFORMATION

This handbook includes general information that you will need to know. The **Information Guide for Students** will help when a student needs assistance and in connection with the HCS Secondary Student and Parent Handbook. In addition to selected general information in this section, other sections of the handbook provide specific information on topics such as academics and instruction, attendance, etc.

AFTER SCHOOL ACTIVITIES

Students must attend school at least four full class periods to be eligible to participate in extracurricular activities that same afternoon or evening.

ANNOUNCEMENTS

Announcements will be made daily, broadcast over the closed circuit television system, and posted to the school's web site.

BYOT/ELECTRONIC EQUIPMENT

The use of personal electronic devices (e.g., cell phone, laptops, tablets, etc.) may be restricted during the school day at the discretion of the classroom teacher. Items used during inappropriate times may be confiscated and held for parent pick-up. **No electronic devices are allowed during standardized testing. In addition to confiscation of the device, a discipline consequence may be assigned.**

BULLETIN BOARDS

No bulletins, posters, advertisements, etc. shall be posted anywhere in the building without administrative approval.

CAFETERIA

Students may purchase a well-prepared meal or bring lunch from home. Snack and drink machines in the building are off limits from 8:15 AM until 3:25 PM, except during lunch. If a family cannot afford lunch, an application for assistance may be obtained from the cafeteria office. Free and reduced lunch numbers cannot be used by anyone other than the individual to whom the numbers were issued. **Improper use of free and/or reduced lunch numbers will be considered theft.** Students should go to the cafeteria in an orderly manner. All paper and trash should be removed from tables and areas around tables before leaving the cafeteria. Good manners and cleanliness are expected in the cafeteria at all times. During lunch, students are only allowed in the commons, designated study/tutoring areas, or the Learning Center.

CARE OF SCHOOL PROPERTY

Cooperation is needed to maintain and continue to improve the appearance of the school. School pride should be reflected in the care and use of school property and facilities. Any student responsible for damaging school property will be expected to pay for damages. Damage includes, but is not limited to loss, breakage, theft, and defacement of books, furniture, walls, lockers, computers and associated accessories, or school structures. Vandalism of school property may result in expulsion from school and criminal prosecution.

CENSUS FORMS

It is necessary for each student enrolled to have a completed Census Form on file in the office. If an emergency arises that requires treatment for a student, every effort will be made to immediately contact a parent or guardian. In the event of a perceived life-threatening situation, 911 will be called. The Henry County School System assumes no financial responsibility for actions taken to preserve/protect the health and well-being of students, which means that if the parent cannot be reached and the school administration calls 911 and requests

that a given student be transported to a medical facility, the parent will be responsible for the transportation charge. Parents should contact the school if the medical information changes anytime during the school year. **It is critical that the school is made aware of changes in parent contact information.**

DETENTION

Administrative Detention is assigned for minor disciplinary problems. Detention will also be assigned for those students who are tardy to school. Students may serve detention from 7:45 AM - 8:10 AM or 3:30 PM - 3:55 PM on Tuesday, Wednesday, or Thursday of the assigned week.

DRIVER'S LAW

Students aged 15 through 17 are required to bring a notarized Certificate of Enrollment when applying for a driver's license or learner's permit. Ola High School students must have this certificate completed by an administrator of Ola High School. There is a \$2.00 fee for the document and it is only valid for 30 days. Certificates of Enrollment are to be requested in the front office and, if approved, will be available the following school day. Students should be aware of Joshua's Law regarding the requirement for formal Driver's Education prior to receiving a license. The Alcohol and Drug Awareness Program is taught in all health classes. The ADAP Certificate of Completion is needed to obtain a Class D driver's license for anyone under the age of 18. To receive an ADAP Certificate of Completion, the student must attend each of the four sessions in order to qualify for the examination and pass the written test with a score of 70 or higher. In the event the student is absent during that week or does not pass the written test, the student should contact the front office for information on the on-line option through the DMV.

EARLY ARRIVALS

Students are to remain in the commons area until 8:05 AM each morning unless involved in a teacher-supervised activity.

FIRE DRILLS-WEATHER WARNINGS

All rooms will be evacuated when there is a fire alarm. A route is posted in each classroom, and students should move directly, orderly, and quickly to designated areas. Each group will assemble so the teacher may check the roll, and students must stay with that teacher during the duration of the drill. Students in restrooms or any place other than his or her assigned room should report immediately to his or her group for accountability. A tone will sound for students to return to classrooms.

FIRST AID OR MEDICAL ATTENTION

Students requiring first aid or medical attention should report to the attendance office.

FOOD AND DRINKS

Bottled water may be permitted inside the classrooms at the teachers' discretion. All morning sales of food will cease at 8:05 AM. Snack and drink machines in the building are off limits from 8:15 AM until 3:25 PM with the exception of lunch.

