

# Appling County Schools Grades PreK-5

## Parent/Student Handbook of Information 2011-2012

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**DISTRICT MISSION STATEMENT**

We are committed to providing a quality education that promotes maximum individual achievement and social responsibility.

**This handbook belongs to:**

Name\_\_\_\_\_

Phone\_\_\_\_\_

Homeroom Teacher\_\_\_\_\_

**APPLING COUNTY SCHOOL SYSTEM**  
**Title I Schools**  
**SCHOOL-PARENT COMPACT**  
**2011 – 2012**  
(Revised April 18, 2011)

**Mission Statement**

**The Appling County School System is committed to providing a quality education that promotes maximum individual achievement and social responsibility.**

**School Responsibilities**

***As an administrator, I will:***

- Provide a safe and orderly environment conducive to learning.
- Provide an environment that allows for positive communication among the teachers, parents, and students.
- Support teachers in providing high quality instruction.
- Provide an open door policy for parents.

***As a teacher, I will:***

- Believe that each child can learn.
- Show respect for each student and his/her family.
- Provide a safe, positive, caring environment, conducive to learning.
- Help each child grow to his/her greatest potential.
- Provide meaningful and appropriate homework activities.
- Provide meaningful teaching activities for various learners.
- Enforce rules fairly and consistently.
- Demonstrate professional behavior and a positive attitude.
- Seek ways to involve parents in school activities.
- Come to class well prepared to teach.
- Communicate regularly with families about students' progress.

**Parent/Guardian Responsibilities**

***As a parent/guardian, I will:***

- See that my child attends school every day and is on time.
- Show respect and support for my child, the teachers, and the school.
- Communicate with my child's teachers on a regular basis.
- Insist that all homework assignments be completed.
- Read with my child and let my child read to me.
- Talk with my child about his/her daily school experiences.
- Regularly monitor my child's progress (report cards, student planner, progress reports, and weekly signed papers).
- Participate at school in activities such as parent-teacher conferences, PTO meetings, Open House and other special events.

**Student Responsibilities**

***As a student, I will:***

- Come to school every day, prepared to do my best.
- Show respect for myself, my classmates, my teachers, my school, and my community.
- Tell my teacher or family if I need help.
- Obey all school and bus rules.
- Read on my own and with my family every day.
- Write down assignments, do my homework every day, and turn it in when it's due.

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLING COUNTY SCHOOL SYSTEM**  
**Escuelas de Title 1**  
**COMPACTO ENTRE LA ESCUELA Y LOS PADRES**  
**2011 – 2012**  
**(Revisado el 18 de abril de 2011)**

**Declaración de mission**

La Sistema Escolar de la Condad de Appling está comprometido de proporcionando una educación de calidad que promove ejecución máximo del individual y responsibilidad social.

**Responsibilidades de la escuela**

***Como el director/subdirector, voy a:***

- Proveer un ambiente seguro y con orden, donde los estudiantes pueden aprender.
- Proveer un ambiente que permite comunicación buena entre maestra, padres, y estudiante.
- Apoyar a las maestras en dando instrucción de calidad alta.
- Proveer una puerta abierta para los padres

***Como maestra, voy a:***

- Creer que cada estudiante puede aprender.
- Dar respeto por cada estudiante y su familia.
- Proveer un ambiente seguro y cariñoso, donde los estudiantes pueden aprender.
- Ayudar cada niño a crecer a su pontencial más alto.
- Proveer tarea que es apropiada y significativa.
- Asegurar que soy justo y regular con aplicación de las reglas.
- Demonstrar comportamiento profesional y una actitud positive.
- Buscar maneras para incluir los padres en actividades escolares.
- Venir a clase preparado a enseñar.
- Comunicar con regularidad con familias sobre el progreso de estudiantes.

**Responsibilidades de los padres**

***Como padre, voy a:***

- Asegurar que mi hijo/a está asistiendo escuela cada día, a la hora apuntada.
- Dar respeto por mi hijo/a, las maestras, y la escuela.
- Comunicar con las maestras de mi hijo/a con regularidad.
- Insistir que toda la tarea sera completada.
- Leer con mi hijo/a, y permitir que el/ella puede leer a mi.
- Hablar con mi hijo/a sobre sus experiencias escolares diariamente.
- Seguir el progreso de mi hijo/a (con su horario, papeles, notas, etc).
- Participar en las actividades escolares (como juntas).

**Responsibilidades del estudiante**

***Como estudiante, voy a:***

- Venir a escuela cada día, preparado de hacer lo mejor que puedo.
- Dar respeto por mi mismo, mi clase, mis maestras, mi escuela, y mi comunidad.
- Avisar a mi maestra y mi familia si necesito ayuda.
- Seguir todas las reglas escolares y del autobús.
- Leer solo y con mi familia cada día.
- Apuntar mis tareas, hacer mis tareas, y entregar mis tareas diariamente.

Firma del Director/SubDirector: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de los Padres: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de la Maestra: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma del Estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

Appling County School System  
TITLE I-A PARENT INFORMATION  
2011 - 2012  
**(Revised June 24, 2011)**

Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides funds to eligible K-12 schools based on the income level of households from the federal and state governments. These funds are utilized to ensure that students receive a quality education and meet academic standards. Six schools identified as Title I schools in the Appling County School System are Appling County Primary School, Appling County Elementary School, Fourth District Elementary School, Altamaha Elementary School, Appling County Middle School, and AMIKids Baxley Wilderness. As Title I funding recipients, these schools must set goals for improvement, measure student progress, develop supplemental programs in addition to regular classroom instruction, and involve or inform parents on various aspects of the programs available.

Title I schools can choose to implement what is called a school wide program or a targeted assistance program. School wide programs have much flexibility in how to spend their Title I, Part A funds as long as they engage in strategies that improve the quality of the learning environment with a high-quality curriculum for all students. Targeted-assistance programs may use the funds for a smaller number of eligible students who are failing or are at risk of failing to meet state academic content standards through supplementary educational services.

The Appling County Middle School, Appling County Elementary School, Fourth District Elementary School, Altamaha Elementary School, and Appling County Primary School are school wide programs which means Title I funds are appropriated for each student. Additionally, the AMIKids Baxley Wilderness is a targeted-assistance program which means funds are appropriated for a smaller number of eligible students. These schools are permitted to use Title I funds to provide high-quality educational programs, supplemental resources, well-trained staff, and promote school, family, and community relationships in order to raise the academic achievement of students. However, certain provisions are in place for each school and system that utilize funds from Title I.

Each school must hold an annual meeting to inform parents or guardians of how Title I affects their child's school. Title I's funding, requirements, and the parents' right to be involved are explained. Schools recognized as Title I schools must develop a parental involvement policy. This policy describes what the school will do to involve and inform parents about the Title I program. It states how the school involves parents and how parents are informed on key issues such as the school's performance, student assessment results, and the school curriculum. During the year, the policy is studied and revised as needed. Each school's policy can be viewed at the school's media center, main office, or Web site. In addition to a school-level policy, school systems must have a district-level parental involvement policy. The Appling County School System does have such a policy. Parents may request a copy at the board office or find it online at the school system Web site.

In addition to the school parental involvement policy, each school must develop and distribute a school-parent compact. **A copy of each school's compact is given to the parents/guardians each school**

**year for approval.** It outlines how parents, school staff, and students share responsibility for improved student achievement.

