

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. Taylor Holbrook
Assistant Principal Mr. Cecil Marett
CEO of HCCA/CTAE Director Mr. Steve Burton
Athletic Director Dr. Cory Dickerson
Hart Academy Dr. Kendall Rucker

CONTACT NUMBERS

MAIN OFFICE 706-376-5461
HART COUNTY BOARD OF EDUCATION 706-376-5141
HART COUNTY SCHOOLS TRANSPORTATION DEPARTMENT 706-856-7295

Dear Parents and Students,

As we embark on a new academic journey, we do so with boundless optimism and a shared commitment to excellence. Our dedicated team of teachers and staff stand ready to support you every step of the way, and we encourage open communication as we work together to achieve our collective goals.

This student agenda serves as a valuable resource, offering guidance on our protocols, procedures, and policies. Please note that while we strive for consistency, occasional adjustments may be necessary throughout the year. Rest assured, we will promptly communicate any changes via our website and social media platforms to ensure you have access to the latest information. With great enthusiasm, we extend a warm welcome to the 2025-2026 school year—a year brimming with promise, potential, and endless opportunities for growth.

Let us embark on this journey together, ready to embrace the challenges and celebrate the successes that lie ahead.

Sincerely,

Mr. Kevin Gaines

Hart County Charter System
284 Campbell Drive
Hartwell, Georgia 30643
(706) 376-5141
<http://www.hart.k12.ga.us>

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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BOARD OF EDUCATION AND CENTRAL OFFICE PERSONNEL

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Mrs. Jennifer Carter, Superintendent
Mr. Brooks Mewborn, Associate Superintendent
Mrs. Lydia Bennett, Assistant Superintendent
Dr. Julie Franklin, Director of Special Services
Mr. Steve Burton, CTAE Director
Dr. Cory Dickerson, System Athletic Director
Mrs. Missy Vaughn, Social Worker
Mr. Trae Jones, Director of Food Service
Mr. Jonathan Higginbotham, Director of Technology
Mr. Craig O'Barr, Director of Maintenance
Mr. Jeff Garner, Director of Transportation

SCHOOL GOVERNANCE TEAM

Mrs. Missy Morgan-Phillips, Teacher
Mrs. Morgan Ruby, Teacher
Mrs. Jessica Seawright, Community Member
Mrs. Christine Blomberg, Community Member
Mr. Joe Carden, Parent
Mrs. Nicole Wheless, Parent

Hart County High School is accredited by Cognia.

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

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I. CALENDAR FOR 2025-2026

August 4	First Day of School
September 1	Labor Day, Student & Teacher Holiday
September 8	Progress Reports
September 29-October 3	Fall Break
October 13	Mid-Term
October 16	Early Release, Report Cards
November 17	Progress Reports
November 24-28	Thanksgiving Break
December 8-17	EOC Testing
December 18, 19	Final Exams
December 22 – January 6	Christmas Break
January 5	Professional Learning Day, Student Holiday
January 6	Professional Learning Day, Student Holiday
January 7	First Day of 2nd Semester/Report Cards
January 19	MLK Day, Student & Teacher Holiday
February 11	Progress Reports
February 16-20	Winter Break
March 19	Mid-Term
March 24	Early Release, Report Cards
April 6-10	Spring Break
April 30	Progress Reports
May 11-26	EOC Testing
May 28,29	Final Exams
May 29	Last Day of School, Graduation

REGULAR BELL SCHEDULE

Activity	Begin	End	Time
1 st 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 nd Block	10:05	11:30	85
Class Change	11:30	11:35	5
3 rd Block	11:35	1:30	115
Class Change	1:30	1:35	5
4 th Block	1:35	3:00	85

Regular Bell Lunch Schedule

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

2025-2026 TESTING CALENDAR

August 23 SAT (Scholastic Aptitude Test)

September 13 SAT

September 6 ACT (American College Test)

October 4 SAT

October 14 PSAT (Preliminary Scholastic Aptitude Test)

October 18 ACT

November 8 SAT (at HCHS)

December 6 SAT

December 8-17 End Of Course Testing

December 13 ACT

February 14 ACT

March 14 SAT (at HCHS)

April 11 ACT

May 2 SAT

May 4-8,11-15 Advanced Placement tests

May 11-26 EOC Testing window

June 6 SAT

June 13 ACT

July 11 ACT

II. Who We Are

BELIEF STATEMENTS

At Hart County High School, We believe:

1. That all students can learn and be successful.
2. That success is defined differently for different students.
3. 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 extracurricular activities and community service better prepare students for real-world success.

