Hiram High School
2026-2027
Student Handbook
(Supplement to PCSD Student Handbook)

Hiram High School
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Hiram, Ga. 30141
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Website: https://www.paulding.k12.ga.us/Domain/37
Facebook: @TheRealHiramHigh
Instagram: Hiramhighhornets

# PEOPLE YOU SHOULD KNOW @ HHS:

## Administrators

Dr. LaRoyce Sublett – Principal – – lsublett@paulding.k12.ga.us
Ms. Kimberly Gray – Evaluation Assessment Coordinator, School Improvement - kgray@paulding.k12.ga.us
Mrs. April Byrne – Assistant Principal, (Student Last Names **A-C**), Scheduling, FTE, Math, Counselors - abyrne@paulding.k12.ga.us
Ms. Michelle Stubbs – Assistant Principal, (Student Last Names **I-M**), Testing, ELA, World Language – mstubbs@paudling.k12.ga.us
Mr. Shannon Williams – Assistant Principal, (Student Last Name T-Z), ESEP, 504, MTSS- shannonc.williams15@paulding.k12.ga.us
Mr. Chad Tittle – Assistant Principal, (Student Last Names **N-S**), CTAE, Buses, – ctittle@paudling.k12.ga.us
Mr. Jeff Wallace – Athletic Director/Assistant Principal, (Student Last Names **D-H**), Fine Arts, PE, Athletics - jewallace@paulding.k12.ga.us

## Counselors

Julie Jackson – Student with last names **A-E** - MMedcadonmann@paulding.k12.ga.us
Shonda Walker – Student with last names **S-Z –** Swalker@paulding.k12.ga.us
Terri Hrisak – Lead Counselor – Students with last names **F-L** - Thrisak@paulding.k12.ga.us
Jamaine Pearson – Students with last name **M-R** – jpearson@paulding.k12.ga.us
Marci Girardin – Teacher on Assignment, At-Risk, Graduation Coach - Mugirardin@paulding.k12.ga.us

## Department Leads

Patrice Bryant – Math – pbryant@paulding.k12.ga.us
Kenyatta Benson – English - Kbenson@paulding.k12.ga.us
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Kimberly Gibson – Science - kgibson@paulding.k12.ga.us
Michelle Caldwell – PE/Health - Mcaldwell@paulding.k12.ga.us
Shannon Maqueira – World Language - Smaqueira@paulding.k12.ga.us
Michelle Ashe – Exceptional Students Program - michellea.ashe26@paulding.k12.ga.us
Shonnie Pauldin– CTAE -spauldin@paulding.k12.ga.us
Ashley Peeler – Fine Arts - apeeler@paulding.k12.ga.us
Melissa Yarbrough – Media Specialist – myarbrough@paulding.k12.ga.us

## Front Office Staff

Kristi Gilland – Principal's Secretary - Kgilland@paulding.k12.ga.us
Ana Rojas – Front Office Secretary - Arojas@paulding.k12.ga.us
Amanda Graham – Attendance Clerk – ahgrahman@paulding.k12.ga.us
Carey Robinson – Athletic/Front Office Clerk - Crobinson@paulding.k12.ga.us
Brandy Herring – Bookkeeper - brandye.herring71@paulding.k12.ga.us
Pam Downey – Counseling Clerk - Pdowney@paulding.k12.ga.us

# Paulding County School Distict

# 2026-2027

## Academic Calendar

### July 26

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

### August 26

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

### September 26

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

### October 26

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### November 26

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

### December 26

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

### January 27

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

### February 27

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

### March 27

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

### April 27

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

### May 27

| Su | M | Tu | W | Th | F | Sa |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Staff Workday

Digital Learning Day

Holiday/Schools Closed

Early Release Days

First/Last Day of School

# BELL SCHEDULES 2026-2027

| Regular Day Bell Schedule | | | | |
|---|---|---|---|---|
| | | | | |
| Class | | Time | | Class Time |
| 1st Block | | 8:35 - 10:20 | | 105 |
| 2nd Block | | 10:25 - 11:55 | | 90 |
| 3rd Block | | 12:00 - 1:50 | | 85 + 25 |
| 4th Block | | 1:55 - 3:25 | | 90 |
| LUNCH SCHEDULE | | | | |
| | | | | |
| Pre-Lunch | | 12:00 - 12:14 | | 14 |
| "A" Lunch | | 12:14 - 12:35 | | 21 + 4 |
| "B" Lunch | | 12:39 - 1:00 | | 21 + 4 |
| "C" Lunch | | 1:04 - 1:25 | | 21 + 4 |
| "D" Lunch | | 1:29 - 1:50 | | 21 |
| | | | | |

