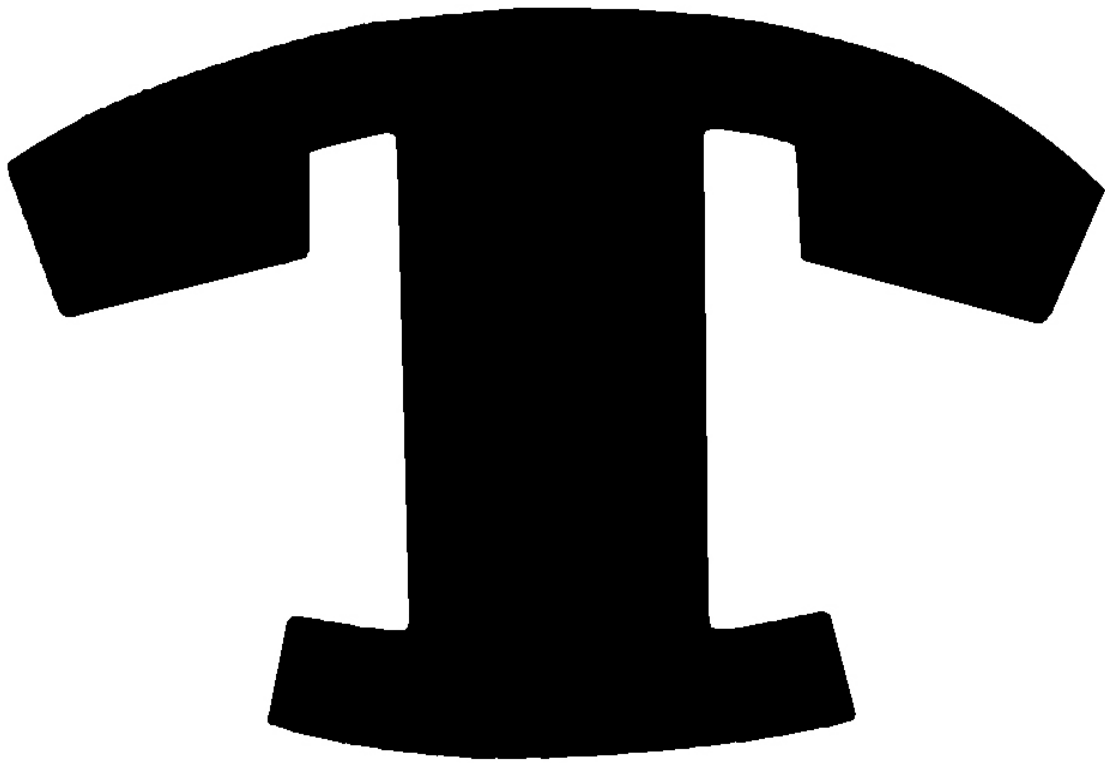


Striving for Success



**Tift County High School
Student Handbook
2010-2011**

Tift County High School

Vision Statement:

Tift County High School envisions a professional team of educators working collaboratively to create high expectations and promote high achievement among students, inspiring them to reach their individual potential. We visualize creating a culture of learning that extends beyond the classroom through project-driven research activities, career pathways, performance, community leadership, and service. The goal of the faculty is to empower students to articulate and pursue personal and professional visions for their own futures, and the staff is committed to helping students actualize these visions. Through this commitment, Tift County High School will become a "Bridge to the Future".

Mission Statement:

The mission of Tift County High School, in partnership with home and community, is to offer standards-based learning experiences in a respectful, safe, and supportive environment. We strive to provide students with knowledge by using a curriculum and teaching strategies that create high expectations for all and accommodating diverse learning styles to help ensure student success. We honor diversity and individual achievement while promoting collaboration and community service. By fostering the uniqueness of each student, we are preparing students to graduate and take their place in an evolving, information-centered, global community where they can become productive citizens.

Beliefs:

- We believe in empowering faculty and staff to make decisions about matters that affect student learning.
- We believe educators are the foundation of quality instruction, are committed to continuous improvement, and are disciplined, connected, perpetual learners.
- We believe educators should be accountable for the quality of work provided to students and should hold those students to high expectations.
- We believe students should be held to high standards, i.e., there should be high expectations for all students so they will become life-long learners by accepting ownership for their own achievements.
- We believe students learn differently and teachers should adapt to those learning styles.
- We believe making educational decisions through data-driven, researched-based strategies is essential.
- We believe students should have learning opportunities to prepare them to become productive citizens in a global, technological society.
- We believe in maintaining a safe and orderly environment that will promote student achievement.
- We believe modeling and encouraging ethical, moral, and professional conduct keeps our school's culture positive for our students and ourselves.
- We believe teachers should collaborate to improve instruction for all students through sharing strategies that work, mentoring, coaching, and engaging in collaborative problem solving.

Tift County High School



TCHS Alma Mater

*On the City's Eastern Border,
Reared Against the Sky,
Proudly Stands Our Alma Mater,
As the Years go by.
Forward Ever Be Our Watchword,
Conquer and Prevail,
Here's to Thee Our Alma Mater,
Tift County High All Hail.*

Tift County High School

One Blue Devil Way
TIFTON, GEORGIA 31794-1702



Dr. Willie A. Miles
Principal

Dear TCHS Students,

Welcome back to another exciting school-year at Tift County High School. As a new year begins, please allow me to stress the importance of being a self-directed learner and taking responsibility for your learning. In an effort to accomplish these goals, you must be self-disciplined and accountable for achieving the high expectations that have been set forth for you.

During this school-year, you will be introduced to web-based television and Reading Comprehension Strategies for Adolescents. We will remain committed to providing all students with instruction in Standards-based classrooms. In addition to the above activities, we will also continue to build relationships through Blue Devil Block Advisement and other relationship-based activities.

We believe all students should acquire skills to enjoy a quality and productive life as an adult. As always, we want you to have a positive learning experience during your high school career.

Best Regards

Willie Miles

Administration

Principal	Dr. Willie Miles
Assistant Principal/Instructional Coach	Helene Dutcher
Assistant Principal	Amelia Gann
Assistant Principal	Dr. Eric Holland
Assistant Principal	Don Jarrett
Assistant Principal	Misty Tucker
Administrative Assistant	Anthony Bateman
Athletic Director	Mike Collier
Graduation Coach	Carol Bell
Guidance Counselor	Lana Drew
Guidance Counselor	Tara Miller
Guidance Counselor	Paige Wells
Registrar	Michele Mitchell
Social Worker	Octavia Conaway

Support Staff

Administration Office	Donna Hinson
Attendance Office	Sharon Anderson
Finance Office	Janice Dean
Assistant Registrar	Mary Doward
Guidance Receptionist	Jane Ledlow
In-School-Suspension	Mike Simpson
Main Office Receptionist	Celeste Jackson
Main Office Discipline	Cathy Hayes
Main Office Attendance	Beverly Brown

Faculty

Agriculture, Technology and CTI	James Cargle
	Lynne Cook
	Steve Hobbs
	John Tucker
	Roy Willis
	Dr. Tonya Tift, <i>CTI</i>
Business and Marketing	Mike Beeman
	Xavier Holmes
	Leah Johnston, <i>CTAE Dept. Chair</i>
	Marla Thompson
Construction	Roy Willis
English Language Arts	Kelly Ashburn
	Dr. Tamisha Blackshear
	Kay Bowen
	Dr. Chanon Collins
	Coni Holt
	Ginger Houle
	Dr. Julie Rucker
	Debbie Salter, <i>Dept. Chair</i>
	Ben Simmons
	Renee Stewart
	Liz Whiddon

Driver Education	Stacy Duckworth
Family and Consumer Science	Lisa Daughtrey
	Fran Kendrick
	Mandi Wilson
Fine Arts	Randy Barber, <i>Chorus</i>
	Meredith Holland, <i>Art</i>
	Shelli Phillips, <i>Drama</i>
	Rickey Savage, <i>Band Director</i>
	Vann Thornton, <i>Dept. Chair</i>
Foreign Languages	Patricia Baldree, <i>Dept. Chair</i>
	Tammy O'Neal
	Brian Shedd
	Naureen Smith
	Robin Tyson
HealthCare Science	Lynn Blalock
Mathematics	Gloria Beard
	Michael Branson
	Mike Collier
	Kelly Fresh
	Bryan Gannaway
	Catherine Grimes,
	Paul Horst, <i>Dept. Chair/Inst. Coach</i>
	Pamela Howard
	Brett McLemore
	Jeremy Moore
	Faye Park
	Lori Rodgers
	Randy Sellars
	Andrea Tisby
	Chris Wilson
Metals Technology	John Tucker
Moultrie Tech (TCHS Campus)	Toby Heard
	Lashonda Lee
Physical Education and Health	Julie Conner
	Mike Collier, <i>Athletic Director</i>
	Russell Davis
	Keith Gosse
	Ivey Vickers, <i>Dept. Chair</i>
	Jay Walls
Air Force ROTC	Major Peter Candelario
	SMSgt. Darrell Purvis
	MSgt. Henry Thompson
Science	Lynn Bailey
	Patti Barber
	Cheryl Hudson
	Heather Lindsey
	Becky Oliver
	Anna Perrin
	Kristina Robinson

Social Studies	Kim Seigler, <i>Dept. Chair</i> Dr. Jeanna Weldon Jenny Abercrombie, <i>Instr. Coach</i> Bridgett Bowen Suzanne Click, <i>Dept. Chair</i> John Ellis James Phillips Kelly Scarbor Dr. Marie Joiner Allison Snipes Bryan Yeomans Josh Cain
Technology Inclusion Teachers/Special Education	Ellen Mullis Debra Boyd Jason Clark Gwen Driggers Tanesia Eanes Tammy Jones Kathie Horak Cindy Johnson Kathi Miller Rhonda Pridgen Tammy Sims Jan Stinson, <i>Dept. Chair</i> Dr. Tonya Tift, <i>CTI</i> Casey Tomlinson
Media Specialist Media Specialist Media Assistant Technology	Media Center Kris Chason Gloria Beard Mary Lu Ruberson Brad Bondari
School Nurse School Resource Officers	Paraprofessionals Linda Drawdy Jo Grimes Beth Hall Tommy Johnson Renee Moore Lillie Potts Keary Brownlee Jackie Bryant Hannah Brinson Sgt. Toni Gann Officer Torrie Adams
Custodial Staff Manager Lunchroom Manager Maintenance	Thomas Holley Kathy Donald Tim Sutton

2010-11 TCHS Calendar

August

- 3-5 Teachers Planning
- 6 First Day for Students – Begin 1st Semester
- 24 TCHS Meet the Teacher Night 7:00 PM - Gym

September

- 1 Yearbook Pictures (Gym) – Senior retakes
- 6 Labor Day Holiday
- 8 Mid-Quarter Progress Reports Issued
- 13-17 GHSGT Fall re-takes
- 24 Homecoming Game 8:00 PM-Brodie Field
- 25 Homecoming Dance -Commons
- 29 Georgia High School Writing Test

October

- 5 Yearbook Pictures (Commons) 10th and 11th
- 7 1st Nine Weeks Exams Blocks 1, 3
- 8 1st Nine Weeks Exams Blocks 2, 4
- 13 PSAT
- 14 ASVAB
- 14 Report Cards
- 15 Parent Conference Day
- 18 Fall Break
- 22 Probe Fair

November

- 8-12 GHSGT Winter re-takes
- 12 Mid-Quarter Progress Reports Issued
- 24-26 Thanksgiving Holidays

December

- 7-14 EOCT - End of Course Testing
- 16 Final Exams in Blocks 1, 2
- 17 Final Exams in Blocks 3, 4
- 20-31 Christmas Holidays

Please visit our Tift County High School Web Calendar at http://www.tiftschools.com/tchs/Programs_and_Events/Calendar.asp to obtain updates and more scheduled events.

