

Hephzibah High School Student Handbook

2020-2021



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Hephzibah High School is an International Baccalaureate World School

Alma Mater

In the sunny county of Richmond

**Stands a high school dear,
And we all will honor thee
Through the coming years.**

**Praise and Glory we will bring thee;
We will do our best.
Till we win the praises due thee,
We will never rest.**

**As we lead our lives out yonder
In this world of woe,
Back to thee our thoughts will wander
As we meet our foe.**

Chorus:

**Hail to thee, our Alma Mater,
Dear old Hephzibah High,
And thy precepts we will follow
Till the day we die.**

HEPHZIBHA HIGH SCHOOL

TEAM 2056

International Baccalaureate School

And

PBIS PRIDE VALUES

PBIS

P—POSITIVE

R—RESPECTFUL

I—INNOVATIVE

D—DETERMINED

E--EXCELLENCE

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Student/Parent Handbook

2020-2021

This Handbook Belongs To:

Name: _____ **Grade:** _____

Homeroom Teacher: _____

Richmond County School Mission Statement

Building a globally competitive school system that educates the whole child through teaching, learning, collaboration, and innovation.

Richmond County School Vision Statement

The Richmond County School System will provide an equitable education for all students to prepare them for life beyond the classroom.

Hephzibah High School Mission Statement

The mission of Hephzibah Comprehensive High School is to transform students into caring, open-minded thinkers who will respect themselves as well as others locally, nationally and globally, producing citizens who lead with dignity and integrity.

The stakeholders of Hephzibah Comprehensive High School will provide students with an academically challenging and culturally diverse environment that fosters the development of strong character and intellect.

IB Mission

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their

differences, can also be right.

Hephzibah High School is an International Baccalaureate World School

IB LEARNER PROFILE

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

IB learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

GENERAL INFORMATION

GUIDANCE AND COUNSELING PROGRAM

School counselors assist students in their social, emotional, and academic growth through individual, group, and classroom activities. The guidance curriculum is a planned effort to provide each student with a set of skills and experiences to promote self-understanding, decision-making, problem-solving, communication improvement, and career planning.

COUNSELORS

Joyce Demons, Ed.D. Lead Counselor (9th Grade A- G and seniors)

Talonda Landers, Counselor (9th Grade H-P and juniors)

Shanavia Valentine, Counselors (9th Grade Q-Z and sophomores)

Attendance at School

Regular attendance in school is essential for a quality education. We encourage students to be present every day. Daily attendance will make students more closely associated with classmates and will dramatically improve educational progress. The time missed from class results in significant loss of valuable educational experiences. Every student needs to make “perfect attendance” his/her goal for the year.

Absences- State law requires that students between the ages of seven and sixteen attend school except for the specific reasons listed. In case of a necessary absence from school, a written excuse from a parent or guardian stating the reason for the absence is required. **This excuse must be given to the homeroom teacher on the day the student returns to school.**

Commented [MM1]: Are we doing this or putting it in the box.

State law recognizes the following reasons as legal absences:

- Personal illness.
- Family death and funeral.
- Medical or dental appointments that cannot be scheduled outside school hours.
- Attendance of non-school activities or functions authorized by the superintendent or designee.
- Special and recognized religious holidays observed by the student’s faith.
- Mandate or order of government agency.
- Extreme circumstances that cannot be resolved outside school hours; parent or guardian must request and receive approval from the principal or designated representative.
- To visit with the child’s parent or legal guardian prior to deployment or during leave from an overseas assignment to a combat zone or combat support position, up to a maximum of 5 school days per year.

* Parents will be notified by regular mail when a student has his/her second unexcused absence and by certified mail when a student has his/her fifth unexcused absence.

The school shall not allow a student to participate in any extra-curricular, co-curricular activities or cooperative work experience, if the student was not counted present for the school day. For absences subsequent to the fifth (5th) unexcused absence, the student shall not be allowed extracurricular

participation without a physician's note or other excuse from an acceptable or official third party justifying the absence.