GRIDS (HALL PASSES)

Students in the halls must have a Grid (Hall Pass) during regular class time. All passes/grids should be signed by the issuing teacher to include the departure time from class and other relevant information.

LEAVING SCHOOL CAMPUS

Once a student arrives at school, he or she is not to leave the school campus unless officially dismissed, checked out, or has received permission from an administrator. Students who need to go to the parking lot during the

school day must report to the front office and then be accompanied by the parking lot attendant. Work-Based Learning students will display their badges when leaving campus.

LEARNING CENTER

The Learning Center (formerly known as the Media Center) staff is a vital part of the school program and is ready and willing to assist students in finding and utilizing library materials. Students with overdue books will be assessed a fine of 10 cents per day per book. The Learning Center will be opened daily for student use between the hours of 7:15 AM and 3:45 PM. Students are encouraged to utilize the learning center and are reminded to follow the rules and procedures established for the Learning Center.

LOCKERS

Locker rental is \$5.00 per year. Students will not be allowed to rent a locker until all beginning of the year forms have been returned to the second period (homeroom) teacher. After the forms are returned to the homeroom teacher, he or she will issue a locker pass, which allows students to select a locker. All lockers are the property of Ola High School, and the administration reserves the right to search the lockers. Lock combinations are changed each year, and the combinations are issued only to the student who rents the locker. Do not leave your locker ready-to-open and do not give the combination to other students. Students may not write in lockers or place stickers inside lockers. The administration is not responsible for any missing items from a locker, since this would indicate a failure on the student's part to abide by the locker rules. Failure to abide by the locker rules may result in disciplinary action.

LOST AND FOUND

Lost and Found items are located in the main office and the commons area.

MEDICATION

If it is necessary for a student to take medicine during the school day, including all non-prescription medicines such as aspirin, the medicine should be left in the attendance office. Students with prescriptions or permission notes on file in the attendance office may carry an inhaler or epi pen with them. A student may obtain a pass to come and take the medicine in the attendance office. The student must have a completed Medication Authorization Form on file in the attendance office to take prescription or non-prescription medication.

OBLIGATIONS

All student obligations shall be cleared before the end of the school year they are incurred. Obligations could include, but are not limited to, a textbook not returned, library materials not returned, fees not paid, uniforms not returned, and so forth. Seniors will not be allowed to participate in graduation ceremonies until all financial and material obligations have been settled. Students will not be issued a replacement textbook for a lost book until the obligations have been cleared.

PARKING REGULATIONS

The operation and parking of a vehicle on the Ola High School campus is a privilege granted by the school. All students are expected to observe traffic and parking regulations. The school reserves the right to suspend and/or revoke the campus parking privileges of any student who violates parking rules and regulations or is not in good standing at the school. Details of parking regulations are provided on the parking agreement which is signed by each student prior to him/her receiving a parking permit.

PARTIES DURING SCHOOL

There will be no class, club, or other group parties or picnics during school hours without prior administrative approval.

PRIVATE PROPERTY

Students are warned and advised not to bring valuables and expensive personal belongings to school. Large amounts of money, jewelry, etc. are at risk for being lost or stolen. Dressing rooms, lockers, parking lots and classrooms are not safe places to leave valuables. It is better to take extra precautions than to be the victim of a theft or loss. Locks are available for rent in the Physical Education Department.

RECEIPTS

Every student should obtain a receipt for any money collected by the school. The student should keep the receipt in case a question arises.

RESTROOMS

Students will be allowed use of the restroom facilities during instructional time for emergencies only. Students should not request to use the restroom during the first and last fifteen minutes of each class. All restrooms are available between each class. Students are required to have a signed grid/pass to use the commons area restrooms during instructional time. During the lunch period, only the commons area restrooms will be open.

SAFETY AND SECURITY

The Henry County Sheriff's Department has provided Ola High School with a School Resource Officer (SRO). To reach the SRO please call 770-288-3222. The SRO office is located off the commons area.

SCHOOL CLOSINGS

In the event of inclement weather students and parents will be advised in a variety of ways. The system will send out an automated phone call, information will be posted to our web site, and a text message. Closings will be announced on a variety of media outlets including WSB radio AM750/FM95.5 and local TV stations.

SCHOOL DELIVERIES

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with classroom instruction. Students will not be called out of class to accept a delivery. The school office is not obligated to accept delivery of food for lunch to students. Parents that bring lunch to school during the day will be responsible for making sure their student is aware that the lunch is in the office. The office will not contact students to make them aware a lunch has been brought to school.

SCHOOL INSURANCE

Student insurance is available through the school. Information is given to students at the beginning of the school year. Throughout the year, questions regarding school insurance may be directed to the bookkeeper.

SCHOOL STORE

School supplies may be purchased in the Learning Center. Copy/Print services are available, for a fee, in the Learning Center.

STUDENT SELLING OF UNAPPROVED ITEMS

All fund-raising projects require prior administrative approval. Students selling items that have not received prior approval will be subject to disciplinary action.

