

# ***Appling County Middle School***

Parent/Student Handbook of Information

2013/2014

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<http://applingmiddle.ga.acm.schoolinsites.com/>

Principal: Chris Roppe

Assistant Principal: Dr. Cathy Campbell



## **VISITORS**

**ACMS WELCOMES PARENTS AND PATRONS WHO WISH TO VISIT. VISITORS ARE REQUIRED TO CHECK IN AT THE PRINCIPAL'S OFFICE. THIS PROCEDURE PROTECTS THE CLASSROOM INSTRUCTIONAL PROCESS FROM UNDUE INTERRUPTION AND ASSURES VISITORS OF EFFICIENT RESPONSE TO THEIR SCHOOL NEEDS. STUDENTS ARE NOT PERMITTED TO BRING RELATIVES OR FRIENDS TO VISIT DURING THE SCHOOL DAY.**

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APPLING COUNTY MIDDLE SCHOOL

2013 – 2014 SCHOOL YEAR CALENDAR

Pre-Planning.....	August 2, 5, 6, 7, 2013
First Day of School.....	August 8, 2013
Holiday (Labor Day).....	September 2, 2013
Progress Reports.....	September 5, 2013
End of 1 <sup>st</sup> 8 1/2 Weeks.....	October 8, 2013
In-Service (Student Holiday).....	October 10, 2013
Holidays.....	October 11, 14, 2013
Report Cards.....	October 15, 2013
Holiday (Veterans' Day).....	November 11, 2013
Progress Reports.....	November 12, 2013
Holidays (Thanksgiving).....	November 25, 26, 27, 28, 29, 2013
End of 2 <sup>nd</sup> 8 1/2 Weeks & 2 <sup>nd</sup> Semester.....	December 18, 2013
Holidays.....	December 19, 2013–January 3, 2014
In-Service (Student Holiday).....	January 6, 2014
3 <sup>rd</sup> 8 1/2 Weeks & Second Semester Begins.....	January 7, 2014
Report Cards.....	January 8, 2014
Holiday (MLK).....	January 20, 2014
Progress Reports.....	February 4, 2014
Holiday.....	February 17, 2014
End of 3 <sup>rd</sup> 8 1/2 Weeks.....	March 7, 2014
In-Service (Student Holiday).....	March 10, 2014
Report Cards.....	March 12, 2014
Holidays (Spring Break).....	March 24, 25, 26, 27, 28, 2014
CRCT-M.....	April 1, 2, 3, 2014
CRCT-M (Make-Ups).....	April 4, 7, 2014
CRCT (Reading, Language, Math).....	April 15, 16, 17, 2014
Holiday.....	April 18, 2014
CRCT (Science, Social Studies).....	April 22, 23, 2014
CRCT (Make-Ups).....	April 24, 25, 2014
8 <sup>th</sup> Grade Trip (Wild Adventures).....	May 9, 2014
MORP.....	May 10, 2014
End of 4 <sup>th</sup> 8 1/2 Weeks & Graduation.....	May 16, 2014
Post Planning.....	May 19, 20, 21, 2014

\*\*Any day missed due to school closure for bad weather or other emergency may be made up on the holiday schedule on the calendar.



**ACMS 2013-2014 SCHEDULE**  
**ACMS Bell Schedules**

**SIXTH GRADE**

Homeroom	7:45-7:55
Academic 1	7:55-9:05
Academic 2	9:05-10:15
Conn.1	10:15-11:00
Conn. 2	11:00-11:45
Academic 3	11:45-12:30
Lunch	12:30-1:00
Academic 3	1:00-1:25
Academic 4	1:25-2:35
Study Skills	2:35-3:15

**SEVENTH GRADE**

Homeroom	7:45-7:55
Conn.1	7:55-8:40
Conn. 2	8:40-9:25
Academic 1	9:25-10:35
Academic 2	10:35-11:45
Academic 3	11:45-12:00
Lunch	12:00-12:30
Academic 3	12:30-1:25
Academic 4	1:25-2:35
Study Skills	2:35-3:15

**EIGHTH GRADE**

Homeroom	7:45-7:55
Academic 1	7:55-9:05
Academic 2	9:05-10:15
Academic 3	10:15-11:25
Lunch	11:25-11:55
Academic 4	11:55-1:05
Conn. 1	1:05-1:50
Conn. 2	1:50-2:35
Study Skills	2:35-3:15

**VISION**

Appling County Middle School will be a school of excellence for all learners.