Prearranged Absence

Parents are encouraged not to take their child out of school for vacation. If parents find it necessary for students to miss school due to an out of town trip or college visit (limit 5 days per year). The parents should discuss the matter with the administrator to make necessary arrangements and submit a completed Prearranged Absence Form to the school administration. Requests for prearranged absences must be completed and submitted to the administration at least one week prior to the dates of absence. Approved prearranged absences are designated as excused. The student will be allowed to make up his/her academic work without penalty.

Procedures:

1. Submit a completed Prearranged Absence Form to the school office at least one week prior to the absence.
2. After reviewing the request, the school administrator will make the decision whether to approve or disapprove the request.

Withdrawing students

Parents must notify the guidance office *at least one day before a student is to withdraw*. The procedure for returning books and closing out grades will be outlined by the counselor or the guidance secretary at that time. All books must be returned and all fines paid before records can be released.

Students must obtain a pass from a teacher to be admitted to the Guidance Office.

Counseling services are available to all Hephzibah High School students during the school day. Your counselor will talk to you individually, or in a group setting. She will visit your classroom during the school year to discuss various topics. You may be given an opportunity to sign up for small counseling groups for specific needs, such as Family Adjustment, Study Skills, and New Students.

The guidance counselor will visit your classroom at the beginning of the year to explain how you can make appointments. If you are not present on the day of your counselor's visit, you may ask your teacher for more information. When you miss a class for a counseling appointment, you will need to discuss make-up work with your teacher.

Counseling is part of the school curriculum, and your counselor is available to help you achieve academic success. If your parents would like for you to be excluded from any counseling activities, your counselor must have that request in writing.

Gifted Program

Hephzibah High School has an active Gifted Program. All referrals originate in the school. Any student referred must meet the criteria for testing and placement. All teachers are encouraged to make referrals twice annually. The Georgia Department of Education provides "multiple criteria" for the identification of students.

Grades 3-12: Two Methods Provided

A total score (composite score) at the 96th percentile on a standardized mental abilities test plus a total math or total reading achievement at the 90th percentile or composite at the 90th percentile or higher on a standardized test.

- A. A total appropriate component score (subtest) on the standardized mental abilities test at the 96th percentile or higher;
- B. A total math or total reading achievement standardized test score at the 90th percentile or higher, composite score at the 90th percentile or higher;
- C. A score of 90th percentile or higher on a standardized test of creativity;
- D. A two-year academic grade point average of 3.5 or higher (Grades 9-12 only) or a 90 percent or higher on a motivational scale (Grades K-8 only).

Accidents - In the event of a serious accident, parents are notified immediately. In order to provide security of students and families, it is very important that the main office and guidance office have updated telephone numbers on file at all times. Emergency medical treatment will be provided until parents arrive. However, the school will not be responsible for charges or subsequent treatment.

Arrival at school

Students are not allowed on campus until 7:00 a.m. Breakfast begins at 7:00 a.m., when the teachers assume responsibility, not before.

Students must report to the cafeteria or gym upon arrival at school.

Early Check-out from School

Parents are urged to make students' dental, medical, and other appointments after school hours. If it becomes necessary for students to check out during the day, parents are asked to report to the office and sign students out. **Parents, guardians and other approved adults must be listed on the students' registration form in order to pick them up.** All parties are subject to showing picture identification before the office personnel calls a student from class. A note should be sent by a parent or guardian indicating plans for early release of a student. If a note is not sent the parent or guardian will be asked to write one when they arrive to check the student out.

Students must have parent or guardian permission before early check out will be permitted. No student will be allowed to check him/herself out, walk home, or leave the school campus with a friend or relative without **written** and confirmed parental or guardian permission. **Changes in the way a student travels home cannot be made over the telephone.**

Students must arrive by 10:30 a.m. in order to receive credit for the day.

Tardy Policy

A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The following disciplinary procedures will be followed each school year, and accumulated for each of the two nine weeks (first semester and spring semester).

Lawful excuses for tardiness are as follows:

- A. Instances where the student has a medical or dental appointment, which cannot be reasonably scheduled outside of the school day. A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.

- B. Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by the court appearance.
- C. In special situations, which rarely happen, but are not likely to recur, such as when a parent brings a child to school, if the Principal concurs with the circumstances.
- D. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy. Provided, however, that before a legal excuse for tardiness can be given in these circumstances, the Principal must review the matter with the Superintendent or designee and have the Superintendent or designee and have the Principal's decision to grant an exception where circumstances and policy would warrant.