STUDENT SUPERVISION

All faculty and staff at Ola High School, while at school and at extracurricular activities, are authorized to supervise students. The administrators have the right to search any student, at any time while at school or a school function, if there is reasonable suspicion.

SUSPENDED STUDENTS (ISS and OSS)

Students who are assigned in-school or out-of-school suspension are not permitted to attend school functions, practices, or activities while serving their suspension.

TECHNOLOGY USE

All students and staff will be responsible for following the guidelines outlined in the Henry County Technology Acceptable Use Agreement form. This agreement is included inside the HCS K-12 Student Handbook. Failure to abide by the Technology Agreement will result in loss of technology privileges and may result in further disciplinary action.

TELEPHONE USAGE

Students are not to use the office telephones without office staff approval. In case of an emergency, office personnel will contact parents. Prior planning will eliminate the need for telephone calls during the school day. All calls regarding student illness should be made from the attendance office so that school officials are aware of the illness and anticipate someone coming to the school to check out the student. Cell phone use is addressed previously in this handbook.

VISITORS

Parents are encouraged to visit the school to discuss student progress with the administration, counselors, and teachers. Conferences with classroom teachers will not be scheduled during hours when the teacher has a teaching assignment. Parents should call the Counseling Office to set up conferences with the classroom teachers. Teachers' hours are 7:45 AM - 3:45 PM. Please do not drop in to visit a teacher before or after those times without gaining prior approval from an administrator or the teacher. All visitors are required to go directly to the main office upon arrival where a visitor's badge is to be obtained. All visitors must wear badges at all times when on campus. Only parent/guardians and their guests will be allowed to visit a student for lunch. Students are not permitted to invite visitors during the school year.

WORK PERMITS

A work permit, only required for 14 and 15 year old students, may be obtained in the main office or may be printed online from the Dept. of Labor website - https://www.dol.state.ga.us/em/online_work_permit.htm. The student and the employer must complete it. When all paperwork has been completed, the work permit must be taken to the front office. Please allow 24 hours for the certificate to be completed.

ACADEMICS AND INSTRUCTION

ACADEMIC INTEGRITY

Students at Ola High School are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. Students are expected to maintain academic integrity at all times. If a student is found cheating on a graded assignment, the student will not receive credit for that assignment or will be subject to a disciplinary consequence. The following actions are considered to be violations of academic integrity:

- Using unauthorized materials in a test situation
- Receiving unauthorized information on a test
- Knowingly giving information in a test situation to another student
- Passing on definite answers to questions or questions to someone who has not taken the test
- Turning in for credit work that is not the student's own

- Plagiarism, defined as using another person's words without documentation.
- **During standardized testing if a student has any unauthorized electronic device (including cell phone) it will be confiscated and may possibly invalidate the results of the test for that student.**

HOMEWORK POLICY

Homework is defined as any required study assigned for completion after regular class time. The policy will be outlined in the syllabus for each course. It is the practice of Ola High School to assign homework as a valuable tool that:

- Reinforces classroom instruction
- Prepares students for upcoming topics
- Helps students develop self-discipline, responsibility, organizational and time-management skills
- Aids in evaluating student progress

PROGRESS REPORTS/REPORT CARDS

The school system no longer prints progress reports at the end of each grading period. Parents and students are encouraged to keep informed via the student and parent portal in Infinite campus (IC). Parents may request a printed report card. Final report cards will not be mailed home at the end of the school year.

SEMESTER EXAMS

Comprehensive exams are administered in December and May each year. Students and parents are asked not to schedule vacations and out-of-town trips on exam days.

Proposed Statewide Testing Dates 2015-2016

PSAT

Oct. 14, 2015

Georgia Milestones End of Course

The Georgia Milestones EOC is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of language arts, mathematics, science, and social studies and tests are administered in December and April/May for these specific courses: 9th Grade Literature and Composition, American Literature and Composition, Coordinate Algebra, Analytic Geometry, Biology, Physical Science, US History, and Economics. The assessments is 20% of the student's final grade for the course.

College Entrance Exams

The SAT and ACT are offered multiple times throughout the academic year.

- For the SAT, students should go to www.sat.collegeboard.org/register to view testing dates and registration deadlines.
- For the ACT, students should go to www.actstudent.org/regist/ to view testing dates and registration deadlines.

The ACT will be administered at Ola High School on October 24, December 12, and February 6.

Registration information and practice tests are available in the guidance office and it is the student's responsibility to complete registration and pay test fees.