**MISSION STATEMENT**

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

**OUR BELIEFS**

1. All individuals are valued and will be treated with dignity.
2. Quality education addresses individual needs and increases student achievement.
3. Effective teachers are the foundation of quality instruction.
4. Effective teachers use differential instructional strategies to address the needs of all learners.
5. High expectations, in an organized environment, are essential for optimal learning.
6. An emotionally and physically safe environment promotes learning.
7. A strong partnership among home, school, and community increases student achievement.
8. Well maintained facilities and equipment and the use of appropriate technology enhance the learning environment.
9. Modeling and teaching character values promote social responsibility and citizenship.
10. Extracurricular activities promote school and community involvement and personal and social development.
11. A continuous process of improvement is based on research and best practices.
12. All students have the ability to learn and share responsibility for learning.
13. A variety of assessments will drive instructional decisions.

# **APPLING COUNTY MIDDLE SCHOOL MIDDLE SCHOOL PROGRAM 2013-2014**

Appling County Middle School will be using the middle school concept for the 2013-2014 school year. This concept is designed especially for students in grades six, seven, and eight to help ease the transition from elementary school to high school. It provides for the expansion of the basic skills learned at the elementary level and allows for more curricular opportunities. This new program also provides more time for teachers to discuss and plan for student needs.

The Appling County Middle School Program contains grades 6, 7, and 8. The school has a full time principal, assistant principal, guidance counselor and media specialist.

## **LANGUAGE ARTS/READING**

The English/language arts and reading course involves the development of skills in reading, writing, listening, speaking and viewing. Students are instructed in reading, literature, the writing process, grammar, spelling, speaking and listening skills, and vocabulary development. Our approach to the ELA program is an integrated one based on the philosophy that effective communication is one of the most important skills a person learns. Writing instruction will include accuracy in usage, punctuation, and spelling as students write for real purposes and real audiences. Writing instruction will be aimed at developing fluency, appropriateness, depth, and effectiveness. The study of novels will enhance the reading text and allow students to view authors' techniques of writing for appreciation and as a means to improve written expression. ACMS implements the Common Core Georgia Performance Standards in English/language arts.

## **MATHEMATICS**

The mathematics program at the middle school implements Common Core Georgia Performance Standards. The program focuses on engaging the students in the development of mathematical understandings, comprehension of mathematical concepts, and critical thinking. The primary emphasis will be on helping students realize connections between mathematical concepts and solving real world problems. The new math program is characterized by an increased rigor which sets high expectations for all students.

## **SCIENCE**

The middle school science program is designed to give students the scientific background they need for the more specific high school science courses. The approach is, to the greatest extent possible; a research based "hands-on," learning experience. Students solve problems using the scientific method: forming hypotheses, specifying procedures for proving or disproving the hypotheses, and formulating conclusions. Sixth graders focus on earth science. Seventh graders focus on life science, and eighth focus on physical science. We believe that all students need to know the basics of science and the scientific method in order to understand the complex and ever-changing world in which we live.

## **SOCIAL SCIENCES**

The social science program at the middle school uses an area studies approach in which students examine geographic patterns, as well as historical, political, social, and economic development of specific cultural regions. The cultural areas studies include Latin America, Asia, Africa, Australia, and Oceania. Eighth grade students study a cultural area a bit closer to home—Georgia. The Georgia studies program uses the same cultural studies approach to examine the geographic, civic, historical, and economic factors, which have worked to make Georgia unique. Both Seventh and Eighth grade students briefly investigate the geographical and historical development of Appling County. Social science skills, including map and globe usage, time and chronology, socialization and democratic leadership, information processing, and problem solving are interspersed throughout the curriculum. Social studies lessons incorporate literacy skills in both reading and writing.

## **HEALTH AND PHYSICAL EDUCATION**

The health program at the middle school level provides instruction in preventing the spread of communicable diseases; the use and abuse of drugs, alcohol, and tobacco; coping with physical, social, and mental stress; nutrition; Red Cross First Aid, and CPR; and sex education. The physical education program stresses the importance of physical activity as a worthwhile use of leisure time throughout life. It helps students develop the ability to set personal fitness goals, develop a fitness program, and carry out the program and evaluate the results. The program also helps students understand the basics of cooperation, competition, and leadership by providing a variety of opportunities for participation in individual, dual and team sports. Students are required to wear tennis shoes for physical education, so that they can be active participants in the program.

## **GIFTED**

Appling County Middle School believes that identified gifted students should receive a challenging and diverse curriculum, which provides opportunities to enhance and maximize the high ability levels of students through acceleration, critical thinking, and real-world problem solving activities. These identified gifted students exist within the student body population and are found within all

socioeconomic, gender, and ethnic groups. Because these students display exceptionally high abilities in academics, creativity, and/or leadership areas, a differentiated curriculum is provided to gifted students through an advanced content class delivery model or cluster grouping model. Students are provided a course syllabus or contract to document differentiation and outcomes.