January

- 3 Teacher Planning Day
- 4 First Day for students – Begin 2nd Semester
- 7 Report Cards
- 17 Martin Luther King Jr. Holiday

February

- 4 Mid-Quarter Progress Reports Issued
- 10 Financial Aid Workshop - PAC
- 17 Accel Program - PAC
- 21 President's Day Holiday
- 23 GHSWT Spring re-takes

March

- 8 Nine Weeks Exams in Blocks 1, 3
- 9 Nine Weeks Exams in Blocks 2, 4
- 14-17 Georgia High School Graduation Tests
English LA-Math-Science-Social Studies
- 16 Report Cards
- 21-25 Spring Break

April

- 18 Mid-Quarter Progress Reports Issued
- 22-25 Easter Holidays
- 27 - May 10 EOCT - End of Course Testing (begins)
- 28 Honors' Night 7:00 PM
- 30 Junior/Senior Prom (UGA Conference Center)

May

- 2-13 AP Advanced Placement Exams
- Apr27-May10 EOCT - End of Course Testing (continues from April)
- 12 Senior Final Exams in Blocks 1, 2
- 13 Senior Final Exams in Blocks 3, 4
- 19 Final Exams in Blocks 1, 2
- 20 Final Exams in Blocks 3, 4
- 21 Graduation – Brodie Field

Please visit our Tift County High School Web Calendar at [http://www.tiftschools.com/tchs/Programs and Events/Calendar.asp](http://www.tiftschools.com/tchs/Programs_and_Events/Calendar.asp) to obtain updates and more scheduled events.

BELL SCHEDULE - Monday-Wednesday-Friday

First Bell: 7:57 Tardy Bell: 8:05

1st block 8:05-9:40

2nd block 9:45-11:20

3rd block & lunch 11:25-1:30

4th block 1:35-3:10

LUNCH SCHEDULE

1st lunch – 200 Hall and 700 Hall

11:20 – 11:50 (lunch)

11:55 – 1:30 (block)

2nd lunch – 100 Hall and 701

11:20 – 12:05(block)

12:05 – 12:35(lunch)

12:40 – 1:30(block)

3rd lunch – 300 Hall and Gym Area

11:25 – 1:00(block)

1:00 – 1:30(lunch)

BELL SCHEDULE - Tuesday & Thursday

First Bell: 7:57 Tardy Bell: 8:05

1st block 8:05-9:30

2nd block 9:35-11:00

BDB Advisement 11:05-11:35

3rd block & lunch 11:40-1:40

4th block 1:45-3:10

LUNCH SCHEDULE

1st lunch – 200 Hall and 700 Hall

11:35 – 12:05 (lunch)

12:10 – 1:40 (block)

2nd lunch – 100 Hall and 701

11:40 – 12:20(block)

12:20 – 12:50(lunch)

12:55 – 1:40(block)

3rd lunch – 300 Hall and Gym Area

11:40 – 1:10(block)

1:10 – 1:40(lunch)

“LATE-IN” BELL SCHEDULE
For Morning Tutorials
(2nd and 4th Tuesdays of the Month)

First Bell: 7:57 Tardy Bell: 8:05

“Late-In” Morning Tutorials: 8:05-9:00

The bell to end morning tutorials will ring at 9:00 AM. All students will then proceed to their 1st block class, and must be there by the tardy bell at 9:05.

Bell to end Morning Tutorials: 9:00 “Late-In” Tardy Bell: 9:05

1 st block	9:05-10:25
2 nd block	10:30-11:50
3 rd block & lunch	11:55-1:45
4 th block	1:50-3:10

LUNCH SCHEDULE

1st lunch – 200 Hall and 700 Hall

11:50 – 12:20 (lunch)

12:25 – 1:45 (block)

2nd lunch – 100 Hall and 701

11:55 – 12:35(block)

12:35 – 1:05(lunch)

1:10 – 1:45(block)

3rd lunch – 300 Hall and Gym Area

11:55 – 1:15(block)

1:15 – 1:45(lunch)

ACADEMICS

Academics are the core of your high school experience. Strive to learn all you can and do your best in every class you take at TCHS so that you will be successful in meeting high school graduation requirements and in life.

Academic Advisement – Teacher-As-Advisor-Program

The purpose of the Teacher-As-Advisor Program includes:

- Providing students with a caring, trained adult mentor
- Establishing regular communication and an effective link between home and school
- Advising students about academic decisions and monitoring academic achievement
- Facilitating and guiding movement towards postsecondary readiness in a career/college
- Draw from multiple assessment resources to gain a comprehensive look at each individual student's strengths, interests, aptitude, work values, and preferences.
 - State Assessments (CRCT, EOCT, GHSGT, etc.)
 - PSAT, SAT, etc.
 - GAcollge411 six Career-related Assessments
 - Armed Services Vocational Aptitude Battery (ASVAB)

All students are assigned a specific Teacher-As-Advisor for academic advisement and assistance who will serve as their mentor guide them in making more informed choices. Students meet with their mentorship teacher to review their transcripts, graduation requirements, their chosen pathway requirements, and course of study. During spring advisement, students and parents review the Tift County Course Description Catalog to plan, approve, and sign the yellow course request registration card for the following year. Additionally, mentoring teachers will focus on promoting academic guidance, literacy skills across the curriculum, study skills, test-taking skills, GA College 411, career pathways, college placement, and character development to ensure students successfully complete their program of study at Tift County High School and are college/career ready after graduation. Students will meet regularly with their Teacher Advisor during the Blue Devil Block (BDB) scheduled each Tuesday and Thursday between 2nd and 3rd block. Students are assigned to a BDB block by their grade level and will remain with their advisor until their graduation.

Academic Assistance

TCHS provides several programs of academic assistance for students to ensure their success. Additionally, students are provided with password information to gain access to various computer programs designed to raise student achievement and these include: *USA Test Prep*, *ALS*, *Odyssey Ware*, *Study Island*, *Georgia Express Tutorial for Science and Social Studies*, *Renaissance Accelerated Math*, and the *Learning Express Library* accessible with their PINES card # from the Tifton/Tift County Public Library for test practice on the PSAT/SAT and GHSGT. Teachers have information on helping students gain access to these computer programs, most may be used at home and all are accessible at school.

All students are encouraged to take advantage of the academic assistance offered at TCHS. These programs are described below.

- 1. Teachers are available in their classrooms** before and after school for students who are having difficulties in their class work. For assistance before school, students should make prior arrangements with their teacher by obtaining a morning pass to go through the main office when the hallway gates are down. This will also ensure that the teacher will be available to help the student at that time.

2. The **Jumpstart Program** is open for students arriving at school between 7:15 and 7:45. These students are to report to the designated computer lab in the Gym or on the 300 hall to work on homework and receive tutorial services. At 7:45, those students who want to eat breakfast will be released to the Commons.
3. **Late-In Morning Tutorials** are held the 2nd and 4th Tuesday of every month to provide tutoring for students retaking one or more portions of the Georgia High School Graduation Test or the Writing Test as well as for those students needing additional help to be successful in their course work at the high school level. The **1st Bell rings at 7:57 AM** and the **tardy bell rings at 8:05 AM. Students are expected to adhere to the bell schedule for Late-In days.**
4. **Saturday Academy** will be held on the 1st and 3rd Saturday of each month to provide students with additional academic assistance and support. In order to meet the academic needs of all students, the Saturday Academy provides various kinds of workshops including: review sessions for the SAT, PSAT, ACT, GHSGT, GHSWT, and EOCT; study sessions devoted to helping students catch- up, make up work, or obtain remediation in specific content areas a student has fallen behind in or is struggling in; and tutoring sessions devoted to improving specific skills in test taking, studying, writing, reading, and math computation. Saturday Academy will be held from 9:00 AM to 12:00 PM.

Academic Honor Code

The academic honor code fosters good citizenship and high academic standards through a commitment to trustworthiness, personal responsibility, and ethical behavior. Students of Tift County High School are expected to follow an honor code in which no cheating or plagiarism is tolerated and to ensure students are treated fairly and recognized for their individual achievement. The following expectations for students make up the academic honor code:

1. For homework, classwork, quizzes, and tests, you are expected to do your own work and to ask for help when needed.

Honorable behavior includes:

- Doing your own assignments as best as you can and turning them in on time
- Doing your own work on quizzes and tests.

Dishonorable behavior includes:

- Copying assignments from another student instead of doing the work yourself or allowing another student to copy your assignment
- Looking at another student's paper or allowing another student to look at your paper during a quiz or test to copy answers
- Accessing information improperly during a testing situation (using cheat sheets or electronically stored or sent information)
- Turning in assignments or tests done by someone else as your own.

2. For group assignments, projects and presentations, you are expected to complete your individual tasks for group projects and presentations on time. You are expected to share your information with a partner or group whenever it is appropriate to meet the requirements of an assignment, project or presentation and to ask for help when needed.

Honorable behavior includes:

- Completing your individual assignment on time
- Completing your fair share
- Staying on task with your partner or group
- Asking for help when there's a problem.

Dishonorable behavior includes:

- Copying your individual assignment from another student and presenting the work as your own
- Not meeting your personal responsibilities to the partner or group
- Distracting others so that work cannot be completed on time.

3. For research projects and essays, you are expected to give credit for all information and ideas that are not your own through appropriate citations and to ask for help when needed.

Honorable behavior includes:

- Doing your own research projects and essays and turning them in on time
- Asking the teacher, media specialist or other appropriate resource person for help
- Keeping track of all sources of information and giving credit correctly to the ideas and information of others in research projects and written essays.

