

HARDAWAY HIGH SCHOOL

2016 - 2017

Student - Parent Discipline and Guidance Handbook



Mr. Matt Bell, Principal

Please direct questions regarding bus transportation issues to your school's Zone Supervisor listed below:

**For regular bus transportation,
Willie Brown @ 706-569-3782**

**For shuttle bus transportation,
Randy Ruff @ 706-748-2876**

**For bus transportation for special needs students,
David Dollar @ 706-748-3112**

**In case of an emergency,
contact the Transportation Office at 706-748-2882**

WELCOME FROM THE PRINCIPAL

Welcome to all new and returning Hawks! It is with extreme pleasure and excitement that I welcome each of you to Hardaway High School. The administration, faculty, and staff are looking forward to the 2016-2017 school year with enthusiasm. Our mission at Hardaway High School is to develop enthusiastic, life-long learners who are productive, contributing members of a global society. To be successful in school, it is imperative that you become an active member of our school. Take ownership! If you have any questions, please do not hesitate to ask your teachers, counselors, or administrators.

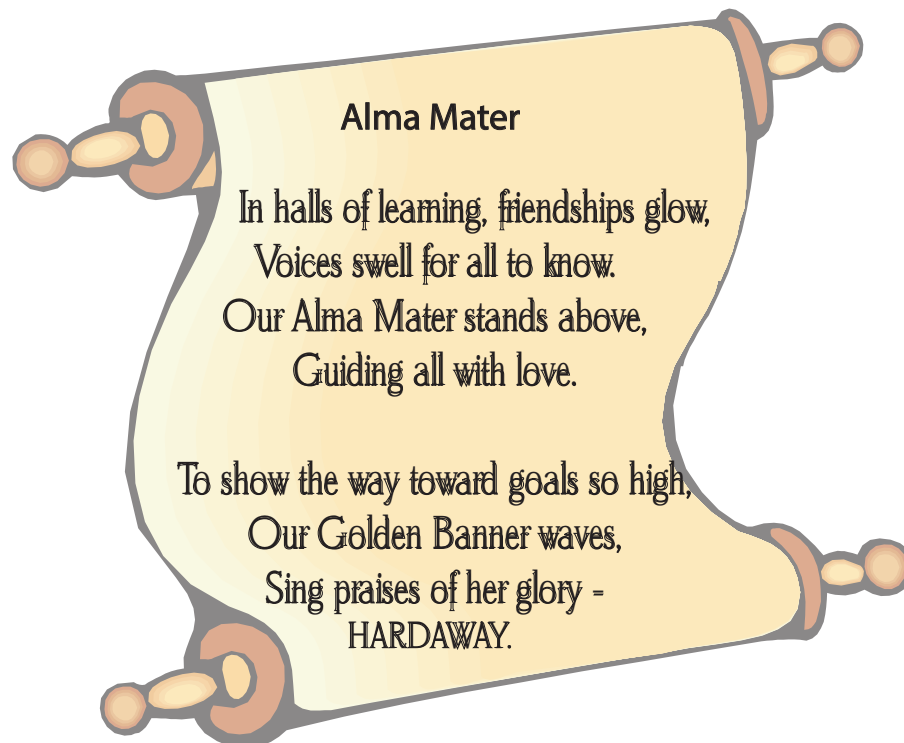
As you prepare for this year, remember the reputation and success of Hardaway High School depends on your attitude and your respect for its rich tradition. Be conscious of its traditions, standards, and expectations. This handbook is designed to help guide you on your journey through the high school experience. You and your parents are expected to discuss this information.

Again, I welcome you to Hawk Country. Work hard to reach your goals. Be proud of Hardaway High School and yourself! Dare to be great!

Sincerely,



Matt Bell
Principal



DISCIPLINE POLICY

The goal of the discipline plan at Hardaway High School is to provide a structured climate which is safe, orderly and enables students to learn at an optimum level. The discipline plan is designed to provide all students the opportunity to develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and self-worth. The plan will be communicated and consistently enforced. Conduct that is counterproductive to an individual's learning or self-development; that is detrimental or unsafe to persons or property or that violates laws, policies, or commonly accepted standards will not be tolerated.

All students are expected to comply with the school regulations outlined herein and to respect the authority of the school staff. The discipline policy is effective during the following times and in the following places:

- ✓ at school or on school property at any time
- ✓ off school grounds at any school (district) activity, function or event and while traveling to and from
- ✓ on any MCSD property
- ✓ on vehicles provided for student transportation

When a student behaves in an undisciplined fashion in any of the instances listed above, it becomes the duty of the school to discipline the student. All staff members are expected to enforce school and district policies in a firm, fair, consistent, and timely manner.

STUDENT BEHAVIOR

1.0 STANDARDS FOR STUDENT BEHAVIOR

In order to maintain a school climate in which all students can learn, it is vital that students assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following code of conduct identifying standards and expectations has been developed based on the policies of the Muscogee County School District and the Georgia Department of Education.

While the standards are not intended to be exclusive, they illustrate the types of behavior which are appropriate and are necessary in a wholesome school climate. These expectations shall apply to all students.

1.1 STUDENT BEHAVIOR DURING SCHOOL HOURS

Students' behavior is expected to be acceptable during the day. The school will take action on any school rule violation that takes place on the way to or from school and any school sponsored events. If the school can anticipate a problem on or off campus, the school may take action. If a student makes a threat on campus and follows through off campus, the school may take action. If a threat or illegal activity occurs off campus and is reported to the school, the school may investigate. The police will be informed.

1.2 STUDENT BEHAVIOR TOWARDS OTHERS

Each student is obligated to respect the rights of others and to promote and safeguard an atmosphere where all learning and enrichment activities can take place without fear of disruption.

1.3 STUDENT COMPLAINT PROCEDURE

Students should, **at all times**, follow the direction and/or instructions given by staff. If a student disagrees with the directive of a staff member(s), he/she should follow the directive and then request to speak with the staff member when it does not infringe upon the class time and instruction of others. **It is never OK to walk out of class.** If the student does not feel that the issue has been resolved with the staff member an appointment can be made with the counselor or administrator. Every effort should be made to resolve the concern at the earliest possible time. Students who have concerns about particular classes and/or teachers are encouraged to articulate their concerns with the teacher first. If the outcome is unsatisfactory, the student may request a meeting with the teacher and his/her parents. Parents are asked to contact the teacher directly before involving administration or counselor. If further resolution is needed, parents may call their student's counselor to set up a meeting.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

2.0 UNACCEPTABLE SCHOOL BEHAVIOR

Unacceptable behavior is defined as any behavior that disrupts teaching and learning. All students are expected to follow the classroom rules and procedures of their teachers. In addition, students are expected to follow school rules. The consequences for not following school rules are listed below. Interpretations of the discipline guidelines by school administrators will take into account frequency, severity, grade level, and prior disciplinary problems. Repeated infractions may result in expulsion.

