



WELCOME TO
HARLEM HIGH SCHOOL

HOME OF THE BULLDOGS

Student Handbook

2018-19

Harlem High School
1070 Appling Harlem Road, Harlem, GA 30814
Phone (706) 556-5980

Dietmar Perez..... Principal
 Dr. Ellen C. LewisAssistant Principal
 Dr. Peggy Stoming.....Assistant Principal
 Ashley L. Prince.....Assistant Principal
 Mike Leverett School Safety Officer
 Kim Jones.....Bookkeeper
 Donna Morris..... Secretary for Attendance
 Bernette Thurmond..... Receptionist
 April Fanning Secretary to the Principal
 Anna Sickman Secretary for Discipline
 Katherine Holloway.....Secretary for Guidance/Registrar

Principal’s Message

Welcome to Harlem High School. As a student at Harlem High School, you will become an integral part of the rich traditions that have characterized Harlem High School since its inception in 1871. The challenge for the current student body is to add your accomplishments to the legacy of the past.

Harlem High’s faculty and staff will provide each of you with the opportunity to pursue academic, physical, and extracurricular interests helping prepare you for success in future endeavors. Challenge yourself to take advantage of the opportunities that exist at Harlem High School.

Parents are encouraged to become involved in one or more of the parent support groups that function at Harlem High. We also encourage you to frequently visit our website and our activity calendars that are posted on line. Our website is <http://harlemhs.cbcoe.net/>. Feel free to contact the office from the email link from our administration page of the website. We welcome your comments and look forward to a good relationship with your family as you entrust your child’s education to us. The best schools are those that have students, teachers, and parents cooperatively working on common goals. We need each of you to join us in this undertaking.

Best Wishes for a Successful Year!
 Dietmar Perez, Principal

Direction and Mission Statement

Inspiring our students to recognize and achieve their fullest potential in order to make meaningful contributions to society.

WE ARE...

H	We Are Hardworking
A	We Are Achievers
R	We Are Resilient
L	We Are Leaders
E	We Are Empowered
M	We Are Making a Difference

STUDENT ACTIVITIES

Extracurricular Activities

Getting involved is the key to successful high school years. You can make friends, learn responsibility, build character and have fun all in one year. So don't miss out! Bulldog Country has it all just for you. Students attend monthly club meetings scheduled during the school day. To attend any club meeting, students must be on the club roster supplied to homeroom teachers and clubs pass. Each student will be limited to participate in two clubs, plus Beta Club, Student Council and National Honor Society.

Archery.....	James/Usry
Art Club.....	Beyer
Band Color Guard.....	Boyd
Capstone Club.....	Lambert
Chess Club.....	Z. Cook
Dance Team.....	Boyd
Drama Productions.....	K. Cook
Equestrian Club.....	Rogers
FCA (Fellowship of Christian Athletes).....	Boiter/Usry
FFA (Future Farmers of America).....	Bennett
FEA (Future Educators of America).....	vacant
Fishing Club.....	T. Lewis
Gamers Club.....	vacant
Gay & Straight Alliance.....	vacant
4-H Club.....	Wurst
HOSA.....	E Thibodeau
Intramural.....	Wheless
Intramural Ultimate Frisbee.....	Mays
Literary Magazine.....	Giddens
Math Club.....	vacant
Model Aviation Club.....	D. Thibodeau
News Broadcast.....	D. Thibodeau
Pep Club.....	Armstrong/J. Waters
S.A.D.D.....	vacant
School Newspaper.....	vacant
Science Club.....	Williams/Z. Cook
VICA (Vocational Industrial Clubs of America) Transportation.....	T. Lewis
Yearbook (Review).....	Fleming
Y-CLUB.....	Giddens

Other Activities available for student participation after school.

After School Tutoring.....	vacant
Beta Club.....	Williams
Band Color Guard.....	Boyd
Governor's Honor.....	Quinones
Graduation Coordinator.....	Armstrong/Prince
Concert and Jazz Band.....	Boyd
Junior Advisory/Prom.....	Lambert/Tilton
Literary.....	K. Cook
Marching Band.....	Boyd
National Art Honor Society.....	Beyer
National Honor Society.....	Prince
Ring Ceremony.....	Beyer
Spanish Honor Society.....	Hawkins
Student Council.....	Levens
Student Government.....	Levens
R.O.Y.A.L. (Refined Outstanding Young Amazing Ladies).....	Odom
TSA (Technology Student Association).....	D Thibodeau

Philosophy and Objectives

Harlem High School believes that our goal is to prepare our students to be productive and responsible members of a changing society. We recognize that each student has different talents and abilities; consequently, our efforts to bring about productive and responsible individuals must consider this.