The parental involvement policy and compact are developed by each school's staff and parent representatives. An annual parent survey is also given to assess the strengths and weaknesses of the parental involvement component of Title I. **If you are interested in participating in this process, please contact your child's school principal.**

Title I schools inform parents or guardians of student performance and progress. This is accomplished through diversified avenues of correspondence such as weekly papers and/or weekly progress reports, planners, mid-semester progress reports, report cards, or summaries of state test results.

Title I schools encourage the involvement of parents. Parents can actively participate in the educational process of their child through varied means such as school committees, PTO/PTA, school meetings, parent/teacher conferences, volunteering, or parent sessions. Parents may monitor their child's progress by checking a planner or weekly progress report, homework, graded work, mid-semester progress reports, report cards, or assessment scores. There are many strategies parents can use to support or enhance their child's learning experience such as using flash cards to remember basic facts, having hands-on materials such as beans to solve problems, or asking the child questions, during a story, to check for understanding. Additionally, many of these strategies are demonstrated in parent sessions that are offered throughout the school year.

To encourage parental involvement at home, parents also have access to monthly newsletters concerning relevant parenting topics and a parent resource center called Discovery Place. Discovery Place Parent Resource Center is funded through the Title I program. Supplemental educational materials are provided to assist parents and students in the home. The Discovery Place staff is available to help parents and students understand grade level expectations, assessment components, or strengths and weaknesses of students in regards to assessment results. Please call 367-8821 for more information concerning Discovery Place Parent Resource Center.

For more information on Title I or parent resources, a contact list is provided below.

Georgia Department of Education – (404) 463-1956 or [www.gadoe.org](http://www.gadoe.org)  
Appling County School System – (912) 367-8600 or [www.appling.k12.ga.us](http://www.appling.k12.ga.us)  
Appling County Middle School – (912) 367-8630 or [www.appling.k12.ga.us/ApplingMiddle/](http://www.appling.k12.ga.us/ApplingMiddle/)  
Appling County Primary School – (912) 367-8642 or [www.appling.k12.ga.us/ACPS2/](http://www.appling.k12.ga.us/ACPS2/)  
Appling County Elementary School – (912) 367-8640 or [www.appling.k12.ga.us/ACES/](http://www.appling.k12.ga.us/ACES/)  
Fourth District Elementary School – (912) 367-3250 or [www.appling.k12.ga.us/FDESWeb/](http://www.appling.k12.ga.us/FDESWeb/)  
Altamaha Elementary School – (912) 367-3713 or [www.appling.k12.ga.us/altamaha/](http://www.appling.k12.ga.us/altamaha/)  
AMI Kids - Baxley Wilderness – (912) 367-3383 or [www.amikids.org](http://www.amikids.org)

# 170 Day Calendar

**1st Semester 43/42 – 8 ½ Weeks**  
**2nd Semester 42/43 – 8 ½ Weeks**

Pre-Planning: ----- August 3rd, 4th, 5th, 8<sup>th</sup>  
First Day of School: -----August 9th  
Labor Day: ----- September 5th  
End of 1st 8 ½ Weeks: ----- October 7th  
Holiday: -----October 10th  
In-Service Day: -----October 11th  
Veterans Day: ----- November 11th  
Thanksgiving Holiday: ----- November 21st – November 25<sup>th</sup>  
End of 2nd 8 ½ Weeks: ----- December 16th  
End of 1st Semester: ----- December 16<sup>th</sup>  
Christmas Holidays: ----- December 19th- December 30th  
Holidays: ----- January 2nd – January 6<sup>th</sup>  
In-Service Day: ----- January 9th  
Holiday: ----- January 16th  
Holiday: -----February 20th  
End of 3rd 8 ½ Weeks: ----- March 9th  
In-Service Day: ----- March 12<sup>th</sup>  
Holiday: ----- April 6th  
Spring Break: ----- April 9th – April 13<sup>th</sup>  
End of 4th 8 ½ Weeks: ----- May 18th  
Last Day of School: ----- May 18th  
Graduation: ----- May 18th  
Post Planning: -----May 21st, 22nd, 23rd

## Testing Calendar 2011-2012

	<b><i>Fall</i></b>	<b><i>Winter</i></b>	<b><i>Spring</i></b>	<b><i>Summer</i></b>
<b>GAA (Grades 3-8)</b>	Window Sept. 6, 2011-Mar. 30, 2012	Benchmark Dates: 1st Collection Rdg./Math Oct. 12, 2011 1st Collection Science/SS Nov. 11, 2011 2nd Collection Rdg./Math Jan. 27, 2012 2nd Collection Science/SS Mar. 1, 2012		Due March 16, 2012 (to School TC) Due March 23, 2012 (to System TC)
<b>ACCESS for ELLs</b>		Window Jan. 17 – Mar. 02, 2012 Group Testing Jan. 30–Feb. 3, 2012		
<b>GKIDS (Kindergarten)</b>			Entry & Reporting by May 5, 2012 (Due to GaDOE May 13, 2012)	
<b>Writing Grade 3</b>			Due March 30, 2012	
<b>GHS GT</b>	Sept. 12-15, 2011 (Retest)	Oct 31- Nov. 3, 2011 (Retest)	March 26- 29, 2012 (Main)	July 16-20, 2012 (Retest)
<b>GHS WT</b>	Sept. 27, 2011 (Main) Sept.28, 2011 ( Make-up)	February 29, 2012 (Retest) Mar. 1, 2012( Make-up)		July 18, 2012 (Retest)
<b>EOCT</b>		Nov. 29-Dec. 12, 2011 (see ACHS schedule for dates of each content area)	Apr.30-May 11, 2011 (see ACHS schedule for dates of each content area)	
<b>Writing Grade 8</b>		Jan 18, 2012 Jan.19, 2012 ( Make-up)		
<b>NAEP</b>		Jan. 30 – Mar. 9, 2012 (If selected to participate, the actual date will be announced.)		
<b>Writing Grade 5</b>		March 7, 2012 March 8, 2012 ( Make-up)		
<b>CRCT-M (Grades 3-8)</b>			April 17-19, 2012 (Rdg., ELA, Math) April 20 & 23, 2012 (Make-up)	
<b>CRCT (Grades 3-8)</b>			April 23-27, 2012 (Rdg., ELA, Math, Sc., SS) April 30-May 3, 2012 (Make-up)	Retest Gr. 3, 5, 8 TBA

## **STUDENT EDUCATIONAL RECORDS**

As a parent, you have the right to (1) inspect and review your child records; (2) request the amendment of your child records which you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights; (3) provide consent to disclosures of personally identifiable information contained in the records except those disclosures which are allowed by law without parent permission; (4) file with the U. S. Department of Education a complaint concerning alleged failures of the school or system to comply with these requirements. School officials defined as certificated employees of the school system may have access to records on a need to know basis. If you wish to review, inspect, or request an amendment of your child educational record you should contact your child Principal. When a student reaches 18 years of age or is attending an institution of postsecondary education these parent rights transfer to the student.

## **NOTICE OF DIRECTORY**

The Appling County School System, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child education records. However, Appling County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the school system to include this type of information from your child education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs, school's internet website, and sports activity sheets, such as for wrestling, showing weight and height for team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Schools must provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the school that they do not want their child's information disclosed without their prior written consent.

If you do not want the Appling County School System to disclose directory information from your child's education records without your prior written consent, you must notify your child's Principal in writing within ten (10) school days of receipt of this notification. The following information has been designated as directory information: student's name; address; telephone listing; photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

## **TEACHER QUALIFICATIONS**

Parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested: (1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction; (2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualification or certification criteria have been waived; (3) the college major and any graduate certification or degree held by the teacher; (4) whether the student is provided services by paraprofessionals, and if so, their qualifications. If you wish to request information concerning your child's teacher's qualification, please contact your child's principal.