<h3>Bus Misconduct</h3>	<h3 style="text-align: center;">Consequences</h3> <p>First Offense: Suspension from riding 1 day</p> <p>Second Offense: Suspension from riding 3 days</p> <p>Third Offense: Suspension from riding 1 week</p> <p>Fourth Offense: Expulsion from bus for remainder of the school year</p>
<h3 style="text-align: center;">Electronic Device Violations</h3> <p>If the parent/ guardian is adamant that he/ she cannot allow the phone to be held, then the parent/ guardian chooses for his/ her child to accept a 2 day out-of-school suspension in lieu of the phone being held.</p> <p>Any student that refuses to relinquish an electronic signaling device to staff members will be suspended out-of-school for defiance. If a student relinquishes electronic device to administrator, they will have the device confiscated and receive administrative detention for defiance to teacher.</p> <p>Cell phones and other electronic devices are not permitted to be visible nor powered on during school hours unless specifically approved by the classroom teacher for educational purposes. This includes headphones.</p> <p>Students carry cell phones at their own risk. Students are expected to secure their devices at all times. Hardaway High School assumes no liability for the loss, or damage, its misuse, or theft of the device by any person.</p>	<h3 style="text-align: center;">Consequences</h3> <p>First Offense: -device turned in to principal. -parent may pick up device after 3 school days.</p> <p>Second Offense: -device turned in to principal. -student assigned detention -parent may pick up device after 5 school days</p> <p>Third Offense: -device turned in to principal -student assigned 2 days ISS -parent may pick up device after 10 school days</p> <p>Fourth Offense: -device turned in to principal -student will be suspended 2 days for each offense due to defiance. -parent may pick up phone when child returns from suspension.</p>

Note: The school system/administrator reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

<p style="text-align: center;">Level I Violations</p> <ul style="list-style-type: none"> • Being unprepared for class (no supplies) • Class disruptions • Abuse of hall pass • Excessive talking • Having gum/candy/food/drink • Out of assigned seat without permission • Sleeping in class • Tardy to class (1-5 times) 	<p style="text-align: center;">Consequences</p> <p>The classroom teacher handles these violations before an office referral is made. This includes parent contact.</p> <p>If the student continues to violate the rule, an office referral should be submitted to the appropriate administrator. The violation then becomes a Level II violation.</p>
<p style="text-align: center;">Level II a Violations</p> <ul style="list-style-type: none"> • AUP violations • Chronic Level I violations • Disrespect • Disruption • Dress Code violations • Driving to school without a parking permit • Electronic devices during instructional day • Excessive Tardiness (6 or more including back from lunch) • Failure to stay for detention (after doubled) • Forgery, Falsify, Alter, or Illegally Possessing forms/ documents • Food/Drink in the building • Gambling • Hallway Disruptions / Horseplay • Leaving Class or Designated Area without permission • Loitering • Lunchroom violations • Non-attendance of Administrative Detention • Profanity, Obscene, Suggestive, or Inappropriate Language, Gestures, Material, or Acts • Public display of affection • Selling non-approved items 	<p style="text-align: center;">Consequences</p> <p>First Offense: Administrative Detention (1 day, 3:30pm-4:10pm)</p> <p>Second Offense: Friday School (3:30 - 5:00)</p> <p>Third Offense: 2 days ISS</p> <p>Fourth: 2 days ISS, written action plan, & parent conference to return to class</p> <p>Fifth Offense: 1 day OSS</p> <p>Sixth Offense: 2 days OSS</p> <p>Seventh Offense: 3 days OSS</p> <p>Eighth Offense: 5 days OSS</p> <p>Administrators may choose to assign students to Administrative Detention for minor violations.</p>

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Level II b Violations

Bullying –	<p>First Offense: 3 days OSS</p> <p>Second Offense: 5 days OSS</p> <p>Third Offense: 10 days OSS, referral to student discipline tribunal, and criminal prosecution</p>
<p>Refusing to cooperate with any adult personnel at Hardaway High School.</p> <p>Profanity directed toward staff.</p>	<p>First Offense: 3 days OSS</p> <p>Second Offense: 5 days OSS</p> <p>Third Offense: 10 days OSS</p>
<p>Fighting – caused, attempted to cause, or threatened to cause physical injury to another person.</p> <p>Assault</p>	<p>First Offense: 5 – 10 days OSS Criminal prosecution</p> <p>Second Offense: 10 days OSS, referral to student discipline tribunal, and criminal prosecution</p>
Instigating a fight/ Involvement in a verbal altercation	<p>First Offense: 1 – 3 days OSS</p> <p>Second Offense: 5 days OSS</p> <p>Third Offense: 10 days OSS</p>
Theft and/or possession of stolen property	<p>First Offense: 5 days OSS, restitution and criminal prosecution</p> <p>Second Offense: 7 days OSS, restitution and criminal prosecution</p> <p>Third Offense: 10 days OSS, restitution, referral to student discipline tribunal, and criminal prosecution</p>
Vandalism, graffiti, destruction of property	<p>First Offense: 3 days OSS & criminal prosecution</p> <p>Second Offense: 5 days OSS & criminal prosecution</p> <p>Third Offense: 10 days OSS, referral to student discipline tribunal, and criminal prosecution</p>
<p>Hazing is prohibited. Hazing is defined as an act or series of acts that include but are not limited to:</p> <ul style="list-style-type: none"> • Physical acts, such as laying hands upon or threatening to do bodily harm while acting as a member of a group. • Behavior which is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation, or disgrace. 	<p>First Offense: 1-3 days OSS</p> <p>Second Offense: 5 days OSS</p> <p>Third Offense: 10 days OSS, referral to student discipline tribunal.</p>

<p>Cutting class/skipping - Leaving class without permission Leaving campus without checking out through the attendance office. Being in an unauthorized location.</p> <p>Failing to check in through the attendance office.</p>	<p>First Offense: 2 days ISS</p> <p>Second Offense: 3 days ISS</p> <p>Third Offense: 2 days OSS</p> <p>Fourth Offense: 3 days OSS</p> <p>Fifth Offense: 5 days OSS and referral to tribunal</p>
<p>Tobacco (possession or use) and related items (lighter, matches, etc.)</p>	<p>First Offense: 2 days ISS</p> <p>Second Offense: 2 days ISS, written action plan and parent conference</p> <p>Third Offense: 2 days OSS</p> <p>Fourth Offense: 3 days OSS</p> <p>Fifth Offense: 5 days OSS and referral to tribunal</p>