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

#OneHartBeat

Alma Mater

*Come and join in song together,
Make the music ring.
Our beloved Alma Mater,
To her praises sing.*

Chorus

*Swell the chorus ever louder,
Full of joy and cheer.
Hail to the our Alma Mater,
Hart County High so dear.*

*Midst the fields of crimson clover,
Grandly to the view.
Reaches our dear Alma Mater,
Proudly to the blue.*

Repeat Chorus

*Here's to her whose name we'll ever
Cherish in our song.
Honor, love and true devotion,
All to her belong.*

Repeat Chorus

Faculty and Staff Contact Information

Administration

Kevin Gaines	Principal	kevin.gaines@hart.k12.ga.us
Taylor Holbrook	Assistant Principal	taylor.holbrook@hart.k12.ga.us
Cecil Marett	Assistant Principal	dmarett@hart.k12.ga.us
Melissa Spires	Administrative Assistant	melissa.spires@hart.k12.ga.us
Tracey Stewart	Assistant Principal	tstewart@hart.k12.ga.us
Steve Burton	CEO of HCCA/CTAE Director	steve.burton@hart.k12.ga.us
Cory Dickerson	Athletic Director	cory.dickerson@hart.k12.ga.us
Kim Turner	Administrative Assistant	kturner@hart.k12.ga.us
Chanda White	Bookkeeper	chanda.white@hart.k12.ga.us

Hart Academy

Kendall Rucker	Director of Hart Academy	krucker@hart.k12.ga.us
Vicky Hardy	Teacher	vhardy@hart.k12.ga.us
Don McCord	Paraprofessional	don.mccord@hart.k12.ga.us

Guidance

Augusta Murphy	Counselor	augusta.murphy@hart.k12.ga.us
Candy Oglesby	Registrar	candy.oglesby@hart.k12.ga.us
Averi Pitts-Ferguson	Counselor	averi.pitts-ferguson@hart.k12.ga.us
Christie Simpson	Counselor	csimpson@hart.k12.ga.us

Student Services

Jim Allen	ISS	jim.allen@hart.k12.ga.us
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Hilaree Hudson	Media Specialist	hilaree.hudson@hart.k12.ga.us
Brenda Mendez	Cafeteria Manager	brenda.mendez@hart.k12.ga.us
Casey New	Attendance Clerk	casey.new@hart.k12.ga.us
Amy Odom	Nurse	amy.odom@hart.k12.ga.us
Ginger Powell	SRO	ginger.powell@hart.k12.ga.us

CTAE

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Todd Townsend	Criminal Justice	todd.townsend@hart.k12.ga.us
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English

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Social Studies

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Preston Mewborn		preston.mewborn@hart.k12.ga.us
Ben Osborne		bosborne@hart.k12.ga.us

Special Services

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Bradley Carter		bradley.carter@hart.k12.ga.us
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Austin Dean		austin.dean@hart.k12.ga.us
Lisa Fanczi		lisa.fanczi@hart.k12.ga.us
Linda Johnson		linda.johnson@hart.k12.ga.us
Courtney Marett		courtney.marett@hart.k12.ga.us
Noelle Reese		nreese@hart.k12.ga.us

Susan Smith		susan.smith@hart.k12.ga.us
Ashley Teasley		ashley.teasley@hart.k12.ga.us

Foreign Language

Star Duncan	Spanish	judith.duncan@hart.k12.ga.us
Aaron Ivey	Latin	aaron.ivey@hart.k12.ga.us
Caleb Sorrells	Spanish	caleb.sorrells@hart.k12.ga.us

Fine Arts

Amanda Ayers	Visual Arts	Instructional Leader	aayers@hart.k12.ga.us
Hillary Davison	Chorus		hillary.davison@hart.k12.ga.us
Seth Howard	Dramatic Arts		showard@hart.k12.ga.us
Alan Tolbert	Band		atolbert@hart.k12.ga.us

Paraprofessionals

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Barbara Harper		barbara.harper@hart.k12.ga.us
Traci Hornick		thornick@hart.k12.ga.us
Angela Kay		akay@hart.k12.ga.us
Mathius McNeil		
Laretha Morrison		lmorrison@hart.k12.ga.us
Candace Mullis		candance.mullis@hart.k12.ga.us

Building Maintenance

Monique Crew	
Jan Dove	
Ralph Heard	
Shirley Heard	
Andy Montgomery	
Gladys Stowers	
Rent Teasley	Lead Custodian
Tosha Teasley	
Wayne Thornton	
Kathy Wilson	

Cafeteria

Christy Kirk	
Makayla Klicka	
Mendy Maddox	
Brenda Mendez	Manager
Chanda Tucker	

PBIS

Hart County Charter System implements Positive Behavior Intervention and 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 1,400 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. Redemption for items will occur through Mr. Allen in the ISS room by scanning the QR code with the item of interest.