We feel as though acquisition of academic and vocational skills will prepare our students to make successful transition to the professional world. But equally, we believe that these lifelong skills are acquired through problem solving, resource management, higher and critical thinking skills.

We encourage our students to expose their cultural, artistic, social and moral values in a responsible manner. But ultimately, we strive to cultivate our student's development of self-worth by encouraging respect for one another's human and civil rights through principles of a democratic society.

Students will:

- have the opportunity to develop a proficiency in basic academic skills.
- demonstrate continuous growth in the communication skills of speaking, listening, reading and writing.
- have opportunities for personal and educational guidance, honors programs and other specialized educational opportunities.
- have opportunities to explore career choices through personal guidance.
- learn correct methods of research and exercise critical thought.
- be afforded an educational experience that will stimulate a desire for lifelong learning.
- gain an appreciation of the ethical values which strengthen all life in a democratic society.
- be assisted in recognizing and maximizing their potential through classroom and extra-curricular activities.
- gain an understanding and appreciation of their social heritage and the acceptance of responsibility for evaluating it or contributing to it.

9th Grade.....The Journey through the first year of high school is often filled with a tremendous amount of promise and excitement, but it can also contain unforeseen challenges and fears that will threaten to dampen the spirit of the new students and possibly overshadow the most positive aspects of the high school experience. The transition from middle school to the traditional high school setting is often viewed with significant trepidation by many parents and students. Current research reveals that students have the following concerns about moving from middle school to high school:

- Being tardy to class (getting to class on time, finding lockers, navigating crowded hallways, and getting lost
- Being victimized or harassed by others
- Being safe at school
- Being able to understand difficult classes
- Coping with rigid rules and strict teachers
- Being able to make new friends in a new setting (Queen, 2002, p.21)

HHS STUDENT POLICIES/ OPERATIONAL PROCEDURES

Check Policy

All checks must be made payable to Harlem High School. Student's name, grade and homeroom section must be written on the check before it will be accepted. Returned checks will be subject to the handling fee (\$20.00). Only checks presented for school related activities and fines will be accepted. There will be no checks cashed for personal use.

Driver License/Permit Attendance Certification

Students may obtain a certificate of attendance forms in the commons area and submit to their attendance teacher, who will submit the completed form to the office and will return to the student within three to five days. Students will not be issued a certificate of attendance if they have more than ten unexcused absences for the current or previous year. Driver's license or permits will be revoked if the student has ten or more unexcused absences.

Electronic Devices

Harlem High School recognizes the importance of Harlem High School recognizes the importance of using technology in the classroom to enhance instructional effectiveness and student engagement. Use of technology by the students and teachers creates more engagement opportunities and provides students with self-directed learning and opportunities to learn beyond the classroom.

Harlem High School also recognizes the distraction electronic devices can cause when used inappropriately. To ensure that students use their electronic devices in a positive manner Harlem High School teachers and administration will follow the procedures for use of electronic devices outlined below.

School Wide Policy on phones and other electronic devices

- Students are permitted to use their devices in the morning prior to the start of 1st period and during their lunch.
- Students may use their devices during class change. Students are not permitted to stand in the halls and take pictures or to send text messages. Standing in the halls will block other students as they are walking to their next class.

Classroom Policy for phones and electronic devices

- As a school we are concerned that student phones and other electronic devices when on the desk are a distraction to student learning and achievement.

- **Students are only permitted to have their phone or device out with the permission of the teacher. Some teachers may request students turn in cell phones or devices as they enter the room. It is the expectation that students will turn in their phones when requested by the teacher.**
- **Students may use their devices in the classroom when the teacher gives students permission to have their phones out for educational purposes.**

Procedures for students who do not meet HHS Cell Phone/Electronic Device Procedures

- 1st Offense of having phone/device out without permission – Warning and teacher requests student to put their phone/device away.
- 2nd Offense of having phone/device out without permission – 5 Days lunch detention.
- 3rd Offense of having phone/device out without permission – One Day of ISS
- 4th Offense of having phone/device out without permission – Two Days of ISS
- 5th Offense – Discretion of Harlem High School Administration.