| Friday Advisement Schedule | | | | |
|---|---|---|---|---|
| | | | | |
| Class | | Time | | Class Time |
| 1st Block | | 8:35 - 10:10 | | 95 |
| Advisement | | 10:15 - 10:40 | | 25 |
| 2nd Block | | 10:45 - 12:05 | | 80 |
| 3rd Block | | 12:10 - 2:00 | | 85 + 25 |
| 4th Block | | 2:05 - 3:25 | | 90 |
| LUNCH SCHEDULE | | | | |
| | | | | |
| Pre-Lunch | | 12:10 - 12:24 | | 14 |
| "A" Lunch | | 12:24 - 12:45 | | 21 + 4 |
| "B" Lunch | | 12:49 - 1:10 | | 21 + 4 |
| "C" Lunch | | 1:14 - 1:35 | | 21 + 4 |
| "D" Lunch | | 1:39 - 2:00 | | 21 |
| | | | | |

| 2 Hr Early Release Bell Schedule | | | | |
|---|---|---|---|---|
| | | | | |
| Class | | Time | | Class Time |
| 1st Block | | 8:35 - 9:40 | | 65 |
| 2nd Block | | 9:45 - 10:35 | | 50 |
| 3rd Block | | 10:40 - 12:30 | | 85 + 25 |
| 4th Block | | 12:35 - 1:25 | | 50 |
| LUNCH SCHEDULE | | | | |
| | | | | |
| Pre-Lunch | | 10:40 - 10:54 | | 14 |
| "A" Lunch | | 10:54 - 11:15 | | 21 + 4 |
| "B" Lunch | | 11:19 - 11:40 | | 21 + 4 |
| "C" Lunch | | 11:44 - 12:05 | | 21 + 4 |
| "D" Lunch | | 12:09 - 12:30 | | 21 |
| | | | | |

| Hornet Time Bell Schedule | | | |
|---|---|---|---|
| | | | |
| Class | | Time | Class Time |
| | | | |
| 1st Block | | 8:35 - 9:50 | 75 |
| 2nd Block | | 9:55 - 11:10 | 75 |
| 3rd Block | | 11:15 - 1:00 | 75 + 30 |
| Hornet Time | | 1:05 - 2:05 | 60 |
| 4th Block | | 2:10 - 3:25 | 75 |
| | | | |
| LUNCH SCHEDULE | | | |
| | | | |
| Pre-Lunch | | 11:15 - 11:26 | 10 |
| "A" Lunch | | 11:27 - 11:48 | 21 + 3 |
| "B" Lunch | | 11:51 - 12:12 | 21 + 3 |
| "C" Lunch | | 12:15 - 12:36 | 21 + 3 |
| "D" Lunch | | 12:38 - 1:00 | 22 |
| | | | |

# HHS ACADEMICS

Paulding County high schools operate under a two-semester system, with each semester lasting approximately eighteen weeks. Most courses are one semester in length (there are a few in which classes are nine-week blocks) and carry one unit of credit if a grade of 70 or higher is earned. It is possible to earn up to four credits per semester or eight credits per school year.

## COMMUNICATION BETWEEN HOME AND SCHOOL

We recognize that effective communication between school and the home is essential to the success of our students. Students are expected to take home and give to their parent or guardian written notes, discipline referrals, and other documents intended for communication between the school and parents. Email is typically the fastest method of communication between a parent and a teacher. **We ask that all parents/guardians ensure that their email and current phone number is on file** and correct in our student information system in order to provide quick and consistent contact methods. **Please note that a change in residence or guardianship should be reported to the front office IMMEDIATELY.** It is imperative that we have the correct data for our students in case of emergency.

## EXAM EXEMPTIONS (updated for the 2026-2027 school year)

A final exam exemption incentive program has been developed to promote exemplary academic achievement in high schools. During semester final exam days, Paulding County students in all high schools will be offered the opportunity to exempt two final exams. To be eligible to participate in the Incentive Program, you must meet the following criteria:

- A student with a grade of **80 or above** in a class at the end of the semester
- A student with **FIVE (5) or less unexcused absences**
- A student with **FOUR (4) or less unexcused tardies** to the specific class they wish to exempt
- A student may exempt a maximum of TWO (2) exams total per semester
- A student may exempt a maximum of ONE (1) core class per semester (Math, English, Science, Social Studies, World Language
- A Student taking an AP Class & who is registered to take the AP Exam may exempt that AP final as an additional exemption.
- A Student completing a CTAE Pathway & Passing the EOPA for that class may exempt that CTAE final as an additional exemption.
- *Exam Exemptions forms **ARE NOT** accepted past the due date established by the school.* ***There are NO exceptions for this policy*** – exam exemptions are a privilege and as such, students must take full responsibility in getting the signed exemption forms turned in by the due date.

Exemptions are only conducted for semester final exam days in December and May. Courses that are offered for less than a semester are not exemptible during the mid-semester final exam (i.e. Health/Personal Fitness, Economics, Government, etc.).