STUDENT INFORMATION

Accident Reporting	Main Office
Academic Advisement	Counselor's Office
Announcements	Mrs. Hudson
Athletic Information / Eligibility	Coach Dickerson
Bus Approval (Ride a Different Bus)	Attendance Office
Bus Route Information	Attendance Office
Check-in/check-out	Attendance Office
College Application Information	Counselor's Office
College Testing	Counselor's Office
College Scholarship information	Counselor's Office
Discipline Information	Mr. Holbrook
Driver's License Certificate of Attendance	Attendance Office
Graduation Requirements	Counselor's Office
Hospital/Homebound	Dr. Stewart
Instruction/Curriculum	Dr. Stewart
Locker Assignments and Repair	Coach Allen
Lost & Found	Main Office
Parking Information	Mr. Marett
Personal Guidance	Counselor's Office

Reduced/Free Lunch Information	Cafeteria/ Mrs. Mendez
Saturday & Summer School	Dr. Stewart
Transcript Information	Counselor's Office
Withdrawal Information	Counselor's Office
Work Permits	Board of Education
Yearbook	Mrs. Hudson

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 your student's participation in any club or organization in writing.

CTSO	Sponsor(s)	Purpose
Distributive Education Clubs of America (DECA)	Bray List	DECA is a globally recognized organization that helps students develop leadership and entrepreneurial skills in fields like marketing, finance, hospitality, and management.
The National FFA Organization (Future For Agriculture)	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.
Future Georgia Educators (FGE)	Ansley Keiser	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.
Health Occupations Students of American (HOSA)	Natasha Osborne	The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.
SkillsUSA	Tyler Floyd Erica Robertson Ben Weir	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.

Technology Student Association (TSA)	Greg Gaines Marvin McDuffie Rob Elliott	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.
Club	Sponsor(s)	Purpose
Academic Team	Luke Christopher Megan Milford	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 Seawright	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.
Chamber Chorus	Hillary Davison	Chamber Chorus is a group that performs in the community as an extension of music learned in class. Students must try out for Chamber Chorus.
Chick-Fil-A Leader Academy	Lisa Fanczi Averi Pitts-Ferguson	Chick-fil-A Leader Academy is a national high school leadership program for 10th grade students focused on servant leadership and impact through action. Students meet once a month to learn timeless leadership principles through Leader Lab lessons. Taught in a relevant and engaging way, the Leader Labs give students the practical tools needed to make a positive impact in their local communities. Students participate in a community service project in the fall and spring.
Chess Club	Aaron Ivey	The Chess Club meets after school to learn and practice the game of chess. They also compete regional against other schools as well.
Fellowship of Christian Athletes (FCA)	Hutch Arrowood	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	Hutch Arrowood	Club sport that takes part in tournaments on Saturdays throughout South Carolina and Georgia. Starts up in the fall and lasts most of the school year. Meetings will be announced when they occur.
Interact	Linda Frye	We will be helping different individuals and groups in our community.
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 obligations to maintain membership to earn graduation honor cords.

National Honors Society	Lisa Fanczi Renee Galloway	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 th -12 th grade.
National Technical Honor Society	Greg Gaines	The National Technical Honor Society is an educational nonprofit that exists to honor, recognize, and empower students and teachers in Career & Technical Education. As the honor society for Career & Technical Education, NTHS serves over 100,000 active members annually in both secondary and postsecondary chapters across country. Since its founding in 1984, nearly 1 million students have become NTHS alumni. NTHS honors the achievements of top CTE students, provides close to \$300,000 in scholarships annually, and strives to help connect education and industry to build a highly skilled workforce.
Positive Behavioral Interventions and Supports (PBIS) Ambassadors	Augusta Murphy	PBIS Ambassadors are selected by teacher recommendations. They assist with tour new students, 8 th grade tours, prospective interview candidates, and teacher and student recognition programs sponsored by PBIS.
Spanish Honor Society	Star Duncan	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.
Student Hart Ministry	Hutch Arrowood Renee Galloway Ansley Keiser Deedra Kotal Hansen Steck	The purpose is Christian missional is to learn about God, His Son Jesus, and how they are revealed in the Bible. To share our faith in Jesus with our peers and to fellowship with other Christians. To provide after-school, weekly Bible study on Wednesdays. To serve and/or perform school-wide and community 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.
UNICEF	Katelyn Wilhite	UNICEF is a humanitarian aid organization that is a branch of the United Nations. Originally, it was called the United Nations International Children's Emergency Fund, but now it is referred to, officially, as the United Nations Children's Fund. As described on its website, UNICEF.org, "UNICEF works in the world's toughest places to reach the most disadvantaged children and adolescents – and to protect the rights of every child, everywhere.

III. Nursing/Student Health Services

SCHOOL NURSE/HEALTH CLINIC

The health clinic is for vision, hearing, and dental screenings, assisting students with chronic medical problems, medical treatments, assistance and monitoring of medications (signed parent request required) and, illnesses and accidents occurring at school. The clinic is not to be used in place of parent or physician care. Generally, a student should stay home:

- vomiting more than once
- if there is a fever over 100 F. (Do not give Tylenol and send to school)
- persistent pain (ear, stomach, injury, etc)
- productive/persistent cough
- widespread rash

Most of these problems need to be discussed with your child's doctor. Please complete and return the Health Service Consent form and keep emergency contacts up to date. Parents must provide an accurate phone number to school personnel. If a student is seen in the clinic, a record of visit will be documented and the nurse will call the parents.