Students may be referred for consideration to receive gifted services by counselors, school administration, teachers, parents or guardians, peers, or others with knowledge of the student's advanced performance in specific areas. Students who score at specific levels on norm referenced tests are considered automatically for further assessment to determine eligibility for gifted services. Written consent is obtained prior to testing or placement into the gifted program (160-4-2-.38). A gifted referral form is posted on the school's Web page and is available in the school's administrative office.

## **STUDENT EDUCATIONAL RECORDS**

As a parent, you have the right to (1) inspect and review your child's records; (2) request the amendment of your child's records which you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights; (3) provide consent to 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's educational record you should contact your child's Principal. When a student reaches 18 years of age or is attending an institution of postsecondary education these parent rights transfer to the student.

The Appling County School System forwards education records to other schools that have requested the records and in which the student seeks or intends to enroll.

## **NOTICE OF DIRECTORY INFORMATION**

The Appling County School System, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child's 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's 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; 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.

## **ASBESTOS MANAGEMENT PLAN**

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.

## **ADMISSIONS**

Effective April 15, 1996, Appling County Board of Education policy requires students to be residents of Appling County in order to be enrolled. Nonresident students who enrolled prior to this date will not be subject to this requirement; however, nonresident students who withdraw will not be allowed to reenter.

All students requesting first time admission to Appling County Middle School shall be admitted only upon being enrolled by (1) a parent of the student; (2) an adult who may be caring for the child under court order or has been awarded legal custody of the student by any court in this state or in any other state; or (3) an adult with whom the student actually resides and who is exercising parental control over the student pursuant to the consent of the parents of the student or the abandonment of the student by the parents.

The principal shall require from any adult who is not the parent of the student proof of legal custody or a certificate setting forth the circumstances whereby the adult is exercising parental control. The principal shall make reasonable inquiry to determine the truth of the facts set forth in the certificate. Upon furnishing the required proof or certificate and, appropriate verification of the facts set forth therein, the adult, parent or legal guardian enrolling the student shall be deemed the legal authority of the student for all school purposes. However, a parent, legal guardian, or an adult acting in the place of the parent may not enroll a student, if the purpose of the student residing with such adult is to avoid tuition as a nonresident or to avoid a suspension or expulsion imposed by our school or another school district.

A birth certificate, acceptable transfer papers, immunization certificate, and any other additional documents as required by statute or School Board policy shall be required of each student prior to formal school admission. Out of state students who produce transfer papers without a certificate of immunization will have 30 school days to produce this certificate. If at the end of this 30-day period such papers have not been produced, the student will be dropped from school until this requirement has been met.

A transferring student applying for admission to ACMS must provide a certified copy of his/her disciplinary record from the school previously attended. In lieu of complying with this condition, a transferring student may be admitted on a conditional basis if he/she and his/her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administrators.

The student or his/her parent/guardian shall also disclose on the same document as the release disclosure whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed. The student or parent/guardian shall also disclose whether the student is presently serving a suspension or expulsion from another school, the reason for the discipline, and the terms of the discipline.

Child with identifiable handicaps will be formally admitted only upon the recommendation of an officially held Special Education Meeting. Services will be provided and class assignments will be made as directed by this committee. The principal may make temporary assignments until a Special Education Committee meeting can be held.

Any student who voluntarily withdraws or is administratively withdrawn from school will be allowed to reenter the following semester under these guidelines: (A) The age limit has not been surpassed for school attendance; (B) The parents or guardians along with the reentering student and the school administrator must sign a contract which stipulates conduct, attendance requirements, and penalties for future withdrawals; (C) The student must reside in Appling County.

## HB 251 PUBLIC SCHOOLCHOICE

Parents of K-12 public school students in Georgia now have the option to enroll their child in any school within the local school district which they now reside. The law requires, among other things, that each school district implement a universal, streamlined process to manage such transfers by July 1 of each year.

Features of House Bill 251:

- A parent/guardian can elect to send a child to another public school in the same school district as long as there is classroom space available at the school after its assigned students have been enrolled;
- If a parent elects to exercise this choice option, the parent assumes all costs associated with transporting the child to and from the selected school;
- A student who transfers to another school pursuant to this law may continue to attend such a school until the student completes all grades of the school;
- If a parent request a transfer to a school that does not have the services required by the current Individualized Educational Plan (IEP) or Individualized Accommodation (IAP), nothing in the law requires the school to develop those services as long as they are available within the local school district;
- Any student transferring under this law shall be subject to the eligibility requirements of the Georgia High School Association.