<p style="text-align: center;">Level III Violations</p> <p>Any of the BELOW may be referred to law enforcement agency.</p>	<p style="text-align: center;">Consequences</p> <p>Tribunal recommendations are made according to school board policy. These include: assignment to alternative school or expulsion.</p>
<ul style="list-style-type: none"> • Alcohol • Bullying (3rd offense) • Drugs (as defined by MCSD handbook) • Gang membership/affiliation • Threats of violence (verbal or written) to the school and its occupants (bomb threats, shooting/killing people, beating someone). • Physical assault of a school employee • Possession/transmission of fireworks • Possessing and/or Transmitting/Receiving pornographic images • Sexual acts and/or harassment • Theft/Possession of stolen property (3rd offense) • Vandalism (3rd offense) • Verbal or written threats to school employee • Weapons/dangerous instruments 	<p>Automatic 10 days OSS and referral to student discipline tribunal.</p> <p>Criminal prosecution</p>

Note: The school system/administrator reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

2.1 TEACHER DETENTION

Teacher detention dates and times vary by teacher. As a general rule, teachers may require students to stay for up to 1 hour for after school detention. Failure to show for detention will result in the following: 1st offense; parent notification and detention doubled; 2nd offense; Level II violation.

2.2A ADMINISTRATIVE DETENTION

Administrative Detention is designed to correct inappropriate behavior. It is the first step on the progressive discipline ladder. Students assigned to A.D. will report for extended detention from 3:30 pm - 4:10 pm.

Students will be required to complete coursework and community service. Students are expected to bring appropriate learning materials with them to A.D. Students who fail to bring appropriate assignments will complete a corrective action plan. Failure to report will result in the student being assigned to the next step on the progressive ladder.

2.2B FRIDAY SCHOOL

Friday school will be held from 3:30 pm - 5:00 pm.

2.3 IN SCHOOL SUSPENSION (ISS)

The In School Suspension Program is designed to penalize students for inappropriate behavior while still ensuring that they participate in the academic community. Students assigned to ISS are expected to complete a corrective action plan, community service, and classroom assignments. It is the student's responsibility to return assignments to the teacher. Refusal to cooperate with the ISS technician/staff will result in an out of school suspension.

Students who violate the school dress code will be assigned to ISS until a change of clothing is brought to the school. These students will be required to complete a written report before entering the regular classroom.

2.4 OUT OF SCHOOL SUSPENSION (OSS)

Students who are suspended out of school will receive a written suspension notice.

- Per Georgia law O.C.G.A. Section 20-2-766, students may be readmitted to classes only after a successful conference between students, parents, and administrator.
- Students are not allowed on any MCS D campus during their suspension. Suspended students are not allowed to participate in any school activities. Any student that returns to campus or campus activities while suspended will be considered to be trespassing.
- Students may not return to class without a *Return from Suspension Form* from the discipline office.
- Absences due to home suspension are **UNEXCUSED**. Tests, daily grades, and other class work **MAY NOT** be made up. Teachers are not permitted to accept work for a grade for suspension days.
- Students suspended are encouraged to contact classmates for assignments and work missed during the suspension. While this work may not be turned in for a grade, students will still be responsible for this material on tests, reviews, notebook checks, and other cumulative activities.

Failure to adhere to suspension rules may result in additional penalties.

2.5 STUDENT SEARCHES & DRUG CANINES

Hardaway High School is committed to keeping all students safe and our school drug-free. With this in mind, drug sniffing canines may be employed at any time to patrol classrooms, hallways, lockers, and parking lots. Any vehicle entering school grounds is subject to search.

Administrators may search students and their lockers/book bags/purses if there is reasonable suspicion.

DRESS CODE

3.0 STUDENT DRESS

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operations of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, drugs, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. In an effort to provide a safe learning environment for all students, bandana print and camouflage clothing is prohibited.

Clothing must provide adequate coverage at all times. Oversized and undersized clothing is prohibited. Clothing that fails to provide adequate coverage of the body, includes but is not limited to:

- Tank tops / Undershirts
- Halter tops/ razor back tops/ tube tops
- Off-the-shoulder or low-cut tops or dresses
- Bare midriffs
- Spaghetti strap tops
- See-through or fishnet fabrics
- Pants or tops that do not cover undergarments

Shirts: -All shirts are expected to fit. Oversized shirts will be required to be tucked in.
-No plain white t-shirts, or muscle shirts.
-Basketball type jerseys must have an undershirt (sleeves)

Shoes: -Shoes should be worn at all times
-House slippers are prohibited

Coats: -During inclement weather, coats may be worn.
-Students are not permitted to wear hoods inside the building

Pants: -Pants are to be worn above the waist (no sagging)
-Pants that cannot be worn properly on the waist will require a belt
-No fleece type sweat pants / pajama / velour / terrycloth pants / swim trunks
-Pants with holes are not to be worn (from knee to waist).
-Leggings are considered to be undergarments (extremely thin or tight, stretchy pants are considered leggings)
-Any top or dress worn over leggings must provide adequate coverage all the way around

Hats: -Hats, caps and other head coverings shall not be worn in the building at any time (unless authorized by the principal). This includes ALL head coverings (i.e.: berets, knitted hats, etc.)

Shorts/ Skirts: -Athletic/ gym shorts are prohibited (except those worn in the gym for PE).
-Skirts, shorts, and dresses should provide adequate coverage. As general rule: 5 inches above the knee.

Accessories: -Bandanas and headbands are prohibited
-Chains are prohibited (i.e.: wallet chains)
-Blankets are not to be worn or wrapped around students
-Dark glasses may not be worn indoors, except for valid medical reasons
-Combs/picks are not permitted to be worn in the hair
-Ankle monitors may not be visible

Note: The school system / administrator reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

3.1 Hair

Hair should be kept neat at all times. Distractions and offensive hair styles are prohibited. Any gang related hair styles or hair colors are prohibited. Students who display gang related hairstyles will be removed from the classroom setting.

ATTENDANCE

4.0 STUDENT ATTENDANCE

Frequent absences and tardies reduce scholastic achievement.