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 by a parent/guardian directly to Nurse Odom. Students are only allowed to carry asthma inhalers and Epi Pen injectors with **signed** 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. A 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.

HEAD LICE

Students who have head lice (pediculosis) will be sent home from school. Before re-entering school, it will be necessary for parents to obtain a statement from a physician or the Hart County Health Department or school nurse stating that the student is free of ALL infestation and any remnants, including dead nits. When the student's head is still suspect, he/she will not be allowed to re-enter school. However, if your child has not been cleared to re-enter on or before the second (2nd) school day from the date he/she was sent home, the absences will be marked unexcused. Referrals will be made to the district Social Worker for repeated cases of head lice.

IV. Cafeteria/Food Services

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. Hart County is now eligible for Community Eligibility Provision (CEP), which makes it possible for breakfast and lunch to be served to ALL students at no cost to you. Second meals and ala carte items are still available for purchase. For your convenience, menus are on the HCHS website in addition to www.hart.k12.ga.us/nutrition. If your child chooses to purchase extra meals or ala carte items, he/she must have money on his/her account or pay at the point of service. Parents are encouraged to pre-pay their child's account. As an additional pre-payment option and convenience to parents, on-line payments may be made at 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 \$2.75 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.

2025-2026 Meal Prices

The cost of meals for fully paid students are as follows:

- Breakfast and Lunch will be available at no cost to students!
- Complete second lunch \$3.75
- Adult Breakfast \$2.00
- Adult Lunch \$4.50

If you have any questions please contact Trae Jones, Hart County School Nutrition Director at (706) 856-7294.

V. Technology

HART COUNTY CHARTER SYSTEM USE OF VIDEO

Hart County Charter System utilizes live and recorded video from classrooms to provide instruction to students. Each day, teachers have the option to 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 View Path 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.

CHROMEBOOKS

1. Students are expected to bring their charged chromebooks and chargers with them to school each day. The media center will not loan chargers or chromebooks to students who may have left their chromebooks at home on any particular day. Each teacher will have one charger and one chromebook checked out to them that they may allow students to use at their discretion. Teachers are responsible for the distribution, collection, and security of these chromebooks and chargers. Teachers are not obligated to loan these devices to students as students are expected to bring their own each day.
2. Students with damaged chromebooks should present their device to Mrs. Hudson so that it may be repaired. Students are responsible for repair fees associated with the damages and must pay them at the end of the semester in which the device was damaged.
 - a) Charger Replacement: \$20.00
 - b) Key Replacement: \$20
 - c) Screen Replacement: \$30.00
 - d) Chromebook Replacement: \$150.00
 - e) Other: The technology department reserves the right to issue repair fines for damages that appear to have been caused maliciously or by negligence and Mrs. Hudson will notify students if they have been fined.
3. Students will keep the same chromebooks during their tenure at HCHS. They will only turn in chromebooks to the media center for repairs or before they graduate or withdraw from the school. *Chromebooks that are sent to the technology department for repairs will be checked in and a new device will be checked out to students. Students will also receive an invoice stating the cost (if any) of repairs.*
4. Students must keep chromebooks clean and not deface them with stickers, markers, whiteout, or other materials.

PERSONAL ELECTRONIC DEVICE (PED) POLICY

Students are not allowed to use PEDs at HCHS. PEDs at HCHS include: Cell Phone, Headphone, Airpods, Tablet, etc. PEDs need to be stowed in bookbags and placed in the pocket chart upon entering the classroom. Any PED not placed in the pocket chart is subject to being taken up if it goes off or is seen it will be confiscated, tagged and turned into the front office. The parent/guardian must pick up the device in the front office after 3:15 pm. PEDs will NOT be released to students. Students should not have their devices out of their bookbag except to place it in the pocket chart. PEDs may be used in the cafeteria during breakfast and lunch. Violations will be recorded as a disciplinary infraction and repeated offenders will be referred to administration. 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. Students are not permitted to use their PEDs to call or text except in the cafeteria during breakfast/lunch.

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 notice 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 parents 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](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.

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 any time. 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.

Misuse of School Technology Devices: Behavior Consequences

- Student devices are monitored by Go Guardian, including internet searches, websites visited, and videos or music streamed. Students must use school devices exclusively for school-related activities at all times, whether on campus, off-campus, regardless of the hour, and even if not connected to the Hart County Charter System network. Any access to inappropriate websites or searches will result in immediate notification to school administrators, and behavior referrals will be submitted for every violation.
- Media specialist and school administrators will be checking alerts daily. Students caught violating this policy by accessing inappropriate materials will face disciplinary actions from the administration. This stringent monitoring extends both within and outside the Hart County Charter System network to ensure strict compliance and uphold a disciplined, productive educational environment.