## RULES, GUIDES, AND POLICIES 2013-2014

Any rule, guide or policy written herein is done so for the benefit of all students. Students are requested to pay particular attention to all safety rules listed.

### NON-RESIDENT STUDENTS

The students whose home or place of residence is in a county other than Appling County are not to attend school in this county. Exceptions are as follows

- a. Students who resided out of county prior to 5/13/96 and attended Appling County Schools.
- b. Students whose parent(s) or legal guardian(s) teach in the Appling County System.

### ACTIVITY FEE

Each student will be assessed a \$10.00 activity fee to offset school costs for planners and other school related items.

### SCHOOL ATTENDANCE

Students are encouraged to be in school every day. Students who miss a day of school also miss a day of learning that might never be replaced. Help make school a top priority by building the habit of daily attendance.

Attendance is a basic requirement of student progress in school. Appling County Middle School encourages regular attendance and shall intervene early when students begin to accumulate excessive absences. ACMS shall work to enforce the compulsory attendance laws by referring students with excessive absences to the school social worker. A student shall be referred when he or she has accumulated five (5) unexcused absences. A student who misses 15 days or more of school is subject to retention.

**Attendance is vital to the success of the student. Excessive absences will result in loss of privileges to go on field trips, attend school dances and assemblies, enter beauty pageants, and/or any other curricular activities.**

The school social worker, as attendance officer for this system, will work with the family of students having attendance problems. Efforts will be made to help the family resolve attendance problems. In cases where satisfactory

#### GEORGIA CODE 20-2-690.1

Parent/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.



resolution of attendance problems does not occur, it shall be the duty of the school social worker to file proceedings in Juvenile and/or State Court to ensure compliance with compulsory attendance laws. Five (5) or more unexcused absences may result in court action being taken.

Questions about the attendance policy should be directed to the principal.

Students with extended illnesses (more than 10 days) may qualify for the Hospital/Homebound program.

## **HOSPITAL-HOMEBOUND INSTRUCTION**

A student with 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 (a minimum of 10 school days), will be eligible for services of an itinerant hospital-homebound instructor. The counseling office should be contacted to make arrangements for this program. **Students are not eligible to participate in school or extracurricular activities while on Hospital-Homebound instruction.**

## **EXCUSED ABSENCES**

A student who is absent from school should bring a written excuse to his/her homeroom teacher 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. Make-up work for absences will be handled when the student returns to school.

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

Personal illness or attendance in school that endangers a student's health or the health of others,

A serious illness or death in a student's immediate family necessitating absence from school, 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, the observance of religious holidays, necessitating absence from school, and/or conditions rendering attendance impossible or hazardous to student health or safety.

Students shall be counted present when they are serving as pages of the Georgia General Assembly.

A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

When children wish to leave school during the day they are required to bring a note from parent or guardian. The principal must approve this note. Verbal requests and personal pick-up by parents are acceptable. Excessive sign-outs will not be tolerated without doctor's excuses. Students must sign-out in the front office when leaving and clear with all teachers whose class they will miss for the remainder of the day. Students who are to participate in an extracurricular activity on a school day must have been present at school at least one-half of the day.

## **FAMILY LEAVE ABSENCES**

A parent/guardian may request Administrative approval of 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.

## **PERFECT/SUPERIOR ATTENDANCE**

For the purposes of determining perfect attendance for the year, students shall be counted present when they are: (1) in attendance at least one half of the instructional day and have no more than 4 unexcused tardies to school, (2) serving as pages of the Georgia General Assembly.

**Superior attendance** certificates will be given to students who meet the requirements set forth by Representative Tommy Williams. Only superior attendance recipients will be recognized with a certificate at Honor's Day.

## **CHECK-IN POLICY**

The first bell rings at 7:45 AM. The tardy bell rings at 7:50 AM, and all students are expected to be in class at this time. 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** denoting excused or unexcused tardy and time of arrival. If the slip is marked **unexcused**, the admitting teacher will include the tardy in the student's tardiness record. Students arriving on late buses will be issued excused admission slips. **STUDENTS WILL NOT BE ADMITTED TO CLASS WITHOUT AN ADMITTANCE SLIP.**

A student who is tardy to school must submit a note to the front office when signing in from parent/guardian, doctor, or court official explaining the tardiness. Examples of excused tardies are: visits to doctor, accident, court appearance, bus late to school, emergencies, or unexpected events as approved by the administration. ACMS allows students three unexcused tardies to school per semester before punitive action is administered. These three tardies are to allow for unexpected events such as; oversleeping, car not starting, flat tire, traffic citation, bus left. After (5) excused tardies in one semester, the student may be required to bring in a doctor's excuse. **After (5) unexcused tardies in one semester the student may not be eligible to participate in Reward Day Activities.**

## **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 office giving the bus number of the late bus.

## **CHECKOUT POLICY**

The ACMS clerical and administrative staff may not release students to anyone other than a parent or legal guardian or to an authorized adult designated on the student sign out card. This policy reflects ACMS 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.