## FIELD TRIPS

Optional, occasional field trips are a part of the yearly curriculum. Details of dates, activities, and cost are provided prior to each field trip. Fees apply to the cost of transportation and the planned activity as well as to cover the cost of a substitute teacher if needed. Prior written permission from the parent is required for participation. **Students MUST be passing ALL classes and have no OSS in order to participate in optional field trips.** Class absences are excused for the field trips, but the student is responsible for making up any missed work. No student will be denied participation in a field trip due to his/her inability to pay. However, a field trip may be canceled should donations for the trip not meet the expenses of the trip.

## FINAL EXAMS

Per county and local policy: All courses will have a final assessment each semester that covers the standards and objectives for the course of study. **No final exams will be given early to any student. Any request for pre-approval to make-up a missed exam must be directed to the principal or his designee.** All classes without an end-of-course Georgia Milestone shall have a final assessment which counts for 20% of the students' final grade. Georgia Milestone assessments will count for 20% of the students' final grade in American Literature, Algebra I, US History, and Biology. The Georgia Milestone classes will have a teacher-created final test given during the final exam time which will count as a summative test grade.

## GRADING SYSTEM

**A = 90 – 100** **B = 80 – 89** **C = 70 -79** **F = 69 or below**

There are three types of grades that may be entered into the gradebook: ***Formative*** (daily work, quizzes, homework, etc.), ***Summative*** (Unit Assessments, Essays, etc.), and ***Informal*** (carries no weighted value as far as grade calculation but used to inform parents and students).

## CHEATING/PLAGIARISM

Personal honor is a student's most valuable possession. Our current policy for cheating/plagiarism is as follows:

1. Cheating is defined as copying, giving, or receiving any work that is done by someone else. This includes - but is not limited to - homework, tests, projects, research assignments, and reports.

2. Any student found guilty of cheating/plagiarism will receive a "0" on that graded item and a written discipline referral. In addition, the teacher is required to contact a parent/guardian of the student(s) who committed the infraction. Additional infractions are subject to more severe disciplinary action.
3. Administration will also conference with the student to review academic integrity; thus, the conference and infraction will be documented on the student's discipline record. Each time a student violates the cheating/plagiarism rules, the infraction is added to their discipline record.
4. Membership in all Honor Societies requires that candidates for admission (and members) be "students in good standing". Therefore, a violation of these rules may lead to a student not meeting qualifications for membership--or being dismissed from membership--from honor societies and/or leadership positions of clubs and organizations.

## PARENT PORTAL & CANVAS

***Parent Portal*** - A parent /guardian may access his/her student's current grades and attendance record via the *Parent Viewer* on the Paulding County School District website. We encourage parents to actively check their student's grades and attendance between progress reports. Parent portal can be accessed through the district website at: https://www.paulding.k12.ga.us/Page/38484 . **If you have not received an activation code to set up your Parent Portal account, please contact the front office.**

***Canvas*** – PCSD Learning Management System - can be accessed at: https://paulding.instructure.com/login/ldap . Students and parents can find assignments, weekly updates, and online assignments for inclement weather days or school closing virtual online days through this account. The log in for the student is the same as their log in on a school computer. **The one page quick start directions are in the back of this handbook.**

## INTERNET/NETWORK

All students who utilize the Hiram High School Network will be oriented to technology and Internet use at the beginning of the year. Students MUST return the Acceptable Use Policy with their parent/guardian signature in order to use any type of network computers or internet use within Hiram High School. **ALL students must be familiar with and know their log in information for Canvas to be able to access online learning if needed throughout the school year.**

## PROGRESS REPORTS/REPORT CARDS –

Progress reports are sent out every 4 ½ weeks during the semester. Final report cards for the semester are sent home once the semester has ended and final grades have posted.

*Progress Reports & Report Cards will be available to be accessed on Infinite Campus on the following dates:*

| | | |
|---|---|---|
| **September 4, 2026** | **February 5, 2027** | **Report Card for 1st Semester - January 5, 2027** |
| **October 12, 2026** | **March 15, 2027** | **Report Card for 2nd Semester - May 26, 2027** |
| **November 13, 2026** | **April 23, 2027** | |

****Please note that there will NOT be paper copies of progress reports or report cards sent home this year. Parents MUST access through IC. ****

## SCHEDULE CHANGES

Students may request a schedule change for these reasons **ONLY**:

- the credit for the class has already been received,
- a class is needed to meet graduation requirements and it is not in the student's schedule, or
- a student has not met the prerequisite for a class.

Students are given several opportunities to edit their course requests prior to the beginning of the school year; therefore, schedule change requests will only be given to those students who meet one of the above criteria. Schedule changes will not be allowed after the fifth day of school.