Dishonorable behavior or plagiarism that is not tolerated includes:

- Copying sentences, paragraphs or entire papers from encyclopedias, books, magazines, or internet sources (cutting and pasting) and presenting the work as your own
- Using the work of another student and presenting it as your own or allowing another student to present your work as his or her own
- Failing to give credit correctly to the ideas and information of others.

Consequences for violating the Academic Honor Code

- The teacher will privately discuss violations of the academic honor code with the student or students involved.
- The teacher will make the determination if a violation has occurred.
- If a violation has occurred, the student(s) and a parent or guardian will be contacted.
- The student will receive no credit for the assignment.

Incidents of violations of the Academic Honor Code will be reported to an administrator as a referral even if the consequence is handled entirely by the teacher. Repeat violations of the Academic Honor Code will result in disciplinary action in addition to academic consequence.

Course Description Catalog <http://www.tiftschools.com/tchs/>

Students and their parents can go on-line to view the latest Academic Tift County High School Course Description Catalog. This catalog is a guide providing course information, course requirements, departmental overview of curriculum, diploma requirements and graduation information.

Students are expected to refer to the catalog throughout their high school career and become familiar with their academic course of study. Students should ask their mentorship teacher or guidance counselor to help them interpret any unclear items.

Course Syllabus

Teachers will issue an academic course syllabus to each student in every course. The syllabus will provide information to students and parents about the course and its required Benchmark Assessments aligned to the curriculum. Students should keep a copy of the syllabus and refer to it throughout the semester.

Grading Information Grade Reports and Testing

1. **Daily Grades and Major Grades:** Students accumulate daily grades throughout each semester through formative and summative assessments outlined in the syllabus of each course.
2. **End-of-Course Test (EOCT):** A student's numeric score on the End-of-Course Test will count as 15% of the student's final numeric grade in courses assessed by the End-of-Course Test. The End-of-Course-Test is used as the final exam in the following courses: Algebra 1, Geometry, Physical Science, Biology, Economics, U.S. History, 9th Grade Literature and Composition and 11th American Literature.
3. **Grade Point Average:** Grade point averages are obtained by adding the student's numeric semester grades for each class and dividing this sum by the total number of qualified classes the student has completed. Valedictorian, Salutatorian and class ranking GPA's are determined by end of the third nine weeks. GPAs for Hope scholarship eligibility are determined from only the following core classes: English Language Arts, Mathematics, Science, Social Studies, and Foreign Language.
4. **Grading Scale:** All grades for students are reported and maintained by using the following numerical scale: 90-100 = A, 80-89 = B, 70-79 = C, and below 70 = F. Advanced Placement (AP) students receive five (5) points added to their nine-week average. No other courses are weighted.
5. **Mid-Quarter Progress Reports:** Mid-quarter progress reports are given to students at the mid-point of each nine-week grading period. There are four nine weeks in the school year. The student is given a copy to carry home to their parents/guardians. The mid-quarter progress report is formal notification to the student that course failure could result unless class effort and grades improve and that a parent conference with the teacher may be in the best interest of the student.
6. **Nine-Week and Final Exams:** Nine-week and final exams will be administered to all students. The nine-week and final exam grades are included as an important part of the student's semester grade but must not exceed a 15% weight in the semester grade formula. Nine Week exams are given at the end of the 1st nine weeks of a semester. Final exams are given at the end of the each semester. The nine-week exam is comprehensive through the first nine weeks of the semester. The final exam is comprehensive for the second nine weeks of the semester. Adequate and accurate review will take place over the exam material before it is administered. There will be NO exam exemptions. Graduating seniors who have a passing grade and are satisfied with the grade at the end of the fourth quarter/nine- weeks may elect not to take the final exam in a class.
7. **i-Parent:** Parents can access *i-Parent* on-line to view their student's grades and monitor their daily attendance. To obtain a log-in and pass-code for *i-Parent*, please visit the TCHS Guidance Center.
8. **Report Cards:** Report cards will be issued approximately one week after the conclusion of each nine-week grading period. The semester grade represents one (1) Carnegie unit credit recorded on the student's transcript and is issued at the end of the 2nd nine-weeks (1st semester) and 4th nine-weeks (2nd semester).
9. **Credit Repair:** Students who received an average of **67-69** in any subject will be allowed to repair the credit in the semester that follows the one in which the failing grade was received.
Requirements: Students must contact the teacher to discuss the requirements for Credit Repair. Students will have ten days at the beginning of the following semester to complete the assignments.
10. **Credit Recovery:** A student who previously failed a course during high school with a grade that is no lower than a **65** may be eligible for *Credit Recovery*. Priority is given to graduating seniors and then juniors and sophomores according to available space and on a first-come, first-serve basis.
Requirements: The student meets with their Guidance Counselor to request *Credit Recovery*. Enrollment in Credit Recovery requires an agreement signed by the student, parent, and counselor to satisfactorily complete a course(s) utilizing either Odyssey Ware, ALS or other software and supplemental teacher materials, or the *Georgia Virtual High School Credit Recovery Program*. Weekly attendance is expected on Tuesdays, Wednesdays, and Thursdays from 3:15-5:00 PM in Room 308 to complete requirements.

Grade Placement

Grade placement is determined by the total number of Carnegie units for courses passed with a grade of at least 70.

CARNEGIE UNIT REQUIREMENT	
Freshman	0 – 5½ units
Sophomore	6– 11 ½ units
Junior	12– 17 ½ units
Seniors	18 or more units

Graduation Requirements: – Passing the GHSGT is required

Graduation requirements are governed by policies of the Georgia State Board of Education and the Tift County Board of Education. Students must have 26 credits to graduate AND must pass all five sections of the Georgia High School Graduation Test including Writing, English Language Arts, Science, Mathematics, and Social Studies. Graduation requirement details are included in the on-line Academic Course Description Catalog, located on the school website- <http://www.tiftschools.com/tchs/>

Registration /Scheduling/Advanced Placement (AP) and Schedule Changes

The academic year at Tift County High School is divided into two semesters. Students receive new schedules at the beginning of each semester. Students register for courses during the spring of each school year. Before registration, students are advised of curriculum requirements and courses that are to be offered during the next year during the Career Advisement Planning process and teacher advisors sign off on schedules for next year. The requirements for the pathway that the student has selected will be closely examined to ensure the student is taking the correct courses.

Students are encouraged to consider taking Advanced Placement (AP) courses at TCHS. AP courses offered at TCHS are described in the Academic Course Description Catalog, located on the school website at <http://www.tiftschools.com/tchs/>. If you are thinking about taking an AP class, you should explore the following AP website to learn more about the advantages of the Advanced Placement experience in high school at <http://www.collegeboard.com/student/testing/ap/about.html>. Also, you should talk with your Teacher Advisor, AP teachers, Counselor, and AP students to gather further information about Advanced Placement classes. Students who register for AP courses are committed to the high expectations of course participation and completion.

Much effort is expended each spring to ensure that students are advised and registered for the correct courses needed to complete their high school program of study. Due to minimum “seat-time” requirements, courses cannot be dropped or added after three (3) days have passed in a semester. Schedules may be changed for the following reasons:

- Students being placed in classes already passed
- Students requiring classes for graduation
- Students needing placement in special programs
- Deemed necessary at the discretion of the principal

SAT/ACT/PSAT

Students who plan to enter college should begin SAT/ACT/PSAT preparation in the ninth grade. Colleges and universities include SAT/ACT scores in their admission requirements and for scholarship and /or tuition grant consideration. Taking the PSAT gives the student a preview of the SAT, and it is the test considered by the National Merit Scholarship Foundation for recognizing Merit Scholars.

All students will take the PSAT at TCHS in their sophomore year, and juniors may elect to take the PSAT to enter in the competition for scholarships or to compare and receive feedback on individual strengths and weaknesses on skills necessary for college study.

Test dates for the SAT, PSAT/NMSQT, and ACT are included in the planning portion of this agenda book. Students need to register by the deadline dates set prior to the testing dates. Registration websites are <http://www.collegeboard.com> and <http://www.actstudent.org>. The Guidance office has registration information and computer SAT test preparation program information. TCHS offers PSAT/SAT prep classes during its Saturday Academy. Look for announcements about specific dates for these help sessions.

ATTENDANCE

The attendance policy at Tift County High School is based on the **Tift County Board Of Education Attendance Policy JBD**, which is contained in the *Tift County Schools Code of Student Conduct*, and the Georgia State Board of Education Rule **160-5-1-.10**.

Students are expected to be in attendance at school each day, and regular school attendance is required for students to be academically successful in school. **Students who miss more than 7 days on block may not receive credit for courses;** therefore, students and parents are encouraged to study the attendance procedures and make every effort to comply with the attendance policy as it pertains to students in grades 9-12.

The following are administrative procedures that shall be followed by the school, students, and parents/guardians in regards to attendance.

Excused Absences

Students may be temporarily excused from school when:

1. **Personal illness or attendance in school endangers a student's health or the health of others.**
The student is required to present a parental note from home and/or appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence.
2. **A serious illness or death in a student's immediate family necessitates absence from school.**
The student is required to present a parental note from home and/or appropriate medical documentation, or proof of funeral regarding the family member, upon return to school for the purpose of validating that the absence is an excused absence.
3. **A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandates an absence from school.** The student is required to present appropriate documentation for the purpose of validating that the absence is an excused absence.

4. **Observing religious holidays, necessitating absence from school.** The student is required to present a parental note from home upon return to school for the purpose of validating that the absence is an excused absence.
5. **Conditions rendering attendance impossible or hazardous to student health or safety.**
6. **Registering to vote or voting in a public election, for a period not to exceed one day.**
7. **Serving as pages of the Georgia General Assembly, these students shall be counted present.**

Absences – Procedure following an absence:

1. Students are required to bring a written excuse from a physician, parent, or guardian stating days missed and the reason for the absence **to their 1st block teacher**. If after three days no written excuse is brought to school, the absence is unexcused and written excuses will no longer be accepted. **Students are limited to only three (3) written excuses from home per 9 weeks.** The written excuse from home shall include the following:
 - a. Student's name
 - b. Date(s) of absence
 - c. Reason for absence (if illness, please specify type of illness)
 - d. Parent signature and phone number

The 1st block teacher will refer a student to an administrator if the student fails to bring an excuse, as described above, within three (3) days following an absence.
2. Students are required on the first day after an absence to obtain an ADMIT PASS from their 1st block teacher to present to each teacher on the student's schedule.
 - a. The ADMIT PASS will be marked excused or unexcused by the 1st block teacher on the basis of the written excuse from home and the criteria listed under Excused Absences (previous page).
 - b. Students who do not bring a written excuse on the first day after an absence will receive an unexcused ADMIT PASS. If an excuse is brought to school by the third day following an absence, the student may then be issued an excused ADMIT PASS. **If no excuse is brought after 3 days, refer the student to the assigned administrator (see #1 above).**
 - c. The last teacher on the student's schedule shall keep and file the ADMIT PASS. The 1st block teacher will send the carbon copy of the ADMIT PASS and the student's written excuse to the attendance office on the day received.
 - d. **If the student does not have a 1st block class**, due to having a CO-OP schedule, then the first teacher on the student's schedule is the one to receive the student's written excuse and the one to issue an ADMIT PASS to class.
3. Parents of students under age 16 who have five (5) unexcused absences will receive notification from the Tift County High School Attendance Support Team for a parent meeting. Upon the 6th unexcused absence, a juvenile complaint for violation of the Georgia Compulsory Attendance Law will be filed against the student in Juvenile Court. The student will be placed on Informal Adjustment for 90 days with the Department of Juvenile Justice. At the same time, a warrant will be taken out against the parent(s) for violation of the Georgia Compulsory Attendance Law.
 - a. Truant—Any child subject to compulsory attendance that during the school calendar year has more than five (5) days of unexcused absences.
 - b. Exception for suspension—School days missed as a result of an out-of-school suspension shall not count as unexcused for the purpose of determining student truancy.
4. If a student ages 16-18 has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters for a period of one academic year, notice will be given by the school system to the State of Georgia Department of Driver Services. The student's driver's license will then be suspended for one full year or until the student reaches the age of 18.
5. A call-out system will be utilized at the end of each school day notifying parents of any absences that occurred during the school day.