If a student has not met classroom expectations for using their device and they refuse to give their device to the teacher when requested, it will be addressed as **Willful Refusal – 2 Days of ISS.**

Food and Drink Expectations

- Only parents/guardians may bring lunch to a student.
- Food and drink consumed in the classroom is up to the discretion of the teacher.
- Students are not permitted to take breakfast or lunch trays to the classroom unless they are in ISS or going to a teacher's classroom for remediation etc.
- Please only store unopened food and drink in lockers.
- Students are not allowed to purchase food or drinks from vending machines in the teachers' lounge.

Homebound Instruction

Hospital Homebound services will be provided for students who have a medically-diagnosed physical condition which restricts them to their home or a hospital for a period of ten school days or longer. A medical referral form must be completed by a licensed medical physician. The physician shall project that the student will be absent a minimum of ten school days and is physically able to profit from educational instruction.

Students are not eligible if absence is due to communicable diseases, emotional problems, expulsion, suspension, uncomplicated cases of pregnancy, or abuse of chemical substances.

Applications for homebound instruction may be picked up in the Guidance Office. You may initiate the paper process prior to missing school if you know in advance that you will be absent. A student is not considered officially homebound until the form is returned to the school. Official homebound days are not counted as absences from school.

Insurance

Students enrolled in a vocational program, band, chorus, cheerleaders, athletics, or other extracurricular activities must be covered by medical insurance. You will be required to document this coverage. School insurance application forms are available through your attendance teachers.

Lockers

Lockers are furnished for students' convenience and assigned by the school. Lockers have combination locks which are given only to the assigned student. Locker numbers and combinations should be turned in to the Guidance Office when a student withdraws from school. The student issued the locker is responsible for contraband found to be in violation of school rules and regulations and found in that locker. Locker dividers should be plastic and designed especially for locker division. Wooden shelves or homemade devices are not acceptable.

Lost and Found

The Harlem High School "Lost and Found" is located in the main office. If you have articles, check with the main office secretary. All books that are found are returned to the media center and students should check there for these items.

Harlem High School assumes no responsibility for the loss of stolen property (I.e. Jewelry, cell phones, electronic devices, money and clothing). Students are advised against bringing these items they do so at their own risk.

In any case of theft, the school safety officer, administration and teachers will do everything within our power to recover the lost items. All P. E. students are provided with a locker with a combination lock. It is the responsibility of students to lock their personal items in a locker with a combination lock. Students should never leave anything lying on the locker room floor.

Make-Up Work/Obtaining Assignments due to absences:

- The teachers and administration of Harlem High School work to provide our students with multiple opportunities to make up missed work and assessments due to student absences.
- When a student returns from being absent they should communicate with the teacher and request make-up work or schedule a time to take an assessment.
- When a student is absent there are several ways they can access what they may miss in the classroom.
 - **They can contact the teacher through school email account.**
 - **Some teachers use classroom social media sites to post classroom related information.**
 - **Teachers may also post classroom information on their teacher web page.**
- Harlem High School designates Tuesdays as our club meeting days or days for remediation, make-up, etc.
 - **During either club time or remediation time a student can make arrangements with a teacher to come to their classroom, media center, or computer lab for extra help, to complete make-up work, or take a missed assessment.**
- Student's excessive unexcused absences and Make-up work/missed assessments.
 - **Harlem High School reserves the right to deny make-up opportunities for classwork and assessments for students who accumulate a large number of unexcused absences.**

Medicines

All medications, including Tylenol, allergy medication, etc. are to be kept in the original prescription bottle with the dosages clearly marked and turned in to the main office before the start of the school day. A medication permission form may be obtained from the main office and must be signed by the parent and must accompany ALL medications. Students possessing medication will be subject to disciplinary action as described in the CCBOE Code of Conduct.

Messages/Deliveries for Students

The office will only relay essential messages from parents or guardian to a student. Harlem High School may not be used as a personal address. Due to respiratory health problems, bus regulations and district accountability issues, HHS will not accept floral/balloon deliveries for students.

NO EXCEPTIONS.

All gifts will be returned with delivery service.

Obtaining Assignments on Days Absent

A parent may call the guidance office for assignments after three consecutive **excused absences due to illness**. They must do so by 9:00 a.m. on the fourth-day absence and assignments will be available within 24 hours of the initial contact by parent.

Rides for Students Other Than Bus

Any student who is being picked up from school by other than a school bus must exit and be picked up in front of the school building. Parents are required to sign the student out in the office and show proper identification if leaving before the dismissal bell. A student cannot sign out and ride home with another student who is not a sibling.