Consequences for Tardy Policy Violation

Grades 6-12:

1-2 Tardies:

Verbal notification to student by the appropriate school official.

3rd Tardy:

Parents will be notified

5th Tardy:

One (1) hour of In-School Suspension (ISS)

8th Tardy:

Two (2) hours of In-School Suspension (ISS)

11th Tardy:

One (1) day of suspension (OSS)

16th Tardy:

Three (3) days of suspension (OSS)

21st Tardy:

Five (5) days of suspension (OSS)

Early Dismissals

A written note signed by a parent or guardian is required before a student may be dismissed early. The note should indicate the student's homeroom teacher, date, time to be dismissed, a phone number for verification, and the name of the individual picking up the student if different from the parent. Students will not be released to anyone other than the parent/guardian or other authorized person(s). Students should give the note to the homeroom teacher who will send it to the office. The office will confirm the note.

2:10-2:25 p.m. This is an extremely busy time of day preparing for dismissal, so **please arrange an earlier time or allow the student to leave with the regular dismissal process.**

ALL STUDENTS MUST STOP BY THE OFFICE TO BE SIGNED OUT.

Students should schedule appointments after school hours if at all possible. Any student that is excused from school for an appointment is expected to make up the class work for that day.

VERIFICATION OF APPOINTMENTS FROM DOCTORS OR DENTISTS IS REQUIRED.

To be counted present a student must attend at least half of the school day (10:30). It is the student's responsibility to ask for make-up work.

Bus Transportation

You are expected to ride the bus to which you have been assigned and to get off at your assigned bus stop. You will not be allowed to ride another bus to go home with a friend except in serious family emergency situations. **A note must be sent to the school office on the date of emergency to secure permission to ride another bus. Drivers will not allow students to ride an unassigned bus or to get off at a different stop without administrative and parent approval.**

Bus Regulations

It is absolutely essential that students cooperate with the bus driver, school bus patrol, and school officials. Failure to do so will automatically give cause for temporary or permanent bus suspension.

Each student must remain seated and his/her conduct must be such that a driver's attention will not be diverted.

Students should respect property whether it belongs to the State, Federal Government, Richmond County Board of Education, or an individual.

It is expected that the driver will report all incidents of misconduct to the administrators.

Bus students are under the supervision of bus drivers. Reported acts of misconduct on the bus will be investigated. First offenses will receive a warning. The second offense will result in suspension from riding the bus. Continued offenses could result in suspension from riding the bus. Continued offenses could result in suspension from riding the bus for the remainder of the year. If, upon the first offense, it is determined that the offense is serious enough, suspension could result immediately.

The school administration does not control the bus routes or the arrival and departure times for the busses. Please contact transportation for these types of concerns

Bus Students

Bus transportation is provided for all eligible RCSS students based on the student's residence and school of enrollment, and in compliance with Federal, State and/or Local laws, rules, regulations and/or procedures. The Richmond County School System's Bus Discipline Procedures are included in the *2018 – 2019 RCSS Code of Conduct*. All students and parents should read these procedures so that they are aware of student behavior expectations not only while riding the bus, but also at bus stops and walking to and from bus stops.

Falsified Addresses and Enrolling Out of Zone

In accordance with the Board of Education policies and procedures, each student is expected to enroll in the school for which such student is zoned. **Those students who intentionally falsify or have falsified their addresses and who enroll in a school for which they are not zoned by Board of Education policies, upon being discovered, shall be withdrawn and shall be allowed to enroll in the their zoned school.** The Superintendent or Deputy Superintendent, upon the request of the Principal or the student and their parent or guardian, shall have the authority, where circumstances warrant, to make an exception to this policy upon such circumstances as when a child is so young that the parent or guardian have improperly done the enrolling and the child was not a knowing party to the falsification and out of zone attendance; where the child is classified as a homeless child in which case the regulations governing homeless enrollment shall apply; and in peculiar family situations on a case by case basis where the circumstances are legitimate and established through affidavits or other written documentation to the

satisfaction of the Superintendent or Deputy Superintendent and where necessary, with the advice from the Board attorney. Refer to School Assignment in the Code of Student Discipline and Conduct, page 3, for related information.