The following reasons will be accepted as excused absences: 1). Illness (parent or doctor's note), 2). Death in

the immediate family (parent note), 3). Special permission previously sanctioned and excused by the principal. **Family Emergencies** without explanations are **NOT** considered excused absences.

When absent, students must bring in a note signed by their parent and/or doctor indicating the date(s) of the absence and reason. The note must be submitted within 3 days of their return to school. Failure to do so within 3 days will result in the absence being recorded as unexcused. Students receive zeros for any work missed due to an unexcused absence. Make-up work will not be accepted for unexcused absences. Suspensions are *unexcused* absences. Absence notes received after 3 days will not be accepted. Students have 3 days to make up missed work.

4.1 ABSENCE APPEALS

Students who have more than 14 absences during the year must appeal their absences to the principal in order to receive credit. Students who exceed 14 absences per year must submit written documentation from a physician or other acceptable documentation, such as court/legal proceedings.

4.2 TARDY TO SCHOOL

School hours are from 8:10 am – 3:25 pm. Students that report to school after 8:10 am are considered tardy. Tardiness to school is considered similar to absences by the State of Georgia. Acceptable excuses for tardiness include: 1) Illness/doctor's appointment, 2) Death in the immediate family. **Family Emergencies** without explanations are **NOT** considered excused tardies. 3 tardies = 1 absence. All tardies report to attendance office.

Penalties for Unexcused Tardies:

- 1 - 4 Warning
- 5 - 7 Administrative Detention
- 8 - 9 Friday School
- 10 + Level II violation

No check ins after 12:15 without a doctor's note.

4.3 CHECKING OUT OF SCHOOL

A written parental request must be made before permission will be given for a student to leave campus early for any reason. The written request should be taken to the attendance office at the beginning of the school day. The note should include the students name, parents name, parent phone number, and reason. At the time of dismissal, the student must sign out in the attendance office. Check-outs for appointments will not be excused until a doctors note/court notice is received. Check-outs must be verified by the attendance clerk.

The student will be issued an admit slip. Students are responsible for submitting these slips to their teachers for teacher signature and retrieving them before their next class period. The student should keep these slips in their possession in the event that there is a discrepancy.

After 5 check outs without a doctor's **note**, a parent must come to the attendance office in order for the student to be dismissed.

When checking out, students cannot check back in without a doctor's note.

Under no condition may a student leave campus without checking out through the attendance office.

MCS D policy states that students may not check out during the last 30 minutes of the day.

4.4 NON-COMPLIANT STUDENT: DRIVERS LICENSE SUSPENSION

A minor's permit or driver's license will be suspended or application for a permit or license will be denied for one full year or until age 18 of the student if he/she has dropped out of school without graduating.

5.1 ELECTRONIC ENTERTAINMENT DEVICES

Students are prohibited from using entertainment devices during instructional time. These items should remain at home. Students who bring such devices are responsible for securing them. Hardaway High School is not

responsible for lost or stolen devices. Headphones are not permitted to be worn/visible.

DAY TO DAY OPERATIONS & PROCEDURES

6.0 BELL SCHEDULE

The bell schedule is available on the school website. Students will have 5 minutes for traveling between classes. Lunch is approximately 25 minutes.

7.0 BOOK BAGS

Students are not allowed to carry book bags, athletic bags, back packs, or any other type of bag to classrooms. Students may carry them to and from school; however, all bags must be stored in a locker. The only exception is Physical Education classes that meet in the gym. All bags must be placed back in student lockers immediately after P.E.

8.0 BOOKS & SUPPLIES

Students must be prepared each day for class with books, texts, and writing materials. Failure to do so results in disciplinary action by teacher.

Text books are issued to students by their teacher at the beginning of each semester. Students are responsible for damage or loss of any books issued to them. Fines are collected at the end of the year for books that are damaged beyond normal use. A student who loses a book must pay to replace it. Any student who has book fines will not be able to receive their report card or diploma.

9.0 CLINIC

Hours: 10:00 am – 2:00 pm M-R and 10:00 am - 1:00 pm on Fridays

If you become ill during the school day, please report to the clinic with a written pass and a call will be made to your parent. Students should not use their cell-phones to call parents directly. Parents requesting permission for their student to check out of school will go through the office staff. These dismissals will be excused or unexcused, and the same regulations will apply to graded and make-up work as far as daily absences. When the student returns, in order to be admitted to class, the student must have the dismissal note. Any student who is injured at school should notify school personnel.

The clinic provides first-aid and emergency care only. It is illegal for students to possess any medications. All medications must be logged into the clinic by completing the proper forms.

10.0 DINING FACILITY

The dining facility is operated for breakfast (7:45 am – 8:05 am) and lunch (11:45 am – 1:45 pm).

Students are expected to arrive to the dining facility on time. Tardy students will be subject to disciplinary action. Students must remain in the dining facility or the courtyard until they are dismissed by the bell. Students should ask permission before leaving the dining facility to use the restroom.

Disruptive behavior will not be tolerated. This includes cutting the line, being loud, leaving trays/trash, moving chairs from other tables, exiting the wrong door, taking food/drink outside the facility (including the courtyard), and refusal to follow directions.

Outside restaurant food is not allowed in the dining facility. Students may not receive food deliveries (fast food).

Students must exit the side doors of the dining facility. **Students may use the designated restroom after they have asked for permission from a monitor.**

11.0 HALLWAYS

Students will have ample time to transfer from one class to another. Students must adhere to hallway traffic signs during class change. This includes traveling to and from the cafeteria. One-way halls will be marked.

Students in the halls during instructional time must have an official pass.

12.0 ID CARDS

Students must have their ID Cards on their person at all times. If a student should lose or deface their ID card, they must purchase a new one in the Media Center for \$5.00.

13.0 LOCKERS

Lockers are available for \$5.00. Lockers are recommended due to the fact that book bags are not allowed in classrooms. The student is responsible for the contents in his/her locker. The sharing of lockers is prohibited. Students are responsible for securing and remembering their locker combination. Students may retrieve their combination in the discipline office.

14.0 MEDIA CENTER

The Media Center hours are from 8:00 am to 4:00 pm. Students must have a current ID badge to use a computer or check out books/materials. The media center is a place for quiet research and study and all users are expected to use it in that manner. All students visiting the media center must have a written pass from their classroom teacher for that period and sign the classroom roster. In order to visit the media center during their lunch period, the student must sign the lunch roster before the tardy bell rings. Both the classroom and lunch roster are found on the circulation desk.