## SCHEDULE/CLASS LEVELING

There will be times when the leveling of a class is necessary due to the limitations placed upon specific courses. When this occurs, the scheduler/counselor will use the following protocol:

*Ensure that classes required for graduation are kept for each student
*Utilize a blind selection process when splitting classes to new teachers
*Determine the fewest changes to a student's schedule
*Attempt to maintain same teachers when possible

## STUDENT CLASSIFICATION

Students are promoted to the next grade according to the following units of credit earned:

**10th Grade – 5 Units** **11th Grade – 11 Units** **12th Grade – 17 Units**

It is critical that parents and students monitor their grades and transcripts to ensure they are making satisfactory progress towards graduation. Students must meet eligibility requirements – please see the section on eligibility for further details.

# ATTENDANCE

**HHS FAMILIES PLEASE NOTE:** ***The school does not recognize or sanction a Senior Skip Day. Students who participate in such an event or activity are marked with an unexcused absence.***

Students are expected to attend all classes and are entitled to no class cuts. The State Board of Education governs reasons for excusing absences and/or tardies. Students must be present one-half of his/her instructional day to be counted present for the day. If they miss more than one-half of a class period, they will be counted absent from that class. **To participate in extra-curricular activities, a student must be counted present on the day of participation.**

**EXCUSED ABSENCES AND MAKE-UP WORK**

Students are allowed ***three*** parent notes per semester to excuse a school absence. All other absences must be excused by a doctor note, legal matter, illness of immediate family member, observance of religious holiday, and student who parent/guardian called for military service. ** ALL OTHER REASONS ARE UNEXCUSED **PLEASE NOTE that UNEXCUSED absences will count AGAINST exam exemptions this year.**

Make-up work must be completed at the convenience of teachers in accordance with classroom and school policies. Generally, the following guideline is used: **For every day that a student is absent (excused), he or she is given that many days to complete make-up work up to five (5) days.** The teacher may provide extended time in certain situations. If a student misses more than three consecutive days, make-up work is handled at the discretion of and in cooperation with individual teachers. Classwork missed due to unexcused absences may be made up for a grade at teacher discretion. **Most make-up assignments will be accessed through Canvas. Often students will be able to access their missed assignemtns the same day they are absent.**

Regardless, all make-up work for excused absences must be made up within five (5) days unless there are unusual circumstances. The make-up work time begins once the student returns to school. **It is the responsibility of the student to produce excuses for all missed work and initiate the make-up work process.** Students are expected to make up work whether excused or unexcused in order to learn the material and be able to perform other class tasks. Unexcused assignments may not be counted within the student's class grade.

If a student is going to be out of school or has been out of school for more than three (3) days due to illness or other excused circumstances, parents may call the guidance office to make arrangements for obtaining assignments from classes. Parents must give a one (1) day notice and either pick up the assignments themselves or by a designated student. Because of the nature of some class work, it is not always possible to send home all work and students may have to make arrangements with teachers upon returning to school.

The school calendar is set and publicized well enough in advance so that vacations and other trips should not interfere with school responsibilities. ***Family vacations and trips are NOT excused absences for students. Exams will not be given early or late to accommodate family vacation schedules.***

**CHECKING OUT**

All check-outs are unexcused UNTIL a written excuse is provided to the school. Students are allowed three parent check-outs as excused per semester. A student needing to check out of school must present their reason in writing from the parent **BEFORE 8:35 a.m.** to the front office. Notes must include a phone number where a parent, doctor or dentist can be contacted during the morning for verification. If a student has a dental or medical appointment card, it should be presented.

**Phone calls will not be accepted for sign-outs; parents must either come in, send an email or fax. A fax must include a phone number and copy of photo identification for verification. No faxes, phone calls, notes or emails will be taken on the day preceding a school break or during FINALS week.**

Students checking out early must come to the front office and ***sign out*** at the appropriate time. **Any student missing more than half of a class period will be counted absent from that class**. **NOTE: A student may not come to the office in the middle of class to check out unless a note was submitted by 8:35 a.m. Students who are checking themselves out must wait until the next class change.**

Student sign-outs after 3:00 p.m.will not be permitted; parents/guardians should wait until the 3:25 p.m. dismissal bell for release of students.

Once students arrive on campus they **MAY NOT LEAVE** at any time without authorization from the front office. Students **MAY NOT** check out and leave campus to eat lunch. **Students who are checked out and those on any early release or work study program must leave the campus immediately and not return except for official school business. Failure to follow these guidelines may cause the student to lose the priviledge of early release/WBL.**

***Failure to follow proper procedures will result in disciplinary action.**

****Parents must sign out students in the Front Office who are leaving via parent pickup. Students will not be released without the parent's signature and presentation of a photo id.****

## ARRIVAL

***Students should not arrive on campus before 8:00 a.m.*** unless a teacher or sponsor has a planned activity. **Students are not allowed to sit in their vehicle or leave campus once they arrive on campus.** Students should leave campus within 10 minutes of their last supervised activity of the day.

