



2021-2022 STUDENT HANDBOOK

Howard High School
6400 Forsyth Road
Macon, Georgia 31210

Home of the Huskies!



HONOR THE
PORTRAY A POSITIVE ATTITUDE
ACCCEPT RESPONSIBILITY
CHOOSE TO BE RESPECTFUL
KEEP LEARNING FIRST

Vision: Each student will demonstrate strength of character and will be college or career ready.

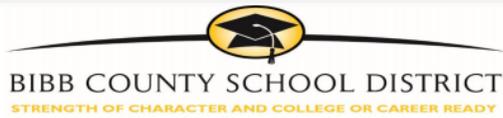
Mission: The Bibb County School District develops a highly trained staff and an engaged community dedicated to educating each student for a 21st century global society.

TABLE OF CONTENTS

IMPORTANT DATES.....	4
Student Calendar.....	4
Daily Schedule.....	4
Testing Schedule.....	5
SAT Testing Dates.....	5
ACT Test Dates.....	5
Prom.....	5
Athletic Schedules.....	5
Expectations.....	6
Building Hours.....	6
Attendance.....	6
Tardiness.....	6
Early Dismissal.....	6
Exams/Testing.....	6
Homebound Services.....	7
Leaving Campus.....	7
ACADEMICS.....	7
Academic Integrity.....	7
Dual Enrollment Requirements.....	7
Grading Policy.....	7
Grade Reporting.....	7
Student Achievement Recognition.....	7
Promotion Requirements.....	8
Reading Requirement.....	8
HONORS PROGRAM CRITERIA.....	8
Advanced Placement.....	8
Gifted Education Program.....	8
GENERAL INFORMATION.....	9
Accidents.....	9
Atrium.....	9
Automobiles & Student Parking.....	9
Book bags.....	9
Bus Information.....	9
Campus Police.....	9
Cafeteria.....	9
Cell Phones.....	10
Debts.....	10
Deliveries.....	10
Driver's License: Attendance & Discipline.....	10
Detention.....	11
Electronic Devices.....	11
Extracurricular Activities.....	11
Extracurricular Activities Academic Eligibility.....	11
Extracurricular Activities Athletic Teams and Events.....	11
Guidance Counselors.....	11
Hallways.....	11

Internet Acceptable Use	11
Lockers.....	12
Media Center.....	12
Medications.....	12
Parking	12
Passes	12
Pep Rallies and Assemblies	12
Positive Behavior Intervention System (PBIS).....	12
Responsibilities of Students.....	12
School Messenger	13
Student Council.....	13
Student Dress Code.....	13
Student ID	13
Student Schedules	13
Technology	13
Telephone.....	13
Title I.....	13
Visitors.....	14

IMPORTANT DATES



2021-2022

July 22 – 30, 2021	Pre-Planning
August 2	First Day of School
September 6	Labor Day
September 7	Asynchronous Learning Day
October 11 - 15	Fall Break
October 18	Asynchronous Learning Day
November 11	Veterans Day
November 22 - 26	Thanksgiving Break
November 29	Asynchronous Learning Day
December 17	Last Day of the Semester
December 20 - January 4	Holiday Break
January 5, 2022	Professional Learning (No Students)
January 6	Second Semester Begins
January 17	Dr. Martin Luther King, Jr. Day
January 18	Professional Learning (No Students)
February 21 - 22	Inclement Weather Make-up Winter Break
February 23	Inclement Weather Make-up Professional Learning (No Students)
March 21 - 25	Inclement Weather Make-up Spring Break
May 25	Last Day of School (½ Day for Students)
May 25 - 27	High School Graduation
May 26 - 27	Post-Planning
May 30	Memorial Day

First and Last Day of the Semester
Holidays
Pre/Post-Planning and Professional Learning
Asynchronous Learning Day for Students / Professional Learning Day for Staff

First semester: 88 days Second semester: 90 days
Revised: 4/16/2021

JULY 2021							AUGUST 2021							SEPTEMBER 2021						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
												22							21	

OCTOBER 2021							NOVEMBER 2021							DECEMBER 2021						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31					16							16							13	

JANUARY 2022							FEBRUARY 2022							MARCH 2022							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
						1			1	2	3	4	5				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28						27	28	29	30	31			
30	31					16						17								18	

APRIL 2022							MAY 2022							JUNE 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
						21						18								

Daily Schedule

Class begins at 7:30 a.m. and dismissal is at 2:35 p.m. Students are not allowed in the building after 2:45 p.m. without supervision by a teacher or coach. Student must be picked up and be off campus by 3:00 p.m. each day.

