

HARDAWAY HIGH SCHOOL  
2020-2021  
Student – Parent  
Guidance and Code of Conduct  
Handbook



Mrs. Christine Hull, Principal

Mr. Maurdrice McNeill, Assistant Principal

Mr. Dee Miller, Assistant Principal

Mrs. Susan Valentine, Assistant Principal

## **BUSES AND TRANSPORTATION**

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

For regular bus transportation:  
Tracee R. Hill @ 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 the case of an emergency contact  
the Transportation Office @  
706-748-2882

## WELCOME FROM THE PRINCIPAL

Hello! It is my esteemed pleasure to welcome all new and returning Hawks to the Hawks' Nest. Our administration, faculty, and staff are looking forward to the 2020-2021 school year with enthusiasm, and we are ready to begin this journey into new and uncharted territory together. Our mission at Hardaway High School is to develop enthusiastic, life-long learners who are productive, contributing members of a global society. The most successful students are those who take an active role in our school. We want to encourage you to find your people and to find your place. 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. Let's all take pride in our school and collaborate to make it the best environment for learning and growing that we can create.

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 and to adhere to the rules and regulations presented within.

Again, I welcome you to Hawk Country. Work hard to reach your goals. Be proud of Hardaway High School and be proud yourself. What you do here will determine your future. Let it be the beginning of something great.

In service,



### **Hardaway Alma Mater**

In halls of learning friendships glow,  
Voices swell for all to know,  
Our Alma Mater stands above,  
Guiding all with love—  
To show the way t'ward goals so high  
Our golden banner waves,  
Sing praises of her glory,  
**Hardaway!**

## **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
- ✓ 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**

### **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.

### **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.

### **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.

### **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.

# CODE OF CONDUCT

Any behavior that disrupts teaching and learning and/or infringes upon the rights of teachers to teach and students to learn shall be considered inappropriate and will not be tolerated. All students are expected to follow the classroom rules and procedures of Hardaway High School teachers and the instruction of school administrators. In addition, students are expected to follow all school and district rules. The consequences for not following school rules are listed below. Interpretations of the discipline guidelines by school administrators will consider frequency, severity, grade level, and prior disciplinary incidents. Repeated and/or extreme infractions may result in suspension or expulsion.

*NOTE: The school system/administrator reserves the right to discipline students and administer consequences which is subversive to order and structure in schools even though such behavior is not specified in the rules and regulations written herein.*

<b>TEACHER/GUIDANCE MANAGED</b>	<b>ADMINISTRATION/OFFICE MANAGED</b>
<p><b>Minor Disruption</b> Low intensity, but inappropriate disruption. More likely to respond to redirections or classroom intervention by the teacher.</p>	<p><b>Chronic or Major Disruption</b> Teacher has made every effort (correction, intervention, redirection, student conference, parent contact, parent conference as appropriate) to correct a repeated behavior in class OR the behavior is so immediately egregious that it requires administrative attention.</p>
<p><b>Verbal Intimidation/Aggression</b> Deliberate use of words or actions to cause fear, humiliation, or harm and involving an imbalance of power.</p> <p><i>Note: This may be a first offense as reported or a questionable incidence of the infraction. Severe cases of bullying should be immediately referred to administration.</i></p> <p>Please refer student to guidance as an additional educational and preventative measure.</p>	<p><b>Chronic Bullying</b> Chronic (over time) deliberate use of words or actions to cause fear, humiliation, or harm and involving an imbalance of power.</p>
<p><b>Inappropriate Language</b></p>	<p><b>Abusive Language/Excessive Profanity</b></p>
<p><b>Safety Violation</b> Behaving in a way that may cause harm to self, others, or property in a way that can be corrected with intervention and collaboration.</p>	<p><b>Chronic (over time) or Major Safety Violation</b> Intentional unsafe behavior that results in injury or harm to self or others.</p>
<p><b>Tardy to school and/or class</b> (each period including 1<sup>st</sup> period)</p> <p>1-2: Teacher managed/warning 3-5: Teacher assigned Central Detention 6+: Administrative/Office Managed</p>	<p><b>Excessive Tardies</b> (to any period)</p> <p>6+ requires an office referral.</p>