ALL THIRD PARTY LETTERS ARE SUBJECT TO HOME VISITS FOR VERIFICATION

Dress Code for Students

Rule 14: Dress and Grooming

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

Students shall at all times adhere to the following guidelines:

- A. Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.
 - Extreme hair color and/or styles, body piercing, or style of dress that may cause a disruption to the learning environment or school program will not be allowed.
 - **Coats and Jackets** - Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school.
 - **Shirts or Blouses** – Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.
 - **Skirts, Shorts, and Dresses** – Skirts, shorts and dresses must be fitted at the waist and must be at a length at least equal to the longest part of the fingertip when hanging down by the side of the student, which should be mid-thigh area. The school board deems miniskirts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the fingertip/mid-thigh area previously described herein.
 - All pants, including jeans, must be without cutouts or holes that expose the skin above the finger/tip/mid-thigh area previously described herein. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging. Pants must not drag the floor. Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Unacceptable shorts include, but are not limited to, spandex-style “bicycle” shorts, short-shorts, running shorts, and boxer-type shorts or any see-through garment.
 - **Belts and Straps** – Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. **Excessively large belt buckles are prohibited.**
 - **Shoes** – Shoes should have a back or a heel strap. Shoelaces should be tied. No shower shoes, flip flops, thong shoes, or house slippers are allowed. At all times student safety should be considered in shoe selection.
 - **Head Covers** – No hats, scarves, sweatbands, bandanas or head covers may be worn in the building.
 - Fraternity and sorority insignias on clothing are forbidden.

- Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
- Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.
- Any symbol or article of clothing that is gang related as defined in Rule 22, is prohibited.
- “Grills” or metallic caps on the teeth are prohibited.
- **Uniforms-** Athletic, Jr. ROTC, and other school approved uniforms must meet the guidelines of the county dress code.

Nothing in this code shall exclude provision for reasonable necessary dress and grooming regulations for special classrooms and extra-curricular activities. This policy applies to all school activities. The principal of each school shall be responsible to carefully monitor this necessary modification.

Eligibility for Extracurricular Activities

Eligibility for participation in any extracurricular activity will be based on grades earned during the semester **prior** to that activity. Criteria for participation will include academic, behavior, and effort grades. You must maintain satisfactory grades in all areas and acceptable behavior in order to represent Hephzibah High School as a participant in extracurricular activities. It is your responsibility to be aware of the requirements for the various activities and organizations.

Insurance

Unfortunately, accidents do happen. Even though you have other insurance, parents are encouraged to take out school insurance each year; it is an inexpensive means of making sure your student has coverage in case of an accident at school. **All students involved in athletic activities are required to show proof of insurance coverage, either personal or school, before participating in try-outs and practice.** Girls who plan to try-out for cheerleading in the spring must be covered before practice/try-outs.

Student Food Services

Breakfast will be served from 7:00 a.m.-7:30 a.m. Students must have finished breakfast, cleaned their tables, and be in homeroom by 7:30 a.m. Students arriving on late busses will be provided breakfast upon arrival with a pass.

When preparing a “sack” lunch, your cooperation is requested. Students may bring a thermos, juice package or purchase milk. No sports (squeeze) bottles, carbonated or canned drinks will be permitted. Candy is not allowed in school.

Students sit in the assigned areas and practice good manners at all times. Students are responsible for clearing eating areas and placing trays where instructed.

Make-Up Work

- a) Upon returning to school, **it is the student's responsibility to contact the teacher(s) to request make-up work.** The teacher shall promptly and courteously allow students the opportunity to make up missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent will be able to pick up the work at the end of the day following the request. **Class work and test missed due to unexcused absences may be subject to a 10 percent grade reduction.**
- b) **Suspensions:** For purposes of the countywide attendance protocol, short-term suspensions shall not be considered unexcused absences. Any student who serves a short term suspension out of school shall be allowed to make up missed assignments and tests. It shall be the student's responsibility to obtain the missed work from the teacher(s) and complete the work within one week of returning to a school. It shall be the teacher's duty to promptly and courteously allow these students the opportunity to make up missed assignments and tests.