Testing Schedule

Check the Howard High School website calendar for testing dates and notifications.

SAT Testing Dates

August 28, 2021
October 2, 2021
November 6, 2021
December 4, 2021
March 12, 2022
May 7, 2022
June 4, 2022

Howard High School is a SAT Testing site.

ACT Test Dates

September 11, 2021
October 23, 2021
December 11, 2021
February 12, 2022
April 2, 2022
June 11, 2022
July 16, 2022

During School Day Test...

PSAT - Sophomores

October 26, 2021

ASVAB

October 26, 2021

SAT Day

October 28, 2021

Prom

April 30, 2022

Athletic Schedules

Located on the HHS Website.

Expectations

Howard High students have the right to learn, and teachers have the right to teach in a safe learning environment that is conducive to learning. Specific rules and expectations have been established to achieve this goal. These rules and expectations are in addition to the “Code of Conduct” which governs all public schools in Bibb County.

Building Hours

School hours are 7:30 a.m. – 2:35 p.m. The building will open to students at 7:00 a.m. Students who are not involved in supervised activities must leave the building/complex by 3:00 p.m. Students staying after 3:00 p.m. **must be participating in an after-school activity under the direct** supervision of a staff member.

Attendance

Regular and punctual attendance is a prime factor in academic success. Time missed from class has a direct impact on student academics whether excused or unexcused. **See the Bibb County School District Code of Conduct for details of the attendance policy.** In order for absences or tardies to be excused, medical or legal documentation is required. **All** excuses must be received in the office within **3 days** or the absence or tardy will be marked unexcused. **Documentation may not be sent by FAX, e-mail, or telephone.** Make up work will be given following an excused absence, upon request, and must be made up within 3 days. **Students with more than 5 unexcused absences in a class will receive a grade of 69.**

Tardiness/Late to School

If a student is not in his or her seat when the bell rings, he or she is officially tardy. Students who are routinely late to school or class will be assigned to In School Suspension and may be required to make up missed class time in an Attendance Recovery. It is important to preserve teaching time. Interrupting class for a student who has failed to arrive on time is unfair to the teacher and to the other students who have arrived on time. All excuses must be in writing from either parent/guardian or doctor. We do understand that things happen (we oversleep, have car trouble, or have morning illnesses that occur) but we also understand the importance of learning to be on time in the world of work. Please understand that repeated tardies can result in a student losing credit for the class that has been missed. The *Bibb County School District Code of Conduct* addresses the issue of Attendance and Tardies. Please refer to Howard High School’s website to see the Tardy Protocol.

Students who drive to school could lose their driving privileges. Late bus students will be issued a pass at the Attendance Office.

Early Dismissal

Students who need to leave school before the end of the day may **NOT** leave campus without signing out in the front office. Students who leave early for any reason must have a signed note from their parent/guardian with a contact number where that parent/guardian can be reached. This note should be brought to the attendance clerk office before the start of 1st period.

Students are not allowed to leave early during exams. Parents, please plan accordingly.

Students will only be released to people whose names are listed on the respective student’s emergency card. **STUDENTS MAY NOT BE SIGNED OUT AFTER 2:00 P.M. FOR EARLY DISMISSAL.**

Exams/Testing

The dates for the PSAT, SAT School Day, EOC, and final exams will be posted on our website. It is imperative that students NOT leave or be absent during these tests. Testing is an important component not only for student academic accountability but it also reflects on the school at large when data is published. Parents are asked not to schedule appointments for their child during these times.

Homebound Services

If a student is going to be absent from school for more than one week due to illness or injury, please contact the Guidance Office at 779-4874.

Leaving Campus

Students may not leave campus without following proper procedures. The student must:

- Go to the office before 1st period with written documentation (containing a parent contact number) from a parent or guardian granting permission to leave,
- Confirm with the office staff that the student has permission to leave, and
- Sign out before leaving the campus.