VI. 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 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 if they have overdue materials. Students may be charged a fine of five cents a day for each school day the book is late. Students who owe a library debt may not check out any materials in the media center until debt is cleared.
5. Students coming to the library from a classroom must sign in at the circulation desk and present a pass stating the student's name, date, and time. Students without a pass will be sent back to class. Students who are in dual enrollment classes, work based learning, or other blocks with no assigned class may sit in the media center; however, they will be expected to stay in the media center until the end of the period. They must sign in and are expected to follow all of the HCHS Media Center procedures. They will not be allowed to leave the media center and must be in dress code.
6. Once students sign in at the circulation desk, they are expected to remain in the main area of the media center until the end of the class period or the time they are expected back by their teacher. Students are expected to complete the tasks

assigned by their teacher while they are in the media center. Students who are off task or disruptive will be sent back to class. Students will not be permitted to leave the media center to visit other classrooms or the vending machines. Students must ask for a pass to go to the restroom or office.

7. Food and drinks are not allowed in the media center under any circumstances. Students may have bottled water but will not be allowed to bring food or other beverages into the media center.

8. Students must ask permission before using cell phones in the media center. Cell phones may be used to complete assignments or for other uses at the discretion of the media specialist. Students may not make phone calls or participate in other activities that may disturb other students working in the media center.

9. Students must have a lunch pass from their third block teacher to go to the media center during their lunch. Students must present the pass to Mrs. Hudson and sign in at the circulation desk. They will not be allowed to leave to go to the vending machines or bring food or drinks into the media center. The media center will be closed during the fourth shift lunch each day.

10. Students are allowed to print in the media center. Students may print black and white copies at no cost during the school day. Students may print color copies during fourth block only and will be charged twenty-five cents for each page they print. Students must come in with their chromebooks ready to print and are expected to print items to be used for school purposes.

VII. Guidance

GUIDANCE SERVICES

Mrs. Augusta Murphy–Last Name G-Q Counselor

Mrs. Averil Pitts-Ferguson-Last Name R-Z Counselor

Mrs. Christie Simpson–Last Name A-F 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 needs, career planning, CTAE questions, or personal problems. Other guidance services include: Graduation Requirements, 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 are invited to meet with advisors during early release days in October and March as well as during the spring semester each year as we plan schedules for the following academic year.

GRADE PROMOTION REQUIREMENTS

To be considered a 10TH grade student = Must have obtained/completed 6 credits

To be considered an 11th grade student = Must have obtained/completed 12 credits

To be considered a 12th grade student = Must have obtained/completed 20 credits

To Be Able to Graduate = Must obtain/complete 28 credits

SCHEDULE CHANGES

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

1) The course has been 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 submit a drop/add request via Google Classroom during summer when schedules are posted or the first **THREE DAYS** of each semester.

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 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.

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.

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 student must have a minimum score 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. The weighted grade will be used in calculations. This is also the standard for Junior Marshals status noted during 11th grade.

HONOR ROLL/MERIT LIST

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

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

VIII. Academics

EOC TESTING

Students will take a Georgia Milestones End of Course test (EOC) at the end of 4 academic courses: Literature and Composition II, Algebra, US History, and Biology. Per the Georgia Department of Education requirements, these very

important assessments count 20% of the students' final grade in each of these classes. Exact test dates are listed at the beginning of this handbook, but they are typically administered during the last 2-3 weeks of each semester. It is very important for students to be present on their class's testing day so they can test in the best environment.

Students may not help with field days at other schools on these days, nor may they participate in school field trips during their EOC testing blocks. Students who miss their EOC for either of these reasons, will be considered skipping. As a result, the student will receive a behavior referral with ISS, be awarded unexcused absences for that time, and have to make up the EOC at the discretion of the Testing Coordinator.

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.

FINAL EXAM EXEMPTION POLICY (This does not include EOC tests.)

Students may exempt the following number of final exams if they meet the criteria below. 9th-11th grade students will have to complete the Google form to choose which exam(s) that they would like to exempt.

- 9th grade – 1 final
- 10th grade – 2 finals
- 11th grade – 3 finals
- 12th grade – all finals**

Criteria for final exam exemption (all 4 criteria must be met to exempt**):

- No ISS or OSS
- 90 or better grade at the time of the exam
- No more than 1 unexcused absence
- Two or fewer tardies

**SENIORS ONLY may appeal one of the criteria listed above in order to qualify for exam exemption. Having a 90 or better or having been assigned ISS/OSS cannot be appealed.
Students that take an EOC test are automatically exempt from the final exam time for that course.

SATURDAY SCHOOL, FAST TRACK, SUMMER SCHOOL

Saturday School provides an opportunity for students to recover or retake a failed class or AF course grade, 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 unexcused blocks 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 the student 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 2nd floor of the academic building with their chromebook and charger. 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 at least 4 Saturday Schools for that semester but still have more than 5 unexcused absences in a class may submit a Letter of Appeal to Dr. Stewart at the end of the semester. The Letter of Appeal must explain why the student has missed so many days and what the student will do in the future to improve their attendance. Depending on the number of unexcused absences remaining, the appeal may be approved OR the student may be required to attend a designated number of days of Saturday or Summer school to avoid an AF.