Advanced Placement (AP)

These exams are scheduled in the month of May 2016. Tentative testing dates for each area are as follows:

Monday, May 2	Chemistry, Environmental Science, Psychology
Tuesday, May 3	Spanish, Physics I
Wednesday, May 4	English Literature, Physics 2
Thursday, May 5	Calculus
Friday, May 6	US History, European History
Monday, May 9	Biology, Music Theory, Physics C
Tuesday, May 10	US Government
Wednesday, May 11	English Language, Macroeconomics
Thursday, May 12	World History, Statistics
Friday, May 13	Human Geography

ATTENDANCE PROCEDURES

The Georgia Compulsory Attendance Law: It is the duty of every parent, guardian, or other person having control of any child between the child's 7th and 16th birthdays to assure that the child attends a public school, private school or home study program. Failure to comply constitutes a misdemeanor punishable by up to \$100 fine, 30 days imprisonment, or both.

The successful progress of your child in school depends on prompt and regular attendance. Want to know more about how attendance impacts student learning? Visit www.gadoe.org

Please take time to review the attendance policies and procedures located in the handbook as well as the following information:

- Students with excessive absences may be required to provide additional documentation (e.g., doctor's note).
- Students are granted three unexcused tardies to school per semester. The fourth unexcused tardy to school will result in detention being assigned to the student.
- Students that are absent must bring appropriate documentation within 3 days of absence; otherwise, the absence will be considered unexcused.
- Students with 10 or more unexcused absences are subject to loss of parking privileges.
- Students with excessive tardies, absences and/or disciplinary actions are subject to loss of parking privileges.

AWOL (TRUANCY)

Students who leave campus without checking out or who are absent from school without their parent's permission, skip a portion of a class, a full class, or several classes are considered truant (AWOL). Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out in the attendance office, even if classes have not yet begun.

TARDY TO SCHOOL

Students are expected to be on time to school and are considered tardy if they are not in first period when the 8:15 AM bell sounds. Students are granted three unexcused tardies to school per semester without disciplinary consequence. The fourth unexcused tardy to school will result in detention being assigned to the student. The fifth unexcused tardy and beyond is considered a Section I violation. Tardies to school will only be excused with

a note from a doctor or dentist, a court order, or for other reasons stated in the attendance section of the Henry County Secondary School Handbook. **Only 5 hand-written notes will be accepted per semester for tardies due to illness.**

TARDY TO CLASS

Students are expected to be in class on time. Students who arrive up to five minutes late to class are considered tardy and will receive a step on the four-step classroom discipline plan. The fourth classroom violation, including a tardy to class, will result in the student receiving a disciplinary consequence based on the county's progressive discipline policy.

CHECK OUTS

Any student needing to leave campus during the day for any reason must check out through the attendance office. Contact with parent or guardian will be required before a student is released from school. **We cannot stress enough the importance of keeping the school informed of any changes in phone numbers, address or contact persons. This information is what is used when a student's parent/guardian needs to be contacted for illness, emergencies, check out verification and other contact needing to be made by school personnel.**

POLICY:

1. Attendance office must either have a note from the parent, which will be verified, or the parent must come to the attendance office with their I.D. to check the student out (no phone calls). **Identification is required by Ola High School before a student will be called out of class.**
2. Only those listed on the census form (sent home at beginning of school year) will be able to check out students. Please make sure that all contact names are included on this form.
3. Students will not be allowed to call for check out during 1st or 2nd periods unless they are visibly ill.
4. We do not allow student check-outs after 3:00 PM.

PROCEDURES FOR STUDENTS WHO DRIVE TO SCHOOL:

1. Students are not allowed to check themselves out of school.
2. The student should take his/her check out note to the attendance office before 8:15 AM. The note must have the name of the student, the date, time of check out, reason, parent signature, and parent phone number.
3. The attendance office staff will call to verify the note and once verified, prepare a pass for the student to come to the attendance office at check out time if check out is during class time. The student will need to pick up this pass between classes prior to check out time.
4. The student will then come to the attendance office at check out time to receive their check out slip in order to leave the premises.

EXCESSIVE ABSENCES

Policy: Chronic absenteeism affects a student's ability to learn in school and succeed in school. School approved field trips/activities, medically documented absences and suspensions will not count toward excessive absences. If a student has a serious medical or legal problem, the student's parent/guardian should notify the attendance office and the student's counselor. Parents will be called daily via the automated telephone system when a student is absent.

- Students who have more than 8 total absences may be required to provide additional documentation.

Excessive absences will be addressed according to the Henry County Absentee policy.

STUDENT BEHAVIOR

Students learn best and teachers provide the best instruction in an orderly environment. School is, above all else, a place where learning occurs. Students are expected to contribute positively to the learning atmosphere of their classes. When any extremes of either dress or behavior occur, which are disruptive to the learning process, the administration will take any action deemed necessary and appropriate to correct the situation. Violence will not be tolerated at school or at any school-sponsored event. Extracurricular activities on or away from the campus are considered an important part of the educational endeavors of the school. Conduct during these events will be consistent with school policies.