## **ABESTOS MANAGEMENT**

Annual notification relative to asbestos management plans is hereby provided for parents/guardians of all students who attend classes in Appling County Schools. Each school has an Asbestos Management Plan that shows the location of materials that contain asbestos or materials that are assumed to contain asbestos. The plan is on file in the principal's office and may be reviewed or obtained during normal business hours. Annual notification is required even if the school contains no asbestos.



## ATTENDANCE POLICIES AND PROCEDURES

### Attendance Requirements

#### **Georgia Code 20-2-690.1**

Parents/guardians of students who miss more than five (5) days unexcused absences shall be considered in violation of Georgia Code 20-2-690.1 and upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court.

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.

Students are expected to be in attendance in Appling County Schools in accordance with compulsory attendance laws and for the number of full-length days prescribed by law. A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

### **Excused Absences**

A student who is absent from school should bring a written excuse from his/her parent/guardian for the absence on his/her first day back to school. Excuses for absences shall be furnished in writing, signed by the student's parent or guardian, and shall specifically state the reason(s) for the absence. All excuses will be evaluated by the principal or his designee to determine if the absence is excused or unexcused. Excuses, which are received after the third day back to school, shall not be accepted and the absence shall be considered unexcused.

Appling County Board of Education policy (JB) states that students may be excused for the following reasons.

1. Personal illness or attendance in school that endangers a student's health or the health of others.
  2. A serious illness or death in a student's immediate family necessitating absence from school.
  3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
  4. The observance of religious holidays, necessitating absence from school.
  5. Conditions rendering attendance impossible or hazardous to student health or safety.
- Unexcused absences are all other absences that are not defined as excused by Policy JB.

### **Family Leave Absences**

A parent may request Administrative approval for up to two (2) days **Family Leave Absence (FLA)** per semester. The FLA will be considered an **unexcused** absence but the student may make up missed work for a grade. This request should be made prior to a planned FLA but must be requested within three days upon returning to school.

### **Grades and Absences**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

### **Exemption Policy**

Students who have successfully completed assignments and school requirements, cleared fines and fees, and earned teacher and parent/guardian permissions may be exempt from no more than one-half of the school day on the last day of the first semester and/or the last day of the second semester of the 2011-2012 school year. Such students will be considered present on these days if they have attended at least one-half of each of the exemption days.

## WALKERS

Walking to or from school is discouraged unless a child is accompanied by a parent/guardian due to safety concerns.

## LATE BUS

If a bus comes in late, the bus student must check in with the front office for an excused admission slip. An announcement will be made from the Principal's office giving the bus number of the late bus(es).

## PARENT TRANSPORTATION

Parents/Guardians will use the designated areas to pick up or drop off students at assigned times. When you drop off your child in the morning you must pull to the side or park in a designated parking spot in order to NOT block the traffic flow. When you pick up your child in the afternoons, you may pull through the pickup line, or if you exit your vehicle, you must park in the designated areas and not block through traffic.

## CHECK-IN POLICY

Any student who arrives at school anytime past 7:50 AM must sign in through the Front Office. Students will be issued an **Admittance Slip** or a call from the front office denoting excused or unexcused tardy and time of arrival. Tardies will be included in the student's tardiness record. Students arriving on late buses will be issued excused admission slips or a call from the front office. **Early sign out will be documented as a tardy.**

A student who is tardy to school must submit a note to the front office when signing in from parent/guardian or doctor explaining the tardiness. Examples of excused tardies are: visits to doctor, emergencies, or unexpected events as approved by the administration.

## CHECKOUT POLICY

The clerical and administrative staff may not release students to anyone other than a parent or legal guardian or to those adults designated on the student information form in cases where the student becomes ill and the parent/guardian cannot be reached. This policy reflects concerns for the safety and well-being of our students. **ONLY** in situations involving emergencies at home or sickness of the student at school will the policy be waived. **Early sign out will be documented as a tardy.**

Students who become ill at school will be sent to the school nurse prior to the office staff contacting the parent to sign the student out.

Students may not sign out at lunch/homeroom unless a parent or guardian comes to campus and signs them out or the student has brought a verified doctor or dentist's appointment to the office. Students will not be called from class during the last 15 minutes of school. The only checkouts permitted during the last 15 minutes of the day are those who have a verified checkout note in the front office.

A student, who returns to school after signing out for any portion of the school day, must sign in with the front office upon return to the campus.

### Sign Out Procedures

1. Report to front office prior to homeroom.
2. Present a request in writing from a parent/guardian stating the reason for signing out and the name of the person who will sign student out.
3. The student must report to the Front Office at the designated time to be signed out by the staff.

## PERFECT ATTENDANCE

For the purposes of determining perfect attendance for the year, students shall be counted present when they are in attendance at least one half (11:30) of the instructional day.

## SUPERIOR PERFECT ATTENDANCE

Superior attendance certificates will be given to students who meet the requirements set forth by Representative Tommy Williams (no tardies and no early sign-outs).

## VISITORS

Appling County Schools welcome parents and patrons who wish to visit the school. ALL VISITORS ARE REQUIRED TO ENTER AND EXIT SCHOOL VIA THE FRONT OFFICE. (Visitors are not allowed to enter/exit through classroom doors, backdoors, or side doors.) VISITORS MUST RECEIVE A PASS/PERMISSION TO ENTER SPECIFIC PARTS OF THE SCHOOL.

## MESSAGES

Miscellaneous messages cannot be delivered during the school day. Students receiving messages will be called to pick up their messages when announcements are made at the end of the day unless the message is an emergency. Students should discuss their appointments and other activities after school with their parents outside of school time.



## TELEPHONE/MESSAGES

The front office will accept telephone messages for students only in case of an EMERGENCY. These messages must be from a parent or guardian. CLASSES WILL NOT BE INTERRUPTED FOR MESSAGES UNLESS IT IS AN EMERGENCY.

## MOMENT OF SILENCE

State law requires each public school to conduct a moment of silence during the school day to give students an opportunity to reflect on anticipated activities of the day. A moment of silence and the pledge of allegiance will be observed at the beginning of the school day.

## EMERGENCY DRILLS

Fire drills and tornado drills are required by state law. Practice drills for fire and other emergencies are part of the Emergency Preparedness Program. Students will be provided information and practice on how to respond to each type of emergency. Evacuation routes, fire alarm and extinguisher locations, and information on tornado protection are posted in each classroom.

## TRANSACTIONS

Students are not allowed to bring to the school or while riding the bus any item for the purpose of swapping or selling said item with any other student. Any deals or business arrangements made at home will need to be conducted at home. **No trading cards will be allowed at school.**

## FIELD TRIPS

Students who do not receive permission will not be allowed to attend the field trip. Students who are not in good academic standing and/or do not demonstrate appropriate conduct may not be allowed to attend the field trip. These decisions will be made at the discretion of the administration.

## REPORT CARDS

Report cards are issued at the end of each grading period (two times during the semester). The semester grade is an average of these two report cards. Teachers will be using a computerized grading program called *Infinite Campus*. Each teacher will issue a progress report to all students at the midterm mark of each grading period. Parents may access student grades and other data utilizing Parent Portal. Pre-K will be using Work Sampling Online to document student progress.