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 Saturday 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 Saturday schools. The student would have to attend 2 days of Summer school PLUS the 2 days of Fast Track. **On the 3rd and subsequent times a student is a no-show for a Saturday school that the student signed up for, the student will be assigned after school detention.

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. Must be approved by the district and continued participation is necessary to remain eligible. For students who are served under an Educational Service Plan (Response to Intervention team, Section 504 plan or Individualized Education Plan, 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.

ACADEMIC DISHONESTY / PLAGIARISM

Students will be disciplined as follows for any form of academic dishonesty to include but not be limited to giving or receiving unauthorized assistance on any assignment, turning in work that is not the student's original work, plagiarism, unauthorized or inappropriate use of artificial intelligence, etc. This can include but not be limited to peers, cell phones, earbuds, chromebooks, etc. This policy applies to any assignment or assessment including but not limited to daily work, quizzes, tests, projects, etc.

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 District Code of Conduct.

* A grade of "zero"

* A letter of reprimand sent home to parent/guardian.

* A discipline referral (Consequences may vary based on factors such as number of prior academic dishonesty offenses, collusion with other students, etc but may include Detention, loss of privileges, ISS/OSS, etc.)

Students enrolled in Dual Enrollment classes must adhere to the academic dishonesty policies of the host school (Athens Tech, Toccoa Falls, etc.)

IX. Attendance

STUDENT ATTENDANCE

Regular attendance is not just a requirement, but a crucial factor in student success. Students who attend school consistently are more likely to achieve academically, stay engaged, and graduate on time. Your regular presence at Hart County High School is key to your success. We follow the Hart County Charter System's Attendance Protocol to ensure a consistent, fair, and proactive approach.

Georgia Compulsory Attendance Law (O.C.G.A. § 20-2-690.1) requires all children ages 6 to 16 to attend school. Students under age six (6) who enroll for 20 or more days are also subject to this law. Students age 16+ must follow attendance expectations or risk withdrawal if not enrolled elsewhere.

WHAT IS AN ABSENCE?

A student is considered absent if they are not present for any portion of the school day or class block unless documentation is submitted and accepted.

PARENT/STUDENT RESPONSIBILITIES

Parents/Guardians are responsible for ensuring regular attendance and timely submission of excuses. They are encouraged to monitor attendance through the Infinite Campus Parent Portal and communicate with school staff regarding absences. **Students** are responsible for making up all missed work after excused absences. Students must contact teachers within **two (2) school days** of returning to arrange make-up assignments. Teachers may set deadlines for completion.

EXCUSED ABSENCES

Absences will be excused for the following reasons:

- Personal illness or health-related appointment (medical, dental, counseling)

- Serious illness or death in the student’s immediate family
- Court order or mandated government agency appointment
- Religious holiday
- Conditions rendering attendance unsafe or hazardous, as determined by the superintendent
- Visitation with military parent/guardian (up to 5 days)
- Participation as a page in the Georgia General Assembly
- Court appearances for students in foster care
- School-sponsored activities (pre-approved)
- Two approved college visits for juniors and seniors
- Other reasons approved by the principal/designee

PARENT NOTES

- Up to four (4) parent notes per semester
- Must be submitted within two (2) school days
- Notes must include the student’s name, date(s), reason, and parent contact info.

SUBMITTING EXCUSES

Accepted formats:

- In-person at the Attendance Office
- Email to the attendance clerk
- Fax (from provider)
- School Status messaging

Notes received after 2 days will not be accepted.

UNEXCUSED ABSENCES

Absences are considered **unexcused** when:

- No documentation is submitted within two school days
- The reason is not listed as excused
- Parent note limit is exceeded

ATTENDANCE INTERVENTIONS

Unexcused Absences Action Taken

3 Days	3-Day Letter + Compulsory Attendance Form
5 Days	5-Day Letter + Possible AST Meeting
6–9 Days	Referral to School Social Worker
10 Days	Truant Status: Juvenile Court Referral (under age 16)

5+ excused absences may also trigger an attendance support team meeting for improvement planning.

TARDINESS

Students are expected to be on time to every class each day. Students tardy to school or class 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:

Students must be on time. **More than 15 minutes late = class block absence.**

Tardy Offense	Consequence
1st	Verbal Warning
2nd	Teacher Documentation
3rd	Teacher Detention + Parent Contact
4th	Office Referral + Supervised Study
5th	ISS + Loss of Parking Privileges
6+	Progressive Administrative Consequences

EARLY CHECK-OUT / SIGN-IN PROCEDURE

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 skipping class. Students who sign out during the school day are not allowed to sign back in without a medical excuse.

- **No check-outs after 2:30 PM** unless for medical reasons
- Students must check in/out through the Attendance Office

- Only a parent/guardian may sign out unless pre-approved
- Documentation must be submitted within 2 days

We understand that navigating Hart County High School's attendance policy can be complex. That's why we're here to provide support and answer any questions. Don't hesitate to reach out to us.