Selling Unauthorized Products

If any student is caught selling unauthorized products on the school grounds, both the money and the goods will be confiscated. The second offense of this nature will result in disciplinary action. Food and candy sales are not permitted during school hours.

Harlem High School Expectations for Seniors and Juniors with 1st or 7th Privilege

Students with 1st Period Privilege:

- On a regular bell schedule students should arrive to school between 8:15 to 8:25 for 2nd period beginning at 8:30.
- On a morning or afternoon activity schedule students should arrive to school between 8:10 and 8:17 for second period beginning at 8:22.

Students with 7th Period Privilege:

- Students leaving campus after 6th period are expected to exit the building during class change between 6th and 7th period.
- For school security reasons students may exit the school using the 200 or 300 hall doors. If they do not exit prior to the start of 7th period they must exit through the front door by our school receptionist.
- Students are expected to leave the student parking lot within 5 minutes of arriving to their vehicles.

Students with 1st or 7th Privilege and Transportation to and from School:

- It is the expectation that students with 1st or 7th period privilege have transportation to and from school. Any students who cannot provide transportation to or from school will be given a class for either 1st or 7th period.
- Harlem High School is not allocated staff to supervise students who do not have their own transportation.

Student Parking Lot Safety

Students who speed through the student parking lot, drive recklessly, or participate in dangerous practices will lose their privilege of parking on campus. The duration is at the discretion of the principal and proportional to the offense.

Signing In Procedures

Any student arriving to school @ 7:35 or later must enter the school at the main office and sign in. Students will not be permitted to enter class unless they have a pass from the office. No student may sign out of school early and leave campus with another student who is signing out or has signed out. The only exception are siblings or if students in question live in the same home. Students living in the same home must be verified through our student information system.

Signing Out Procedures

Students who must leave school early are to bring a note from parents/guardian to the **main office window before school begins**, and **sign out through the main office window** before leaving. *The note must include a signature and phone number of parents/guardian.* Failure to follow this procedure will be considered skipping school. The administration has the right to call and verify notes. Signing out early and signing in late can affect parking permit privileges.

Telephone Use

Students may not use these phones during class time. Phones in the main offices, teachers' offices, and workrooms are not to be used by students. ***In cases of illness or emergencies, the office staff will contact parents/guardians.***

Textbooks and Classroom Supplies

All basic textbooks are loaned to the student for use during the school year. Textbooks are to be kept covered, clean, and handled carefully. Fines will be levied against students for abused or lost books. Students are responsible for textbooks at all times whether placed in lockers, left in classrooms or other areas within the school. Report lost or stolen books to the teacher immediately.

When a book is lost or destroyed, the student must pay for it before teachers can issue a new textbook. All fines must be paid directly to the media center. If at a later date the book is found, there will be a \$2.00 charge to process the refund.

Students are required to have class materials, such as pencils, paper, books, and uniforms when they go to class. Repeated failure to bring class materials will result in disciplinary action.

Tornado/Fire/Building Evacuation

Please be sure to look at and be aware of exit plans and practices for tornado and fire drills. Each classroom has routes to be used posted near each exit. Since procedures are different, it is necessary for all students, faculty and staff members to be knowledgeable with regard to these matters for their safety and the safety of others.



Athletic/Fine Arts Guidelines

Harlem High School, coaches, band director, and drama director expect our students to represent our school with pride during athletic and fine arts competitions. We have a tradition of excellence when it comes to the behavior of our athletes and fine arts competitors both on and off the field, court, or stage. It is the expectation of our staff and administration that current and future students will uphold this tradition.

This is a list of general athletic and fine arts policies that all coaches and directors will follow. Individual coaches and directors will create their own rules and guidelines and inform students and parents of these guidelines.

1. A student wishing to participate in a competitive sport or fine arts competition must be eligible according to GHSA guidelines.
2. It is at the coach's discretion to suspend athletes/fine arts competitors from practice and/or games due to poor grades. If students are not performing in the classroom they will eventually become ineligible and cannot participate.
3. Coaches will create discipline policies for their sport or fine arts program. There are certain discipline issues where ramifications are based on BOE or school policy. Coaches will address issues such as missing practice, poor attitude, profanity, un-sportsman like conduct, being late to practice or games, poor behavior in school, disrespect to coaches, etc.
4. There will be **absolutely no** hazing or initiating of players or fine arts members. If any student is subjected to this they should report it

immediately to their coach or director. If it is not addressed they are to report it to the administration, or athletic director.