Attendance and Tardies

1. Students are expected to be on time. Attendance is taken for each class. Students must be present for at least 45 minutes to be counted present in a class.
2. Tardy
 - a. Tardy to class —A student is “tardy to class” when he/she arrives to class after the tardy bell.
 - b. Excused tardy to school — includes events that are physically out of your control such as: a verifiable accident or road closure due to an accident, power outage, sickness when verbally verified by parent, doctor appointment when verified by doctor’s office visit slip, government related appointment when verified by the agency’s official visit slip.
 - c. Unexcused tardy to school — over-sleeping, traffic too heavy, errand for parents, delayed at train crossing, out of gas, car trouble, missed bus, personal business, out of town, etc.
3. Students arriving to school anytime after 8:05 AM **must go directly to the attendance office** to sign-in and obtain a pass to class from Mrs. Anderson.
 - a. Mrs. Anderson will issue Plasco-tardy passes for students until 8:50 a.m.
 - b. The teacher will **CHECK the date and time** on the Plasco-tardy pass and return it to the student. The student keeps the Plasco-tardy pass with details about any assigned consequences. (see Discipline Cycle).
 - c. After 8:50 a.m., any student who is late to school will be recorded as absent for 1st block and issued an admit pass to take to their class. Teachers must **CHECK** and verify the date of the admit pass. The absence will be treated as any other absence from class.

Attendance and Early Dismissals (Check-Outs)

1. Students who miss class for more than 45 minutes of a class due to an early dismissal will be recorded as absent for that class. Verification and authorization for any student signing-out must occur prior to the student leaving campus. Students shall not be released to individuals other than the custodial parents/guardians. It is the responsibility of the custodial parent to notify the school when their child will be picked up by anyone other than those filed in the student’s records.
2. Check-out By Parents/Guardians:
 - a. Parents should not make a habit of taking students out of school prior to the official dismissal time.
 - b. Parents/guardians or other persons approved to check out students during the day must report to the Attendance Office to sign out the student.
 - c. After the check-out is verified and approved by the attendance official, the student will be cleared to check out **at the end of the instructional period.**
 - d. Classes will not be interrupted for a student to check out unless an emergency exists.
3. Pre-Approved Early Dismissal (Check-Out):
 - a. Students who need to leave school during the school day must bring their note to Mrs. Anderson in the Attendance Office before 1st Block.
 - b. The student should present a note containing the parent’s contact phone # from the parent/guardian authorizing the student’s early release.
 - c. After Mrs. Anderson verifies this note, an Early Dismissal Pass will be issued to the student.
 - d. If a parent/guardian cannot be reached, the student will not be allowed to check out.
 - e. Check-out time for students is between classes, after the class dismissal bell rings, unless there is an emergency. The Early Dismissal Pass must be presented to the teacher of the class in session when the student leaves during the day.
 - f. The student must report to the Attendance Office and sign-out before leaving campus. **Students leaving from the student parking lot must present their ID and early dismissal pass to the parking attendant.**

4. Student Illness During the Day:
 - a. Students who become ill during the day must have a pass from their teacher to come to the Attendance Office.
 - b. Students may be checked out of school only by their legal guardian or by persons authorized on the student's Medical Authorization and Emergency Release Form.
 - c. Parents/guardians must be available by telephone to verify student release if they do not personally check out the student.
5. **If the student is being checked out for a doctor's appointment, documentation regarding the appointment must be presented to Mrs. Anderson before leaving school or after returning to school in order for the absence to be excused. The same applies to other appointments (court, medical test, social security etc.), documentation is required for the absence to be considered excused.**
6. Upon returning to school the following day, the student must present the Early Dismissal Pass to all teachers whose classes the student missed the previous day. This Early Dismissal Pass serves as the student's admit pass.

Parent Notification of Non-Credit

Written notice will be mailed to parents/guardians concerning the number of student absences.

1. **Students in grades 9-12 who miss more than 7 days on block may not receive credit for that class.**
2. A call-out system will be utilized at the end of each school day notifying parents of any absences that occurred during the school day.
3. Attendance letters will be mailed to the address given on file in the school data base on the third (3rd), fifth (5th), and seventh (7th) absence. On the seventh (7th) absence in a semester, a *letter of possible non-credit will be mailed to parents/guardians*. These letters will be for excused and unexcused absences.
4. Failure to receive these written notices does not absolve parental responsibilities in complying with attendance policies and rules.

Attendance Appeals Process

1. An Attendance Appeals Committee shall be established by the building administrator. In the event of prolonged absences due to extenuating circumstances, the student, parent, or guardian may request the Attendance Appeals Committee review their case.
2. The Attendance Appeals Committee in each school shall be comprised of an administrator, counselor, school social worker, teacher, or any other person the principal feels necessary who has information for the Committee to consider.
3. The Attendance Appeals Committee shall meet as the building administrator deems it necessary and must meet upon the request of a parent or student. Minutes will be kept of all attendance hearings.
4. Parents/guardians will be advised in writing of their right to appeal the committee's decision to the Principal and the Superintendent.

Attendance Hardship Hearings

1. The TCHS Attendance Appeals Committee conducts Attendance Hardship Hearings each semester to determine hardship for students with more than seven absences.
2. **After seven absences**, the student needs to bring a physician or health care provider's medical documentation or court documentation for each additional absence.
3. A student with more than seven (7) absences should file a request for hardship consideration and a waiver of the attendance policy by completing an *Attendance Hardship Application Form* prior to the hearings.
4. The student and parent have the right to attend the hearing and may request to be present. The committee will consider waiving the attendance policy if a hardship is determined to be evident following a review of the student's attendance/tardy record, excuse notes on file, sign-ins and sign-outs, and any other record the committee considers pertinent in rendering a fair decision. Students with unexcused absences will not find favorable review with the committee and *any additional written excuses will not be accepted at the time of the attendance hardship hearing*.
5. Any student denied credit for classes due to excessive absences will be notified by mail of the committee's decision. Parents and their student have the right to appeal the decision first to the principal and then to the superintendent if they believe the absences were due to extenuating circumstances and if none of the absences were the result of suspensions or verified truancy.

Hospital/Homebound Instruction

Hospital/homebound instruction is provided to students who meet certain state eligibility requirements including a completed medical referral form signed by a certified physician. A student, who has a non-communicable, chronic health condition and requires an absence of a minimum of 10 consecutive school days, may qualify for hospital/homebound instruction provided there is proper verification. This service may be requested by contacting the student's guidance counselor. Certain regulations govern the program and these will be reviewed by the attendance administrator when a request for services is made. Dates approved for hospital homebound instruction are not absences.

Make-up work following an absence

Students are to make arrangements with their teachers within three (3) days following an absence for making-up their work. Teachers will follow their departmental policy in deciding the due date for make-up work and may allow extra time for extenuating circumstances. Any assignments that were previously assigned when the student was at school may be due upon the student's return to school.

Non-Instructional (NI) Time

Georgia Law and State Board policy allow students to be excused from classroom activities for school-sponsored, non-instructional events ten (10) non-instructional (NI) days per year. These events do not count as absences provided they are part of an extra-curricular program of the school. The student is responsible for contacting teachers about make-up work. Schoolwork that was assigned prior to the non-instructional event may be due on the first day the student returns to class. After administrative approval of the NI event, sponsors/coaches/advisors are required to send teachers a list of NI students at least two days prior to the event. Teachers are to check their email for daily NI lists; students that are NI are not issued an admit pass back to class.

Withdrawing from School/TCHS Withdrawal Procedures

Students considering a transfer or withdrawal from school **must FIRST** contact their counselor in the guidance office. All students are encouraged to remain in school and any student considering dropping-out will be counseled by the Graduation Coach and Social Worker.

If a student is moving from the system, certain procedures as outlined below must be followed for student records to be processed in a manner that ensures the student's credits and records will be forwarded correctly to the student's new school.

All textbooks, media center books, and other school-owned materials must be returned at the time of withdrawal. Failure to return materials and clear debts will result in theft charges being filed against the student.

NOTICE: Any student who transfers to another school must provide official verification from the new school that they have in fact been transferred and have not dropped out. If Tift County High School does not receive official verification within ten days of a student's withdrawal, the Certificate of Non-Compliance will be submitted to the State of Georgia Department of Driver Services and the student will lose their driver's license or instructional permit.

TCHS Withdrawal Procedures

Student/Parent comes in or calls guidance to transfer to another school.



Guidance staff talks with parent/student.



Guidance staff completes paperwork/withdrawal form and student sees all teachers to sign paperwork.



Mrs. Doward removes student from SchoolMax and notifies faculty/staff.

Student comes in to guidance for GED/Dropout request.



Graduation Coach/Counselor talks with student/parent.



Mrs. Doward completes paperwork/withdrawal form. Student does not go to teachers but returns books to guidance. Guidance will place books in each teacher's mailbox.



Student's name is sent to Dr. Holland for non-compliance of compulsory attendance.



Mrs. Doward removes student from SchoolMax and notifies faculty/staff.

Teachers report student's absences to Mrs. Brown.



Information is pulled and given to Graduation Coach, Counselor, and Social worker to contact parent/student.



Guidance sends student name and documentation to Dr. Holland for non-compliance of compulsory attendance.



Dr. Holland will notify faculty/staff of student's withdrawal



Mrs. Doward removes student from SchoolMax and a letter is mailed to student/parent.