Contact us
 Hart County High School
 School Attendance Office
 (706) 376-5461

District Attendance & Support Services Coordinator
 Missy Vaughn, LCSW
 (706) 856-7231

Full policy: www.hart.k12.ga.us > Board Policies > Section J: Students > Policy JB

SCHOOL ACTIVITY ABSENCE REQUEST

When a student or parent is aware of a forthcoming need for the student to be absent from school due to a school activity, they should request a *School Activity 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. School Activity absences will not be approved during the administering of EOC or final exams at the end of grading periods. (Examples of school activity absences include college visits for juniors and seniors (no more than two per year), field day at the elementary school, and other school related activities determined by the school principal or his or her designee.) Students must not plan absences on EOC or AP testing days. Field days and field trips are unexcused absences on a student's EOC or AP testing day. Students who miss their EOC for either of these reasons, will be considered skipping. As a result, the student will receive a behavior referral with ISS, be awarded unexcused absences for that time, and have to make up the EOC at the discretion of the Testing Coordinator. Students who miss AP tests will be charged \$40.

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. Students may be denied the privilege of participating on field trips for any of the following reasons: excessive tardies, excessive absences, classroom misconduct, suspensions, and/or poor academic performance.

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 is 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

Age 16 and Older: May be withdrawn after 10 unexcused absences if not enrolled elsewhere.

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 letter of appeal is submitted to and approved by Dr. Stewart. In order for an appeal to be considered, a student must have served at least 4 Saturday schools in the current semester or an equivalent number of hours (12) before or after school hours. In this case, the student must submit the appeal letter to Dr. Stewart 2 weeks prior to the end of the semester explaining the circumstances of the excessive absences and describing the plan for improving attendance in the future. 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 absence.

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.

X. Campus Life

ARRIVAL PROCEDURES/WEAPON DETECTION

The school building does not open to students until 7:30 am. Once the building officially opens, all students are required to enter and exit the building through approved/appropriate entrances. Prior to 8:03 am, students that drive should enter through the CCA staircase. At 8:03 am, students that drive will be directed to go around and enter through the CCA Office Entrance. Prior to 8:03 am bus riders and car riders should enter through the covered entrance of the Academic building (by Rm.112). At 8:03 car riders and bus riders will be directed to go around and enter through the front/main office. All students are required to enter through our weapon detection system. Noncompliance will not be tolerated. After 8:03 and throughout the remainder of the school day students **and visitors** should enter and exit the building through either the front office or the CCA office entrance & pass through weapon detection. Any student caught leaving out of an unapproved exit will be subject to disciplinary action. When the 3:00 dismissal bell rings students can exit any door & report to either their vehicle to depart campus or appropriate holding area (bus/car riders).

DISMISSAL/DEPARTURE/AFTER SCHOOL ACTIVITIES

Upon dismissal at the 3:00pm bell student drivers should report immediately to their vehicle to depart campus and must do so in a safe/appropriate manner. Car riders should report to the car rider line under the covered sidewalk outside of the academic building. Car riders should not sit on the gym steps as their driver/vehicle should enter the "loading zone" past the curve/crosswalk to pick up students. Bus riders should report to the grassy area outside of the Fine Arts Center. On instances of inclement weather, bus riders will report to the FAC lobby. After school activities students who remain at school after 3:10 p.m. are expected to be under the direct supervision of a teacher, coach or sponsor. Students are not allowed to stay at school in the afternoon unless they are staying for an extracurricular activity. When the extra-curricular activity has been concluded, students are expected to promptly leave campus. They are not allowed access to the entire campus. If students must wait for a ride, they must stay in the area designated by the coach/sponsor.

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 messages or items.

LOCKERS

All students will have an opportunity to rent a locker from Coach Allen in ISS (room 113) 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 and/or hand-held metal detectors.

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 3rd period nor is it a reason to be tardy to class. No student is allowed in the teacher workroom to get water, ice, or use the vending machines.

FOOD

No outside food (restaurant) is permitted at school in accordance with 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 lunch in accordance with federal guidelines as well.

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. Students found to be in an area they did not have permission for will be disciplined.

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** during either your Junior or Senior year. The Class dues fund the following activities for their respective class:

1. Prom junior and senior year
2. Homecoming activities during senior year
3. Senior Picnic
4. Senior Awards Night
5. Graduation Ceremony

Class dues for the Class of 2027 are \$100. However, if juniors fail to pay their class dues by April 3, 2026, they will not be allowed to attend Prom 2026 on April 18, 2026. For the Class of 2026 students that did not pay as a junior then dues are \$120. Seniors that fail to pay their class dues by April 3, 2026 will not be allowed to attend Prom 2026 and if not paid before May 28, 2026, will not be allowed to participate in the Graduation Ceremony. If you have any questions, please email Mrs. Hilaree Hudson at hilaree.hudson@hart.k12.ga.us.