5. A student assigned to ISS cannot participate in practice or competition on the day they served ISS.
6. A student who is absent from school (not school related events) cannot participate in practice or games.
7. A student must be in school at least $\frac{1}{2}$ **day** to be counted present for the day and participate in practice, game, competition.
8. Students participating in one sport cannot try out for another sport until the current season is complete.
 - a. JV players are permitted to try out once their season is complete if they are not brought up to the varsity team.
9. **Participating in fine arts/competitive sports at the same time.** We have a few students who excel in both athletics and fine arts. Simultaneous participation is up to the individual coaches and directors to agree upon this. If the sport or fine arts program suffers because the student is missing practice or rehearsal then it will not be possible to participate in both. **This is will be the decision of the coach and director.**
10. Participating in two sports at the same time is at the discretion of the coach. There are some sports where this may be possible and other sports where it is impossible. This decision will be made by the coach.
11. If an athlete quits a sport they cannot try out for another sport until the sport they quit is finished.
12. Playing time and positions that athletes play is at the discretion of the coaching staff. The object of varsity sports and fine arts competitions is to put athletes in positions that will give the team the best chance at winning. Coaches are entrusted to make decisions they feel are best for the team.
13. The HHS JV philosophy is this is where we prepare our younger athletes for future varsity play. Coaches will do their best to provide each athlete the opportunity to participate in JV games so they can gain experience. We always want to win but we also want to provide each athlete with game experience to prepare them for future varsity play.

STUDENT EXPECTATIONS FOR SCHOOL AND CLASSROOM

Harlem High School attempts to meet the needs of all students and to promote a feeling of mutual trust among students, faculty, staff, and administration. Each year students are asked to sign for a copy of the brochure, "Student Offenses and Discipline Procedures". This brochure has been prepared in accordance with the rules and regulations governing conduct as adopted by the Columbia County Board of Education. This brochure should be read carefully, and the offenses outlined and the discipline procedures stated should be understood by students and parents. Any questions that students or parents have should be cleared up early in the school year.

It is the desire of the school that each of you should have every opportunity to take advantage of the instructional program. Whatever detracts from a favorable learning environment lessens that opportunity.

The Learning Environment – If our students are to receive the best possible education it is imperative that teachers and administration protect the classroom learning environment. To ensure that we protect the learning environment HHS will follow these procedures.

- Teachers will contact parents and make them aware of behaviors that disrupt the learning environment.
- Subsequent disturbances of the classroom learning environment will be handled by the administration with lunch detention and then ISS.

Classroom Learning

It is the expectation that all students will learn in school. **Teachers will not allow students to sleep in class. The expectation is that every student in every class will take an active part in all learning activities. Sleeping or refusing to take part in learning will result in disciplinary action by the administration.**

Behavior in the school – All students at Harlem High School will be treated with the respect and courtesy and we expect the same from them. Failure to abide by the Columbia County Code of Conduct will result in discipline that follows the code of conduct.

Lunch Detention Regulations

HHS uses lunch detention for minor student infractions not addressed in the Columbia County Code of Conduct. It is our hope that lunch detention will deter future infractions that may lead to ISS.

- All students serving lunch detention will eat a sack lunch for that day or days.
- If a student is late to detention they will receive an extra day.
- Students failing to serve lunch detention will receive a day of ISS and will then complete all assigned lunch detention days.

Lunchroom Expectations

Meals are served daily to students desiring to participate in the school lunch program. The cafeteria should be neat and clean at all times. Students should return lunch trays to the proper area and dispose of paper in the proper containers. High School students will not be allowed to charge lunches. Money can be added to meal tickets during lunch at the cash registers. Additional menu items and a la cart sales will be added throughout the year. Breakfast will be offered as long as there is a demand at the cost of 1.50 paid and .30 reduced prices.

Students may move to another table but all students are to remain in their seat.

No breaking in line. Meal tickets may be purchased prior to and during homeroom in the school's commons area or can be paid on-line using EZ School Pay. No checks cashed-Checks will be for lunch ticket only.

All students are asked to clean up their area before leaving the commons. No food, drink or lunchroom items are to be taken out of the lunchroom.

- Tea is for faculty and staff members only.
- Students may purchase one lunch at student price of \$2.85 paid and .40 reduced. A second lunch will be sold at the jumbo lunch price.
- No glass bottles, containers, etc. will be permitted on school grounds.
- Lunch will be served for the 1st 20 minutes of the lunch period. All tables must be cleaned of trays and by the end of the period.
- Students are to remain in the commons area after finishing lunch and until the tone sounds to return to class. Library and gym usage is based on space available.