SCHOOL PROGRAMS AND INFORMATION

Please refer to our website for additional information

<http://www.tiftschools.com/tchs/>

Athletics

Tift County High School is proud of its outstanding athletic program and sponsors teams in several competitive sports including: air rifle, baseball, basketball, cheerleading, cross-country, football, golf, gymnastics, soccer, softball, swimming/diving, tennis, and wrestling

Participants in athletics must be eligible under the No Pass/No Participation Policy in accordance with Georgia High School Association requirements. Athletes must have a valid physical exam before participation. All of these requirements are explained by the respective coaches and must be met by the student. Questions regarding the athletic programs may be directed to Mike Collier, Athletic Director.

Athletic Lettering

Athletic letters are awarded when student athletes meet specified criteria in their particular sport. The "T-Jacket" is presented to these students by the team's booster club. The cost of letter jacket is based on the team's booster club policy.

Student athletes will be required to return their jackets if dismissed from a team for disciplinary reasons, expulsion, or the student quits an athletic team without the consent of the Head Coach of that sport. Jackets that have been taken for disciplinary reasons will be not returned if the Athletic Director and Head Coach agree that the student in question is not deserving of the honor of wearing the jacket.

Athletics/Extra-Curricular Activities Practices

Practices for athletics and extra-curricular activities may not begin until 4:00. If necessary, arrangements for earlier practices may be made with Dr. Miles. Optional study halls may begin at 3:30 p.m.

Career Center

The TCHS Career Center is located in the Guidance Department and is available for student use during school days and in small group sessions as coordinated by the TCHS Career Counselor. The center contains the latest information from colleges, universities, and technology schools. Students are encouraged to log-on to www.GAcollege411.org to begin planning for college.

The Georgia Career Information System (GCIS) Computer Program may be accessed on the Career Center computers and any computer in the building connected to the TCHS instructional network. This elaborate program assists students with identifying personal interests, suggests occupations to consider based on personal interests and goals, and provides information about Georgia colleges and schools that offer programs in the student's area of interest.

Various other annual events at TCHS promote career education. College visits bring students face-to-face with college representatives. Armed Service representatives give the ASVAB career inventory annually. A Career Day is sponsored by local business and industry to provide information regarding local career opportunity. ABAC faculty and staff visit the TCHS campus annually to meet with advisement groups and offer guidance to the college-bound student.

Clubs and Organizations

Student clubs and organizations are an important part of the TCHS life and all students are encouraged to become involved. Extracurricular activities help students become well-rounded by providing service and leadership opportunities and active participation helps enhance college, job, and scholarship applications.

Students participating in any competitive club activities must be eligible in accordance with GHSA *No Pass / No Participation* Policy rules.

All club activities are under the supervision and control of the school administration. Projects, field trips, and other functions must be approved by the administration. Fundraisers must also have Board of Education approval.

TCHS Clubs and Organizations

<u>ACADEMIC</u>	<u>VOCATIONAL</u>	<u>SERVICE</u>
Academic Bowl	DECA	Student Council
Beta Club	4H	Key Club
French Club	FBLA	FCA
FGE	FCCLA	SADD
Math Club	FFA	Y Club
Mock Trial	TSA	<u>TCHS GROUPS</u>
Model U.N.	VICA	Acapella/Show Choir
Science Club	HOSA	Ladies Choice Show Choir
Science Olympiad		Blue Devil Brigade
Spanish Club		Drama Club—
Blue & White		The Blue Masque
Talisman		GA 51 st AFJROTC
		SPIRIT Band

Parents may request an opt-out of participation for their student in any TCHS club or organization by filing a formal opt-out notification form available in the office.

Conferences

Tift County High School faculty and administration welcome the opportunity to discuss a student's progress with parents. To request a conference, please call the main office at 229-387-2475. Conferences with teachers may be scheduled before school, after school, or during the teacher's planning time.

Counseling Services

Certified counselors staff the Guidance Department of Tift County High School. The counseling program is based on needs identified by students, teachers, and parents. These needs are addressed through individual counseling, small group meetings, and classroom guidance sessions.

Students may request confidential, individual conferences with a counselor by contacting the Guidance Office. The secretary or counselor will schedule the appointment and notify the student of the conference time. Students may request for the appointment be scheduled during the Advisement block.

Small group sessions are conducted during the year and include such topics as dealing with death, separation and loss, family stress, and divorce. These groups are voluntary and participation indicates an interest, not a problem.

Parents may contact the counselor by calling the Guidance Department to discuss any concerns they have for the student's personal/social adjustment or academic progress. Joint parent/student/counselor/teacher conferences are available at the parent's request.

Parents are encouraged to sign up for the *i*-Parent online program to see their student's grades and attendance records. High school and post-secondary planning are coordinated through the Guidance Department.

Dress for Success Wednesdays

The last Wednesday of each month will be celebrated as "Dress for Success Wednesday!" Students participating in dress for success will wear professional business attire appropriately worn in today's professional workplace. What you wear as a professional has an impact on how you are perceived and respected by the people you interact with on a professional level. A polished and professional look with the right attitude enhances the positive impression you want to make in the workplace. TCHS will offer special incentives to reward students who participate in "Dress for Success Wednesday!" to be held on August 25, September 29, October 27, November 17, December 15, January 26, February 23, March 30, April 27, and May 11.

Field Trips

No student is allowed to go on a field trip without returning the 1) field trip permission form signed by their parent or legal guardian and 2) the NI form signed by each teacher and the parent or legal guardian. The NI form is used by teachers to document any work the student needs to complete or make-up before going on the trip. The NI form serves to notify the sponsor and parents of whether or not their student is in good standing before granting permission for the student to attend a field trip. The student is responsible for returning these completed forms back to the sponsor prior to the trip. Field trips are scheduled to supplement the instructional program. School rules of conduct and dress code apply on field trips, and exemplary behavior is expected of all students while representing Tift County High School.

Graduation Ceremony

A graduation ceremony is held annually for seniors who have met the qualifications for graduation from Tift County High School in accordance with Tift County Board policies. Much effort is made to ensure that the ceremony is conducted in a very dignified manner. Seniors who elect to participate in these ceremonies must cooperate fully, attend all scheduled practices on time, and follow rules and procedures. All debts must be cleared before participation in graduation practice and ceremony. Those who violate practices and/or ceremony rules will forfeit their opportunity to participate. Diplomas will be held of seniors who disrupt the ceremony with inappropriate behavior and these seniors must meet with the TCBOE to make arrangements for receiving the diploma. Misbehavior will be treated as a major disruption.

Married Students

Married students are subject to the same rules and procedures as non-married students. No special privileges are granted to married students.

Media Center

TCHS has a fully equipped media center with various print and non-print media. The media center is open and staffed by professionally certified media specialists. Hours of operation are from 7:30 a.m. until 4:00 p.m. each school day. Students coming into the media center are always expected to wear their ID. Students may use the media center during school with their class, during lunch, or immediately prior to or after school each day. Any student entering the media center on their own during their regular class time **must present a pass from their teacher**. Students are expected to exhibit quiet courtesy to other students when using the media center and to return materials to the appropriate area. All books/materials must be returned when due. Overdue, lost, or damaged books may have fines assessed. Fines must be cleared for students to check out other materials. The student ID must be presented when checking-out materials. The media center is protected by an electronic scan system, which detects any materials not properly checked-out through the circulation desk. Any student attempting to leave the media center with unprocessed materials is subject to disciplinary action and suspension of media center privileges.

No Pass/No Participation Policy

In accordance with Georgia High School Association (GHSA) rules, students participating in extra-curricular activities must pass at least three out of four classes each term and must be on track to graduate according to state guidelines.

ON-TRACK CREDITS REQUIRED TO PARTICIPATE

	Class of 2011 Current Seniors	Class of 2012 Current Juniors	Class of 2013 Current Sophomores
Second year student			6 units
Third year student		11 units	11 units
Fourth year student	16 units	17 units	17 units

1. Eligibility: A student is ineligible on the first day of the next semester if he or she has not passed three subjects the preceding term, with the exception of the fall term, when eligibility shall be declared at the time the student has passed three of four courses the preceding semester and is on track. Summer school is an extension of the spring term.
2. For eligibility purposes, a student may have 14 calendar days after the close of each semester to complete make-up work. A student is ineligible until make-up work is completed and the required passing grade(s) is/are recorded in the student's permanent record.
3. Ineligible students are prohibited from participating in team competition, practicing or traveling with the team, and trying out for team programs.

Physical Examinations

All individuals who participate in competitive interscholastic athletics must have an annual physical examination that indicates approval for participation. A licensed physician prior to the student's participation in any tryout, conditioning, or game must sign an examination form. The physical exam form shall include the date that the exam was performed, the student's name, and the physician's signature, and the physician's approval for participation.

Pregnant Students

Pregnant students are not barred from participating in school activities. However, the student participates at her own risk. Neither the school, nor its employees and agents are responsible for any injuries to the mother or unborn. The expectant mother should use common sense and good judgement in participating in school activities. School officials may require a medical statement from the student's doctor. An uncomplicated pregnancy is not considered an illness in school attendance issues and pregnant students are not given an exception to the attendance policy. Students requesting Hospital Homebound services should file an application form for approval in the main office several weeks prior to the delivery date.

Student Incentive Programs

1. **Discount Cards:** We believe that students should be recognized for their academic accomplishments. Students who make honor roll or merit roll receive special discount cards sponsored by TCHS and area businesses. Students are encouraged to do their best in school and enjoy the benefits of the program.
2. **Eleven Hundred Club:** Any senior scoring 1100 or better on the SAT (25 or better on the ACT) is invited to a luncheon in their honor hosted by the principal. The 1100 Club Lunch is held in the spring of each year.
3. **Honor Roll:** The Honor Roll is posted at the end of each nine weeks. Students must have a 90 or above average for the nine weeks in each course to make the "A" Honor Roll. Honor Roll is published each semester.
4. **Honors Lunch:** TCHS hosts an Honors Lunch event each nine weeks to recognize all Honor Roll students. Any AP student with all A's and at least a B in any AP classes will be included in the Honors Lunch.
5. **Merit Roll:** Merit Roll is posted each nine weeks. Students must have an 80 or above average for the nine weeks in each course to make the Merit Roll. The Merit Roll is published each semester.
6. **Perfect Attendance:** Students with perfect attendance will be posted and recognized each nine weeks. Drawings for special prizes donated by local businesses will be held for these students.
7. **Positive Card:** Students who have demonstrated excellence or significant improvement in academics, attendance, or behavior may receive a compliment card
8. **Student of the Week/Month:** Teachers use the following criteria to nominate students for this recognition:
 - shows good character and citizenship
 - makes significant progress in their academics, attendance, or discipline
 - volunteers and does random acts of kindness at school and in the community
 - shows positive attitude and leadership in the classroom
 - is a good role model: follows school rules, has good attendance and grades, is rarely tardy, and participates in school activities

Textbooks

The care of textbooks is the responsibility of the student to whom they are issued. The condition and number of the textbook are recorded when issued by the teacher. The student must pay for any unnecessary abuse or loss of the textbook. Keeping a textbook covered helps to preserve its condition. Lost book fees are based on replacement cost as per the current year's Georgia Textbook List. Students who lose textbooks will not be issued an additional text until payment for the original book is received. When withdrawing from school during the school year, the student must return all textbooks and other school-owned property on the day of withdrawal. If school-owned material is not returned within ten (10) calendar days of the withdrawal date, theft charges will be filed against the students.