## TARDY TO SCHOOL

A student who is *tardy to school after 9am* must report to the *Front Office* to sign in and obtain a pass to class. **Tardies to class 2nd – 4th Block must report Scan the QR Code (Minga System) to get Tardy Pass .** Tardy students who present a written note from a parent **MUST** include a phone number so that parents can be contacted. **ONLY THREE (5) PARENT EXCUSES FOR TARDIES ACCEPTED IN A SEMESTER.**

****A student who misses more than one-half of any class is considered absent from that class.****

**SENIORS:** ***Any senior who has 10 or more unexcused absences may lose their ability to participate in the senior events the week leading to the graduation ceremonies per the Principal's discretion.***

## CONSEQUENCES FOR TARDIES TO SCHOOL AND/OR CLASS

Unexcused tardies to school and/or class in a 18-week period will be handled as follows:

| | |
|---|---|
| 1st – 3rd Tardy: | Student Warning |
| 4th - 6th Tardy: | Lunch Detention |
| 7th & 8th Tardy: | Saturday School |
| 9th -11th Tardy: | 1 day ISS each time |
| 12th - 13th Tardy: | 2 days ISS each time |
| 14th Tardy or more: | OSS |

***Additional tardies will result in a student/parent conference with administratrion, the completion of an Attendance Contract , and additional referrals of insubordination to administration***

*****CAR TROUBLE OR TRAFFIC IS NOT AN EXCUSED TARDY!*****

## COLLEGE VISITATIONS

Seniors and juniors will be allowed two excused absences per year for the purpose of legitimate, organized visits to universities, colleges, technical or vocational schools. For visits to be counted as excused, the visit must be approved ahead of time through the Attendance Office (required: written note from a parent), and students must furnish the Attendance Office with an **official letter** from the institution verifying attendance. This letter must be on official letterhead of the institution and must include the student's name, the date visited, and a brief statement of activities the student engaged in during the visit. The letter must be signed by an official of the institution.

## DRIVER RESPONSIBILITY ACT

In lieu of Certificate of Attendance students can submit the following:
The following is a list of approved documents by the Department of Drivers Services:
1. UNOFFICAL transcripts
2. Progress Report
3. Current School ID (Please make sure your student is present on Picture Day or Absentee Day)
4. Current Schedule

## ADAP

Required in order for a student age 16 -17 to receive their permanent driver's license. Students will receive this certificate when they complete their Health class here at Hiram High School (and pass the ADAP unit and test). Students may also receive the certificate if they complete a private Joshua's Law course. If students misplace their certificate from the school, they may request one from the front office. This request requires a minimum of three (3) school days' notice.
ALL Request will be mailed and anyone needing over the summer after school is out for break MUST make their request by LAST DAY OF SCHOOL. Please allow a minimum of 2 weeks for postal delivery.

# STUDENT BEHAVIOR EXPECTATIONS FOR HHS

PLEASE NOTE: Policies are subject to change; students and parents will be notified of changes.

**CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

Inappropriate behavior may result in denial of certain privileges, teacher detention, school-based lunch detention, Saturday School, In-School Suspension (ISS), Out-of School Suspension (OSS), or long-term suspension/expulsion.

- ***DETENTION***

Detention is a class-level or school-level response to inappropriate behavior assigned by the classroom teacher or an administrator. Detention typically takes place after school or during lunch period. Failure to report to a teacher assigned detention will result in referral to the administrator for disciplinary actions.

- ***IN-SCHOOL SUSPENSION (ISS)***

In School Suspension (ISS) is an alternative to Out-of-School Suspension. Students attend school, but are isolated from other students during the day(s) of assignment. The purpose of ISS is to provide an alternative type of suspension when it becomes necessary to remove the student from regular school activities. Students are allowed and expected to do their assignments and credit is given for work completed correctly. However, **students are not allowed to participate in school functions or activities during the day(s) or evening(s) of the ISS assignment; including athletic practices and games. Students who are insubordinate while serving in ISS will be given Out-of-School Suspension and receive zeros (0) for all classes that day.** Generally, once a student has been assigned ISS without a change of behavior or after 10 days of service, OSS may be assigned for further infractions. Lunch may be served in ISS with limited food selections. Students or parents **may not** choose OSS in lieu of ISS. *Consequences are at the discretion of administration.*

- ***OUT-OF-SCHOOL SUSPENSION (OSS)***

Although students and parents sometimes feel suspension is not fair, it is sometimes necessary to allow other students proper attention from the teacher. In the case of repeated or more serious behavior infractions, the point sometimes has to be made that the behavior in question will not be tolerated. Students are encouraged to take their books home, log into Canvas, and complete assignments so that they are not behind when they return to class.