Telephone Use

The school phones are for business purposes and are available to students only in emergency situations. Students will not be allowed to use the phone for such things as to have **forgotten items brought to the school or to get permission to go home with a friend.** Also, arrangements to stay after school for any activity must be made before arriving at school. Only urgent telephone messages from parents or guardians will be delivered by an office representative. Students will not be called out of class to receive a phone call.

Textbooks, Instruments and School Property

Textbooks supplied by the State of Georgia will be issued to you. This is a loan for the period that you use the textbook and all books should be treated as borrowed property. In the event of loss or abuse of textbooks, whether accidental or purposeful, you must pay for the book(s) in accordance with the scale fixed by the Board of Education.

Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period that you use such equipment or material. In the event of loss or abuse of instruments, equipment or property, restitution will be determined by the amount it costs for replacement or repair.

When personally owned or rented instruments or equipment are brought to school, the school cannot assume responsibility for loss or damage. That responsibility remains with the student and parents.

Transportation For After School Activities

When you are involved in activities that require after school time, transportation must be arranged in advance. The school provides no transportation for after school club meetings and practices. **Please make arrangements to be picked up on time. Failure to be picked up at designated time may result in suspension from future after school activities.**

Visitors

All visitors are required to report directly to the main office and to sign in with the office. A visitor's pass will be issued and must be available while on the school campus. Parents are invited to visit the school regularly and to be involved in all school activities. **Parents, who visit classrooms, may not interfere**

with instruction and will be asked to leave and visitation revoked if instructional disruption occurs. Parents are also invited to join us for lunch, but we do ask for advance notification so that lunchroom arrangements can be made. **Students from other locations will not be allowed to visit during instructional time. This also includes former students who wish to visit teachers or friends.**

III. Local Discipline Policy (In accordance with the Richmond County Board of Education Code of Student Conduct and Discipline)

We believe that the purpose of discipline is to foster responsibility, independence, positive attitudes, and self-discipline. The best discipline is self-control. Self-control is based upon understanding the limits of one's freedom and actions as they relate to others.

A major goal of Hephzibah High School is to help students develop self-discipline and self-control. Though discipline is not taught as a separate subject, self-discipline is one of the most important factors in the achievement of the student. The student who develops and maintains self-discipline in school will be more successful and more appreciative of the rights and responsibilities of himself and of other students.

Below are some highlights of the RCBOE Code of Conduct that applies to everyone at LMS including parents, staff, visitors, and students. The complete code was given to students along with this handbook. Please become familiar with this code and understand that it is to protect each student and to insure that each student is provided with the best possible learning environment.

Basic Rights-

*Each student has the right to learn.

*Each teacher has the right to teach.

*Each Parent, student, and teacher has the right and responsibility to support each other and to expect a positive learning environment.

1. Everyone will be courteous and demonstrate respect for others.
2. Learning and teaching will not be interrupted by anyone.
3. Everyone will respect the personal property of others and the property of the school.
4. Everyone must be on time, ready to work, and stay on task.
5. Everyone must use safe and appropriate conduct at all times.
6. No one may possess or use illegal or unauthorized items.

Suspension from School- In the event that you are assigned In-school suspension (ISS) or Out-of-school suspension (OSS), you may not attend any after school activities on the day(s) of the suspension. This includes all extra-curricular or co-curricular activities on any Richmond County Public School Campus.

In-School Suspension- In-School Suspension (ISS) is a discipline program that may be used for less severe infractions at the administration's direction. The program is designed to isolate students from the regularly assigned classrooms and activities during the school day and from extracurricular activities until ISS is completed.

Students are counted present at school and are expected to bring textbooks and materials so that they can continue to work on classroom assignments, as well as write required rules while serving their time in ISS. Some homework time may be necessary to complete all assignments before students are allowed to

return to the regular class. Students who are disruptive in ISS will serve the remainder of assigned ISS days in Out-of-school suspension.

The purpose of this program is to make students aware of their negative behaviors, and to help them find ways to correct these behaviors so that repeated time in the ISS program will not occur. Students should not view this program as a reward or an excuse to be out of a regular classroom setting. This program will only be as successful as the teachers, parents, students, and administrators make it!