<p><b>Dress Code</b> All clothing is expected to fit appropriately and provide adequate coverage of the body so that no inappropriate body parts and no undergarments are visible.</p> <ul style="list-style-type: none"> <li>• No <b>head coverings</b> of any kind unless explicitly approved by the principal (including, but not limited to, berets, knitted hats, wave caps, baseball hats, etc.)</li> <li>• No oversized <b>shirts</b>, plain white t-shirts, or muscle shirts. Jerseys must have undershirts, sleeves, or adequate coverage.</li> <li>• No <b>hoods</b> may be worn inside the building.</li> <li>• <b>Pants</b> must be worn above the waist (no sagging); no pajama bottoms or swim trunks; no holes in pants above the knee; any top or dress worn over leggings must provide adequate coverage all the way around so that no undergarments are visible.</li> <li>• <b>Shorts/Skirts:</b> Skirts, shorts and dresses should provide coverage as a general rule at 2-3 inches above the knee all the way around.</li> <li>• <b>Accessories:</b> Bandanas, chains, blankets, dark glasses (indoors), combs/picks, and visible ankle monitors, and gang-related hair styles and/or accessories are prohibited.</li> </ul>	<p><b>Chronic (over time) dress code violations</b> Teachers and administrators will attempt to correct student dress code violations with the student and parent before administrative disciplinary action is considered and/or required unless an egregious offense is committed.</p>
<p><b>Physical Aggression or Contact:</b> Physical contact that does not result in hurting of others or may have been done unintentionally</p>	<p><b>Physical Fighting/Hurtful Touching or Threat of Physical Violence</b> Deliberate, intentional, or premeditated harm to others or the threat of harm that has surpassed the level of classroom/teacher mitigation. Instigating a fight/involvement in verbal altercation.</p> <p>(see page 8)</p>
<p><b>Theft</b> Unintentional or intentional stealing that may be addressed or mitigated by the classroom teacher of small items (pencils, paper, communal property)</p>	<p><b>Theft</b> Chronic stealing or theft of property deemed by the classroom teacher to be beyond the scope of teacher control</p> <p>(see page 8)</p>
<p><b>Vandalism, Graffiti, Destruction of Property</b> Vandalism that is unintentional or easily cleaned or repaired.</p>	<p><b>Vandalism</b> Vandalism that is intentional, not easily cleaned or repaired, or tied to another behavior violation.</p>

<p><b>Cell Phones &amp; Headphones (electronic devices)</b>  Cell phones and headphones may <u>NOT</u> be used by students during instructional time (bell to bell) unless otherwise designated by the classroom teacher. Students may use their cell phones and headphones (appropriately) before and after school, during class changes, during lunch, and in commons areas unless they struggle to comply with other school rules as a result of irresponsible device usage.</p> <p>Classroom cell phone infractions will be based on school policy (see above) and teacher rules and regulations.</p> <p>1<sup>st</sup> &amp; 2<sup>nd</sup> offense: Teacher warning and intervention</p> <p>3<sup>rd</sup> + offense: Phone must be turned in to the office and the student sent with the phone by office referral. The parent/guardian may pick up the phone at the end of the instructional day. Subsequent cell phone violations after the 3<sup>rd</sup> offense will be handled administratively.</p>	<p><b>3<sup>rd</sup> + offense</b> as determined by the classroom teacher per period will result in an office referral.</p> <p>The school policy is no cell phone or headphone (electronic device) usage is permitted during instructional time unless otherwise designated by the teacher. The administrative team will enforce this policy and the device will be collected for parent pick up on an escalating scale:</p> <p>3<sup>rd</sup> infraction: Parent/Guardian may claim the device within 24 hours.</p> <p>4<sup>th</sup>—6<sup>th</sup> infractions: Parent/guardian may claim the device after 72 hours (3 days).</p> <p>6+ infractions (inclusive of all infractions regardless of period or teacher) will result in further administrative action to be determined by the administrative staff.</p>
	<p><b>Immediate Administrative Attention (Any of the BELOW may be referred to MCSO Police Department)</b></p> <ul style="list-style-type: none"> <li>Alcohol</li> <li>Drugs</li> <li>Gang membership/affiliation</li> <li>Threats of violence (verbal or written) to the school and its occupants (bomb threats, shooting/killing people/beating someone).</li> <li>Physical assault of a school employee</li> <li>Possession/transmission of fireworks</li> <li>Possessing and/or Transmitting/Receiving pornographic images</li> <li>Sexual acts and/or harassment</li> <li>Skipping Class or School</li> <li>Tobacco</li> <li>Weapons/dangerous instruments</li> </ul>

## DISCIPLINE GUIDELINES

The consequences listed below are minimums for discipline offenses. Misbehaviors determined to be severe by the administration will receive more severe consequences. The administration, teachers, and other authorized school personnel will enforce the guidelines listed below.