DAILY PROCEDURES

Accidents

Should a student injure himself during the school day, at a school function, or on a school bus, the supervising adult should notify the office or an administrator. If medical attention is needed, appropriate contacts will immediately be made and the student's parents will be notified. An accident report must be filed with the administrative secretary.

Address and Telephone Changes

The Registrar and the Attendance Office should be notified immediately of any changes of address, telephone number, or person to contact in an emergency. A change of information form signed by the parent/guardian must be brought to the school.

Announcements

Daily announcements will be emailed to teachers and posted on the TCHS website <http://www.tiftschools.com/tchs/>. Announcements given to Donna Hinson **before 8:45 a.m.** will be approved by the administration and placed in the daily announcements. Any announcements provided **after 8:45 a.m.** will roll over into the next day's announcements. At the beginning of second block, students, faculty and staff will be asked to observe a moment of silence and recite the pledge of allegiance to the flag.

Arrival to School

1. Student Drop-Off and Pick-Up: Parents dropping-off and picking-up students enter and exit campus from Charles Kent Road onto Blue Devil Way, the front drive. Students should be dropped off in front of the main school entrance. If parents need to enter the building, they should park in visitors' parking, not in the driveway itself.
2. By Bus: Buses enter and exit the Winner's Circle Rd. on campus **from New River Church Rd.** Buses load and unload behind the gym in the bus zone. Student/parent vehicles may not enter/exit the bus-zone during school hours. Bus drivers have the same responsibility for the supervision and behavior of the students in their care as do the teachers in the classroom. Student misbehavior, which cannot be handled satisfactorily by the driver, is referred to the principal for disciplinary action. Any conduct that endangers the safety of the students will not be tolerated.
3. By Student Vehicle: Student vehicles enter and exit campus from Charles Kent Road directly into the student parking lot. See ***Parking Areas and Permits for Students***.
4. School Visitors: School visitors enter and exit campus from Charles Kent Road onto Blue Devil Way, the front drive. Visitor parking is reserved in the parking lot closest to the building. Visitors should not park in the driveway itself. See ***Visitors***.

Assemblies

School assemblies are planned for all grade levels. Students and teachers are to attend assemblies with their advisement or grade-level groups. Students will be called by seniority and must wear their IDs. Many assembly programs feature guest speakers and performers. Students are expected to be courteous and attentive. Misbehavior during assemblies will not be tolerated, and any students who are disruptive face disciplinary action.

Building Access

The classroom wings of the school building are closed before the first bell of the morning and during lunches except by an agenda pass from a teacher. The commons is open before school for breakfast and early arrivals. The restrooms near the commons concession area are for student to use in the morning

and during the student's lunch period. Students are not allowed in the gym area before or after school without permission from a member of the coaching staff, ROTC program, or an administrator.

Building Hours of School Operation

The school doors will open at 7:15 AM. Students arriving at school between 7:15 and 7:45 AM will have academic assistance available to them through the **Jumpstart Program** and should report to the assigned computer lab to work on homework and receive tutorial services. At 7:45 AM, those students who want to eat breakfast will be released to the Commons. The school office is open from 7:30 AM until 4:00 PM, each school day. Teacher hours are from 7:45 AM until 3:45 PM unless there is a faculty meeting scheduled.

Cell Phones

Please refer to the School Board policy JCDAF – **POSSESSION/USE OF ELECTRONIC DEVICES BY STUDENTS** in the Tift County Schools *Student Code of Conduct* manual regarding cell phones and other electronic devices. The school will not be held responsible for lost or damaged student cell phones.

Changing Classes

Students have five minutes to move quietly between classes. Use your "quiet" voice in the hallways; loud, disruptive behavior and running in the hallways will not be tolerated. Students may use restrooms and get water; however, students may not loiter in the hallways or restrooms during class changes. Teachers will assist in supervising students in hallways during class changes.

College Visits

In preparation for post-secondary education, seniors are allowed two excused absence days to visit a college, vocational or military school if the following procedure is followed.

1. Contact the admissions office of the school you plan to visit and make an appointment to tour the campus.
2. Obtain a college visit form from the TCHS guidance office to take with you, and have it signed and validated by an official from the school being visited.
3. Return the college visit form to school as the written excuse for the attendance office.
4. The senior is responsible for all assignments missed.

Commons Areas

Several areas are provided on campus for students to congregate and visit when classes are not in session. Students should be in these areas only during non-instructional times.

Before school, students may visit in the commons, in front of the building, in the media center, or on the bus walkway. The student parking lot is off-limits to students who arrive to school by bus or at the front drop-off area; they may not exit the commons in the morning to congregate in the student parking lot or behind the gym. Students are not to remain in vehicles in the parking lots in the mornings when they arrive at school. They should report to one of the approved campus areas upon arrival.

Students may use the commons tables or the lunch tables set outside near the bus drop-off/pick-up area for lunch and breakfast. These areas must be kept clean and all trash properly disposed in trash bins. Students are not allowed in the parking lot during lunchtime.

Any student remaining in the Commons after the final dismissal bell at 3:15 PM will receive one day ISS.

Commons Standards:

- a. Get meal tray
- b. Go to restroom
- c. Go to concession stand
- d. Remain in original seat—No moving around
- e. Loud outbursts will result in the following: 1 day OSS and 1 day ISS

Driver's License and Learner's Permit – Certificate of Attendance

Enrolled students who are not under suspension and who do not have more than ten school days of unexcused absences for a period of one academic year prior to the date of application may request the **Certificate of Attendance** required for a State of Georgia learner's permit and driver's license from the attendance office.

1. Students must fill out the Department of Driver Services form available from Mrs. Anderson.
2. Completed forms may be picked up twice a week – on Wednesdays and Fridays.
3. First form is provided and notarized at no charge; however, the form expires after 30 days. A 2nd form will cost \$5.00. Student must pay the financial secretary for the 2nd form and show the receipt to Mrs. Anderson.

Emergency Situations

Tift County High School has an emergency management plan with provisions for tornadoes, fire, and other emergency situations. All teachers have instructions pertaining to this plan. Students should follow the directions of teachers during a drill or actual emergency.

Eye Protection

It is the responsibility of the school to provide eye protection equipment to the students who are participating or observing class activities involving caustic materials, heat treatment, or other potentially dangerous procedures. Students should wear protective eyewear in construction, metals, agriculture, and science classes when any of these conditions or materials is present.

Fines and Fees

No instructional fees are charged at TCHS. All basic educational opportunities are free. Optional after-school field trips may require students to pay their portion of the cost. Students must pay replacement or repair costs of lost or damaged textbooks, library books, or other school-owned materials loaned to or used by the student. In classes such as art, construction, etc. that allows students to make projects, the student is responsible for paying for materials used in producing any project that the student keeps. Students must pay all fines/fees to the financial secretary. Always save and keep your receipt for any payments of fines or fees. No student is allowed to participate in graduation ceremonies unless all fines/fees are cleared.

Flowers and Gifts

The delivery of flowers and gifts to students is not permitted at any time during the school day. Students should ask businesses to deliver these items to the student's home.

Food and Drink in Building

Students are allowed to eat and drink only in the commons. The only allowable food or drinks at school are student lunches brought from home, cafeteria prepared breakfasts and lunches, and snacks sold in the commons concession area. Students and parents cannot bring restaurant take-out food and drinks into the building.

Students are not allowed to visibly eat and carry food or drink items in the hallways, gym, and classrooms. Such items will be taken up and removed. Any food items obtained in a classroom with teacher/administrative permission is to be eaten in the classroom or put away. All trash must be properly disposed of to keep halls and classrooms clean.

Grievance Procedures

Student complaints and grievances shall be resolved through orderly processes at the lowest possible level. However, the Board of Education shall provide channels for an eventual hearing, should circumstances dictate.

Complaints and grievances shall be handled in the following manner:

1. The opportunity shall be provided any student or parents to discuss with the teacher a decision or situation in which he/she feels aggrieved.
2. If the matter remains unresolved, the student, parent, or the teacher, may bring the matter to the Principal's attention.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board.

Hall Passes

1. Teachers have been given a set of hall passes on lanyards. The hall pass shows the name of the teacher and their room number and is designed to be worn by the student who has been allowed to leave the classroom. No student is allowed out of class without a teacher's hall pass.
2. Hall passes will not be issued during the first 15 minutes or the last 15 minutes of a block.
3. The student returns the hall pass back to the teacher upon their return to class or to Mrs. Anderson if they are checking out.

Health Records

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. In-state transfer students have 30 days to furnish the school with the appropriate certification. Out-of-state transfer students have 90 days to furnish the certificate provided a doctor certifies the immunization sequence has begun. Vaccinations and vaccination records may be obtained from the Tift County Health Department or from a private physician. A *Tift County School Health Record* must be completed at the beginning of each year by the parent for each enrolled student (see Medical/Medication Authorization).

ID Cards/ Identification of Students

1. Wearing an ID is part of the school's safety plan and students are required to wear their school ID visibly on a lanyard around their neck or as a clip-on attached to the top front of the shirt at all times during the school day.
2. ID cards must be presented in the breakfast/lunch line, to checkout materials from the media center, to purchase parking permits, to purchase discounted student tickets, take standardized tests, to pick up GHSGT test scores, schedules, & incentives, and for any other school related function calling for student identification.
3. The school furnishes the first ID card.
4. IDs may not be defaced or altered. i.e., the student's entire picture, student's name, and bar code must be clearly visible.

5. Students without an ID will be sent to Mrs. Anderson. Damaged and lost IDs must be replaced at the cost of \$5.00 for a new ID and \$1.00 for a lanyard. The student pays the financial secretary in the main office and shows the receipt to Mrs. Anderson to obtain a replacement.
6. The ID will be color coded by grade level. **Any student who is behind on their credits and who receives sufficient credits during the school year to promote them to the next grade level will receive a new color coded ID.**
7. Students may only wear their own ID. Any other IDs or extra IDs will be taken up and retained in Mrs. Anderson's office.
8. Failure of a student to properly identify him/herself with their ID at the request of a teacher or any other school official is considered insubordination and must be referred to an administrator at that time.