DIRECT ADMINISTRATIVE REFERRAL OFFENSES

1. Fighting/Physical Assault
2. Bully and/or Threat/Intimidation
3. Sexual Harassment
4. Profanity to an adult
5. Blatant defiance of authority
6. Class Cutting
7. Leaving School Grounds

Teachers may also choose to assign TEACHER detention. In that case, the teacher will schedule the time, date, and location of the detention.

Suspended students will not be allowed on campus. The parent will be called to pick the student up or we will receive verbal permission for the student to walk home. **Under NO circumstances will a suspended student be allowed to remain at school.**

Fighting

Fighting and physically aggressive behavior are prohibited at Hephzibah High School. Students need to learn other ways to solve problems rather than using physical force. Problems that may lead to a fight are to be reported to an administrator, teacher or public safety officer for conflict resolution. Students who are involved in a fight during the school day, parents will be contacted immediately.

The following consequences will apply to students involved in fighting: First fight- 3 days OSS, Second fight- 5 days OSS, Third fight 10 days OSS and Tribunal Hearing.

If the fight is pre-mediated and/or caused by social media, the consequence will be 10 days OSS. School bus fights and cafeteria fights will warrant 10 days OSS as well. If a fight causes injury, it will automatically go before the RCSS Tribunal panel with 10 day OSS.

Inappropriate Language

Use of profanity, abusive language or abusive gestures will not be tolerated. Also, racial slurs or any degrading comments will not be tolerated and will result in disciplinary action.

Selling or Purchasing

Students are not allowed to sell or purchase any items at school without the approval of the administration. This includes candy, gum, fundraiser products other than those sponsored by Hephzibah High School, etc. Items found being offered for sale will be taken up and returned when parent comes to pick them up.

When students are suspected of having unauthorized items at school, administrators have the right to search.

Use of Tobacco

Possession or use of tobacco, lighters, or matches is prohibited. All violations will be subject to the Student Code of Conduct book.

Student Deliveries

Student deliveries will not be accepted. This includes birthdays, Christmas and any other occasion. No cupcakes, cakes, candy, pizza, etc. are allowed. Student to student Valentine Gifts are not allowed and will be confiscated.

Prohibited Items

Among others, radios, (with or without headphones), tape players, electronic games, tapes, CD's, pagers, sports bottles, trading cards, playing cards (for the use of gambling), pets, matches, knives, tobacco products, toys, fireworks, firearms, toy guns, laser pointers, medication without a note, and skateboards are not to be brought to school. **COMMERCIAL FOOD IS PROHIBITED!!**

**** HEPHZIBAH WILL NOT ASSUME RESPONSIBILITY FOR LOSS OR ALLEGED THEFT OF PROHIBITED ITEMS!!!!*******

Cell Phones

PLEASE NOTE THAT CELLPHONES MAY ONLY BE USED AT BREAKFAST, LUNCH AND FOR BYOT ACTIVITIES DURING THE HOURS OF 7:30 A.M.-2:25 P.M.

Use of electronic devices, except as permitted by School System's Internet Acceptable Use Procedures contained in the Internet Acceptable Use Policy (IFBG), which is included beginning on page 30. The principal or the principal's designee has authority to revoke a student's electronic device privileges when such procedures have not been followed. By way of specification and not limitation, the following will be considered inappropriate uses of the Richmond County School System's Technology Network:

1. Electronically capturing or sharing any image of other persons without the express permission of the person.
2. Posting, publishing, sending or creating materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Ethics for Educators, the Code of Student Conduct and Discipline, state law or federal law. NOTE: Students who engage in such activity off campus and cause a material disruption of school operation shall be subject to discipline rules contained in the Code of Student Conduct and Discipline, as well as criminal charges, if warranted.
3. Accessing, sending, creating or posting materials or communications that could be inconsistent with the system's educational needs and goals.
4. Using the network for financial gain, advertising or commercial activity.
5. Transmitting any material in violation federal law, state law or regulation.
6. Posting anonymous or forging electronic email messages or altering, deleting or copying another user's email.