The Henry County School's Secondary School Handbook provides an outline of unacceptable behaviors and potential consequences regarding those behaviors. The publication provides detailed information about these policies and the current procedures for implementation, including consequences for student misconduct. It is the responsibility of all students and parents to be familiar with these policies and the students' responsibility to exhibit acceptable behavior. Local school administrators have broad discretion to determine the consequences for most student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include but is not limited to: a student conference, parent conference, before or after school detention, in-school suspension, out-of-school suspension (up to ten days per occurrence), or referral to a Student Disciplinary Hearing which may result in long-term suspension or expulsion. In cases involving violations of State or Federal Law, the School Resource Officer or other law enforcement officials shall be notified.

PROGRESSIVE DISCIPLINE PROCEDURES

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

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

Except as may otherwise be provided in state or federal law, the range of disciplinary actions which may be imposed for violations of the Code of Conduct includes detention, in-school suspension, out-of-school suspension, and disciplinary hearings for the purposes of long-term suspensions or a change in school placement. School administrators may assign Out-of-School Suspension for up to ten school days without a disciplinary hearing.

**The principal is the designated leader of the school and, with the staff, is responsible for its orderly operation. In case of discipline violations, or illegal activities not covered by prescribed dispositions in this guideline, the principal or his/her designee may enact corrective measures which he or she feels are in the best interest of the learning environment and student involved.

**It should be noted that the above does not constitute a comprehensive list of all possible school infractions which may be committed by students. It merely serves as a guideline to be followed in situations that are most likely to occur.

STUDENT DRESS AND GROOMING

The Student Dress Code is outlined in the Henry County School's Secondary Student handbook.

- In addition to the guidelines established in the county handbook, please note the following stipulations:
- Skirts and shorts must go to the finger-tips of the student while the student is standing in a natural posture with relaxed shoulders. **Leggings worn alone are prohibited**, but can be worn under appropriate length skirts and shorts.
- Pants are to be worn at the hips and must be able to stay up without being held up by the student wearing them.
- Students who violate the dress code will receive one warning and be allowed to correct the violation if they have clothing available. Following the initial warning, all other occurrences will be addressed as Section I violations.

DISCIPLINARY DEFINITIONS AND EXPLANATIONS

BULLYING

Bullying is defined as (but is not limited to) 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. The third offense in a school year shall lead to a disciplinary hearing, which could possibly result in assignment to the alternative school.

CONTRABAND

Drugs and alcoholic beverages are not permitted on school property or at school sponsored activities. Violators are subject to severe disciplinary action, including expulsion from school. Contraband includes, but is not limited to any item that can reasonably be considered a disruption to the instructional environment or a detriment to school safety. Inappropriate items will be confiscated and returned to a parent.

DUE PROCESS

Due process will include appropriate hearings and reviews, and, in all cases, the rights of individuals will be ensured and protected.

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension Program isolates students from their regularly assigned classrooms and other school activities, continues their progress with classroom assignments, and provides individual instruction in essential skills and knowledge areas when needed. Misbehavior in ISS will result in the assignment of Out-of-School Suspension (OSS).

OUT-OF-SCHOOL SUSPENSION (OSS)

Students subject to a short-term suspension will be suspended from school for not more than ten (10) days. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events. These absences will be considered unexcused.

SEXUAL HARASSMENT

Sexual Harassment at school is defined as repeated, unwanted and unwelcome behaviors which interfere with a student's right to get an education or to participate in school activities or a teacher's right to provide the same. Sexual harassment may result from words (written, spoken, or in electronic format) or conduct of a sexual nature that offends, stigmatizes, demeans, frightens, or threatens a person. Complete information regarding the county's Sexual Harassment policy can be found in the Student and Parent Hook.

Incidents of sexual harassment should be reported to a school official as soon as possible.

USE OF TOBACCO

In accordance with the Henry County Board of Education Policy, the possession of tobacco in any form is prohibited anywhere on school property. Use of e-cigarettes and various Hookah products are treated the same as tobacco products. Students in violation of this policy are subject to disciplinary action.

VERBAL ASSAULT

Verbal assault is defined as an unprovoked outburst of abusive words directed toward a person in a violent or tumultuous manner so as to place such person in a reasonable fear for his/her personal safety. Students in violation of this offense are subject to disciplinary action.

WEAPONS

Effective July 1, 1999, state law makes it a felony for any person to carry, possess, or have under such person's control while at a school building, school function, or school property, or on a bus or other transportation furnished by the school, any weapon or explosive compound. Any person who violates this law, upon conviction, shall be punished by a fine of not more than \$10,000.00, by imprisonment for not less than one year or more than five years, or by both. A weapon is defined as a pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106.

Mace and pepper sprays are considered to be inappropriate items for school. If used, they will be considered a weapon and result in out-of-school suspension pending a disciplinary hearing.

GUIDANCE AND COUNSELING

The counseling department provides many services and programs for students, parents, and faculty to assist in achieving academic success and in exploring options for the future. Counselors work with students individually, in small groups and in classroom guidance. Parent conferences are available by appointment.

Students are assigned to counselors based on their last names. The table below provides counselor assignments.