Lockers

Student lockers are available to students who purchase a Tift County lock for \$5.00. Students need to see Mr. Bateman to purchase a lock. Mr. Bateman will maintain the list of locker assignments. New lockers will be assigned each year to students who have purchased the Tift County lock and a student may use the same lock during their entire high school career. Students may not use another kind of lock, only Tift County locks purchased at Northeast or at TCHS may be used on a locker. Locks that are not purchased through Tift County High School will be cut and removed from hallway lockers.

Students are not allowed visits to their lockers during their lunch while other classes are in session. Locker visits should be made between classes, before, or after school. Students are expected to regularly clean out their lockers. The school is not responsible for lost or stolen articles. Locker abuse or misuse may result in the revocation and loss of locker privileges and the assessment of damage fees.

Lockers are the property of the Board of Education and may be searched by school officials if a reasonable suspicion exists that any material illegal and/or detrimental may be contained in a locker. Additionally, random locker searches with drug detection dogs will occur regularly during the school year.

Lost and Found

Misplaced and lost personal items, clothing, or books are collected in the front office. Books are sent to department heads to distribute to individual teachers who issued the books. Clothing and personal items are kept for a few days. If not claimed, they are donated or discarded.

Lunches and Breakfasts

The cost of breakfast is \$0.50 and lunch is \$1.00; extra milk costs \$0.40. Applications for free and reduced meals are made available to all students at the beginning of the school year and should be completed and returned promptly. The cost of reduced breakfast is \$0.15 and reduced lunch is \$0.30. Students may bring a sack lunch from home; students are not allowed to leave the campus during their lunch period. Students may not have lunches brought to them from restaurants.

Students are expected to wait quietly in line to obtain food in the cafeteria. Students are to remain inside the building in the commons during lunch. They are required to sit in chairs at tables to eat their food. All trash from their tables must be thrown away properly. Students who leave a mess after eating will be assigned table cleanup duty, detention, or ISS.

Payment is required when meals are served. Students may charge breakfast and lunch for a total debt of \$5.00 and no student in debt will be allowed to buy extra ala carte items. No charging will be allowed past that limit. An alternate meal may be provided after the maximum debt is reached. A note will be sent home as needed reminding parents to send money. Phone contact will be attempted, however, it is the parent's responsibility to check on account balances. No charging will be allowed near the end of the school year. All debts must be paid. As a last resort, uncollected debt may be turned over to small claims court.

Medical/Medication Authorization and Release Form

Each student should complete a Medical/Medication Authorization and Release Form (**Student Health Record Form**) during the first week of school each year. This form should be signed by a parent and returned to the student's mentorship teacher. This form is then filed with the school nurse and the Attendance Office for referral when the student needs to check out of school during the day or if a medical emergency arises during the school day. Only those persons indicated on the form may be allowed to check out a student. The form must be signed by the student's parent/guardian. Teachers and school staff are not allowed to administer medicine to students. Parents need to contact the school nurse about prescribed medication a student needs to take during school hours. All medication must be in the original container. Over the counter medications provided to the school must be in the original container, unopened, and sealed.

Messages

Routine messages will not be delivered to students during instructional time. Students and families are encouraged to communicate daily plans and schedules with one another prior to coming to school. The school receptionist cannot serve as a message service.

Important information that arises during the school day that must be delivered to students will be done at the conclusion of the academic block or the end of the day. Only true emergency messages will be delivered to students during instructional time and only from the students' parents or legal guardian.

Parking Areas and Permits for Students

Students who drive to school are required to purchase a parking permit and to register their car. No parking permits are sold in the morning, before school, or during lunches. Students may purchase a parking permit in the summer during schedule pick up or after school in the main office from Mr. Bateman. Student parking spaces will be assigned by class.

Students will need the following to obtain a parking permit:

1. Completed Random Drug Testing Form
2. Valid Driver's License
3. Vehicle Tag#
4. Current proof of insurance
5. \$40.00 cash or check made out to TCHS.

The school parking lot opens at 7:15 AM. The school is not responsible for theft or vandalism of vehicles parked on campus. The administration will use all reasonable means to prevent theft or vandalism and to apprehend anyone responsible for such incidents but cannot guarantee that vandalism will not occasionally occur.

Students are to lock their vehicles when they arrive on campus and promptly exit the vehicle and leave the parking area. Students are not to return to cars or parking areas during the school day without approval from an administrator. Students who arrive to school by bus or at the front drop off area have no business going to the student parking lot. Students should carefully check their vehicles for needed

school items each morning before leaving the parking lot. Students will not be allowed to return to vehicles during the day to get “forgotten” items.

Any student who has a valid reason approved by an administrator to return to the parking lot during the day must sign in and out through Mrs. Anderson who will notify the parking lot attendant.

Students may be denied the privilege of parking on school property if they 1) fail to abide by parking regulations, 2) fail to observe all state and city laws, and 3) in any way exhibit reckless or inconsiderate driving practices in the school area and/or 4) fail to complete a Random Drug Testing Consent Form.

Parking Lot Clearance for Early Dismissal and COOP students

Students who have checked-out through the Attendance Office will have an Early Release Permit to present to the parking lot attendant. All students checking out during the day must present their Early Dismissal Pass and show their student ID to the parking lot attendant or administrator. The parking attendant will contact the Attendance Office if there are questions.

Students enrolled in off campus programs (CO-OP Internships, YAP, Mentorship, or ABAC/Moultrie Tech) should leave campus as soon as their TCHS classes end. These students are required to present their CO-OP ID to the parking attendance or administrator when leaving the building and upon entering and leaving the student parking lot. CO-OP Internships, YAP, Mentorship, or ABAC/Moultrie Tech students will not be permitted to miss detention because of responsibilities outside of school. If needed, these students can arrange for an alternative AM detention.

Pledge to the Flag

The Pledge to the Flag will be made each morning followed by a moment of silence. Students are encouraged to show respect for the flag by standing quietly, facing the flag, placing their right hand over their heart, and repeating the pledge.

Restroom Use

Every effort is made to keep the restrooms at TCHS clean and safe for everyone’s use. Students are asked to assist by properly disposing of paper products and not vandalizing restrooms. Restrooms are monitored regularly by a hall monitor, School Resource Officers, custodians, and other school staff. Students are to use restrooms during the class change time or with a pass during instructional time. Teachers will not issue passes to restrooms during the first 15 minutes or last 15 minutes of a block. Any students with medical problems requiring special restroom privileges should contact the school nurse. Students are to use restrooms nearest to their classrooms. The restrooms at the gym concession area should be used during the lunch period.

Student Publications

According to Board policy and decisions made by the Supreme Court, school-sponsored publications are not public forums but are considered a part of the curriculum. The school reserves the right to exercise editorial control of these publications.

Student Searches

When there is reasonable suspicion that a school rule may have been broken and/or a law violated, all persons, vehicles and personal belongings on school property are subject to search by school administrators and/or school resource officers.

Telephone Availability and Use

It is our aim to provide the best services for our students, parents, and community; however, students must abide by school board policy concerning cell phones. School phones are available during the school day for student use. If a need arises for a student to contact his/her parents/guardians, he/she should report to the Attendance Office and log the call. Unscheduled parent conferences that result from inappropriate parental contact through other means will be addressed at the availability and discretion of an administrator. This process will allow the administrators to address the issue in an appropriate manner.

Visitors

We welcome parents, business partners, and invited guests, however, for the safety and security of our students and staff, ALL visitors entering TCHS building or grounds during school hours who are not current students, faculty, staff, or Board of Education employees shall report to the main office immediately upon arrival.

1. Visitors will need to check in with the main office receptionist, sign-in and receive a visitor's pass upon arrival. Visitors should sign-out and return their visitor pass upon departing.
2. The receptionist in the main office will notify the administrator, teacher, or counselor of the arrival of any visitor scheduled for a conference.
3. Teachers may be asked to send a student escort to assist any guest speakers to the classroom.
4. Any visitor who does not have a visitor's pass should be directed to the front office to obtain a visitor's pass.
5. No student visitors are allowed to visit with TCHS students during the school day.
6. **Unauthorized visitors are unwelcome and considered to be a threat to the safety and security of our students and staff.** This includes persons who enter the campus in cars, who stay in the car, and/or who attempt to talk with students at lunch and before or after school. Unauthorized visitors will be directed to leave the premises and warned. A record of the event will be maintained. Repeat occurrences will result in trespassing charges being filed. Any unauthorized visitor who fails to heed the direction of an administrator, school staff member, teacher, or School Resource Officer will be subject to immediate arrest.
7. Visitor parking is reserved in the parking lot at the front of the building.

DISCIPLINE

Philosophy of Student Discipline

Tift County High School is committed to providing a safe and orderly academic environment for all students. When the active image of a school is collectively understood and accepted as an epicenter of order and learning, teachers are able to teach and students are able to learn more readily. Education provides a means of human development and adjustment. Subsequently, Tift's discipline policy provides alternatives to immediate out of school suspension and progressive disciplinary steps where appropriate.

Expectations

Students at Tift County High School are expected to behave appropriately at all times. The Tift County High School faculty, staff, and community will not tolerate violence and chronically disruptive behavior. Tift County School Resource Officers will be called in all cases of violence and charges will be placed against the offenders whenever possible.

All Tift County High School students are expected to:

- Make a daily commitment to academic achievement and social responsibility
- Avoid relationships or activities that have the potential to become an obstacle in your academic and social development

- Come to school on time every day, alert and willing to work effectively
- Consistently exemplify school preparedness, self-discipline and governance, respectfulness, focus, courteousness, inquisitiveness, and cooperation with peers and school personnel

Disciplinary Cycle

The Tift County High School discipline cycle was designed with respect to the Tift County Student Code of Conduct Handbook. It is designed to ensure that firm, fair, consistent, and equitable discipline is the norm at Tift County High. A progression of possible consequences is listed for each violation of the code. Teachers will handle minor infractions as part of their normal classroom management procedures. However, for any violation of the TCHS discipline code, administrators will apply one or more of consequences. Those offenses not reflected in the Tift County High School discipline cycle will be administered with respect to Tift County Schools Code of Student Conduct. Parents and students are responsible for becoming familiar with the Tift County High School discipline code and cycle.

DEFINITIONS OF PROGRESSIVE DISCIPLINARY CONSEQUENCES

TEACHER DETENTION

If a teacher assigns a student detention in their room, he or she must report for detention on time. Students who are late or who do not report for detention will be referred to the office for administrative disciplinary consequences (i.e., ISS, or OSS). Student should not bring prohibited materials, which include headphones, radios, pagers, cards, and any non-academic items to detention. The parent must provide transportation home.