7. Using the school system's computer hardware or network for any illegal activity, which includes but is not limited to, copying or downloading copyrighted software, music or images, or violation of copyright laws.
8. Downloading, installing, or playing any unauthorized program or content (including those created or downloaded at home) on any school's computer or network.
9. Purposely bringing any hardware on the premises or loading any software that is designed to damage, alter, destroy or provide access to unauthorized data.
10. Attempting to vandalize or disassemble any network or computer component, including but not limited to, any attempt to alter network or computer configuration.
11. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.

This list is not exhaustive. Refer to page 4 of the Code of Conduct and Discipline Handbook for more information.

Clinic and Illness

A registered nurse staffs the school clinic 5 days a week from 12:30 p.m.-2:30 p.m. The purpose of the clinic is to care for students who become ill or receive injuries at school. *Legal concerns have required some changes in the operation of the clinic and the dispensing of medication so read the following guidelines carefully.*

** A standard consent form must be completed for any medication, including nonprescription medicines, which will be dispensed at school.

Written permission from parents will be accepted only on the first day of medication. Students will be required to return the completed consent form before any more medicine will be dispensed at school.

The school can no longer receive permission to give medicine over the telephone.

**Medicines must be in the original container when brought to the clinic. No medicines can be kept in plastic bags or other containers. Bring only the exact amount to be dispensed at school.

**In compliance with county policy, inhalers may now be kept with students with written permission from the parent and signed by the physician. It is preferred for students to have an inhaler with them at all times if a physician prescribes one to them. An Asthma Action Plan must be on file for each student using an inhaler at school.

**A student with a temperature of 100 degrees or more will not be allowed to stay at school. A parent will be asked to make arrangements to pick up that student as soon as possible.

During homeroom, the student will take any medication to the clinic. The nurse will make copies of the consent form for teachers, showing the time(s) the medication should be given.

Parents will be notified when students are too ill to remain at school. **PLEASE BE SURE THAT THE OFFICE HAS AN EMERGENCY PHONE NUMBER LISTED FOR YOU.**

Head Lice is a frequent occurrence in schools. Every effort is made to eliminate this problem, but your help is needed. Please notify the school as soon as you become aware that your child has this problem.

LOCKERS

Lockers may be purchased by each student at the beginning of the year. Once a locker assignment is made, students are not allowed to switch without the consent of the assigning teacher. In addition, student **MAT NOT SHARE** lockers at any time. The cost of lockers \$10.00

PARKING DECAL

A parking decal may be purchased by students who submit required paperwork as outlined by the RCSS. Students parking privileges can be revoked if he/she does not follow the guidelines and/or parking policy. The cost of decals is \$25.00

CAFETERIA

- Breakfast is served to students in the cafeteria every morning from 7:00 AM to 7:20 AM. Students participating in the school breakfast program must report to the cafeteria immediately upon arrival to school.
- Lunch is served to students in the cafeteria. The meals are well-balanced and meet the guidelines of the national school lunch program. Students with outstanding charges must be cleared before they may receive a regular lunch. **Note:** Fast Food Deliveries are not allowed in the cafeteria.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in a variety of clubs that enhance social and emotional development.

EMERGENCY/ TORNADO/ FIRE DRILLS

Emergency drills are held periodically and unannounced during the school year. Students are expected to review the evacuation chart posted in each of their assigned rooms. Students who disrupt during any emergency drill will receive disciplinary action.

FIELD TRIPS

When field trips are planned, students will receive information regarding the cost for each of these trips and tentative dates. Field trip money may not be refunded if disciplinary action prevents a student from attending. When possible, refunds will be given to students with excused absences. The *RCSS School Code of Conduct* and any pertinent school rules are in effect for field trips. All chaperones for field trips must be the student's parent or legal guardian.

HARASSMENT

The school district forbids sexual, racial and other harassment of all students while at school or any school event or activity. Any student alleging a violation shall promptly notify the principal, assistant principal or supervising adult.

INTERSCHOLASTIC ACADEMIC ACTIVITIES

Students are encouraged to participate in interscholastic activities that challenge them academically and allow them to display their talents. A student who has ISS or OSS for the day or who are not in school for at least half of the school day may not participate in interscholastic academic activities for the day.