**STUDENTS WHO ARE SUSPENDED OUT-OF-SCHOOL**

1. Are not to attend any school sponsored events(s) during the day(s) or evening(s) of the suspension;
2. Are not to be on or near any Paulding County School campus at any time during the day(s) or evening(s) of the suspension;
3. Cannot count days that school is not in session due to weather conditions as suspension days;
4. Cannot count digital learning days.
5. Have their suspension ended when they are physically eligible to be admitted back into the classroom;
6. May be considered a chronic disciplinary problem and may have a requested conference with parents and administration according to State Law.

**BEHAVIOR AT EXTRACURRICULAR ACTIVITIES**

All extracurricular activities are supervised by a faculty sponsor and are considered an integral part of the school program. The student behavior code applies to all extracurricular and school-sponsored activities.

**CELL PHONES/ELECTRONIC DEVICES**

The Paulding County Board of Education expectations for grades 9-12 in regards to cellphones are as follows:

1. Students may bring personal electronic devices to school.
2. Beginning with the start of the instructional day, devices must be turned off, put away and stored out of sight.
3. Students may not access or use personal electronic devices during the instructional day, including lunches and transitions.
4. Access outside the school day at school-related events will follow school expectations and the student code of conduct.

**If students are given a directive to discontinue cell phone use in a class/hallway or in safety situation and refuse they will subject to disciplinary action.**

**Any student found in violation of the provisions of this policy shall be subject to disciplinary action**

Under no circumstances should students use their cellular phones, communication devices, or other electronic communication devices during instructional class time unless otherwise instructed by the teacher.

Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate materials includes but not limited to the following:

- Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic/or threatening

- Advocates illegal or dangerous acts
- Causes disruption to the District, its employees or other students
- Advocates violence
- Contains knowingly false, recklessly false, or defamatory information
- Is otherwise harmful to minors as defined by the Children's Internet Protection Act 21

Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter or Instagram during the regular school day. ***Students shall not use audio or visual recording devices without the permission of a school administrator. This includes but is not limited to using recording devices to video or record misbehaviors or to violate the privacy of others.***

Hiram High is not responsible for lost, damaged, stolen, or misplaced electronic communication devices. Students breaking the cell phone/electronic device rules will be subject to discipline consequences.

**LEAVING CAMPUS**

A student who leaves campus without following all checkout procedures which includes receiving proper permission from an administrator will have discipline consequences ***AND*** may lose parking privileges.

**LUNCH BEHAVIOR**

Students are expected to conduct themselves properly while in the cafeteria. Students may not break in line and must take all trash to the garbage can before leaving the cafeteria. Throwing food in the dining hall, leaving trash, as well as any other inappropriate behavior, will result in disciplinary actions. Students may leave the cafeteria to go to the adjacent restrooms or to other teacher-approved destinations.

**HHS DRESS CODE** (See district policy JCDB-R in district student handbook)

*Pants and Short

- Length must be appropriate. Shorts must come to at least the mid-thigh; Shorts and pants must be sized appropriately.

*Skirts and Dresses

- Skirts must be size appropriate and be worn at the natural waistline;
- Shoulder straps must be at least 2" in width and arm holes must be tight fitting;
- Length must be appropriate (at least to the mid-thigh); Slits in skirts cannot be above mid-thigh.

*Shirts and Blouses

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no halter tops, no spaghetti straps). For tank tops, the shoulder straps must be at least 2" in width;
- Must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirt tails must come to the natural waistline.

*Shoes

- All students must wear appropriate shoes (examples: dress, tennis, flip-flops, clogs).

*Not Approved for School Wear

- No holes, frays, rips, or tears, which are revealing or inappropriate, above the mid-thigh ;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or bare shoulders;
- Pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which may be considered racially insensitive or which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g. bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.

*For high school, this regulation may vary. Head wear of any kind that obscures a student's face or identity will not be permitted. Any head wear of any kind that is deemed by school administration as a distraction or interfering with a teacher's ability to engage, teach and/or communicate with students will not be permitted. Exceptions for religious or medical reasons to be granted by the principal.

*****The administration reserves the right to determine if items of clothing are too casual, too revealing, disruptive, or distracting within the school environment*****

**DRESS CODE VIOLOATIONS**

**1st offense** – Student will have an opportunity to call home for a change of clothes – if no change is brought, student will stay in ISS for the remainder of the day

**2nd offense** - Student will have an opportunity to call home for a change of clothes – if no change is brought, student will stay in ISS for the remainder of the day

**3rd offense** – Student will report to ISS for the remainder of the day.

**4th offense** – Student will report to ISS and will receive a discipline referral for insubordination. Student may recieve further consequences based on discipline history.

**SEARCHES**

The school has the legal right and responsibility to maintain a safe and orderly environment. Where, in the opinion of the school administration, there is reasonable suspicion that the school rules or legal codes are or have been violated, all personal items can be searched, including but not limited to purse, bags, clothing, and vehicles.