Students who are caught leaving campus without permission will be subject to administrative consequences which could include, ISS, OSS, or loss of driving privileges.

ACADEMICS

Academic Integrity

Howard High School's intellectual reputation depends on the highest standards of academic integrity. Howard High values academic integrity and will not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or a course grade. It is the right and responsibility of each individual to contribute to and work in an environment of trust. No student shall steal, copy, plagiarize or assist other students on tests, reports or projects.

Dual Enrollment Requirements

Georgia Board Rule 160-4-2-.34 requires that school districts provide dual enrollment information to all 8th through 11th grade students and to their parents by April 1st each school year.

Grading Policy

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

See the Bibb County School District website for the board approved Grading Policy.

Grade Reporting

Students' academic progress may be accessed online at any time through Parent Portal in Infinite Campus. Parents are encouraged to secure on-line access codes in order to monitor the progress of grades and attendance. Forms are available in our school office or at the Board of Education. Progress Reports are sent home every 4 ½ weeks.

Student Achievement Recognition

Award ceremonies will be held in the Spring of the school year and will recognize all academic achievement. Academic Honor Roll (students with all grades 85 and above) will be awarded to students based on 1st semester grades and 13.5 week progress report for 2nd semester. Club and athletic awards will be recognized at their respective club ceremonies.

Promotion Requirements

See the Bibb County Operation Graduation handbook given to the freshman class each year from promotion requirements. Each student is required to pass an ELA, Science, Math and Social Studies in current grade in order to be promoted.

Reading Requirement

Howard teachers will provide specific guidelines for reading requirements. Students will be afforded choices of reading material within the parameters of the requirements. Students are encouraged to read these books during their summer break.

HONORS PROGRAM CRITERIA

Advanced Placement

Advanced Placement courses allow high school students to access rigorous college curriculum. Successful AP students can earn college credit or placement while attending high school. The AP exams confirm for colleges and universities that college-level learning took place in Advanced Placement classes. Advanced Placement courses are designed to ensure that high school students are prepared for college-level study.

Gifted Education Program

In order to qualify for the gifted education services in Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity and motivation. Exceptional performance in these areas must be demonstrated on test and/or shown in outstanding products and/or exemplified in academic and artistic performance. Students may be recommended for consideration for the gifted program by teachers, counselors, parents, peers, administrators, self and others.

The Bibb County Board of Education Policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap or age. This policy will govern selection of students for this program as it does for all others in the system.

Each year, during a specified two-week period, teachers shall observe students looking for the Traits, Attitudes and Behaviors (TABs) of a gifted student. Any student who demonstrates in classroom performance five of the ten identified Tabs shall be considered for referral by the school eligibility team.

School principals, counselors and teachers shall also review the results of norm referenced testing. Any student with a 90th percentile composite score, and 90th percentile total reading, including reading comprehension or 90th percentile total math shall be considered. This shall constitute an automatic referral policy.

The School Gifted-Eligibility Team shall review the records of any student under consideration for referral to determine which students will proceed to further evaluation. A student will be referred for further evaluation if he or she is listed in a minimum of five categories on the TABs and additionally demonstrates one of the following: documented above grade-level performances, qualifying achievement test scores, documented outstanding products or performances, or a GPA at or above 3.5 on a 4.0 scale.

Parent permission will be obtained before any formal evaluation is begun, and parents will be notified in writing regarding their student's eligibility for the gifted program. Parents may request an appointment to review records relating to their student's eligibility following the completion of the evaluation.

GENERAL INFORMATION

Accidents

Every accident on the school campus must be reported to the adult on duty at the time of the accident and to the school office. In case of injury, parents will be notified by telephone and apprised of the situation. For this reason, it is imperative that we have correct and updated emergency numbers on file in the school records.

Atrium

Our Atrium is a beautiful part of our school. Students are asked not to congregate in the Atrium area before or after school or during lunch. Students will be asked to leave any area if a large group gathers.