Learning Commons Expectations

The HHS Learning Commons is an educational service center for teachers, students and staff of Harlem High School. Our goal is to ensure that the educational needs of all those at HHS are met. The LC will be open from 7:00 am to 3:30 pm. Students are required to bring a pass during class time or be accompanied by their teacher. Students are expected to maintain respectful behavior while in the Learning Commons. LC staff will remove students for disruptions, inappropriate language/behavior, misuse of LC materials or at the discretion of the LC

staff. No food or drinks will be allowed in the LC without the consent of the Media Specialist. School supplies, personal hygiene items and simple, nonperishable food items for those in need will be available in the Bulldog Depot, housed in the LC.

Harlem High School Expectations for Student Attendance

Regular attendance to school is paramount to the learning, achievement, and success of all students. Poor attendance and unexcused absences are the number one cause for students not graduating from Harlem High School. Our teachers and administration work diligently with our students to encourage attendance and to assist students with make-up work and taking assessments due to absences. However, there comes a point when students accumulate too many unexcused absences where they fall so far behind they cannot recover. At this point some end up dropping out or they are withdrawn due to lack of attendance.

In an effort to support regular attendance for our students Harlem High School will follow the following procedures regarding student attendance.

Students 16 and older:

- **On the students 8th unexcused absence** – Harlem High School will schedule a parent/student meeting with Harlem High School administration, graduation coach, and counselor. The purpose of the meeting is to discuss attendance and understand if there is anything our school can do to better support the student.
- **On the students 10th unexcused absence** – Harlem High School will send a certified letter to parents/guardians informing reminding them of the importance of regular attendance. Also to notify parents/guardians that upon the 12th unexcused absence we will request a home visit from our School Social Worker.
- **On the students 12th unexcused absence** – Harlem High School will request our School Social Worker to complete a home visit accompanied by HHS administration.
- **On the students 15th unexcused absence** – Harlem High School reserves the right to deny the following privileges:

- Attending The Harlem High School Prom
 - If a senior, participating in senior week activities
 - Participating in any Freshman, Sophomore, Junior or Senior class field trips.
- **On the students 20th unexcused absence** – Harlem High School reserves the right to withdraw the student for lack of attendance.

As a school we understand there are at times extenuating circumstances that are out of the control of students and families. If this is the case our school will utilize its resources to support the family and student.

Attendance for students under age of 16:

Students under the age of 16 are mandated to attend school on a regular basis under the compulsory school attendance law. To support our students and families to attend school on a regular basis Harlem High School will follow the procedures outlined below.

- **On the 5th unexcused absence** – Our attendance secretary will send letter to parents/guardians informing them of absences. Copy also to our School Social Worker.
- **On the 7th unexcused absence** – Attendance secretary will send a second letter to parents/guardians. Copy also to our School Social Worker.
- **On the 10th unexcused absence** – Attendance secretary will send a certified letter to parents/guardians informing them they have been referred to Juvenile Court for truancy.



**Harlem High School
Tardy Policy**

Harlem High School expects students to be on time to their classes. Building the habit of being on time is an important work skill that will serve you well in all endeavors past high school.

Student's tardiness disrupts the flow of instruction and learning activities. Students are allowed five (5) minutes to move from class to class, which is more than enough time for a school our size. We recognize circumstances arise that cause a student to be late for their next class. If you notice below, students are given seven (7) tardies with only a warning and a parent contact on the 4th one. Beginning with tardy number 8, utilize progressive discipline for tardies.

TARDY TO CLASS:

Tardy 1-3 Teacher Warning

Tardy # 4-6 One Day Lunch Detention assigned by Mrs. Anderson

Tardy # 7 Two Days Lunch Detention assigned by administration and warning that the next tardy is ISS

Tardy # 8 One Day of ISS (students cannot exempt exams with ISS)

INSTRUCTION

Guidance and Counseling

The Guidance counselor is available to students to help them develop their educational, social, career and personal strengths and become responsible and productive citizens. Intervention may be provided through:

Classroom Guidance: large group instruction in the classroom focusing on the general needs, interests, concerns, and behaviors of all students.

Small Group Counseling: two or more students working with a counselor discussing a specific area of concern to develop positive relationships, solve problems, and work toward goals. Parental permission is required.

Individual Counseling: personal and private interaction between a counselor and a student in which they work together on a personal or academic concern. Parents will be notified if the concern affects the safety of the student or others.