Students may check out regular circulating items for a 2-week period. Reference materials may be checked out overnight and must be returned the next morning. Overdue fines of \$.05/day are charged for late 2-week material. Fines of \$.25/day are charged for late overnight reference materials. Fines are calculated for Monday-Friday only. All materials taken from the media center must be properly checked out by the media specialist. Report cards will be held until all materials are returned and fines are paid.

Students are required to have an Acceptable Use Policy form on file in order to use the internet during school hours.

15.0 PARKING & DRIVING ON CAMPUS

Students who wish to park on campus must purchase a student parking permit. Permits are \$20.00. This permit must be displayed at all times. Numbered spaces are not available for student parking. These are assigned to faculty & staff.

Drivers and passengers are expected to exit their vehicle upon arriving on campus. Students are not permitted to sit in their vehicle or gather in the parking lot. This pertains to before and after school. In the afternoons, the parking lot should be cleared by 3:35 pm. Drivers must yield to school busses.

Owners should secure their vehicles. Students are not permitted to go to the parking lot unless they receive a pass from an administrator.

Hardaway High School is not responsible for damages which may occur in the parking lot.

The speed limit on campus is 5 mph. Vehicles parked on campus are subject to being searched.

Students who do not abide by these rules will lose their right to park on campus and may be subject to disciplinary action.

16.0 SCHOOL HOURS

Supervision of students begins at 7:50 am daily. Students should report to the cafeteria, courtyard, or flag pole area. Students will not be permitted to enter the building prior to 8:00 am without a pass. This includes cutting through the hallways to get to a designated area. Students may get to the designated area by following the sidewalk between the gym and the 400 wing.

School ends daily at 3:25 pm. Students must leave the building by 3:35 pm. Students are encouraged to participate in extracurricular activities; however, students who are participating in activities should be in the area of activity. Students should not loiter in the building or on campus. Parents are expected to pick students up by 3:45 pm. Students that are not picked up by 3:45 pm will be subject to disciplinary action. At 3:45, any student still on campus must report to the courtyard.

Students who stay after school for extra help, detention, participation in extracurricular activities, etc. are expected to be picked up immediately following the event.

General supervision of students will end daily at 3:45 pm.

After 3:45 pm, parents are expected to pick up their student from the courtyard area in the back of the school.

17.0 STUDENT RELATIONSHIPS

Regardless of gender, discretion should be used by all students to avoid undue familiarity and the violation of accepted standards of behavior. At no time should there be any bodily contact. For everything, there is a time and a place; and school or school activities is not the place for students to show their affections for each other.

18.0 VISITORS

Students are not permitted to bring visitors to school at any time. All visitors are to report directly to the main office and obtain a visitors pass. Only in rare instances will visitor passes be granted.

Social visitation is not allowed. If a parent has a legitimate emergency, the student will be contacted.

Only custodial parents are permitted to eat lunch with their child in the dining facility (outside food is prohibited).

Only custodial parents are permitted to visit classrooms. A written request must be submitted to the principal with 48 hour notice. The visit should not exceed 30 minutes and 1 day per week.

Parents may drop off items in the main office for students. Students must come by the main office in between classes in order to pick up these items. Classes will not be interrupted for messages and items that the student forgot.

19.0 WITHDRAWAL PROCESS

It is our goal to see that all students graduate from high school. Before a student can withdraw, the parent(s) and the student must meet with an administrator to discuss educational opportunities. If the parent agrees to withdraw the student, they must initiate the withdrawal process by signing the withdrawal form. The attendance office will need 24 hour notice to process the form. Any school owned items which may include: books, texts, uniforms, and library books must be returned and so indicated on the withdrawal form by teachers and the librarian before the student is cleared.

ACADEMIC INFORMATION

20.0 GRADE REPORTING

Students receive report cards every 9 week period. Report cards are distributed to students. Students are responsible for bringing the report card home.

20.1 GRADING SCALE

90 – 100	A	4 quality points
80 – 89	B	3 quality points
70 – 79	C	2 quality points
0 – 69	F	0 quality points

20.2 NUMERICAL GRADE POINT AVERAGE

A student's Numerical Grade Point Average (Numerical GPA) determines his/her rank in class and may be used to determine certain honors and awards. The Numerical GPA is computed by using the grades earned for each semester average in each class. A student who makes a 100 and a 98 would have a Numerical GPA of 99.

20.3 CLASS RANK

Only seniors will be ranked. Class rank is based on the students Numerical GPA of all grades earned through the end of the third 9 weeks of the senior year.

Valedictorian and Salutatorian Requirements

- Student must have been in attendance their full junior and senior year.
- Student with highest calculated Weighted Academic GPA - Numeric GPA
- If tied, student with highest calculated Weighted Numeric GPA - Hope GPA
- If tie remains, student with the highest number of Advance Placement, and /or International Bacculaureate, and /or Dual Enrollment courses.
- If tie remains, student with the highest number of Advance Placement, and /or International Bacculaureate, and /or Dual Enrollment courses plus the highest number of Honors/Pre-AP/Pre-IB courses.
- If tie remains, student with highest Weighted Academic GPA (quality points)
- Final determination will be calculated at the end of third nine weeks.

If a course is taken at Columbus State University during the regular school day and in lieu of a course at Hardaway, that course grade will be converted to the following scale: A=95, B=85, C=75, F=60, P=85. College courses will receive ½ unit.

20.4 WEIGHTED COURSES

All Honors/Pre-IB and IB/AP courses are weighted for the student's GPA.

Honors/Pre-IB courses are weighted 0.5 quality point. IB/AP courses are weighted an additional quality point. Only IB/AP courses are weighted for the HOPE scholarship.

21.0 HOPE SCHOLARSHIP

Georgia rewards deserving students with scholarships to Georgia state colleges and universities. Requirements for receiving the HOPE Scholarship are as follows:

- All students entering the scholarship program as freshmen must earn a 3.0 cumulative GPA on a 4.0 scale for all core curriculum coursework in the college prep curriculum (CPC) or
- Earn a 3.2 cumulative GPA on a 4.0 scale for all core curriculum in the career/technical curriculum.
- All core curriculum coursework attempted in the student's high school career will be counted toward the HOPE scholarship cumulative GPA.
- Only IB and AP courses are weighted for the HOPE Scholarship.

For more information on the HOPE Scholarship program visit: http://www.gacollege411.org/Financial_Aid_Planning/HOPE_Program/Georgia_s_HOPE_Scholarship_Program_Overview.aspx

22.0 INTERNATIONAL BACCALAUREATE PROGRAM (IB)

The IB Diploma Program is a rigorous college-prep curriculum that meets the needs of highly-motivated secondary school students. There are more than 826,000 IB students at 2,970 schools in 139 countries. Hardaway is an official IB World School. Students must complete the application process to become a full IB Diploma student.