**BUSES**

Students are expected to maintian the same type of behavior on the bus as they do in the classroom.
Bus rules include, but are not limited to these below:

*Students are to be at their stop on time.
*Students **MAY NOT** ride a bus or disembark a bus at any stop other than that assigned for their address without prior school approval.
*Students shall not use any electronic device during the operation of the school bus.
*Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other item that may interfere with the operation of the bus
*Nothing may be thrown in, within, out of, or at the bus at any time.
*Emergency doors and windows are used ONLY at the driver's discretion
*No student shall intentionally cause damage to personal property belonging to the district or another student.
*No student shall use inappropriate language in conversation or towards anyone else on the bus

**BUS CODE OF CONDUCT VIOLATIONS:**

| | |
|---|---|
| **1st Offense:** | Referral, Parent contact |
| **2nd Offense:** | 1-3 days bus suspension |
| **3rd Offense:** | 3-5 days bus suspension |
| **4th Offense:** | 5-10 days – up to the remainder of the semester bus suspension |
| **5th Offense:** | Susupended from bus for remainder of semester/school year (minimum of 1 semester) |

Students may also receive school based consequences for serious bus infractions. These consequences are determined at the discretion of administration.

# GENERAL INFORMATION

**ASSEMBLIES AND PEP RALLIES**

Student assemblies and pep rallies are periodically held for educational and enjoyment purposes. Student courtesy and cooperation during these events is required to ensure enjoyable programs for everyone.

**BUILDING HOURS & USE**

Any use of the building before or after school hours should be cleared with the proper administrator. Students may not be on campus after 4:00 p.m. unless under the direct supervision of a faculty member, coach, or sponsor. All students waiting for their rides must wait in the front of the school.

**CLASSROOM OBSERVATION BY PARENTS**

Parents who desire to observe in their student's class must contact the building principal or the principal's designee to request an observation at least 48 hours in advance. *The observation will last no more than the length of the class (30 minutes). During the observation, parents are expected to not interact with the class or disturb the learning environment in any way.*

**GHSA ELIGIBILITY RULES**

Please visit the following link or contact HHS Athletic Director to find out more information or ask questions regarding eligibility:
https://www.ghsa.net/sites/default/files/documents/Constitution/Constitution2017-18Complete.pdf

**FOOD, FLORAL AND OTHER DELIVERIES**

Lunches from "FAST FOOD" places are **NOT** to be delivered, brought in or eaten in the school cafeteria. **THIS INLUDES NO FOOD DELIVERIESS FROM Uber Eats, Door Dash, or other food delivery services.** Having strangers enter campus during the school day and interrupting instructional time is grounds for discipline consequences. This violates Federal guidelines for service in the lunchroom.

Gifts, flowers and balloon deliveries by parents or outside vendors **are NOT allowed at school**. **The school cannot accept responsibility for these types of deliveries to students and will decline the delivery**. **Students may not have balloons or other vision interfering items on the bus, at any time.**

**PERSONAL PROPERTY/ELECTRONIC EQUIPMENT**

Students are expected to bring to school only items of personal property which are necessary for participation in class and extracurricular activities. Students must be responsible for all personal items brought to school, i.e., book bags, purses and wallets, gym bags, books, calculators, musical instruments, etc. ***The school cannot be held responsible for personal items including clothing.*** Items which are considered potentially dangerous or disruptive to school procedures will be confiscated. Students are not to bring valuables or large sums of money to school. Hiram High School is not responsible for any personal property that is not acceptable school material or equipment.

**SCHOOL NURSE/MEDICINE**

For the safety of all students, we are enforcing strict rules and regulations regarding medications. We are happy to accept "Over-the-counter" medications you feel your child needs. You must complete an "Assistance with Medication" form for each medication brought to school. We will keep the over-the-counter medications all year if you desire. However, these medications will only be administered as noted on the assistance form. All medications will be dispensed as ordered by the physician and/or indicated on the form.

The following is a list of important procedures that we follow regarding dispensing medication to our students. Please adhere to the county policy by following these simple steps. We hope this is helpful to you, as your child's safety is of the utmost importance to us. If you have any questions, please call the office at your child's school. Once again, this is for the safety of our students. Thank you for your cooperation.

1. Parents must bring **ALL** medications directly to the office and fill out the appropriate medication form. This includes prescription drugs, Tylenol, Calamine lotion, inhalers, cough medicine, Orajel, etc. We do not provide any medications to students.
2. Each medication **MUST** be in its original container with the child's name labeled on it. If dosage is anything other than one whole pill (ex. ½ pill), the pills **MUST** be split in half when given to the office to dispense as prescribed. Prescription medications must be in the original bottle with original lable including doctor's name, specific instructions and expiration date.
3. For any medication to be kept with the child (ex. inhaler, epi-pen, insulin), please see the school nurse for the appropriate form, which requires a doctor's signature.