College and Career Readiness: throughout the school year our graduation coaches and guidance counselors will schedule various individuals from a variety of professions that encompass both vocational careers and careers requiring a college education. These sessions are available to students who are interested and they can sign up to attend. The sessions will be held on Tuesday's during club/activity schedule. This is a 45 minute period that falls between 3rd and 4th periods.

A student can make a self-referral for counseling by completing a Student Referral Form or indicating to a teacher, administrator, or counselor a desire for individual counseling. A parent has the right to elect, by signing a waiver form that his child could not participate in guidance and counseling activities.

Counselors

Quinones **Students Grade 11-12 with last names: A - K**
Student Grade 9 – 10 with last names: A – K

Beckum/Hazlett **Students Grade 11-12 with last names: L - Z**
Student Grade 9 – 10 with last names: L – Z

Academic Letters

Students who maintain a 90 semester average or better in EACH course will be awarded an academic letter at the Honors Program in the spring. Awards are based on grades earned through the third nine weeks grading period of the current academic year. (Students not recognized who ultimately receive all A's each semester will receive the academic letters the following year.)

Academic Requirements/Homeroom Assignments

Harlem High School operates on a semester system. Each semester is 18 weeks long. Examinations are given at the end of each 9-week period so that student progress may be reported to parents. Classes meet for 50 minutes daily, five days a week unless otherwise specified. Credits are earned at the rate of one-half unit for each course completed with 70 or above average.

Students are assigned to advisement groups based on the number of units shown on transcript records. Currently, assignment to the ninth grade requires promotion or placement from eighth grade, grade 10 requires 5 units, 11 units for Grade 11 and 17 units for Grade 12.

Advisement Program

Advisement sessions are held to assist students in planning possible career choices and high school programs of study appropriate to their personal goals. Students are regularly advised about their programs toward high school graduation. Students are also encouraged to consult subject area teachers concerning course selections.

Exams

Final exams at the end of each semester are required for all students in grades 9-12.

Students in grades nine (9), ten (10), and eleven (11), with a course grade average of eighty (80) or above and with no absences from class; with a course average of eighty-five (85) or above and with no more than three absences from class; and/or with a course average of ninety (90) or above, with no more than five (5) absences, excused or prior approval, from class, and no disciplinary referrals that resulted in out-of-school suspension, in-school suspension, or may exempt a maximum of three (3) final examinations per semester. Students who meet the exemption criteria in more than three courses may choose the three examinations to be exempted. Students who meet the criteria for the semester may not exempt a final exam in the same content area as first semester.

Students in grade twelve (12) with a course grade average of eighty (80) or above and no absences from class, excused or prior approval, with a course average of eighty-five (85) or above and with no more than three absences from class; and/or with a course average of ninety (90) or above, with no more than five (5) absences, excused or prior approval,

from class and no disciplinary referrals that results in out-of-school suspension, in-school suspension, or may exempt all qualifying course examinations both semesters.

A senior who is a candidate for graduation and in the final semester must be allowed to take two retests of the final exam if needed for graduation. Students will not be allowed to retake an examination unless a sufficient score will enable the student to pass the course. If the student is still failing after these two retests, the student must retake the course.

General Graduation Requirements

Students that are candidates for graduation must have passed all required coursework and earned 23 credits for their diploma.



Report Cards and Grades will be assigned on Progress Reports numerical basis with the following letter equivalents:

A	90-100
B	80-89
C	73-79
D	70-72
F	Below 70

Student Record Policy Change

In accordance with local policy JR, Students Records, and the Federal Family Education Rights and Privacy Act (FERPA), the school district is required to inform the parents of your students of their rights under this act. The act is as follows:

The Columbia County School System has designated the following information as directory information:

- student's name, address, and telephone number;
- student's birth date and place of birth;
- student's participation in official school clubs and sports;
- weight and height of student, if member of an athletic team
- dates of attendance at the system's schools;
- and awards received during the time enrolled in the school system.

Unless you, as a parent/guardian request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to public request. If you wish to exercise this right, you must notify the school in writing.

TESTING - PSAT Schedule: See HHS Web Site for Dates

TESTING – SAT INFORMATION

For More Information regarding these tests, you may visit the Harlem High School website.