<b>Violation</b>	<b>Consequence</b>
Chronic or Major Disruption Abusive Language/Excessive Profanity Chronic (over time) or Major Safety Violation Chronic (over time) dress code violations Excessive Tardies	<b>1<sup>st</sup> Offense:</b> Administrative Detention <b>2<sup>nd</sup> Offense:</b> Friday School <b>3<sup>rd</sup> Offense:</b> Saturday School <b>4<sup>th</sup> Offense:</b> Administrative Discretion
Chronic Bullying	<b>1<sup>st</sup> Offense:</b> 3 Days OSS <b>2<sup>nd</sup> Offense:</b> 5 Days OSS <b>3<sup>rd</sup> Offense:</b> 10 Days OSS, referral to student discipline tribunal.
Physical Fighting/Hurtful Touching or Threat of Physical Violence Theft (possible criminal prosecution) Vandalism Refusing to cooperate with any adult personnel	<b>1<sup>st</sup> Offense:</b> Up to 3 Days OSS <b>2<sup>nd</sup> Offense:</b> Up to 6 Days OSS <b>3<sup>rd</sup> Offense:</b> Up to 10 Days OSS; possible referral to student discipline tribunal.
Bus Referrals	<b>1<sup>st</sup> Offense:</b> Suspension from riding 1 day <b>2<sup>nd</sup> Offense:</b> Suspension from riding 3 days <b>3<sup>rd</sup> Offense:</b> Suspension from riding 1 week <b>4<sup>th</sup> Offense:</b> Administrative Discretion
Skipping Class/School/Being in unauthorized location	<b>1<sup>st</sup> Offense:</b> Up to 2 Days ISS <b>2<sup>nd</sup> Offense:</b> Up to 4 Days ISS <b>3<sup>rd</sup> Offense:</b> Up to 2 Days OSS <b>4<sup>th</sup> Offense:</b> Administrative Discretion
Immediate Administrative Attention	Automatic 10 Days OSS and referral to student discipline tribunal



## CONSEQUENCES DEFINED

**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; Administrative referral.

**ADMINISTRATIVE DETENTION:** Administrative Detention is designed to correct inappropriate behavior. Students assigned to A.D. will report for extended detention Tuesday or Thursday from 3:30 pm - 4:15 pm. Students will be required to complete coursework and community service. Students are expected to bring appropriate learning materials with them to A.D. Failure to report will result in Administrative referral.

**FRIDAY DETENTION:** Friday detention will be held from 3:30 pm - 5:00 pm. Students will be required to complete coursework and community service.

**IN SCHOOL INTERVENTION/SUSPENSION (ISI/ISS):** The In School Intervention and Suspension Program is designed to penalize students for inappropriate behavior while still ensuring that they participate in the academic community. Students assigned to ISI/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 Administrative referral.

Students who violate the school dress code will be assigned to ISS until a change of clothing is brought to the school.

**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 MCSD 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 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.

**SATURDAY SCHOOL:** Saturday School will be in session from 9:00 a.m. - 12:00 p.m. Failure to attend Saturday School will result in Administrative Referral.

**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.

## **ATTENDANCE**

### **STUDENT ATTENDANCE**

Frequent absences and tardies reduce scholastic achievement.

The following reasons will be accepted as excused absences:

1. Illness (parent/doctor note; doctor note required after 5<sup>th</sup> parent 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.

The federal government defines chronic absenteeism as any student missing more than 10% of the days they are enrolled in school, whether those absences are excused or unexcused. Students who are absent more than 10% of the days they are enrolled at Hardaway High School will not be eligible to participate in field trips or Prom. They also will not be eligible for extra ticket to graduation.