Automobiles & Student Parking

Parking is a privilege not a right. To park on campus, students must purchase a parking permit. Students are allowed to park their car in the assigned space in the student parking lot area if they have purchased a parking decal and it is visibly posted. The yearly nonrefundable fee is **\$40.00**. Students may purchase permits in the office. Illegal parking carries a fine and can result in an impounded vehicle. The administration reserves the right to tow any unauthorized vehicle and the expense of the owner. *Violators may have their parking privileges revoked as a result of disciplinary action, excessive tardies, excessive unexcused absences, cutting class and/or refusal to pay fines.*

Upon arrival in the morning students should immediately exit their car and enter the building. In the afternoon students are to exit the building and leave the parking lot. Students are not allowed to hang out in the parking lot area. Campus Police and Faculty will monitor these areas throughout the year. Students are reminded to tell friends and family not to drive into the back parking lot area before, during or after school. The entrance to the school at the bus ramp will be blocked to general flow of traffic as this is specifically reserved for bus entrance and exit. Cars in our student parking lot area may be stopped and searched by Campus Police. All vehicles on campus are subject to search by school officials as deemed necessary.

Book bags

Book bags (clear or mesh only) are **not allowed the last weeks of school**. Any bag brought to school is subject to being searched.

Bus Information

Students are assigned to buses and will not be permitted to board another bus or change their stop. Behavior on the school bus must stay in accordance with school board regulations and those rules set by the bus driver. All buses will load and unload in the designated area on the north side of the school. Bus drivers are authorized to issue referrals for rule infractions, which could result in administrative action or suspension of privileges.

Campus Police

Howard is privileged to have highly competent Campus Police Officers as part of our staff. Our officers routinely mingle with our students and are available throughout the day to talk with them as needed. It is important that students and parents acknowledge and understand that our Campus Police Officers are trained police officials and as such, have authority to search, seize, restrain, etc. as needed to insure the safety of all students and adults at Howard. Our Officers remain committed to insuring total safety for all Howard students, staff and visitors.

Cafeteria

The Howard HS cafeteria offers a variety of hot lunches and sandwiches daily. Breakfast is available from 7:00 a.m. - 7:20 a.m. Breakfast and lunch are served to the students at no charge. You may bring lunch from home and eat in the cafeteria. Seniors will be allowed to take lunch to the courtyard. Students are responsible for picking trays up and placing them in the clean-up area. Please do not leave food on or under the tables.

With the exception of “to go” lunches for the seniors, no food is allowed out of the cafeteria.

- Students must be in the cafeteria five minutes after the class dismissal bell rings.
- Jumping in line or holding a place in the line is not allowed.
- Students are responsible for returning all items to the tray return area, placing utensils in the proper containers, and making sure all trash is deposited in appropriate containers.
- There should be no overcrowding at the tables in the cafeteria.
- Students are not to sit in the aisles at the end of the large rectangular tables.
- **Throwing food in the cafeteria is strictly prohibited and may result in disciplinary actions.**
- Students may not leave the cafeteria without permission. They must receive permission from the cafeteria supervisor in order to leave the cafeteria before the bell rings.
- **Fast food may not be brought to the cafeteria.** No carbonated drinks may be purchased during lunch; only juice or water.
- Failure to observe these rules and regulations will result in disciplinary action being taken.

Cell Phones

Cell phones may be brought to school, but students must **not use them in the classroom**. If confiscated, cell phones will be secured by the administration, and the phone may be picked up by the parent/guardian after school after the phone has been confiscated. **If a student is caught using a cell phone during instructional time and refuses to relinquish the phone to a staff member, the student will be subject to administrative action for refusal to comply with disciplinary consequences. Students are not permitted to use, or bring into any testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, smart watch, electronic recording, camera, or playback device, etc.). *The administration of the school is not responsible for any stolen devices and will not conduct investigations concerning such matters.* **Headphones or earbuds are strictly prohibited and will be confiscated if worn.****

Debts

Students on the debt list (media center, books, lunchroom, etc.) may be restricted from activities until the debt is cleared. All teachers have information about the debt list so students are urged to check this list and clear debts.

Deliveries

Student deliveries must be made to the front office no later than 9:00 a.m. Deliveries of items such as **outside food**, flowers, balloons, etc. to students will not be accepted, as such deliveries interrupt instruction.