APPOINTMENTS

Students may schedule individual guidance appointments through the Guidance Office. The Guidance Office is open 7:45 AM – 3:45 PM.

HOPE SCHOLARSHIP

The State of Georgia provides tuition assistance to all students who meet the HOPE Scholarship Rigor Requirements. The specific amount of the tuition assistance depends on the type of college/university (public or private) and the exact GPA and/or test score (SAT or ACT). Eligibility rules & information about the specific amount of tuition assistance can be found online at www.GACollege411.org.

Additional information about the HOPE Scholarship and HOPE Grant may also be obtained by contacting the Ola HS Guidance Office.

TRANSCRIPT REQUESTS

A transcript consists of a copy of the student's cumulative grades and the scores on the ACT, SAT, PSAT, and Graduation Tests, if applicable. To send a transcript to another institution, a student must complete a transcript request form and turn it in to the counseling office. It is recommended that the request be submitted at least two weeks before any deadline. There is a \$2.00 charge for an official transcript.

WITHDRAWAL PROCEDURES

If for any reason, a student must withdraw from school, it is the responsibility of the parent/guardian to come to the counseling office to sign the student's withdrawal form. The student will need to take his/her form to each class to turn their books in and have his/her teachers give a grade, absences, and sign that the student is clear with them. Withdrawals completed in this manner may be accomplished in one day. If this procedure is not followed it may take longer to complete the process. Records cannot be forwarded to the new school until the student has returned all books, paid fees (if applicable), turned in uniforms, etc. and the withdrawal process is completed.

EXTRACURRICULAR ACTIVITIES

Ola High School Athletic Director, Gidget Gue

Ola High School offers a variety of extracurricular activities in which a student can participate. A student must follow GHSA, Henry County and Ola High School guidelines to participate in a sport. All student/athletes must sign the HCBOE extracurricular code of conduct form each year. In order to compete, a student must have passed or be passing at least five subjects during the academic year and be on track for graduation. Incoming ninth graders are eligible immediately, but must meet GHSA requirements to be eligible to compete second semester. Students who lose eligibility for not meeting the on track requirements at the beginning of the year may regain eligibility during the school year by accumulation of the units required at the end of a semester and passing the required subjects the previous semester. To be eligible, students must be on track as follows:

- 9th: passing 5 out of 6/7 at December break
- 10th: 5 units earned and 5 out of 6/7
- 11th: 11 units earned and 5 out of 6/7
- 12th: 17 units earned and 5 out of 6/7

There will be a \$40.00 participation fee for all students involved in sports and marching band. Students will pay no more than \$40.00 regardless of the number of activities in which they participate. Students failing 2 or more classes at any point during their particular season may not participate.

Fall Sports

Cheerleading, Cross-Country, Football, Softball, Volleyball, and GHSA Rifle Practices begin in late July.

Winter Sports

Basketball, Cheerleading, Swimming, and Wrestling Practices begin in October.

Spring Sports

Baseball, Golf, Gymnastics, Lacrosse, Soccer, Tennis, and Track Practices begin in February.

STUDENT ORGANIZATIONS

The OHS faculty is committed to providing students with opportunities to participate in a diverse array of student activities, which will promote their intellectual and social growth and development. To accomplish this goal, Ola High School provides a number of clubs, activities and student publications:

ACADEMIC TEAM: The academic team is open to students from any grade level. The academic team competes in buzzer bowl/quiz bowl type competitions against other high schools. Sponsors: Jeff Burns

ART CLUB: Open to all students who are talented in art and who want to socialize with others with similar interests. Members will participate in community and school activities. Sponsor: Dottie Eskew

BETA CLUB: Nominated students who maintain a 3.6 GPA for 2 consecutive semesters and meet approval by a faculty committee; meetings held once a month; sponsors community service activities. Sponsors: Rebecca Young

COLOR GUARD: Performs with OHS Marching Band. Members are selected by audition in spring. Sponsors: Todd Manson & Josh Walker.

CONSTITUTION CLUB: Sponsor: Emily Gardner

DRAMA CLUB: After-school meetings on an announced basis when plays and theater related activities are scheduled and performed. Sponsor: Cynthia Corley

E-CLUB SPORTS: Open to all students with in interest in competitive online gaming. Sponsor: TBD

ENVIRONMENTAL CLUB: Open to all students. The purpose of this organization is to provide members in outdoor activities that foster a better understanding and appreciation of our environment. Sponsor: Billy Dickerson

FBLA (Future Business Leaders of America): Open to all students enrolled in business courses. Activities include competitive events, conferences, community service, and opportunities to develop professional leadership skills. Sponsor: Richard Hudnut

FCA (Fellowship of Christian Athletes): Open to all students who are interested in promoting goodwill, trust, hope, respect, striving for good moral character, and developing good positive peer relations and pride. Sponsor: Jay Nelson