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 medical and/or court appointments. Family Emergencies without explanations are NOT considered excused tardies. Between 8:10 – 8:30, students should report directly to their 1<sup>st</sup> period class. Teachers will assign consequences for tardies at this time. After 8:30, students must check-in through the attendance office.

Penalties for Unexcused Tardies:

- 1 – 2 Warning
- 3 – 5 Administrative Detention
- 6+ Administrative Referral

Student check-ins after 11:15 a.m. must have a doctor's note.

### **CHECKING OUT OF SCHOOL**

Any person checking a student out of school must be on the pre-approved checkout list. This will require proof of identity through the presentation of a State issued ID.

Parents may provide written notes for students who drive. Parent notes should be submitted to the main office at the beginning of the school day. The note must include student's name, parents name, check out date/time, and reason. All notes must be verified by a staff member before students can be dismissed.

Phone calls to check out a student will not be permitted.

Check out will be recorded as unexcused until a doctor's note/court notice is received.

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.

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

## **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.

## **DAY TO DAY OPERATIONS & PROCEDURES**

### **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.

### **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.

### **BOOKS & SUPPLIES**

Students must be prepared each day for class with books, texts, writing materials, and Chromebooks. Failure to do so may result in disciplinary action by teacher. Basic supplies can get requested from Ms. Fontain in Room. 213.

Textbooks are issued to students by their teacher. Students are responsible for damage or loss of any book 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.

Chromebooks are issued to students during the first few weeks of school. Students are responsible for lost or damaged devices. Devices will be repaired if accidental damage occurs. Students will be fined for any damaged deemed intentional by Virtucom, INC. Damaged devices should be reported to Mrs. Hicks or Mrs. Gray in the Media Center.

### **BOOK BAGS**

Students are permitted to carry book bags. Book bags are subject to search provided reasonable suspicion exists. Recommended size would not exceed 19"x 13"x 6."

### **CLINIC**

Hours: 8:00 am – 12:00 pm M-R and 9:00 am - 12:00 pm on Fridays

If you become ill during the school day, please report to the clinic (rm. 608) 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 and the same regulations will apply to graded and make-up work as far as daily absences. 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.

## **DINING FACILITY**

The dining facility is operated for breakfast (7:45 am – 8:05 am) and lunch (11:00 am – 12:30 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 from others OR deliver apps.

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.

## **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.

## **LOCKERS**

Lockers are available for \$5.00. 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.

## **MEDIA CENTER**

The Media Center hours are from 7:45 a.m. to 4:00 p.m. 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.

## **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.

## **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.

## **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.

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.

## **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. All visitors must be processed via the Raptor Visitor Management System. Visitors must present a valid state issued picture ID.

Social visitation is not allowed. If a parent has a legitimate emergency, the student will be contacted. Students will not be pulled from class for deliveries or visits.

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.

## **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 should meet with a school counselor to discuss educational opportunities. If the parent agrees to withdraw the student, they must initiate the withdrawal process by signing the withdrawal form. The office staff will need 24 hour notice to process the form. Any school owned items which may include: books, texts, Chromebooks, 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**

### **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. Grades can be monitored by parents live through the infinite campus portal.

### **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

### **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 year in each class.

## **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 first semester of the senior year.

### Valedictorian and Salutatorian Requirements

- ✚ Student must have been in attendance in MCSD 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 Baccalaureate, and/or Dual Enrollment courses.
- ✚ If tie remains, student with the highest number of Advance Placement, and/or International Baccalaureate, 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)

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.

## **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.

## **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>

## **INTERNATIONAL BACCALAUREATE PROGRAMS (IB)**

The IB Diploma and Career Program are rigorous college-prep curriculums 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.

## **INTERNATIONAL BACCALAUREATE 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.

## **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.

## **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.

## **BETA CLUB**

Membership Qualification:

- ✚ Rising junior with an overall 88.0, or better, numeric grade average.
- ✚ 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

## **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](http://www.muscogee.k12.ga.us)

## **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.



## **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](http://www.collegeboard.org) ACT: [www.actstudent.org](http://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.

## **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.

## **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.

## Muscogee County School District Acceptable Use Policy

For policy of this document, a user is anyone who is authorized to gain access to the MCSD Network, Internet, or Intranet. Unauthorized use or access 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.

“Technology” refers to district issued or privately owned wireless and or/portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting, receiving, storing, etc.