AP EXAM DATES(TBA...see collegeboard.com/student/testing/ap/cal.html)

For More Information regarding this test, you may visit the website below:
<http://www.doe.k12.ga.us/curriculum/testing/eoct%/5Fdescriptions.asp>

LOCAL AUTHORITIES AND RESPONSIBILITIES

Local boards of education shall provide instructional, support and delivery services. These services shall include, but are not limited to, the following:

- A continuous guidance component beginning with Grade 8. Purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of studies they plan to follow, and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
- Record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.
- Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
- Instructional programs, including curriculum and course guides, and remedial opportunities to assist each student in meeting graduation requirements.
- Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

Letter Requirement

Each sport has established lettering requirements. Athletes may letter by meeting these requirements. Once an athlete has earned a varsity letter, he/she may order an athletic jacket. The Athletic Booster Club provides letters and bars, but the cost of the jacket must be the responsibility of the athlete. See your coach for details.

Nondiscrimination Notice

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports, O.C.G.A. 20-2-315). Students are

hereby notified that Columbia County School System does not discriminate on the basis of gender in its athletic program. The sports equity coordinator for this school system is Penny Jackson, Assistant Superintendent of Student Support, 4781 Hereford Farm Road, Evans, GA 30809. Inquires or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Eligibility – No Pass/No Play

In order for a student to participate in any school related competitive event governed by the GHSA they must pass **5 subjects** the semester immediately preceding participation. These courses must carry credit toward graduation or promotion. All high school students must also be “on track” for graduation. The student must be enrolled in at least 5 courses during the semester of participation. All first year 9th graders are eligible to participate in fall activities. 9th graders must pass 5 of 7 classes to eligible for competitive sports during the second semester. Second year high school students (10th grade) must have a total of **5 Carnegie units** to be eligible for competitive fall activities. To participate in competitive events during the second semester they must pass 5 of 6 classes first semester. Third year high school (11th graders) students must have **11 Carnegie units** to be eligible for competitive activities at the start of the year. To be eligible for second semester they must pass 5 of 6 classes first semester. Fourth year high school students (12th grade) must have **17 Carnegie units** to be eligible for first semester competitive activities. They must pass 5 of 6 classes to eligible for second semester competitive activities. Any student returning to high school for a 5th year is not eligible for any competitive activities.

Adult Support Groups

The Booster Clubs of Harlem High School provide valuable support to the various aspects of the school program. The organization described below invite the membership of all interested parents and friends.

Athletic Booster Club

Athletic Booster Club provides financial support for all sports offered at HHS. This club promotes the sports program and provides “extras” for our athletes. Parents of students involved in athletics are expected to be actively involved in this organization. Contact the Booster President or any Coach for membership information.

Band Booster Club

Band Booster Club assists in the development of the HHS Band Program. With our growing band and quality performances membership in this organization is needed. Uniforms, trips, and special equipment items are needed to provide a quality band program. Band Booster Club meets quarterly. Contact the Band Director or Booster President for membership details.

Baseball Booster Club

Baseball Booster Club provides financial support for baseball events at HHS. This club promotes the sports program and provides “extras” for our athletes. Parents of students involved in baseball are expected to be actively involved in this organization. Contact the Baseball Booster President or Baseball Coach for membership information.

Drama Booster Club

Drama Booster Club provides financial support for drama activities offered at HHS. This group helps fund several scholarships for HHS students using funds raised at our many drama activities. We encourage all drama parents to become a part of this organization. Please contact the drama director for membership details.

Basketball Booster Club

Basketball Booster Club provides financial support for basketball events at HHS. This club promotes the sports program and provides “extras” for our athletes. Parents of students involved in basketball are expected to be actively involved in this organization. Contact the Booster President or Basketball Coach for membership information.

Soccer Booster Club

Soccer Booster Club provides financial support for soccer events at HHS. This club promotes the sports program and provides “extras” for our athletes. Parents of students involved in soccer are expected to be actively involved in this organization. Contact the Booster President or Soccer Coach for membership information.

Softball Booster Club

Softball Booster Club provides financial support for softball events at HHS. This club promotes the sports program and provides “extras” for our athletes. Parents of students involved in softball are expected to be actively involved in this organization. Contact the Booster President or Softball Coach for membership information.

School Council

This non-profit organization has been established by HB1187. This group of parents, business representatives, teachers and administrators was organized for the purpose of bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.

Volleyball Booster Club

Volleyball Booster Club provides financial support for volleyball events at HHS. This club promotes the sports program and provides “extras” for our athletes. Parents of students involved in volleyball are expected to be actively involved in this organization. Contact the Booster President or Volleyball Coach for membership information