23.0 INTERNATIONAL BACCALAUREATE CERTIFICATE COURSES

IB courses offer a challenge for students who want to experience college level course work. By enrolling in these courses and taking IB exams in May, a student can earn college credit while still in high school.

24.0 SCHOLARSHIP INFORMATION

The Guidance Department is available to assist students in making application for scholarships and financial aid. Information concerning deadlines and qualifications is published in the Senior Newsletter, on bulletin boards, and in the guidance office.

25.0 NATIONAL HONOR SOCIETY (NHS)

Members of the NHS are selected by the faculty committee as specified by the NHS charter. Criteria for induction:

- Minimum Numerical GPA of 92.00

- Students who meet the minimum GPA requirement are evaluated by the faculty with regards to leadership, character, and service.
- Out of school suspension or cheating in the year immediately prior to induction makes a student ineligible.
- Once inducted, members of NHS are required to maintain the standards for which they are inducted.

The NHS induction ceremony is held annually in May for those members of the Junior class satisfying all requirements.

26.0 BETA CLUB

Membership Qualification:

- Rising junior with an overall 88.0, or better, numeric grade average at the end of the third nine weeks.
- No out-of-school suspensions
- No more than two instances of ISS at the high school level, and only for dress code or attendance
- No documented cases of cheating or plagiarism

27.0 TESTING

The standardized testing calendar for the year is published in the fall and can be viewed on the MCSD website:

Muscogee County School District www.muscogee.k12.ga.us

27.1 END OF COURSE TESTS (EOC) Georgia Milestones

Beginning with the 2011-2012 school year, any student starting high school after July 30, 2011 must pass any course that requires the EOC. The EOC will count for 20% of the final grade

27.2 PSAT / SAT & ACT

The Hardaway Guidance Staff will distribute information about the PSAT/SAT and ACT. Students will receive assistance in setting up an online CollegeBoard account. This website provides a wealth of information including registration for the SAT.

The PSAT will be administered to all 9th and 10th grade students at no cost. The PSAT is required for 10th and 11th grade students who are nominated for the Governor's Honors Program (GHP). Juniors who take the PSAT are also entered into scholarship competitions offered through National Merit Scholarship Corporation.

Students interested in attending college should take either the SAT or ACT. Counselors will assist students with information regarding the registration process. The websites to register are:

SAT: www.collegeboard.org ACT: www.actstudent.org

College-bound juniors are advised to take either the SAT or ACT at least once before the end of their junior year. Seniors are encouraged to retake the test in the fall to improve their score and colleges will accept the highest score made on multiple tests.

When registering to take either of these tests, Hardaway's high school code is **110828**. Students should request that score reports be sent directly to prospective colleges **at the time of registration**.

28.0 SPECIAL PROGRAMS

Qualified students may take advantage of special programs. These include Governor's Honors Program (GHP), Star-Student, Page One, and the Scholastic Honors Awards. More information is available in the Guidance Office.

29.0 GUIDANCE DEPARTMENT

The Guidance Department is a major part of the total school program. The counselors assist with schedules, conferences, student issues, scholarship information, financial aid, and a variety of other services. The Guidance Department hours are from 8:00 am until 4:00 pm. All student records are kept in the guidance office. The Guidance Department sends transcripts to colleges (the 1st five transcripts plus one final transcript are free; all others are \$1.00 each.) Requests for an additional transcript should be made to the guidance secretary. There is a 24 hour notice required.

APPENDIX B

STANDARDS FOR ACCEPTABLE USE & SUPPORT OF THE MCSD NETWORK, INTERNET, AND INTRANET AND THE MCSD ACCEPTABLE USE POLICY (AUP) FORM

For purposes of this document, a user is anyone who is authorized to gain access to the MCSD Network, Internet, or Intranet by use of school district equipment or resources. Unauthorized use is prohibited.

The Network is the connection between the WAN (Wide Area Network), the LANs (Local Area Networks) and the technology components at a school or building; including, but not limited to, laptop and desktop computers, printers, Smartboards, etc. The Internet is a worldwide collection of computer networks that serves as a conduit for communication and the global exchange of information. The Internet is not a single network; rather, it consists of thousands of individual networks that allow information to pass among them.

Muscogee County School District uses a web-based program called My Big Campus (MBC), a service that permits students to participate in an online learning environment in a format with which they are already familiar. Use of this program ties directly to district curriculum goals that include teaching Internet safety and digital citizenship. Since MBC is provided through the school district's Internet content filtering service, all content is monitored for anything that is inappropriate, objectionable, and/or harmful to children. This filter is in place wherever MBC is accessed; at home or at school. All activity is closely monitored by teachers and administrators. Students are expected to adhere to the attached Acceptable Use Policy (AUP) for the district's computer network and the Internet.

MBC allows collaboration between students and teachers both inside and outside of the classroom in a private, monitored environment. Users have access to learning resources including teacher approved online videos, websites, and uploaded documents as well as other Web 2.0 tools. Collaboration tools include blogging, group discussions, online assignments, and event calendaring. Students can also upload documents at home to be retrieved on campus and vice versa. MBC helps prepare students for the demands of 21st century digital literacy and citizenship needed in college and the workplace. Student access to traditional social media websites such as YouTube and Facebook will continue to be blocked from school computers. Because students need to sign in to MBC with a district provided username and password, all student activity can be monitored for safety and compliance. Parents are requested to allow their children to access MyBigCampus.com from home computers, even if they block or disallow students from using other on line websites or destinations (such as Facebook or YouTube), in order to participate in on-line class discussions beyond the school day.

Although Muscogee County School District has put security measures in place, users should understand the district cannot guarantee that every bad website or inappropriate content will be blocked from student access. The district does not guarantee that all students will have access to computers, the Internet, or files stored on its servers 100% of the time.

The following district technology and Internet Acceptable Use Policy (AUP) has been updated to reflect the new on line collaboration tools made available through My Big Campus.