### Grading System

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

# **PROMOTION POLICY**

## **K-5**

### **PROMOTION AND RETENTION**

The practice of retaining students for athletic purposes is prohibited in the district schools of Appling County. It is the stated goal of Appling County Schools to provide the best possible education for all its students. We believe it is the joint responsibility of teachers, students, parents, and administrators to ensure that every student achieves at least a level of minimum competency required for economic and social survival in this county. To that end, the Appling County Board of Education has adopted this policy outlining the minimum requirements for promotion in kindergarten through eighth grade.

Standards have been set at every grade level, but failure to meet those standards does not dictate retention. Every student who fails to meet minimum standards must be referred for careful review by teachers, principal, and other specialists. Only when retention is determined to be of benefit to and in the best interest of the individual child is promotion denied. In every case, an alternative educational plan is to be devised for students retained in Kindergarten through grade 8.

All professional staff members should become familiar with the requirements and procedure set forth for their grade level teaching assignments. It is only in careful and systematic adherence to requirements and procedures at every grade level that all students will receive the fair, impartial, and equitable treatment that they deserve.

Any student who is not meeting promotion criteria during the retention year must be referred to the Student Support Team and reviewed during the retention year.

### **I. DEFINITIONS**

- A. Accelerated instruction - challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in the shortest possible time.
- B. Additional instruction - academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Student Achievement, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- C. Differentiated instruction - instructional strategies designed to meet individual student learning needs.
- D. Grade level - standard of performance, as defined by the Office of Student Achievement, on a Criterion-Referenced Competency Test.
- E. Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- F. Placement committee - the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Criterion-Referenced Competency Test. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Criterion-Referenced Competency Test.
- G. Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.
- H. Retention - the re-assignment of a student to the current grade level during the next school year.

NOTE: The Criterion-Referenced Competency Test (CRCT) is a state provided curriculum assessment and all CRCT references in this document will be based on the receipt of timely, valid reports from the state.

## **II. PROMOTION STANDARDS AND CRITERIA**

### **Kindergarten Criteria for Promotion**

Students in kindergarten must be recommended for promotion by the classroom teacher. The teachers' recommendation must be based on the results from the state-mandated kindergarten assessment. The teachers' recommendation should be based on documentable data and might include other sources such as: class performance, subject area achievement, local curriculum benchmark assessments, teacher observations, and other sources.

### **Grade One and Grade Two Criteria for Promotion**

1. Students must be recommended for promotion by the classroom teacher. The teachers' recommendation should be based on documentable data and might include sources as: classroom performance, subject area achievement, local curriculum benchmark assessments, teacher observations, and other sources. The results of the Criterion Referenced Competency Test (CRCT) must be reviewed and considered in making a decision about student placement and instructional support when required.
2. Earn a yearly average of 70% or higher in Reading.
3. Earn a yearly average of 70% or higher in Math.

### **Grade Three Criteria for Promotion**

Students in grade three must:

1. Be recommended for promotion by the classroom teacher. The teacher's recommendation should be based on documentable data and might include sources such as: class performance, subject area achievement, norm referenced test results when required, local curriculum benchmark assessments, teacher observations, and other sources. The results of the CRCT must be reviewed and considered in making a decision about student placement and instructional support and meet the requirements as outlined in Section III of this policy (Georgia Requirements for grades 3, 5 and 8).
2. Earn a yearly average of 70% or higher in Reading.
3. Earn a yearly average of 70% or higher in Math.

### **Grade Four Criteria for Promotion**

Students in grade four must:

1. Earn a yearly average of 70% or higher in Reading and Math and earn a yearly average of 70% or higher on at least two of the following subjects: language, science, and social studies.
2. Be recommended for promotion by the classroom teacher. The teachers' recommendation should be based on documentable data and might include sources such as: class performance, norm referenced test results when required, local curriculum benchmark assessments, work habits, and other sources. The results of the CRCT must be reviewed and considered in making a decision about student placement and instructional support.

### **Grade Five Criteria for Promotion**

Students in grade five must:

1. Earn a yearly average of 70% or higher in Reading and in Math and earn a yearly average of 70% or higher on at least two of the following subjects: language, science, and social studies. Be recommended for promotion by the classroom teacher. The teacher's recommendation should be based on documentable data and might include sources such as: class performance, norm referenced test results when required, work habits, and other sources. The results of the CRCT must be reviewed and considered in making a decision about student placement and instructional support and meet the requirements as outlined in Section III of this policy (Georgia Requirements for grades 3, 5 and 8).

## **K-8 PROMOTION RETENTION GUIDELINES**

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the committee to make grade-level placement decisions.

Report card grades for reading and math will be assigned by the student's primary instructor in those subjects. The primary instructor may be a regular classroom teacher, a Remedial Education teacher, or a Title I teacher. When Title I is supplemental, the Title I teacher will not assign the report card grade, but may confer with the student's primary instructor concerning the report card grade.

Students transferring into Appling County Schools will have grades from their former school averaged with grades earned in Appling County.

The number of retentions allowable in grades K-5 is two (2) and in grades 6-8 is one (1).

There will be no more than one retention in any grade.

Teachers will turn their grade books into the school office at the end of each school year. The grade books must be kept for the period of time required by the board approved Records Retention Schedule.

### **HONOR ROLL**

The Honor Roll will be announced at the end of each grading period, as calculated by the school data program.

### **HONORS AND AWARDS**

Individual Schools have unique ways of recognizing student achievements. Each school website has additional information concerning Academic Recognition.



### **RESPONSE TO INTERVENTION**

Response to Intervention (RTI) is a multi-step approach to providing services and interventions to students who struggle with learning at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education or both. Referenced from NCLD.org.

### **HOSPITAL-HOMEBOUND INSTRUCTION**

A student who has a medically diagnosed physical condition that is non-communicable and restricts him/her to home or to a hospital for a period of time which will significantly interfere with the student's education may be eligible for services of an itinerant hospital-homebound instructor. The counseling office should be contacted to make arrangements for this program.

## CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the elementary schools. To encourage good nutrition, a well-balanced breakfast and lunch are offered at a reasonable price. You are to observe the following rules:

1. All children who eat breakfast must go directly to the lunchroom upon entering the building.
2. Any student disrespectful or disobedient to teacher(s) or staff engaged in a fight going to breakfast, at breakfast, or coming from breakfast, will be punished.
3. Stay in single file going and coming to the cafeteria. Avoid pushing, shoving, and breaking in line.
4. A student will either eat in the cafeteria or bring his/her lunch from home.
5. All food must be eaten in the cafeteria. No food is to be carried out.
6. No chewing gum is allowed in the cafeteria.
7. Everyone must drink milk unless special permit from physician is obtained in writing; then, substitutions will be made.
8. Chairs must not be moved from one table to another.
9. Remain in the cafeteria as a group during the lunch period.
10. Leave the area around your table in a clean condition for your classmates.
11. No competitive food will be allowed in the cafeteria in original wrapper, unless a student has it in a lunch box as a part of his/her lunch (candy, etc.).
12. Parents are invited to eat lunch with their child at least one time during the school year.

The school lunchroom will work with parents and teachers in any way possible if a child has a special diet (example-diabetic; extreme allergies) or a religious belief that prevents him/her from eating certain foods. The lunchroom manager should be consulted when there is a problem that needs special attention.

The Nutrition Program provides a well-planned, nutritious and delicious breakfast and lunch to all students and teachers. The cafeteria features two choices from which students may select.