Students who become ill at school will be sent to the school nurse prior to contacting the parent to sign the student out. 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. Any student who is absent from school or who signs out of school and comes on campus and does not sign in with the office may be considered truant at the discretion of the administration.

## **SIGN-OUT PROCEDURES**

1. Report to front office prior to 1st period.
2. Present a request in writing from a parent/guardian stating the reason for signing out.
3. The parent must call the ACMS Office between 8:00 and 9:00 a.m. to verify the note.
4. The office staff will verify the request and list the student's name on the morning report noting the time the student may be dismissed from class.
5. The student will report to the office at the designated dismissal time to be signed out by staff and await parent/guardian.
6. Students signing out before 11:30 a.m. (including being sent home by the school nurse) must bring an excuse within three (3) school days. If an excuse is not written, the absence will be unexcused.

## MESSAGES

ACMS wishes to cooperate with students and parents in the case of an emergency. Miscellaneous messages cannot be delivered during the school day. Students receiving messages will be given their message when announcements are made at the end of the school day unless the message is an emergency. Students should discuss their appointments and other activities after school with their parents outside of school time.

## 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.

## OFF-CAMPUS BEHAVIOR

Students who engage in an off-campus behavior, which could result in the student having DJJ charges and whose continued presence at school poses a potential danger to persons or property at school or disrupts the educational process, may face disciplinary action up to and including suspension or expulsion.

## OFF LIMITS AREAS

The following areas are off limits unless part of a school-related activity that the student is part of: (1) any part of the school a student does not have a class or permission to be in while classes are in session; (2) any construction area; (3) parking lots; (4) teacher's lounge; (5) anywhere on campus after 3:30 PM. A student is considered off-limits if he/she is in the bus loading area and does not ride a bus or is in the parent pick-up area and is not a pick-up student.

## SCHOOL AND YOUR DRIVER'S PERMIT/LICENSE

A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicle Safety if the student:

- A. Has dropped out of school without graduating and has remained out of school for ten consecutive days; or
- B. Has **ten or more days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year**; or
- C. Has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
  1. Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  2. Possession or sale of drugs or alcohol on school property or at a **school sponsored event**;
  3. Possession or use of a weapon on school property or at a **school sponsored event**. For purposes of this subparagraph, the term 'weapon' shall be defined in accordance with Code Section 16-11-127.1;
  4. Any sexual offense prohibited under Chapter 6 of Title 16; or
  5. Causing substantial physical or visible bodily harm or seriously disfiguring another person, including another student.

## CERTIFICATE OF ATTENDANCE

Students must sign up for their Certificate of Attendance **one day** in advance of needing their certificate. The certificate of attendance must be picked up the following school day after third lunch. Phone calls to sign up students will not be allowed. Students that have missed 10 unexcused days of school in the current and previous academic year WILL NOT receive a Certificate of Attendance. The Certificate of Attendance is valid for 30 days. The Certificate of Attendance for the summer must be picked up by the last day of school. CERTIFICATES OF ATTENDANCE FOR THE SUMMER WILL BE VALID ALL SUMMER IF DATED NEAR THE LAST DAY OF SCHOOL. A \$5.00 fee will be assessed for each additional copy of the Certificate of Attendance and/or ADAP certificate. Certificates of Attendance and/or ADAP Certificates **will not** be mailed or faxed. These certificates **must be** picked up in the Guidance Office by the student or parent/guardian.

## **FINES**

Students who owe any school fines will not be allowed to go on field trips, attend school dances and assemblies, enter beauty pageants, attend the MORP or any other curricular activities.

## **BUS REGULATIONS**

### **Conduct**

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

See Rule 11 Bus Conduct

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 ACMS Code of Discipline. Bus Loading Zone: Students riding afternoon buses are to wait in the breezeway in the front parking lot. All other areas are off limits, including the field house, weight room, parking lots and classroom building.

### **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 similar "zero tolerance" had a positive effect during its initial trial year in 2006-2007, as bus fights were greatly reduced.

Therefore, the following is effective as of the 2007-2008 school year: In addition to the normal punishment for fights, students in grades 6-12 who are guilty of fighting on a school bus shall be suspended for 90 consecutive school days.