**Internet:** Only the Internet gateway provided by the District may be accessed while on campus. Personal devices with Internet connectivity, such as but not limited to, cell phones/cell network adapters, are not permitted to be actively used to access outside Internet sources at any time.

### Security and Damages

**Personal Devices:** responsibility to keep personal devices secure rest with the individual owner. MCSD is not liable for any personal device stolen or damaged on school district premises. It is recommended that skins (decals) and other custom touches be used physically identify individually owned devices. Additionally, protective cases for technology are encouraged.

**District Issued Devices for School Use:** use of school computers is a privilege that is earned by abiding by the rules described in the MCSD Student Behavior Code. Failure to use the computer properly and respectfully can result in the privilege being revoked and possible disciplinary action. The parents will be notified.

### Students Responsible Use Agreement:

The use of technology to provide educational material is a necessity today. Computer use is no longer an option that students can opt out of but a necessity for our 21st Century learning environments. Muscogee County uses a web-based learning management solution (LMS) that permits students to participate in an online learning environment in a format with which they are already familiar. Students log into the LMS with a district provided username and password so the activity can be monitored for safety and compliance. Students and parents will actively participate in the Responsible Use trainings at the start of school and agree to abide by the following acceptable use guidelines:

- Adhere to Student Code of Conduct as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE).
- Take full responsibility of personal or district issued mobile devices and keep it with himself or herself at all times.
- Keep all devices in silent mode while on the school campuses and while riding school buses.
- Access the computers with the assigned student user name and password and use the device for instructional purposes only.
- Be respectful of others and never use the device to record, transmit or post photographic images or video of a person, or persons on campus or while attending school sponsored events unless it is an explicit teacher requirement for a school assignment. Permission to photograph or video another person must be obtained even in the case of school assignments.
- Be respectful of other students' work and never copy, change, or remove another students' work from the device, the school network, the Internet, or the eLearning Solutions used by MCSD.
- Make comments and discussion responses that are helpful and respectful and directly related to the purpose of the original post.
- Immediately inform a teacher or administrator whenever anything on the Internet is encountered or that may be inappropriate or a violation of school policies.
- As required by Children's Online Privacy Policy Agreement (COPPA), never share personal information of any student online. Comply with teacher request to shut down the device, close the screen, or put away.
- Use the school's connection to the Internet without bypassing it so that the content filters can be applied to the connected device.
- Take care of equipment being careful not to bring on the premises any Virus, Trojan, or program designed to damage,

alter, destroy, or provide access to unauthorized data, and/or to participate in acts of "hacking" or bypassing the network security.

- Submit the device to be examined any time it is suspected of causing problems or is the suspected source of an attack or virus infection.
- Back up files on personal media or One Drive accounts in the case of loss of data on the issued device.
- Ensure the device is fully charged prior to bringing it to school each day
- Use the MCSD issued email account responsibly adhering to all the guidelines in Board Policy IFBG.
- Report any damage or problems with a District-provided device to a teacher who will create a work order for the device to be checked by MCSD technician only as per the Property and Risk Management protocol.

#### Sanction for Misuse

Use of the Internet and any district issued or personally owned devices is contingent upon compliance with state and federal laws, district regulations, and the user responsibilities outlined in this document.

- Violation may result in loss of some or all privileges.
- Specific disciplinary actions involving student misuse will be determined in accordance with Board of Education Policies and the Muscogee County School District Behavior Code.
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## **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 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 12:01 a.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.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### **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 (Non-CEP Schools Only):**

MCSD currently has 41 schools that operate under the Community Eligibility Provision (CEP) where all students eat at no charge. An online application is available to apply for free and reduced price meal benefits for the other 12 schools that are not operating under CEP.

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 price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, 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 2018-2019 application on file, then benefits will be extended for the first 30 days of the 2019-2020 school year (or until a new eligibility determination is made, whichever comes first). 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 Families tab, then click on the **My School Bucks** link to access our online payment system.

**School Meal Prices:**

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
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 and high 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 adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> 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, both written and phone calls 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 provided. MCSD SNP will make modifications and substitutions to the regular school meals for a **student with a disability that restricts their diet**. Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

### **Summer Lunch**

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

This institution is an equal opportunity provider.

## 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 <i>superior 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 <i>structured observation/evaluation of 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.