INTERSCHOLASTIC ATHLETIC ACTIVITIES

In order to try out for and participate in interscholastic athletic activities, a current physical examination and proof of insurance are required of each participant. All documentation must be on file with the school. For a student to be eligible to participate in interscholastic athletic activities for a season, he/she must be enrolled in the school for which he/she will participate, meet academic requirements, and meet the eligibility requirements. Your coach will notify you if you do not meet the requirements.

GRADING AND REPORTING

Students will receive Progress Reports at the mid-point of each nine-week grading period. Report Cards are issued after the completion of each nine week grading period. Numerical averages for each class are based on summative, formative, and other: labs, homework, and misc. grades.

- **Summative Grades** are assignments/assessments such as unit tests, projects, essays, research papers, and presentations, which may integrate multiple standards. These grades reflect master of standards after the learning activity is completed.
- **Formative Grades** are assignments such as class work, quizzes, drafts, or portions of essays, projects, research papers and presentation. They provide practice while learning. These assignments, observations, and conversations are used to inform both the teacher and the student about the learning process and lead to potential success on summative assessments.
- **Other: Labs, homework, and misc. grades** are grade which contain material graded over a nine-week period.

HOMEBOUND INSTRUCTION

Hospital/Homebound educational services will be provided for a student upon submission of a medical referral form to the local school system completed and signed by the treating licensed physician. Included in this form shall be a statement by the treating physician that the student will be absent a minimum of ten school days and that the student is physically able to participate in educational instruction. See RCSS Policy HOSPITAL/HOMEBOUND SERVICES for specific details.

HOMEWORK POLICY

Homework has been shown to be an effective instructional technique. It can have positive effects on learning and work habits, and can serve as a vital link between the school and family. Therefore, the Richmond County School System endorses homework as an integral part of the curriculum.

LATE CHECK-IN or EARLY CHECK-OUT:

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an unexcused absence. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a parent note, physician's note or appointment card is required within 5 school days to be considered excused. The

following rules apply for unexcused tardiness to school and will be assigned by the school's administration:

- **Check-In:** Parents must sign their child in at the main office upon late arrival.
- **Check-Out:** If it is necessary for a student to check-out early due to illness, the student must be assessed by the school nurse for the absence to be excused. Parents must personally sign their child out at the main office.

MEDIA CENTER

The Media Center is the learning hub of the school. The primary goal of the Media Center is to integrate information literacy standards for the 21st century learner into the curriculum through collaborative planning and cooperative teaching. The Media Center serves as a resource for all school stakeholders. It is an integral part of all instructional programs and strives to foster the love of reading and lifelong learning for all students. The school's media specialist is devoted to teaching students how to access and evaluate information in a 21st century environment. The Hephzibah High School (HHS) Media Center is further committed to the common beliefs articulated in Standards for the 21st-Century Learner by the American Association of School Librarians.

MEDICATIONS

All prescription medications taken by students must be cleared through the nurse's office. The medications will be monitored through the clinic. All medications a student requires, no matter how minor they appear, must be dispensed in the clinic. Students violating this policy can expect serious consequences. All medications (including Tylenol, allergy medications, etc.) must be kept in the original prescription bottles with the dosages clearly marked and turned into the main office before the start of the school. A medication permission form may be obtained from the main office, must be signed by the parent, and must accompany ALL medications. Students possessing medication will be subject to disciplinary action as described in the *RCSS School Code of Conduct*.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are highly encouraged. Consistent, positive contact between the home and school helps to create a climate of trust and enhances student opportunities for academic and personal success. All parent conferences are held each Tuesday and Friday during the individual teacher's planning time. However, if a parent needs to meet with the entire team of teachers, parents may schedule afterschool. Parents should contact teachers by e-mail or telephone when requesting a conference or with the HHS guidance counselor.

RECOGNITION OF STUDENT ACHIEVEMENT

There will be a variety of student recognition celebrations throughout the year. These may include, but are not limited to:

Achievement Bash Athletic Awards Night Honors Day Heroes of H.O.P.E. Reward Day

STUDENT SEARCHES

Student book bags, lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. The Richmond County School System reserves the right to use "walk-through", "hand-held" metal detectors and "drug or weapon sniffing" dogs at school and during any school function or activity.