In addition to the normal punishment for fights, students in grades P-5 who are guilty of fighting on a school bus may be suspended for up to 90 consecutive school days contingent upon the school principal's decision regarding the incident, maturity of the student and past discipline record.

## **PROMOTION POLICY GRADING SYSTEM**

Excellent	90-100	A
Good	80-89	B
Average	70-79	C
Failure	Below 70	F
Incomplete		I

Students in grades 6 and 7 must: (1) Earn a yearly average of 70% or higher in 3 of 4 academic subjects and (2) Be recommended for promotion by the teacher. The teacher's recommendation will be based on documentable data such as a norm referenced and/or criterion referenced test results, class performance, and other sources. The results of the CRCT must be reviewed and considered in making a decision about student placement and instructional support.

Students in grade 8 must: (1) Earn a yearly average of 70% or higher in 3 of 4 academic subjects and (2) Be recommended for promotion by the teacher. The teacher's recommendation will be based on documentable data such as norm referenced and/or criterion referenced test results, class performance, 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).

### **HONOR ROLL**

High Honor Roll - All students are considered eligible for High Honor Roll. Inclusive grades are 93-100.

Honor Roll - All students are eligible. Inclusive grades are 90-92.

### **STUDENT SUPPORT PROCESSES**

The Appling County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include RTI, school counselors, chronic disciplinary problem student plans, 504 plans, referral for psychological/behavioral evaluations, and referrals to outside agencies.

### **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia Law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia Law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

## **AWARDS FOR MIDDLE SCHOOL PROGRAMS**

An awards program is held during the last week of the school year to recognize those students who have excelled either academically or athletically. This program is primarily an “honors day” for the eighth grade students; however, outstanding sixth and seventh grade students are also recognized.

Some of the awards that have been presented during this program and the criteria used for selection are as follows:

### **ACADEMIC AWARDS**

#### **Top of the Team**

Awards are given for highest academic averages for each team per grade level.

#### **Accelerated Reader**

Awards are given to students who have accumulated the most points for each team per grade level.

#### **Beta Club Awards**

Awards given to the male and female with the highest academic average (1<sup>st</sup> – 3<sup>rd</sup> grading periods) per grade level.

#### **Uprising Star Student**

Highest Academic Average for 6<sup>th</sup>, 7<sup>th</sup>, and first half of 8<sup>th</sup> Grade Year.

### **ATHLETIC AWARDS**

Most valuable player awards are given to a player in each of the following areas of the athletic program:

- Football
- Girls Basketball
- Boys Basketball
- Wrestling
- Girls Tennis
- Boys Tennis
- Golf
- Girls Track
- Boys Track
- Softball
- Baseball

Selection of each MVP is either by vote of the team members and coaches or only by the coaching staff.

The following criteria are used for selecting MVP's:

1. Sportsmanship
2. Contribution to the team
3. School Conduct

### **CAMPUS POLICIES**

HAVE PRIDE IN YOUR SCHOOL. SINCE WE ARE ALL JUDGED BY THE APPEARANCE OF OUR “HOUSE”, LET’S KEEP THE CAMPUS AND GROUNDS LITTER FREE. PLEASE THROW ALL TRASH IN CANS.

- Tackle football and wrestling are strictly prohibited during the regular school day.
- Students are not to bring baseball bats and/or baseballs to school.
- Students are asked not to be on campus before school is officially opened for the day (7:30 a.m.) or after it is officially closed for the day (3:30 p.m.), unless under direct supervision of school personnel.
- Students are not to intimidate or harass other students by means of initiating, such as flag poling, etc. Students are not to congregate on sidewalks in large groups to disrupt traffic on walkways.
- **Students will not be called from class to answer telephone calls.** Emergency messages will be delivered to them. The telephone is to be used only in emergency situations and then only with permission from the secretary or principal. The telephone in the front office is to be used.
- The business office is for business and not a place for loitering, leave as soon as you have completed your business and do not

- bring others into the office with you.
- You are not to bring special personal items/equipment to school with you. Articles covered include radios, tools, hobby materials, cameras, toys, stuffed animals, caps, hats, blankets, pillows, sunglasses, bandannas, scarves, combs, picks, animals, skateboards, or antique weapons. Weapons, which are in any way dangerous, are not allowed.
  - Bicycles and skateboards are not permitted on school campus at any time.

## CLASSROOM POLICIES

- Students are to go to lockers only at designated times. Each teacher has full authority over conduct rules in his or her individual classroom.
- It is up to each student to obey the classroom rules. If you do not understand, respectfully ask the teacher for clarification
- While class is in session, you may leave only with permission of the teacher in charge. You are not to leave the classroom without an official pass. No student should ask for a pass without a good reason.
- Show respect to all teachers, especially substitutes. You must be in each class before the tardy bell rings. When class period ends, leave only after the teacher has dismissed you. Leave promptly to make room for other students coming in. If you wish to see the teacher after class, wait near his or her desk. Do not continue to occupy your seat after having been dismissed.