Terms and Conditions of the MCSD Acceptable Use Policy (AUP)

- I. Personal Responsibility and Safety.** I know that school computers and Internet communication tools must be used properly and with respect.
- A. I understand that using the school's computers and accessing the Internet is a privilege that is earned.
 - B. I understand that all the rules described in my school's discipline policy and this AUP apply when I am using computers at school and whenever I'm using My Big Campus, even from home.
 - C. I understand that I must access the computer with my MCSD user name and password and will not share that with anyone except my parents, teachers, or administrators. Any other sharing of passwords is a violation of the AUP.
 - D. I will immediately stop and tell the teacher or adult in charge if anything happens on the computer or on the Internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying or action that violates the AUP).
 - E. If I find something that is not appropriate on the Internet, I will leave it right away and tell a teacher or adult.
 - F. I will not show other students inappropriate content.
 - G. I will report any misuse of the computer or the network to a teacher or principal.
 - H. I will take care of the computer and all technology equipment as if it belonged to me.
 - I. I understand that the district keeps a record of everything that is done on the computers and that things done on the Internet can be traced back to the person who did it.

II. Inappropriate Uses. I understand that school computers should be used for educational purposes and learning

- A. I will only use school computers for classroom work assigned by the teacher.
- B. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.
- C. I will not attempt to bypass security measures on the district network.
- D. I will not log into the computer or network with someone else's username and password.
- E. I understand only the MCSD approved vendor may perform repairs, in accordance with Property and Risk Management protocol.

III. Digital Citizenship. I will treat people with respect when using the computer and accessing the Internet.

- A. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am online or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.
- B. I will respect other students' work on the computer. I will not copy, change, or remove another student's work from the computer, the school network, the Internet or My Big

Campus.

- C. I will tell a teacher or administrator whenever I encounter anything on the Internet (including My Big Campus) that I think may be inappropriate or a violation of school policies. I will do this in person or by “flagging” the questionable material in My Big Campus, which will immediately notify the teacher.
- D. I will not copy information and use it as if it were my own without giving credit to the author and/or source. I know that failure to properly cite my sources of information is considered plagiarism, a form of cheating, and, in some instances, also a violation of copyright laws.

IV. Online Behavior: I will follow these guidelines when using My Big Campus and the Internet, to include electronic mail (email):

- A. I understand that things I post on My Big Campus may be seen by everyone at school and at home, and things that are posted on the Internet can be seen by everyone in the world.
- B. I will not share personal information (either my own nor another student’s) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number, on My Big Campus or on the Internet.
- C. I understand that once information has been posted online it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.
- D. I will consider whom I am communicating with and think about how they might interpret my words.
- E. I will give constructive criticism and comments in order to help people and not humiliate or offend them.
- F. I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).
- G. I understand that authorities have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.
- H. I will only post information that I can verify is true and I will not spread gossip about other students.
- I. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author.
- J. I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.
- K. I will ask my teacher for clarification whenever I am in doubt about any of the rules or guidelines.

V. Data Storage. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the district’s servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the district does not store backups of the student files on its servers.

VI. Privileges. I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I don't use the computer properly or treat others respectfully online, I will lose that privilege and face disciplinary actions and my parents will be notified.

Sanctions for Misuse

Use of the Internet is contingent upon compliance with state and federal laws, district regulations, and the user responsibilities outlined in this document.

- Violations may result in a loss of some or all privileges.
- Specific disciplinary actions involving student misuse will be determined at the school level in accordance with Board of Education Policies and the Muscogee County School District Behavior Code.

Acceptable Use Policy

Each student user of the Network or Internet must have a signed Acceptable Use Policy form on file in the specified location at the school or building.

Local Modifications

All locally developed modifications to this Acceptable Use Policy for the Network or Internet must be consistent with Board of Education Policies and the Muscogee County School District Behavior Code and Discipline Policy.

Publication of School Websites

See Appendix C.

School Nutrition Program (SNP)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and a maintenance of FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01A.M. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children. School lunch may be purchased to eat in the cafeteria with the students.

Students need to bring and use their meal card to the cafeteria for breakfast and lunch unless the school uses palm scanners for identification.

Free and Reduced Meal Priced Meal Applications

A new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an original because these applications are scanned. We cannot accept a faxed or copied application. ONLY ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications CANNOT be approved if they are not completely filled out so please COMPLETE ALL REQUIRED FIELDS on the application. Until your application is approved, please provide your child(ren) with money to purchase meals. If you have an approved MCSD 2014-2015 application on file, then benefits will be extended for the first 30 days of the 2015-2016 school year. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.applyforlunch.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Several of our schools are CEP schools. Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.

Free and Reduced Meal Priced Meal Applications

If your student is not enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an original since these applications are scanned. We cannot accept a faxed or copied application. ONLY ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications CANNOT be approved if they are not completely filled out so please COMPLETE ALL REQUIRED FIELDS on the application. Until your application is approved, please provide your child(ren) with money to purchase meals.

If you have an approved MCSD 2015-2016 application on file, then benefits will be extended for the first 30 days of the 2016-2017 school year. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.

Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via our online payment system, My School Bucks, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Parents tab, scroll down and click on the Pay for School Lunch link to access our online payment system.

School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	.95
Middle/High, Paid	1.20
Reduced	.30
Adult	1.50
LUNCH PRICES	
Elementary, Paid	2.25
Middle/High, Paid	2.50
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	

Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. There is no provision for high school students or adults to charge. No charges will be accepted for a la carte items. All cafeteria meal charges must be paid before a student is allowed to transfer to another school system or graduate from high school. Elementary and Middle School Students will not be able to charge any meal after the first week of May through the duration of the school year. It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive regarding charges on your student's account.

Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

Special Dietary Needs

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is

Georgia Eligibility Criteria for Gifted Programs

Rule 160-4-2-.38 (Multiple Criteria)

Information shall be gathered in each of the four categories.

At least one of the criteria must be met by a score on a nationally normed test.

Any data used to establish eligibility in one area shall not be used to establish eligibility in another area.

Any test score used to establish eligibility shall be *current within two years*.

Data gathered and analyzed by a source outside the school system shall be considered as part of the nomination and evaluation process.

Mental Ability	Achievement	Creativity	Motivation
<p>≥96th percentile, by age, on a composite/full scale score or appropriate component score of a <i>standardized mental ability test</i>.</p>	<p>≥90th percentile, by age or grade on: Total Battery OR Total Reading OR Total Math on a <i>standardized achievement test</i> OR A numerical score ≥ 90 on a scale of 1-100 on a superior <i>student-generated product or performance</i> evaluated by a panel of three or more qualified evaluators.</p>	<p>≥90th percentile on the Total Battery score of a <i>standardized test of creative thinking</i> (must measure: fluency, originality, and elaboration) OR Score ≥ 90th percentile on a <i>standardized creativity characteristics rating scale</i> OR A score ≥90 on a scale of 1-100 on a structured observation/evaluation of <i>creative products and/or performances</i> evaluated by a panel of three or more qualified evaluators.</p>	<p>GPA of at least ≥3.5 on a 4.0 scale in grades 3-12 OR A score ≥90th percentile on a <i>standardized motivational characteristics rating scale</i> OR A score ≥90 on a scale of 1-100 on a <i>structured observation/evaluation of student-generated product or performance</i> evaluated by a panel of three or more qualified evaluators.</p>

INITIAL ELIGIBILITY

A student must score at the 99th percentile (grades K-2) or the 96th percentile (grades 3-12) on the composite or full scale score of standardized mental ability test and meet one of the achievement criteria described above

OR

Qualify through a multiple-criteria assessment process by meeting criteria in any three of the four areas listed above.