Pre-Pay	Breakfast	Lunch	Reduced Breakfast	Reduced Lunch	Employee	Visitor
Daily	\$0.70	\$1.25	\$0.30	\$0.40	\$1.60(B) \$2.40 (L)	\$1.85(B) \$2.50(L)
1 week	\$3.50	\$6.25	\$1.50	\$2.00	\$12.00 (L)	
2 weeks	\$7.00	\$12.50	\$3.00	\$4.00	\$24.00 (L)	
4 weeks	\$14.00	\$25.00	\$6.00	\$8.00	\$48.00 (L)	
1 year	\$126.00	\$212.50	\$54.00	\$72.00	\$432.00 (L)	

Note: Please remember to include your lunch account number on the Pre-Pay envelope.

Every child and teacher has a lunch account number. By participating in our **PPS** (PrePay Service), you will never have to **scramble** for lunch money again.

Applications for free and reduced meals are available at the beginning of the school year. Please complete and return to your SNP manager to see if your family qualifies.

### Charge Policy

We strongly oppose charging school lunch or breakfast!! In the event your child must charge, we will allow a \$5.00 maximum. Students with charges that exceed the \$5.00 maximum will be served a nutritious sack lunch. Charge slips will be sent home weekly. If payments are still not made, further action may be taken.



## CLASS BEHAVIOR AND EXPECTATIONS

Students are expected to exhibit appropriate behavior in the classroom and on campus. They are to show respect to teachers, classmates, administrators and visitors. Students should follow all class rules and policies established by the teacher.

The classroom is a working, learning environment, and the student is an active participant in the learning process. If a student has a health problem that causes sleepiness, the school should be notified. Otherwise, the student should be alert. Students, who do not meet this expectation, can expect interventions.

Students are expected to come prepared for class. They should bring textbook, notebook, pencil and paper, and other supplies to each class and homework when it is due. When in class, students should pay attention to instruction, cooperate in classroom activities and help create a learning environment for themselves and their classmates.

Teaching and learning are interdependent activities. In order for learning to occur, the student must be willing and ready to do his/her part. Parent involvement in supporting these expectations is essential.

## CONDUCT IN HALLS

Students are to observe the follow rules:

- a. Do everything possible to aid the orderly movement of traffic in the halls by observing rules of friendliness and courtesy.
- b. Keep moving when the halls are crowded, thus avoiding pushing and blocking hall traffic.
- c. Keep to the right when going to and from classes or lunchroom.
- d. Pass quickly and quietly through the halls.
- e. Do not linger near entrances or room doors.
- f. Enter and leave the building in a quiet and orderly manner through the nearest exits.
- g. Avoid bumping into others when crossing from one side of the hall to the other.
- h. Students are to be in their desks prepared to begin class when the tardy bell rings.
- i. A violation of any of the above rules will subject the student to punishment.

## STUDENT DRESS AND APPEARANCE

### Primary – PreK, K, 1, 2

Appropriate dress and manner are the accepted standard for all students. Unusual dress is inappropriate. To clarify: Students are expected to appear clean and neat. Students may wear shorts in warmer weather as long as they are of appropriate length. We encourage children to wear tennis shoes while participating in P. E. We request that names be written in jackets and encourage children to keep up with their possessions. Parents may be contacted when their child is inappropriately dressed.

### Elementary - 3, 4, 5

Appropriate dress and manner are the accepted standard for all students. Unusual dress is inappropriate. To clarify: Students are expected to appear clean and neat. Students may wear shorts in warmer weather as long as they are of appropriate length. Girls may wear skirts as long as they are of appropriate length (knee length or longer). Sleeveless shirts for girls must have at least a 2-inch wide strap, and undergarments must not be visible. . Young ladies should wear clothing of sufficient length (all the way around the body) to sit in a chair or desk without appearing immodest. **Hats, bandanas, do-rags inappropriate language on clothing, pants with holes or splits, pants with writing on the seat, rolled up pants, oversized bagging pants, dangling overall straps, dangling earrings/long earrings, sundresses without jackets, dangling shirttails, halter-tops, tank tops, muscle shirts, shirts with the midsection showing, and cleats are not permitted.** No visible underclothing or body piercings! Shirts must be tucked and belts must be worn and buckled on pants with belt loops. Shirts must be tucked, but belts are not required for elastic waist pants. Young men should visit the barber regularly. **NO** spray colored hair or face paintings is permitted. Tennis shoes are required for P.E. Parents may be contacted when their child is inappropriately dressed.

<b>Note: Violations of the dress code will be handled as outlined in the Code of Discipline.</b>
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## **ACCIDENT INSURANCE**

Insurance for all students is no longer provided by the Appling County Board of Education. The school offers parents an optional insurance at a nominal fee, which covers students while being transported on buses and during school hours. There is also a 24-hour policy available.

## **IMMUNIZATION**

Georgia Law requires that all students have a current immunization certificate on file at school.

## **SCHOOL NURSE**

Students may visit the nurse by appointment or in cases of injury or illness at school. The nurse will also provide health counseling, dispense medication and monitor students who have medical conditions such as asthma, diabetes or sickle cell anemia. A health information form must be completed and on file before a student can be administered medication (prescribed or over-the-counter).

## **MEDICATIONS AT SCHOOL**

School nurses are employed full-time at Appling County Schools. No medication will be administered to students without written permission from parents. Medication required for students must be brought to school by parents. Parents must provide the school with written instructions for proper dosage, time of medication, and time period. Medication must be stored in the school nurse's office and will not be administered by teachers. The school will not administer medication unless the parents have complied with the above. When the nurse is not on campus, designated school staff will see students who become ill or injured.

## **ASTHMA MEDICATION**

A student who has asthma may possess and use his/her asthma medication as prescribed:

- While in school;
- At a school-sponsored activity;
- While under the supervision of school personnel; or
- Before-school or after-school on school operated property.

## **ILLNESS OR INJURY AT SCHOOL**

We recognize that students become ill or injured at school. Initially, students will be referred to the school nurse. If the illness or injury is serious, parents/guardians will be contacted. Parents are urged to maintain an updated listing of emergency phone numbers with the school for swift communication in the event of an emergency situation regarding illness or injury. If an emergency, 911 will be called.

## **NO NIT POLICY**

Effective April 7, 1997, Appling County schools initiated a NO NIT policy regarding lice/nits. The policy reads, in part, as follows:

1. When lice or nits are discovered in a child's hair, that child will be immediately sent home for treatment.
2. Treatment will consist of a regimen as directed by the school. The regimen will be given to the parent/guardian when the child is picked up.
3. The child will be allowed to return to school only after it is determined by school personnel that the child's hair is free of lice and/or nits.

## **TEXTBOOKS, LIBRARY BOOKS, AND FINANCIAL OBLIGATIONS**

Textbooks and library books that are issued to or checked out by students must be returned to the teacher who issued the book or returned to the library and checked in accordance with library regulations. Any and all books that are not returned must be paid for. Substitute books are unacceptable. Those students who do not return property that belongs to the school or Board of Education must pay for the books, other property, or damages. The student must clear all financial responsibilities each semester. For those students who fail to meet their financial obligations, the following actions will be taken. Until payment is made, students will not be able to receive a report card or participate in some activities.

Once these books are returned and all financial obligations are met, then these restrictions will be removed. It is important to remember that school property is public property and must be used with care.