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.

DRESS at HCHS

1. HEAD - Hats, caps, bandanas, doo-rags, hoods, bonnets, or other head coverings, along with earphones/buds and sunglasses are not permitted. Hats worn inside will be taken up by administration for the 9 weeks. No fish hooks.
2. SHIRTS – Shirts must cover the top of the pants/bottoms. No skin may be showing between the tops and bottoms.
3. BLANKETS – Students may not have blankets at school. They will be taken up and students can pick them up after school in the front office.
4. Pajama pants are not in dress code.
5. PANTS/JEANS/SWEATPANTS – No skin may be showing through any holes in pants, jeans, or sweatpants. They must be pulled up and worn at the waist with no undergarments showing. No chains may be worn.
6. LEGGINGS/YOGA PANTS – These may be worn, but the top you are wearing must be long enough to cover your behind.
7. SHOES must be worn at all times. No bedroom shoes.
8. Boy's or Girl's SHORTS may be no shorter than 5 inches above the knees. Bike shorts (legging type shorts) are not allowed.
9. DRESSES and SKIRTS must be no more than 5 inches from the top of the kneecap.
10. 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.
11. No mesh, see-through, camis, spaghetti straps, crop tops, or otherwise revealing garments may be worn without a tank top underneath. The stomach and back may NOT be exposed.
12. Males must wear shirts with sleeves.
13. JEWELRY and/or adornment worn in pierced areas other than the ears are not permitted with the exception of a small

nose stud.

14. 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.

15. All students, to include Dual Enrollment, are expected to be in compliance with dress code when they are on campus during school hours.

16. 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: parent contact, warning, after school detention, ISS, or being sent home. Students who cannot get in compliance with the dress code will be sent to ISS for the remainder of the day or until a change of clothes can be brought.*****

DRESS DOWN DAY DRESS CODE

Our PBIS Team implemented dress down day on Friday's when no major discipline infractions have occurred for the week. Below are the expectations for a dress down day.

1. Fingertip length shorts which includes athletics shorts.
2. Hats can be worn.
3. Other than these exceptions above, the remainder of the Dress Code is to be followed.
4. Pajama pants and any holes in pants are not allowed.

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.

FOR ALL STUDENTS:

- 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 total of ISS and/or OSS and no AF's previous semesters.
- In order to attend homecoming, students must have no more than 5 days total of ISS and/or an AF the previous and current semesters.
- 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:

Prom & Homecoming:

- 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 to include a tie, dress pants, buttoned, collared shirt and a jacket
- No hats allowed. They must be taken back to your vehicle.

Homecoming:

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

PARKING RULES AND REGULATIONS 2025-2026

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 Academy are not allowed the privilege of parking on campus and may not purchase a parking permit.
- Parking spaces cost \$40.00 (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 Coach Marett.
- 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 on time.
- 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.

COMMUNICATIONS FROM HCHS

HCHS believes in informing families about school activities and their students. Parents and guardians may call the office between 7:30 a.m. and 4:30 p.m. to make appointments, or to speak with administrators, counselors or teachers when available.

–Important information is reviewed with students in the classroom and posted in common areas of the school, and classrooms.

–Parents and guardians may learn of school activities in the following way:

- **SCHOOL WEBSITE** (<http://www.hartcountyhigh.com>)
- **SCHOOL SOCIAL MEDIA** (Facebook, Instagram)
- **SCHOOL ANNOUNCEMENTS/NEWSLETTER** (contact parent liaison for more information)
- **INFINITE CAMPUS**, a web-based resource allows parents/guardians to track a student grades, attendance, and discipline.
- **SCHOOLSTATUS** is an electronic telephone program that calls automatically to inform families of school closings and other information. This program can also send information via text, when requested. This app allows teachers, counselors, administrators, coaches, etc. to communicate with parents regarding student's grades, attendance, and discipline.
- **STUDENTS** receive progress reports and report cards every 4.5 weeks.
- **PARENT/TEACHER CONFERENCE DAYS** are planned to help monitor student progress.
- **HART COUNTY BOARD OF EDUCATION POLICIES** are posted on the Hart County School system website (www.hart.k12.ga.us).

XI. Miscellaneous

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, Stacy Martin. 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.

REVOCAION OF INTRADISTRICT or OUT OF DISTRICT PRIVILEGE

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

XII. School Behavioral/Discipline Expectations

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 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 is 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 the 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 place:

- 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.

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 a report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior.

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

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

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 classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent 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.

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

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 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 intoxicants;

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 of CBD related items;
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, prevent.
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. **BURGLARY:** 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. Students make arrangements for transportation.
DISCIPLINARY PROBATION: A student found guilty of certain offenses maybe 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 them 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/TRESPASSING: 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.

STUDENT SEARCHES

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 detector.

STUDENT/PARENT TELECOMMUNICATION INFORMATION

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 the 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.

- 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 a folder designated for use on the servers.