Driver's License: Attendance & Discipline

Georgia law states that school attendance and behavior will affect a student's driver's license. If a student under the age of 18 drops out of school without graduating or has more than 10 days of unexcused absences in a year, notice will be given by the school to the Department of Public Safety. The student's driver's license will then be suspended until he or she returns to school. Students must have a certificate of attendance verification sheet to present upon testing for driver's license. The verification sheet must be requested 24 hours in advance. You may pick these up in the Counselor Suite.

A student's driver's license will be suspended if the student is suspended from school for any one of the following offenses: threatening, striking or causing bodily harm to a teacher or other school personnel; possession or sale of drugs or alcohol on school grounds; and possession or use of a weapon on school grounds.

Detention

Teacher's Detention is held with the classroom teacher or with departmental designee. The teacher will give a one day notice of location, date and time that the student is to serve the detention. Students who are serving detention must adhere to the rules and policies of the individual teacher or department with whom they are serving.

Failure to serve detention will result in In-School Suspension or Out-of-School Suspension and revocation of the privilege to participate in extracurricular activities such as athletics, pep rallies, prom, etc.

Parents are responsible for transportation. Students must be picked up in a timely manner.

Electronic Devices

Electronic devices are allowed at school, however, they are not to be used in the classroom. **Headphones or earbuds are strictly prohibited and will be confiscated if worn.** *The administration of the school is not responsible for any stolen devices and will not conduct investigations concerning such matters.*

Extracurricular Activities

Howard High School has numerous clubs, athletic and fine arts activities. We encourage that participation wholeheartedly! Students who are involved in activities at school tend to do better academically. Find an organization and join it!

Extracurricular Activities Academic Eligibility

All students who participate in competitive extracurricular or co-curricular activities must take 7 classes and receive credit for 5 classes the semester prior to participation. Summer school is an extension of spring semester. In addition, all students must be on track toward graduation to participate.

Extracurricular Activities Athletic Teams and Events

All students who participate in interscholastic athletic programs are required to purchase school insurance. (Other students may also purchase this insurance.) At the present time, softball, football, cross country, basketball, track, golf, soccer, swimming, tennis, baseball, wrestling, and cheerleading are available. Announcements will be made when each of these teams begins practice. All school rules are in effect during athletic events and at all other school activities. *Students who do not attend school or who are tardy to school on the day of an athletic event may not attend or participate in the event.*

Music students and athletes should be picked up in the back loop (bus ramp) from all after school activities.

Guidance Counselors

Students are urged to see the counselor for assistance with making decisions regarding personal or school problems as well as selecting courses, exploring job or career possibilities, getting along with other students or adults, and/or planning for their post-secondary options.

Hallways

Students are asked not to congregate in the hallways before or after school or during school. Students will be asked to leave any area if a large group gathers.

Internet Acceptable Use

Bibb County schools offer an Internet network, Internet Explorer, accessible by students, teachers and staff. The Internet is an educational tool to be used only for educational objectives. All users are fully responsible for their own actions, legal financial, or otherwise. Any user finding access to inappropriate materials on the Internet shall immediately report the location of the information to the system administrator.

Lockers

Students may rent a locker for **\$5.00** on a first come first served basis, see bookkeeper. **Students are not allowed to share lockers.** Only school locks may be used. Any locks found that do not belong to Howard High School will be removed. There is a \$5.00 replacement cost for locks that are lost. The school does not take responsibility for lost or stolen property. The administration reserves the right to inspect the contents of lockers.

Media Center

The Media Center is open from 7:00 am – 2:35 pm Monday through Friday. You **must** have signed handbook pass to enter the MC during school hours. Three books may be checked out for two weeks at a time. Late fees are 10¢ a day per book. Books may not be checked out or renewed if there are any overdue books or outstanding fees owed. Students are responsible for the safe keeping of all checked out material. Students are required to reimburse the Media Center for any lost or damaged property. Food and drinks are **not** permitted in the Media Center. Black and white printing is available for 10¢ a page.

Medications

Students taking any medication should request a medical release form from the Office. This form must be filled in by the parent/guardian and signed by the attending physician. ***All drugs and medication, including products available over the counter without prescription, shall be kept in the original container in the school office and must be inventoried and counted when received at the school. All medication will be administered in the clinic.***

Parking

See *Automobile and Student Parking*.