## MEDIA CENTER

1. An OPEN concept is the philosophy of the media center.
2. Students should cease talking before entering the media center. Talking may disturb someone who is reading, studying, or doing research.
3. The media center allows students to use any book he/she chooses without checking with the desk as long as they stay in the media center and place the book back on the shelf or on the desk when finished. When taking material of any kind out of the media center, it must be checked at the proper place and with the proper person.
4. Books are checked out for two weeks. Fines of \$0.05 per day will be charged for overdue books. Each student is responsible for books checked out to them. Report cards are held until fees for lost or damaged books have been paid.
5. Students using the media center do not talk loudly, chew gum, eat, or cause any unnecessary disturbance.
6. Many students use books, magazines, and media center facilities. **DO NOT DIMINISH BOOK'S USEFULNESS BY MARKING, TEARING, AND CHEWING!**
7. Students may check out books or do research.
8. Students are issued one I.D. card. The students must bring this card with them any time they come to the media center. If the student loses the card, \$5 may be charged to receive a new card. Students must use the media pass each time they visit the media center

## INTERNET USE

The purpose of the internet is to support research and education in and among academic institutions by providing access to unique resources and opportunities for collaborative work. All users of Internet services must maintain strict compliance with all applicable ethical and legal rules and regulations. Failure to comply with these procedures shall be deemed grounds for revocation of privileges, potential disciplinary action, and/or appropriate legal action. Any student who wishes to access the Internet in the school system must obtain and read the system Internet Use Policy. The student and parent must read and sign the Acceptance of Terms and Conditions form and return it to the school to be filed. Internet cards will be provided to students who have received permission to access the Internet.

## OFF LIMITS AREAS

Students are expected to be in assigned areas. If students need to go to any area that is considered off limits, they must receive permission from a teacher or an administrator.

## SEARCH AND SEIZURE

According to law and board policy, delegated school officials may have access to student lockers, automobiles and personal belongings while under school supervision, and when there is reason to suspect the welfare of students and other personnel may be threatened, or when the violations of school rules are involved. A metal detector and/or alcohol breath analyzer may be used in searches if circumstances warrant and there is reasonable suspicion. The search shall be made in the presence of at least one witness except in emergencies, or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities. Random searches may be conducted during the school year.

**Delegated Search Officials:** (1) Principal and/or assistant principals during both regular school hours and/or any function under school jurisdiction. (2) Certified school personnel who have responsibility for students who are required to be away from school before or after regular school hours. (3) School resource officer.



## SEXUAL HARASSMENT - MISCONDUCT

No student, employee, or visitor, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or nonverbal. Sexual harassment is a violation of Appling County Board of Education policy (GAF/JP, 12-9-93). This policy protects students from sexual harassment by other students, teachers, administrators, other school personnel, visitors, or independent contractors. It also protects teachers and other school staff and employees from harassment by students, other school employees, or visitors to campus.

Examples of sexual harassment include verbal harassment or abuse, including jokes, name-calling and sexual rumors; repeated remarks to a person, with sexual or demeaning implications; unwelcome rubbing, touching in a provocative way, or pulling clothes; pictures, illustrations, or drawings with explicit sexual acts, suggestions, or other meanings; pressure for and/or soliciting sexual activity accompanied by implied or explicit threats concerning grades, job, evaluation, assigned duties, etc.

Instances of sexual harassment should be reported immediately to teachers, administrators, or other appropriate school officials. If a student is being subjected to sexual harassment by an adult, or school employee, or official, such instances should be reported to the principal or the superintendent. Sexual misconduct is subject to discipline as outlined in the ACHS Code of Discipline and/or Appling County Board of Education policy. All acts of sexual misconduct will be reported to the school social worker for review and referral to the Department of Family and Children Services (DFACS).

Because of the serious nature of sexual harassment, any person who intentionally or knowingly makes false allegations of sexual harassment is subject to severe disciplinary penalties

## BUS REGULATIONS – CONDUCT

**All rules and policies are in effect while students are loading, unloading, being transported, and at bus stops.**

Students are expected to follow behavior guidelines posted on Appling County school buses and any other reasonable requests made by bus drivers. Failure to cooperate with the driver may endanger other riders and result in suspension from the bus as outlined in the Code of Discipline.

### BUS FIGHTS

The safety of all passengers on a school bus is a primary concern for the Appling County Schools. With the support of the Board of Education, a “zero tolerance” for fights on school buses for middle and high school students is currently in effect.

Unlike a playground, hallway, lunchroom or classroom, it is extremely difficult to seek safety inside a school bus when there is a fight, especially if the bus is moving. The risk for collateral injury to innocent students is much greater on a school bus than on a school campus, where innocent students could escape the immediate area for their own safety. There is great danger when fists, long fingernails or thrown objects miss their intended mark and instead injure an innocent student sitting nearby. This danger is even more likely for younger children such as pre-kindergarten students who sometimes must ride on buses with older students. When a bus driver is focused on the highway, there is little chance of the driver being able to immediately intervene and stop the fight, at least until he or she can safely stop the bus and break up the fight. The safety of innocent students depends on all students following bus rules, especially those related to fights and serious disruptions. A “zero tolerance” policy is in effect on all Appling County School buses.

### BUS CONDUCT

Students must follow all posted rules and reasonable requests made by the bus driver. Common courtesy in behavior and language should be observed at all times.

Students shall be prohibited from acts of physical violence as defined by Georgia Code Section 20-2-751.6 bullying as defined by subsection (a) of Georgia Code Section 20-2-751.4 physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior. **Students involved in a fight on a school bus may be suspended from riding the bus for 90 consecutive school days in addition to the school punishment for fighting.**

Students are prohibited from using any electronic device during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

## Bus rider rules:

1. Must never tamper with bus.
2. Must not leave books, lunches, or other articles on the bus.
3. Must not throw anything out of the windows.
4. Are not permitted to leave their seats while the bus is in motion.
5. Are expected to be courteous to fellow students and to the bus driver.
6. Must be absolutely quiet when approaching a railroad crossing.
7. Are subject to similar rules of behavior and punishment that apply while at school.
8. Continually violating these rules may result in losing riding privileges.
9. Will not be allowed to bring live animals or insects on any bus to or from school.
10. Will not be allowed to bring flowers in glass containers nor balloons.
11. No baseball bats are permitted on the bus except when transporting a baseball team.

## CONSEQUENCES

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Writing Assignment
3 <sup>rd</sup> offense	1 day off bus
4 <sup>th</sup> offense	2 days off bus
5 <sup>th</sup> offense	3- 5 days off bus
<b>Continued offenses may result in long term suspension.</b>	
<b>Bus suspension is at the administrator's discretion.</b>	

## CODE OF DISCIPLINE

The home, school, and community must work together to establish a fair and effective discipline program. Appling County School teachers and administrators believe that our students have been taught acceptable behavior at home, and that they know how to behave in a respectful manner. This includes accepting corrections of their behavior with respect. Young people will make mistakes, but it is expected that students will make a good faith effort to correct misbehavior and treat others --teachers, administrators, and classmates--with the same dignity and respect they expect for themselves. Our teachers, administrators and other staff members remain committed to a fair and impartial enforcement of the code.

It is expected that students will behave in such a way as to facilitate a learning environment for themselves and other students. Students are expected to respect each other and school district employees, obey student behavior policies adopted by the Appling County Board of Education and the student behavior rules established by the Appling County Schools. Students and parents should become familiar with the school policies, regulations, rules, and disciplinary consequences cited in the code.

All disciplinary options in the code of discipline are at the discretion of administrator or teacher. Individual circumstances, severity of offense, and other factors may be taken into consideration when decisions are made with an attempt to be consistent and fair, and every effort will be made to protect the rights and dignity of the student. Student support services that may help the student address behavioral problems may be utilized. The school, system, or other public entities and community organizations may provide these support services. Teachers are authorized and expected to maintain classroom discipline through student conferences, parent contact and conferences, teacher punishment and if the behavior persists or is severe referral to the administration. It should also be noted that corporal punishment may be administered. Corporal punishment will not be an option, however, if it proves to be ineffective for a particular student.