**VISITORS**

All visitors must report directly to the Main Office upon entering campus. Students may not bring friends or relatives to school with them. (KM-R Visitors to Schools)

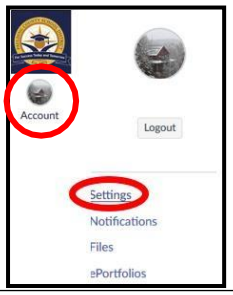
# Canvas Easy Start Guide for Parents

## Parent/Observer Accounts

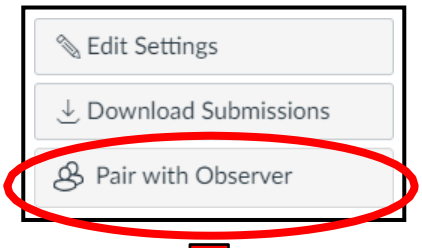
Parents can register for a Canvas account to observe their student(s) and their interactions within a course. Observers cannot submit work on behalf of the students they observe, but they can see student grades, assignments and events, and course interactions. *To observe a student, you must get a **pairing code** from your student*.

### How Do Students Get a Pairing Code?

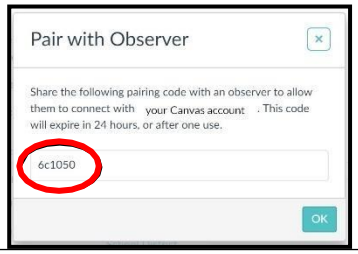
The student(s) will login to their Canvas account, click on their account icon in the corner, then click **Settings**.




Click **Pair with Observer** on the right side.




Remember or write down the **pairing code**.
(*NOTE: Pairing codes must be used within 24 hours.)*



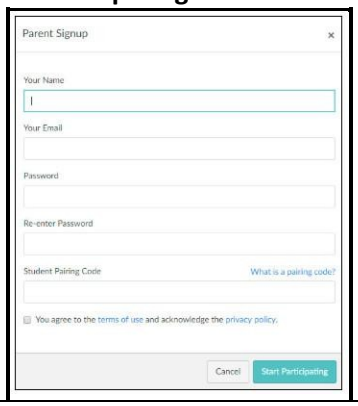

Use this pairing code when creating your parent account. (Parents with established accounts can add other students by getting more pairing codes).

### Creating an Account

Visit [www.paulding.k12.ga.us/canvas](www.paulding.k12.ga.us/canvas)
In the top-right corner,
click **Click Here For an Account**.

Complete the form by:

- Entering your name and email address.
- Entering *and* then re-entering a password.
- Enter the pairing code from your student.
- Click the checkbox to agree to the terms of use.
- Click **Start Participating**.






* - For more information about Canvas for Parents visit **www.paulding.k12.ga.us/Page/28792**

# HIRAM HIGH SCHOOL
## CELL PHONE POLICY

### GA STATE HOUSE BILL 340 AND 1009 PROHIBITS STUDENTS

From having a cell phone or any other bluetooth device or unauthorized personal device in use during school hours.
School Hours:
8:35am- 3:25pm

This includes, but is not limited to :

- Smart Watches
- Meta Glasses
- Airpods/ wireless earbud
- Wireless/ Bluetooth Enabled Headphones
- Other Bluetooth or Electronic Communication Device

### WHERE DEVICES SHOULD BE KEPT DURING THE SCHOOL DAY

Devices must be kept in your bookbag, purse, or in your vehicle.

Devices should not be stored in your pockets OR on your person during the school hours of 8:35pm-3:25pm.

### DISCIPLINARY CONSEQUENCES

1. 1st OFFENSE
   Verbal Warning
2. 2ND OFFENSE
   Parent Contact
3. 3rd OFFENSE
   Admin Conference
4. 4th OFFENSE
   Timeout
5. 5th OFFENSE
   1 Day ISS and Loss of 1 Exam Exemption
6. 6th OFFENSE
   2 Day ISS and Loss of 2 Exam Exemption
7. 7th OFFENSE
   1 Day OSS
8. 8th OFFENSE
   Willful Disobedience/ Insubordination

Hornets

**TOGETHER EVERYONE ACHIEVES MORE**

### HHS COMMUNICATION

All school communication will be delivered through our messaging system. Parents and Guardians will receive an email with important school information. Parents and Guardians, please ensure that your contact information is updated and correct in Infinite Campus.

Please fill out the information below and **return to your advisement teacher** along with the parent signature page from the **PCSD Parent & Student Information Guide 2026-2027. Families can also complete this page through the online link below.**

**By signing below, you are acknowledging receipt of these two handouts and understand that you are responsible for all material contained therein.**

**Advisement Teacher:** _____

**Student Name (Print):** _____ **ID #:** _____

**Student Signature:** _____ **Date:** _____

**Parent Signature:** _____ **Date:** _____

**LINK to Complete Sign Off:** https://forms.office.com/r/rAQniZH2Nv