FCCLA (Family, Career, and Community Leaders of America): Open to all students enrolled in Family and Consumer Science or Early Childhood Education courses. FCCLA emphasizes being a good student, friend, family member, and community leader. Activities include competitive events, fundraisers, conferences, and community service. Sponsors: Susan Bryan & Melissa Mrvos

FFA: Open to all students enrolled in AgriScience courses. Activities include community and school service projects, competitive events, and conventions. Sponsor: Tyler Huff

FISHING CLUB: The fishing club's objective is to relate subject matter and basic principles of education to how anglers use them out on the water every day. Also, the fishing club is aimed at getting students off the couch and back into the great outdoors by promoting the formation of fishing clubs and outdoor activities within the

school. A byproduct of fishing club efforts is the creation of competitive fishing in club tournaments and events between neighboring schools. Sponsor: John Kovzel

HOSA: HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE-HOSA Partnership. Sponsor: Heidi Bartlett

MATH CLUB: Open to students with an interest in and enjoyment of math; must maintain a 'B' average; meetings vary; tournament competition. Sponsor: Becky Young

MOCK TRIAL: The Georgia Mock Trial Competition helps students gain an understanding of the legal system by providing opportunities to participate in academic competitions where players assume attorney and witness roles in a court case. Lawyers coach students in developing questioning, critical thinking and oral advocacy skills. The Georgia Mock Trial Competition will impact participating students by improving their proficiency in such basic skills as listening, speaking, reading, and reasoning. Sponsor: TBD

NATIONAL HONOR SOCIETY: The National Honor Society is the leader among organizations and societies that promote recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Sophomores, Juniors, and Seniors who have a minimum cumulative GPA of 3.75 (93 numerical GPA) meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character. To be considered for membership, the student must have performed at least 10 hours of community service during their high school career, serve in a leadership capacity either in a school organization or a community organization, be a member of at least one school organization (extracurricular activity), and have impeccable character. As members, students must maintain the minimum requirements above in addition to performing at least 20 hours of community service per year. Sponsor: Melinda Bates, Tony Head

NATIONAL SPANISH HONOR SOCIETY (SOCIEDAD HONORIA HISPÁNICA): This organization is sponsored by the American Association of Teachers of Spanish and Portuguese. Students in Spanish III or higher who have maintained an A average in every semester of the Spanish classes are eligible to join. There is also "honorary membership" allowed to heritage speakers who are in upper level Spanish classes and/or take the Spanish AP exam. Sponsor: Melodie Thurston

ODYSSEY OF THE MIND: OM is an international educational program that provides creative problem-solving opportunities for students. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Thousands of teams from throughout the U.S. and from about 25 other countries participate in the program. Sponsor: Deb Salter

PARTNERS CLUB: Members are selected via application based on behavior, grades, teacher referrals, and essay. Members should be willing to mentor and support intellectually disabled students at OHS. Sponsors: Rachael McGaha & Stephanie Brown

QUILL and SCROLL: Quill and Scroll International Honorary Society for High School Journalists encourages and recognizes individual student achievement in journalism and academics. Sponsor: Lori Vincent

READING BOWL: The Helen Ruffin Reading Bowl is a unique reading competition in game format. Students participating in the Reading Bowl will read the Georgia Peach Teen Book Award Nominees and compete against other high schools. The Teen Peach Award nominee books are available in the media center. Sponsor: Cheryl Benton.

SCIENCE OLYMPIAD: Nationally recognized program for enhancing science education and interest in science. The Science Olympiad is a science competition for teams of up to 15 students competing in 23 different age related events over the course of the day where they participate in activities which emphasize doing and applying science. Sponsor: Darlene Sabine

SKILLS USA: Open to all students enrolled in technology or engineering courses. Activities promote leadership skill development through community service projects, competitive skills events, field trips and conferences. Sponsor: Ryan Drain & Chelsea McCreary

SPANISH CLUB: Students must have one year of Spanish or be presently enrolled; attends cultural activities related to Spanish; field trips and activities; meeting times vary. Sponsor: Dorcas Acosta

STUDENT GOVERNMENT ASSOCIATION: Responsible for responding to the needs of the student body. The SGA will serve as leaders for a variety of student activities. Officers are elected by grade level and representatives by homeroom. Sponsors: Liz Ellenburg & Rodney Sizemore

TECHNOLOGY STUDENT ASSOCIATION (TSA): A student organization devoted exclusively to the needs of students interested in science, technology, engineering and mathematics (STEM) education. Activities include competitive skills events, conferences, field trips and leadership development. Sponsor: Christie Schmitt

TRI-M MUSIC HONOR SOCIETY: An international honor society recognizing music students for their musical ability, academic excellence, school involvement, and community service. Membership is determined through application and acceptance by sponsors. Sponsor: Mindy Martin & Josh Walker