*NOTE: Teachers and administrators have the authority to take customary and reasonable measures to maintain proper control among students placed under their care and supervision. Such measures may include the use of lawful authority to restrain or correct pupils and maintain order. Surveillance cameras will be used to monitor the campus and/or school buses, and recorded events will be used as evidence for disciplinary procedures.*

### Parent Notification

**The student's copy of his/her Discipline Report will be considered sufficient parental notification. Disciplinary actions involving Home-Time-Out or Out- of-School Suspension will also include parent notification by phone and/or mail.**

## OFFICE REFERRAL CONSEQUENCES MAJOR OFFENSES

<b>** All consequences are at the discretion of the administrator.</b>	
First Offense	Conference, warning, and/or parent notification
Second Offense	Parent conference, writing assignment, and/or paddling
Third Offense	Paddling or home time out
Repeated Offenses	Home time out or suspension from school
<b>Serious Violations</b>	<b>Immediate suspension regardless of number of offenses</b>

## CODE OF DISCIPLINE RULES

### 1. SCHOOL DISTURBANCES

Students are not to commit acts, which cause disruption of learning opportunities or threaten the safety of others.

### 2. CLASSROOM/HALLWAY DISTURBANCE OR DISRESPECT/INSUBORDINATION

Students are not to cause classroom/hallway disturbances or show disrespect or insubordination. Teachers will attempt to resolve minor disturbances. A disturbance will be considered major if there is substantial disruption of learning and/or a threat to others.

Disrespectful conduct including the use of vulgar or profane language during school hours and at school related functions directed toward teachers, administrators, students, other school personnel, and other persons will not be tolerated.

### 3. LUNCHROOM CONDUCT

Lunchroom expectations are to be followed at all times.

### 4. ACADEMIC EFFORT

A student will make a reasonable effort toward academic achievement and progress. Repeated refusal to complete class or homework assignments will be a violation.

### 5. MISUSE OF TECHNOLOGY

This includes, but is not limited to, unauthorized use of computers and other technology and/or the viewing of pornography and other information or programming that is unacceptable or of no educational value.

### 6. BEING IN UNAUTHORIZED AREAS/OFF LIMITS

Students should not be in off limit areas without permission.

### 7. DRESS CODE

Students are expected to be in compliance with the guidelines as spelled out in our school dress code. Repeated attempts to disrupt the learning environment with improper dress will be a violation. The student will not be permitted to remain in class while in violation of this policy.

### 8. FAILURE TO PERFORM ASSIGNED CONSEQUENCES

No student will fail to carry out assigned consequences for misconduct. Administrative discretion can be used in cases involving extenuating circumstances.

### 9. CELL PHONES, ELECTRONIC EQUIPMENT AND OTHER INAPPROPRIATE ITEMS

Cell phones, pagers, laser pointers, electronic entertainment devices, or any other electronic communication device is prohibited during school hours (7:30 AM – 3:00PM). If (found in student's possession) during school hours the device will be confiscated. Parents are responsible for picking up device from school. Schools are not responsible for the loss or theft of these electronic devices.

## **10. USE OF PROFANE, VULGAR, OR OBSCENE WORDS, GESTURES, OR OTHER ACTIONS**

Use of profane, vulgar, or obscene words (written, verbal, in music, or drawn), gestures or actions during school, at school events or functions, or while en route to and from school or school events will not be allowed.

## **11. BULLYING**

In response to current Code Sections 20-2-145 and 20-2-751.4 in the Official Code of Georgia Annotated (School Law), "Bullying" is defined as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

## **12. CHEATING**

No student will demonstrate academic dishonesty by cheating on tests, class work, or homework. Students who knowingly allow students to copy their work are also considered cheating.

## **13. FORGERY/UNAUTHORIZED SIGNATURE**

Parent or guardian signatures on school documents are not to be signed by anyone other than the parent or guardian; records are not to be altered. Unauthorized use of hall passes, notepads, initialing or signing notes, forms and other such documents for teachers' signatures or approval, etc. is prohibited. Administrative discretion may be used depending on the severity of the forgery.

## **14. PUBLIC DISPLAY OF AFFECTION**

No inappropriate public display of affection will be allowed during the school day.

## **15. WILLFUL REFUSAL TO CARRY OUT INSTRUCTIONS OR IDENTIFY HIMSELF/HERSELF**

Refusal to carry out instructions of faculty or staff or repeated violations of school and/or class rules will not be allowed. Refusal to identify him/her upon request will not be allowed.

## **16. GAMBLING**

Students shall not engage in games of chance, which involve wagers of money or tokens.

## **17. OTHER ACTS OF MISCONDUCT**

Some acts of misconduct may not be specifically stated in the Code of Discipline. Such other acts will have disciplinary actions taken based on the nature and severity of the incident.

## **18. ILLEGAL ACTS**

Students may not violate, or attempt to violate, incite, advise, or counsel others to violate a law of the State of Georgia and/or the United States of America or school policy or rule.

## **19. TERRORISTIC ACTS, BOMB THREATS, PULLING FIRE ALARMS, FALSE CALLS TO 911, AND FIREWORKS INCLUDING SMOKE BOMBS**

Any student violating or attempting to violate a law of the State of Georgia or the United States of America while on the campus of any Appling County school or at any school function or event shall be subject to disciplinary action. (This includes calling in a bomb threat to any of the Appling County schools.)

## **20. ASSAULT ON FACULTY/STAFF MEMBER**

It is a violation of state law 20-2-751.5 for a student to physically or verbally assault and/or batter a teachers, administrators, other school personnel, or bus drivers.

### **Physical Assault or Battery 20-2-751.6**

The penalty for committing a physical act of violence including making physical contact of an insulting or provoking nature or causing physical harm against a school employee is expulsion for the remainder of the student's school years. Law enforcement authorities may be consulted for possible criminal arrest. The State Department of Public Safety will be notified to revoke driver's license.



## 21. VIOLENCE

Physical assault and/or battery on any person (student or persons attending school related functions) on the school grounds; off the school grounds at a school activity, function, event; or en route to and from school or a school function, activity, or event on system-supported transportation will not be allowed.

### Categories:

- 1a: Verbal abuse or intimidation
- 1b: Verbal assault, fighting words, minor push, or other actions that promote violence
- 1c: Fight (physical altercation) (direct or indirect) or battery

**Note:** *Students who refuse to retaliate in a fight will not be punished. Students who are hit by another student should report the incident to an adult. When clearly evident, as witnessed by an adult, that a student did not return punches, action taken will be left to the discretion of the administrator. Offenses involving extreme violence or threats to do bodily harm will be referred to tribunal.*

## 22. PORNOGRAPHY/SEXUAL HARASSMENT & MISCONDUCT

No student shall sell, distribute, or possess pornographic material; subject another student to sexual harassment or intimidation or giving the appearance of sexual misconduct, including being in areas off limits to the opposite sex; or engage in acts of sexual misconduct. All acts of sexual misconduct will be reported to the school social worker for review and possible referral to the Department of Family and Children Services (DFACS).