ADMINISTRATIVE AFTER-SCHOOL DETENTION

Administrative after-school detention is assigned to students with excessive tardies recorded in PLASCO and to those students receiving a written discipline referral for misbehavior. After school detention is held Monday -Thursday from 3:15 to 4:00 in room 201. Skipping detention will result in 1 day ISS. Students should not bring prohibited materials, which include headphones, radios, pagers, cards, and any non-academic items to detention. The parent must provide transportation home. Students are to report on time and bring assignments to actively work on and complete, There will be no talking or socializing and students will not be allowed to sleep or put their heads down on the desk.

IN-SCHOOL-SUSPENSION

Students who are assigned In-School-Suspension (ISS) will report to the ISS room (201). Students must work throughout the day on school-work/assignments. Students will remain in the ISS room the entire school day. Students will receive lunch while in ISS and are not permitted to leave during the lunch hour.

OUT-OF-SCHOOL-SUSPENSION

Students assigned Out-of-School Suspension (OSS) are prohibited from coming on Tift County High School campus. Likewise, students who are assigned OSS are not to attend any school functions hosted at Tift County High School, or any other Tift County property. Students who return to school during their suspension will be charged with **criminal trespassing and subject to further disciplinary actions.**

Students are responsible for obtaining make-up work from teachers upon completion of the suspension term, as well as for completing the work and turning it in. **Students may request work during suspension, through the guidance department. Request must allow 24-hour notice.**

Tift County High School Disciplinary Cycle

Codes: AAD = Administrative After-school Detention; ISS = In-School Suspension;

OSS = Out of school suspension; PC = mandatory parent conference.

*** Offenses marked with an asterisk (*) can be causes for legal citations or charges to be filed in addition to school disciplinary consequences**

OFFENSE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
TARDY	WARNING	AAD	AAD-PC	ISS 1 DAY-PC	ISS 2 DAYS-PC
CELL PHONE	30 DAYS	60 DAYS	90 DAYS		
REFUSAL TO GIVE UP CELL PHONE	TEACHER 3 DAYS OSS & 3 DAYS ISS	ADMINISTRATOR 5 DAYS OSS & 5 DAYS ISS	ALTERNATIVE SCHOOL RECOMMENDATION		
DRESS CODE	AAD	AAD-PC	ISS 1 DAY-PC	ISS 3 DAYS	PLAN D/E
RUDE & DISRESPECTFUL	AAD	AAD-PC	ISS 5 DAYS	OSS 3 DAYS	PLAN D/E
SKIPPING	ISS 1 DAY-PC	ISS 3 DAYS-PC	ISS 5 DAYS	OSS 1 DAY	PLAN D
*TOBACCO PRODUCT	ISS 3 DAYS-PC	ISS 5 DAYS-PC	OSS 3 DAYS-PC	OSS 5 DAYS-PC	PLAN D/E
SCHOOL DISTURBANCE	ISS 1 DAY-PC	OSS 1 DAY-ISS 1 DAY-PC	OSS 5 DAYS-PC	PLAN D OR E	PLAN D/E
*THEFT	ISS 1 DAY-PC	OSS 1 DAY & RESTITUTION	PLAN D OR E	PLAN D OR E	PLAN D/E
CLASS DISRUPTION	AAD-PC	ISS 1 DAY	ISS 3 DAYS-PC	OSS 1 DAY	PLAN D/E
*DISORDERLY CONDUCT	ISS 1 DAY-PC	OSS 3 DAYS-PC	OSS 5 DAYS-PC	PLAN D OR E	PLAN D/E
*PARKING VIOLATION	WARNING	AAD-PC	30 DAYS LOSS OF DRIVING-PC	60 DAYS LOSS OF DRIVING- PC	LOST FOR YEAR
PDA	WARNING-PC	ISS 1 DAY-PC	ISS 3 DAYS-PC	ISS 5 DAYS	PLAN D/E
OTHERS	REFER TO STUDENT CODE OF CONDUCT				

- FAILURE TO SERVE ISS OR VIOLATING RULES IN ISS WILL RESULT IN BEING ASSIGNED OSS.
- FAILURE TO SERVE OSS BY BEING PRESENT ON CAMPUS WILL RESULT IN BEING CHARGED WITH CRIMINAL TRESPASSING AND FURTHER DISCIPLINARY INFRACTIONS.
- ONCE THE FIRST FIVE STEPS OF THE TIFT COUNTY HIGH SCHOOL DISCIPLINE CYCLE HAVE BEEN IMPLEMENTED, STUDENTS WILL BE PLACED ON A BEHAVIOR CONTRACT. THE FOLLOWING TIFT COUNTY HIGH SCHOOL DISCIPLINE CYCLE WILL BEGIN: INFRACTION ONE/FIVE DAYS OF OSS; INFRACTION TWO/10 DAYS OF OSS; INFRACTION 3/ALTERNATIVE SCHOOL RECOMMENDATION.

Please be advised that the Tift County High School administrators reserve the right to make adjustments to the disciplinary cycle consequences when deemed necessary.

TCHS

Behavior Pyramid of Intervention

1. **Manage minor problem behaviors positively & quickly using classroom management strategies outlined in tier 1.**

Tier 1 Interventions

- **WARNING**
- **READING OF RULES**
- **INDIVIDUAL CONFERENCE**
- **PARENT CONTACT**
- **PARENT CONFERENCE**
- **VERBAL CORRECTION**
- **SPECIAL SEATING**
- **DETENTION**
- **ISOLATION**
- **REMOVE UNNECESSARY ITEMS FROM STUDENT**

2. **Manage chronic problems or major behavioral problems by proceeding to tier 2**

TIER 2 INTERVENTION

- **REFER TO PROPER ADMINISTRATOR**
- **REFER TO GUIDANCE DEPARTMENT**

Tardy Procedure and Policy

All students will be given two full days of verbal warning and directions at the start of the first semester. All students will be given the same kind of warnings and directions for one full day at the beginning of the second semester. Once this grace period is over, any tardy student must go to Mrs. Anderson for a PLASCO pass to class with consequences recorded. Upon student admittance to class with the PLASCO pass, the teacher must CHECK it for the correct date and time and return it to the student, PLASCO consequences for tardies:

1st – warning

2nd – 1 day administrative after school detention

3rd – 1 days administrative after school detention and parent contact

4th – 1 day ISS and parent contact

5th – 2 days ISS and parent contact

6th – 1 day OSS and parent contact

7th – Plan D in Code of Conduct

Procedure

When the tardy bell rings, all teachers will close their door. Students are not be allowed without a PLASCO pass from Mrs. Anderson All administrators will be doing a hall sweeps to make sure that the students are finding their way to and from their classrooms in a safe and timely manner.

Referral Process

Most discipline will be handled between classes or during that particular student's non-academic class. Dr. Holland will handle the 11th grade, Mr. Jarrett will handle all boy basketball players discipline and 10th grade, and Holland, Jarrett, and Bateman will share 12th grade discipline. Mrs. Gann and Mrs. Tucker will handle all female dress code violation.

Teachers will document the use of discipline interventions on the **Try 3 Discipline Sheet**. For minor infractions, teachers will send the referral, accompanied by a copy of the Try 3 Discipline Sheet, to Mrs. Hayes. Major infractions should be sent directly to the administrator.

Amendments

During the school year it may become necessary to change or add to the policies, rules, and regulations found in this handbook. The principal, superintendent, and the board of education reserve the right to amend or modify the policies, rules, and regulations at any time.

If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules, and regulations is to foster a safe atmosphere conducive to learning and to promote responsibility at Tift County High School.

Core Values

The Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment



Character Counts

Tift County Dress Standards (K-12)

The **rationale for dress standards** is to foster good citizenship and the schools' ability to achieve their academic and instructional purposes. The **goal** is to promote student learning, safety, and behavior by assisting students in making choices about appropriate school attire. The **expectation** is for students to dress in a clean, modest, and dignified manner reflecting self-respect and respect for others.

GENERAL GUIDELINES	SHIRTS / TOPS	SHOES / FOOTWEAR
<p>Clothing must be worn with appropriate undergarments and the undergarments must not be exposed.</p> <p>Clothing must not expose cleavage or midriffs.</p> <p>Clothing must not have holes or tears that expose the skin.</p> <p>Clothing, body, and hair should be clean.</p> <p>Clothing with words or graphics depicting or alluding to any of the following are strictly prohibited:</p> <ul style="list-style-type: none"> ▪ violence ▪ weapons ▪ gang affiliation ▪ sex ▪ profanity ▪ drug use ▪ alcohol ▪ tobacco ▪ intimidation ▪ bullying ▪ self-destructive behavior ▪ negative/inappropriate messages <p>Any attire deemed by the administration to be a threat to the safety and security of the campus or a distraction to the learning environment will not be permitted.</p>	<p>All shirts and tops must have sleeves and be appropriately sized.</p> <ul style="list-style-type: none"> ▪ Exception for grades 4-12: a dress jacket, blazer, shirt or sweater may be worn to cover a sleeveless top (tube tops not allowed) ▪ Exception for grades K-3: tank tops allowed (halter and spaghetti straps not allowed) <p>Un-tucked shirts must be hemmed and may not exceed the length of the hips. [or below wrist]</p> <p>Shirts that exceed the length of the hips must be tucked in.</p>	<p>Shoes must be worn at all times and properly secured.</p> <p>Appropriate footwear is required at all times in science laboratory, vocational shop, physical education and other classes deemed appropriate by the administration.</p> <p>Not allowed:</p> <ul style="list-style-type: none"> ▪ house slippers ▪ roller-skate shoes / heelys
	PANTS / SKIRTS / DRESSES	ACCESSORIES / HAIR
	<p>Pants and skirts must be fastened securely at the waist. Sagging and oversized pants are strictly prohibited.</p> <p>Pants, skirts, shorts and dresses must be knee length or longer.</p> <ul style="list-style-type: none"> ▪ Exception for grades K-3: shorts above knee of appropriate length allowed <p>Not allowed:</p> <ul style="list-style-type: none"> ▪ athletic sweat or sheer silky pants (except in the gym) ▪ pajama pants ▪ biker pants ▪ leggings without a skirt or dress of the above appropriate length. 	<p>Accessories or jewelry promoting gang activity, exhibiting demeaning symbols or words, presenting a hazard, or construed to be a weapon are strictly prohibited.</p> <p>Earrings and pierced jewelry may only be worn on the ears; other facial or exposed body piercing jewelry is not permitted.</p> <p>Hair bands and hair pins designed to secure hair from the eyes are allowed.</p> <p>Not allowed:</p> <ul style="list-style-type: none"> ▪ hair dyed inappropriate or odd colors ▪ excessive and distracting hair styles ▪ pierced earrings on males
		HEAD WEAR
		<p>All head wear, including sunglasses, must be removed upon entering the building.</p>