## FIELD TRIPS

Field trips are activities sponsored by individual teachers or teams in order to enhance classroom instruction. Students involved may be asked to share the expense of the trip. Teachers will send an Appling County Schools Permission Slip home to be signed by the parent and returned to school prior to every field trip.

Students will not be allowed to participate in the activity or field trip without the signed slip.

**Students who have more than (5) unexcused absences or (8) total absences may not participate in field trips without administrative approval. Students who have been written up or owe fines may not be allowed to go on field trips. Students who do not meet attendance requirements may not be allowed to go on field trips. Students assigned ISS, OSS, or Alternative School may not participate in a field trip including the 8<sup>th</sup> Grade Trip. Students not in good academic standing in all classes will not be allowed to attend the field trip.**

## REWARD DAY REQUIREMENTS

Reward Day is an opportunity for administrators and teachers to reward students for excellent attendance, academics and behavior. We punish only those who do wrong. It is only right to reward students with superior attendance, strive to achieve academic excellence, and do not disrupt the learning environment. Therefore, Reward Day will reward students that meet the requirements.

Students will be rewarded once a semester based on the following guidelines:

- 1) Activity Fee of \$10 Paid
- 2) Passing all subjects
- 3) No more than four absences per semester (excused or unexcused)
- 4) No more than two major write-ups for bus and/or school.

**Note: Severe disciplinary infractions such as Fighting, ISS or OSS immediately disqualify Reward Day participation.**

## FIRE DRILLS

State law requires fire drills. When the fire alarm sounds, all occupants will immediately evacuate the various rooms and buildings on campus. During the fire drill good order is imperative. Be calm, move orderly and quickly during the evacuation process and follow directions on fire drill routes posted in the rooms and buildings.

## FIRST AID

Any student that needs minor first aid will report to the subject matter teacher first and then to the school nurse. For more serious needs, report directly to the nearest adult or to the school nurse.

## **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). **ALL MEDICATION MUST BE GIVEN TO THE SCHOOL NURSE. STUDENTS ARE NOT ALLOWED TO HAVE PRESCRIBED OR OVER-THE-COUNTER MEDICATION IN THEIR POSSESSION ON SCHOOL PROPERTY/TRANSPORTATION.**

## **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
- While in before-school or after-school care on school operated property.

## **HALL POLICIES**

- Upon entering the hall, walk (never run) and always keep to the right.
- Keep your voice low. You may talk to your neighbors but only in a normal tone.
- Don't litter in the school building or school grounds.
- If the weather is bad, you may wait in the gym, lunchroom or other designated areas. Learn which areas are for waiting before classes or during lunch periods after you have finished eating.
- There will be no standing around in the halls while classes are in session. Be where you are scheduled to be.
- Students are only allowed on designated or grade-level hallways unless with special permission and/or a pass.
- Any student in the halls during class time must have special permission and/or a pass.
- When changing classes, keep moving and don't block halls or doorways.
- If you are not using the restroom, don't linger in or around them.
- Stay out of the halls where classes are being held during your lunch period.

## **IMMUNIZATION RECORDS**

It is a state law that a student cannot attend school without the proper immunization. Those students who are entering the school system from another system will be given 30 days to bring the proper certificate of immunization to school. After this time, the student cannot continue in school.

All students must present a statement from the Health Department or a doctor indicating that all immunizations are up-to-date, or they will be unable to enter school.

## **INSURANCE**

School time insurance will be available to all students enrolled in the Appling County Middle School.

Twenty-four hour insurance coverage is also available to all students and is the same as school-time coverage but is extended to provide protection "Round-the-Clock", all year including times when school is not in session at home, on weekends, holidays, and during vacation periods.

Applications are available on our school Website.

## **ATHLETIC INSURANCE**

All students who participate in interscholastic athletics for Appling County Middle School **MUST HAVE INSURANCE COVERAGE BEFORE PARTICIPATION.** Regular school-time coverage will satisfy this requirement at the sixth, seventh and eighth grade level.

If the present family plan covers interscholastic athletics and one does not wish to purchase the school-time coverage available through the school, a waiver must be signed by the parent or guardian releasing the school, school system or any employee of the system from any and all liabilities for injury or damages that would have otherwise been covered in the school time plan.

The school at no expense will provide a separate catastrophic insurance to the student.