Passes

From 7:20 a.m. until 2:35 p.m. any student leaving the class, reporting to the office, the nurse, the media center, or any area of the school must have a pass. Students should use the hall passes available from each teacher. Students who are found in the hallways without a signed/initialed pass from their teacher will be redirected to their assigned class.

Pep Rallies and Assemblies

One of the highlights of high school life is the Pep Rally. At Howard High, we try to celebrate our athletic endeavors and one way to do this is through Pep Rallies. Pep Rallies will be scheduled for certain Fridays during the school year. While we want everyone to enjoy these Pep Rallies, we also expect that students will behave during these events as well as during the dismissal from these events. Students are not allowed to take book bags, bottles, pocketbooks, or other items to Pep Rallies.

Please remember that Pep Rallies are a privilege. Students who have difficulty controlling their behavior (as evidenced by office referrals, ISS or OSS) will not be allowed to attend pep rallies, extracurricular activities or assemblies for the duration of the school year.

Positive Behavior Intervention System (PBIS)

Howard High School implements PBIS. More information will be given when the plan is presented to the students throughout the school year.

Responsibilities of Students

At Howard High School, we strongly encourage students to begin taking on the role they will perform as productive, contributing members of society. Students are expected to see the school as their place of work and to act accordingly. No student should arrive on campus without books in hand, and no student should leave campus empty-handed. Students are expected to show respect to all adults and their peers.

School Messenger

School Messenger is a message system that calls, emails, and sends SMS messages. Notifications of parent meetings, student holidays and report cards will be sent out to remind parents. This system sends these notifications to the phone numbers that are currently available in our Infinite Campus program. Parents are encouraged to notify the school of any phone number changes that may occur throughout the year.

Student Council

Student Council is a governing body of our school. This council consists of a president, vice president, secretary, and treasurer elected from each class (grades 9-12) and school-wide. Representatives from each class will be elected to serve on the council. Student Council meets regularly during the school day and after school.

Student Dress Code

Students are required to follow Howard High School's Dress Code available on the district website and HHS website. https://howardhs.bcsdk12.net/UserFiles/Servers/Server_1744358/File/Parents/Howard%20High%20School%20-%20Dress%20Code%20-%202022.pdf

Student ID

Student IDs **are** required to be worn. Pictures will be taken within the first two weeks of school. If a Student ID needs to be replaced, he/she will be assessed a fee of \$5.00.

Student Schedules

Students will receive schedules for the year. A student's schedule may be changed only under the following conditions:

1. A student is scheduled incorrectly as a result of inadequate or erroneous information.
2. Administrative action becomes necessary as a result of an imbalance of class loads, loss of a teaching unit, or unique unforeseen constraints.
3. An additional course is needed to meet graduation requirements.
4. A schedule adjustment is required because of courses taken in summer school.

Technology

Use of technology is a privilege extended to students in order to enhance learning and exchange information. Any misuse of equipment will result in In-School Suspension and/or Out-of-School Suspension. Misuse of equipment is defined as any deliberate action to cause the computer to malfunction and/or exploring territory (i.e. network, downloading proxy servers, various drives, file manager/windows explorer, etc.) where students have not been given instruction on use or have not been given permission to utilize.

Telephone

Students are allowed to use the office phone only in case of emergency or sickness. Students need to arrange transportation prior to coming to school.

Title I

Howard High School is a school-wide Title I school. The Title I Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. As a school-wide Title I school, services can be provided to help all students; however, particular focus is on the school's most at-risk students. Title I funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social studies.

At Howard High School, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and Continuous Improvement Plan is important.

As a parent of a child at Howard High School, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.
- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Howard High School at 478-779-4850.

We encourage you to get to know your child's teachers, class routines, and expectations.

Visitors

All visitors must secure permission from the Principal to be on campus. All visitors must report directly to the office to sign-in. Visitors must wear a visitor's badge while on campus. The badges must be turned in to the office before leaving campus. Non-students, including student's children and younger siblings, are not allowed on campus during the school day. Howard High School students will only be released to people listed on the student's emergency card.