## 23. ANTI-GANG POLICY

The Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. It is therefore the policy of the Board of Education that gangs and gang activities are prohibited in the Applying County Public Schools. For purposes of this policy, a “gang” is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district. “Gang related or gang-like activity” includes, but is not limited to, the prohibited conduct set forth below. No student on, about school property, or at school related activities on or off school grounds shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang
- Engage in any act in furtherance of the interests of any gang or gang activity including but not limited to:
  - Soliciting membership in, or affiliation with, any gang
  - Soliciting any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
  - Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property
  - Engaging in violence, extortion, or any other illegal act or other violation of school policy
  - Soliciting any person to engage in physical violence against any other person

“Wannabees” are groups of youth not affiliated with recognized gangs but who engage in gang-like activities and/or mimic gang behavior. “Wannabees” will be dealt with as gangs under terms of this policy. In determining whether acts, conduct, or activities are gang related, school officials are encouraged to work closely with local law enforcement officials. Students who violate this policy shall be subject to the full range of school disciplinary measures, including expulsion up to one calendar year, in addition to applicable civil and criminal penalties.



## 24. WEAPONS – GA. Code Section 16-11-127.1

### ***Knife, Other, Handgun, Rifle***

Students cannot supply; possess, handle, use or transmit a knife or other objects that can be considered a weapon on the school grounds; off the school grounds at a school activity or event on system-supported transportation.

***"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nun chaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.***



## 25. ALCOHOL AND DRUGS

A student shall not possess, sell, use, transport, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind

1. At school or on school property at anytime;
2. Off the school grounds at a school sponsored activity, function, or event;
3. During school transportation.

A student shall not attend school or any school event after having consumed any quantity of alcohol or other illegal substance. Use may be detected by observation, odor, or other means. A student known to be under the influence of such substances at school or school event may be suspended. Students in possession of drug related paraphernalia including but not limited to cigarette papers, pipes, bongs, and scales shall be handled at administrative discretion according to type of contraband.

The school is available to assist students who use drugs or abuse alcohol by counseling, drug abuse education, and/or cooperation with other appropriate health care providers.

***Note:*** Use of a drug authorized by a medical prescription from a registered physician in the amount prescribed by the physician shall not be considered a violation of this regulation provided the medication is in its original container and given to the nurse when the student arrives on campus. Inappropriate possession or use of substances that look like or promoted as illegal drugs is a violation of this rule. Punishment for misuse of prescription and over the counter drugs will be based on the severity of the offense and at the administrator's discretion. Students needing to carry prescribed asthma medication must notify the school nurse.

## 26. TOBACCO

Students enrolled in Appling County Schools shall not possess, transmit, or use tobacco (or any paraphernalia such as lighters, matches, etc.) in any form on any school grounds during, before, or after school hours; or on any school grounds being used by any school group; en route to and from school while on system-supported transportation; off the school grounds while in attendance at any school function; or while otherwise subject to jurisdiction of school authorities.

Other inappropriate items include but are not limited to; roller blades and skates, skateboards, shoes with hidden skates, scooters. These items are also not allowed on school buses. The item will be confiscated and returned to the parent/guardian upon request.

Confiscated items not claimed at the end of the year will be disposed.



## 27. DESTRUCTION /THEFT FRAUD/ROBBERY BY INTIMIDATION

Theft of property, fraud or attempt to defraud by deception, willful and/or malicious destruction of, and /or threat to destroy, school property; willful vandalism including marking, defacing, or destroying public or private property while student is on campus and/or under school supervision; destruction or vandalism of any property belonging to any school personnel or any person legitimately at school will not be tolerated.

Students are responsible for the security of their personal belongings and school property that has been issued to them. In cases of theft or loss, the administration will attempt to resolve the matter; however, students must be aware that the recovery rate is low. Students are asked to leave large sums of money at home and never leave money or other valuables unattended in cubbies, classrooms, etc.

Students who tamper with technology/computers owned by the Appling County Board of Education will be in violation of this rule. This type of destruction would include loading viruses, unauthorized programs, or any other kind of alterations that interfere with the learning function of the school-owned property.

## SECLUSION AND RESTRAINT FOR ALL STUDENTS (O.C.G.A. §20-2-240)

### (1) DEFINITIONS

(a) **Chemical restraint** - any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition. Use of chemical restraint is prohibited in Georgia public schools and educational programs. (b) **Mechanical restraint** - the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. Use of Mechanical restraint is prohibited in Georgia public schools and educational programs. (c) **Physical restraint** - direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. (d) **Prone restraint** - a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position. Use of prone restraint is prohibited in Georgia public schools and educational programs. (e) **Seclusion** - a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1)(g) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is prohibited in Georgia public schools and educational programs. (g) **Time-out** – a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

### (2) REQUIREMENTS

(a) The use of seclusion is prohibited in Georgia public schools and educational programs. (b) The use of prone restraint is prohibited in Georgia public schools and educational programs. (c) The use of mechanical restraint is prohibited in Georgia public schools and educational programs. (d) The use of chemical restraint is prohibited in Georgia public schools and educational programs. (e) The use of physical restraint is prohibited in Georgia public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. 1. Notwithstanding the foregoing, physical restraint is prohibited in Georgia public schools and educational programs: (i) as a form of discipline or punishment, (ii) when the student cannot be safely restrained, and (iii) when the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records. (f) All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in

severe distress. (g) Schools and programs that use physical restraint in accordance with paragraph (2)(e) of this rule must develop and implement written policies to govern the use of physical restraint. Parents must be provided information regarding the school or 3 program's policies governing the use of physical restraint. The written policies must include the following provisions: 1. Staff and faculty training on the use of physical restraint and the school or programs policy and procedures, 2. Written parental notification when physical restraint is used to restrain their student within a reasonable time not to exceed one school day from the use of restraint, 3. Procedures for observing and monitoring the use of physical restraint. 4. The use of physical restraint to be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. 5. Procedures for the periodic review of the use of restraint and the documentation described in paragraph (2)(g)(4). (h) Schools and programs that use physical restraints in accordance with paragraph (2)(e) of this rule, must ensure that staff and faculty are trained in the use of physical restraint. This training shall be provided as a part of a program which addresses a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques. Schools and programs must maintain written or electronic documentation on training provided and the list of participants in each training. Records of such training must be made available to the Georgia Department of Education or any member of the public upon request. (i) Nothing in this rule shall be construed to interfere with a school system, school or program, or school or program employee's authority to utilize time-out as defined in paragraph (1)(g) of this rule or any other classroom management technique or approach, including a student's removal from the classroom, that is not specifically addressed in this rule. (j) Nothing in this rule shall be construed to prohibit a school system, school, or program employee from taking appropriate action to diffuse a student fight or altercation. (k) Nothing in this rule shall be construed to eliminate or restrict the ability of an employee of a school system, school or program to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this rule shall be construed to impose ministerial duties on individual employees of a school system, school or program when acting to protect students or others from imminent harm or bodily injury.<sup>4</sup> (l) In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in these rules shall be construed to interfere with the duties of law enforcement or emergency medical personnel. 1. Parents must be immediately informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

## **RE: Georgia Special Needs Scholarship**

Dear Parents:

If you are the parent of a student who receives special education in our school system, we want to let you know about your options to exercise public and private school choice. Under a state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia.

### **Public School Choice Options**

Parents may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student's existing individualized education program. However, a school system must agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a school in that system.

The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the Georgia State Board of Education. Acceptance into a state school will be contingent on the appropriateness meeting the student's needs in that setting. If the parent chooses this option, then the parent shall be responsible for transportation to the state school. Please contact the Georgia Department of Education for more information about transferring to a state school.

### **Private School Choice Option**

If you are interested in transferring your child to a private school in Georgia, you may be eligible to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://public.doe.k12.ga.us/>. Information relating to eligibility requirements may be found at [www.specialedoptions.com](http://www.specialedoptions.com). For more information regarding school choice or the special needs scholarship program, you may contact the Special Education Director at 367-8600.