Rule 160-4-2-.38 amendments — Adopted by GBOE 2.12.98



Muscogee County School District Health Services Program

Dear Parent/Guardian:

We would like to take this opportunity to share information about the Muscogee County School District Health Services Program, which consists of a Lead Nurse, 10 Registered Nurses and 58 Clinic Aides. Each Registered Nurse visits a cluster of schools on a weekly basis. The Clinic Aides are permanently assigned to a specific school on a daily basis (part-time) to assist students with their health care needs.

As the school staff works with you this year, we need your assistance and cooperation in preparing for the possibility that your child might need the assistance of the school's health worker. If your child needs medications and/or supplies for treatments, please make these items available for use at school. Listed below is important information regarding common health care needs of the students.

MEDICATION

Medication time schedules should be set so that, when possible, medicine is taken at home rather than at school. However, if medication must be taken at school, the following procedures apply.

Children who require medication to be administered at school must have a **Medication Administration/ Medical Authorization and Release Form** filled out, signed and returned to school with the medication.

A parent/guardian should take the medication and the authorization form directly to the school office/clinic. Prescription medication must be in original labeled container as required by law. Dosage on label must agree with information on the medication administration authorization form. Non-prescription medication must also remain in original container properly labeled with the child's name and specific instructions regarding dosage and time of administration. Students may carry specific medications on their person such as, inhalers, insulin and/or auto-injectable epinephrine (this requires a special permission form). If your child needs emergency medications please contact the school **immediately** so that accommodations can be made.

IMMUNIZATIONS

The State of Georgia requires all students have up to date immunizations. During the school year we will be reviewing the immunization records and if they are found to be deficient, the parent will be notified in writing and will have 30 days to obtain updated immunizations. Failure to comply with Georgia Law may result in the student being excluded from school until proof of proper immunization is supplied to the school.

HEAD LICE

As of April 2001 Muscogee County School District adopted a **NO NIT** head lice policy. When head lice is discovered, the principal or his/her designee will immediately notify the parent/guardian and make arrangements for the student to be picked up and treatment initiated. Upon return, the parent/guardian must accompany the student to school and provide proof of treatment, i.e. empty bottle or box of lice treatment product or a letter from the health department or physician. The principal or designee will inspect the student's head for the presence of nits or active lice. The child **will not be** readmitted if either one is present.

OTHER

Sick students must not be sent to school. For example, if your child has a fever, he/she may or may not be contagious and it is better to keep the child home until they are fever free for 24 hours. If your child has a temperature **100.4** or higher, he/she will be excluded from school. When a student becomes ill at school arrangements must be made to pick the student up and take them home. Exclusion may also apply to other conditions that may be contagious and must be evaluated by a physician.

Please make sure you complete the health information portion of your child's registration form (elementary school) or the health information card (middle and high school). This information is important and assists us in identifying any health condition or need that could require medical assistance during the school day. If your child has a condition that requires medical attention and/or emergency management **NOTIFY THE PRINCIPAL and CLINIC AIDE** at your child's school.

We are looking forward to serving you and your child this year. Please feel free to contact your school's Clinic Aide or Registered Nurse for any assistance with your child's health care needs. We wish you and your family a happy and healthy school year.

Sincerely,

Darlene Shirley RN, Lead Nurse

Muscogee County Public Schools

2016-2017 School Year Calendar

JULY 2016

S	M	T	W	Th	F	S
					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						

1-31 Summer Break (No school for students and teachers)

JANUARY 2017

S	M	T	W	Th	F	S
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				

2-6 Winter Break (System-wide shut down)
 9 Staff Professional Development Day (No school for students)
 10 Teacher Planning Day (No school for students)
 11 Begin 2nd Semester
 16 Martin Luther King Jr. Day (System-wide shut down)
 17 Report Cards (All levels)

AUGUST 2016

S	M	T	W	Th	F	S
	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			

1-5 Teacher Pre-Planning Days (No school for students)
 3 System-wide Verification Day
 4 Staff Professional Development Day
 8 FIRST DAY OF SCHOOL

FEBRUARY 2017

S	M	T	W	Th	F	S
			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				

13 Progress Reports
 20 President's Day (No school for students and teachers)

SEPTEMBER 2016

S	M	T	W	Th	F	S
				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	

5 Labor Day (System-wide shut down)
 8 Progress Reports

MARCH 2017

S	M	T	W	Th	F	S
			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	

16 End of 3rd nine weeks
 20-24 Spring Break (System-wide shut down)
 30 Report Cards (All levels)

OCTOBER 2016

S	M	T	W	Th	F	S
						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					

10 End of 1st nine weeks
 17 Staff Professional Development Day (No school for students)
 18 Report Cards (All levels)

APRIL 2017

S	M	T	W	Th	F	S
						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						

3-28 State Testing (Dates vary by elementary, middle, & high)
 25 Progress Reports

NOVEMBER 2016

S	M	T	W	Th	F	S
		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			

11 Veteran's Day (System-wide shut down)
 14 Progress Reports
 21-25 Thanksgiving Break (System-wide shut down)

MAY 2017

S	M	T	W	Th	F	S
	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			

1-12 State & National Testing (Dates vary by grade level)
 25-27 Graduation
 26 LAST DAY OF SCHOOL
 26 Report Cards (Elementary)
 29 Memorial Day Holiday (No school for teachers)
 30-31 Teacher Post-Planning

DECEMBER 2016

S	M	T	W	Th	F	S
				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

20 End 1st Semester Grading Period
 21-30 Winter Break (System-wide shut down)

JUNE 2017

S	M	T	W	Th	F	S
				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	

1-30 Summer Break (No school for students and teachers)
 2 Report Cards (Middle and high school)

- Progress Reports
- Report Cards
- Student/Teacher Holidays
- First and Last Day of School
- Teacher Planning/Staff Development