VEX ROBOTICS TEAM: VEX Robotics offers students an exciting platform for learning about areas rich with career opportunities spanning science, technology, engineering and math (STEM). Beyond science and engineering principles, VEX Robotics encourages teamwork, leadership and problem solving among groups. This team enters various competitions throughout the school year based on the current year's design problem. Members of the VEX Robotics Team must also be members of TSA. Sponsor: Christie Schmitt

WRITER'S GUILD: Goals are to allow writers a place to share their work, and to critique other writers. Students will enter writing contests and publish works. Sponsors: Charles Ardis

AWARDS AND RECOGNITION

Ola High School is committed to recognizing the achievements of our students enrolled at OHS and we celebrate their hard work throughout the year and during our annual Honor's Ceremonies. Students enrolled in Academy for Advanced Studies, Dual Enrollment, or Impact Academy are recognized by those institutions.

AP Scholars - AP Scholar Award recognize high school students who have demonstrated college-level achievement through AP courses and exams.

Boys State – The American Legion Boys State is a nonpartisan program that teaches young men responsible citizenship and love for God and country. (Rising 12th)

Citizenship – Each teacher will choose one recipient for this recognition. These students exhibit outstanding character traits and a strong work ethic. (9th – 12th)

Distinguished Honor Student – Students that received all A's each grading period for the year will receive an academic letter or an academic bar and the President's Gold Certificate. (9th – 12th)

Excellence – Students receive the Excellence award in each course in which they earn a 95% or better. (9th – 12th)

FFA: Students who meet specific requirements associated with participation in FFA are recognized with a graduation cord. (12th)

Girls State – The American Legion Auxiliary Girls State is a nonpartisan program that teaches young women responsible citizenship and love for God and country. (Rising 12th)

Gold, Silver, and Bronze Award – The Gold, Silver, and Bronze awards are given to the top three students in each academic course. (9th – 12th)

Georgia Certificate of Merit – The Georgia Certificate of Merit is awarded to the top 5% of juniors at each high school in the State of Georgia. This program is sponsored and presented by the University of Georgia in an effort to recognize the achievements of the best students throughout the State of Georgia. (11th)

Honor Graduate – Honor Graduates are those students who complete their senior year within the top 10% of their graduating class, based on the cumulative weighted numeric average (CWNA) earned by the final Friday in April of the senior year. Beginning in the 2015-2016 school year, graduates will also have the opportunity to earn the following Latin honors based on their grade point average:

- Cum Laude – 3.63 – 3.79
- Magna Cum Laude – 3.8 -3.99
- Summa Cum Laude – 4.0 and higher

The Latin honors system will be in place as a compliment to the Top 10% recognition for the graduating classes of 2016 and 2017. Beginning with the class of 2018 only the Latin Honors will be utilized to recognize the academic achievements of our students. (12th)

Honor Student – Students that received all A's and B's each grading period for the year. (9th – 12th)

HOSA - Students who meet specific requirements associated with participation in health occupations student organization are recognized with a graduation cord. (12th)

Hugh O'Brian Youth Leadership Program – HOBYS is a leadership program that allows selected 10th grade students the opportunity to participate in 3-4 day seminars with other student leaders. Students are selected based upon a variety of criteria including written and verbal communication skills, leadership and decision-making skills, and community service involvement. (10th)

Junior Marshal – Junior Marshals represent the top young men and women of the junior class. These young people are academic high achievers, but they have also committed to an interlude of service to Ola High and

the senior class. They are to be lauded for attaining this level of excellence and for their willingness to serve their community. (11th)

Mustang of the Month – Each month the school recognizes the students that have been selected as “Mustangs of the Month” in each area of study. Students and their parents are invited to a breakfast in their honor.

National Beta Club Honor Graduate – The Beta Club is a national community service based organization that invites students who have a 3.5 GPA or better. (12th)

National Honor Society – The National Honor Society is the nation's premier organization established to recognize outstanding high school students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. (11th – 12th)

National Technical Honor Society – The National Technical Honor Society recognizes students who excel in both academic and career/technology endeavors. Students must maintain a 3.0 overall GPA as well as a 3.5 GPA in their career/technology program of study. (12th)

National Thespian Honor Society – Membership is conferred by invitation only to students meeting the necessary requirements. (12th)

Quill and Scroll – Graduating seniors, meeting specific journalism-related requirements, are eligible to be inducted into the honor society. (12th)

Student Government Association – Graduating seniors, who meet specific requirements, are recognized for their leadership and participation in student government. (12th)

Youth Leadership Henry – Youth Leadership Henry is a county-wide program for 10th grade students that is designed to develop leadership skills and potential. Students learn about community needs, problems and resources by interacting with local leaders and decision makers. (10th)

TSA - Students who meet specific requirements associated with participation in the Technology Student Association are recognized with a graduation cord. (12th)



ONE | Ola
Family



357 North Ola Road, McDonough, GA 30252
Phone: 770-288-3222 • Fax: 770-288-3230
www.henry.k12.ga.us/oh