All school-time plan coverage begins with the date of payment and extends to the policy expiration date. READ YOUR INSURANCE BROCHURE FOR SPECIFIC COVERAGE INFORMATION.

## MEDIA CENTER

This is a special area of the school used for the purpose of checking out books, quiet reading, doing research or working with computers.

The Media Center will be open before school begins, during lunch and after school for the benefit of all students and teachers.

The media specialist has the responsibility to ask anyone to leave if not complying with behavior policies of the Media Center.

The media specialist has the approval to determine the number of students that may be in the Media Center at any given time and may prolong the entrance of others until such time as a decrease in number warrants it.

## LUNCH AND LUNCHROOM POLICIES

Appling County Middle School Nutrition Program provides a well planned, nutritious and delicious breakfast and lunch to all students and teachers. The Ram Rock Cafe features three lines from which customers may dine; Rams Deli (Chef's salad or deli sandwich), A & J's Grille (hot sandwich), or Miss Martha's Homecookin' (hot plate).

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

Every child will be issued an identification (ID) card. The ID card, when swiped, accesses students' lunch accounts.

For security purposes, manually punching in ID numbers will be discouraged. Swiping ID cards will help correct the problem of students using incorrect ID numbers to charge a lunch. **ALL STUDENTS ARE EXPECTED TO HAVE THEIR CURRENT ACMS PHOTO ID CARDS WHEN THEY ENTER THE LUNCHROOM.**

The lunchroom provides students and faculty with well-planned and nutritious breakfasts and lunches. The price for lunch is \$1.50 for students and \$2.75 for adults. Breakfast prices are \$.90 for students and \$1.95 for teachers.

Reduced price for breakfast is \$.30 and lunch is \$.40. The price for a visitor breakfast is \$2.00 and lunch is \$3.00.

Students should go directly to the lunchroom upon arriving on campus to pay/prepay lunches.

## CHARGE POLICY

Student charges will only be able to accumulate a \$5.00 charge. Students are strongly encouraged to participate in the Prepay service.

You can now pay online for your child's meals and we encourage you to do so. LunchPrepay.com allows you to make meal payments on the internet using your credit card, check your child's meal account balance, get low balance alerts by e-mail, and see what your child is purchasing. Using LunchPrepay.com will remove the stress that comes with making sure your student has cash for lunch. It is an easy, secure and convenient way to pay for meals. Go to [www.lunchprepay.com](http://www.lunchprepay.com) to register.

Pre-Pay	Breakfast	Lunch	Reduced Breakfast	Reduced Lunch	Employee	Visitor
Daily	\$0.90	\$1.50	\$0.30	\$0.40	\$1.95 (B) \$2.75 (L)	\$2.00 (B) \$3.00 (L)
1 Week	\$4.50	\$7.50	\$1.50	\$2.00		
2 Weeks	\$9.00	\$15.00	\$3.00	\$4.00		
4 Weeks	\$18.00	\$30.00	\$6.00	\$8.00		
1 Year	\$153.00	\$255.00	\$54.00	\$72.00		

## **LUNCHROOM CONDUCT**

- Students are to stay in their respective designated area while eating and when finished eating.
- Students are to remain seated while in the lunchroom and refrain from walking around and “visiting” other tables.
- Students are not allowed in the lunchroom during breakfast time unless they are eating. When finished eating, they must leave the lunchroom.
- Students are expected to use good table manners and to refrain from loud talking in the lunchroom. Talk should be limited to the immediate table.
- The student is to carry his/her own tray and milk carton to the proper place. No soft drinks are allowed with lunch.
- Students getting a plate must get in either line 1 or line 2 to be served. Go to the end of the line you choose and do not cut into the line, even if you have a friend waiting there.
- Students eating lunch from home and getting milk from the lunchroom are to get in line as other students do.
- If you are directed to eat in a specific area or at a certain table, do so.
- Put all dishes or trash in the proper places.
- If you spill anything, you are responsible for cleaning it up. If you need help, ask the lunchroom staff.
- You must obey the lunchroom staff while you are in the eating area.
- No food or drinks may be taken out of the lunchroom.
- Lunches brought from home will be eaten in the lunchroom.
- Take- out orders from restaurants, etc. are not to be delivered to school or received by students at school.
- Meals may be paid for in advance by the week or month.
- ID cards should be swiped before you sit down to eat.

### **FOR BETTER LUNCHTIME - OBSERVE THE FOLLOWING:**

- Always be considerate of others.
- Don't break lines and don't allow others to break.
- Have your ID card ready so the line can keep moving and others won't have to wait on you.
- Students are to clean trash from table before putting up their tray.
- Keep your feet out of the aisle. Take care not to trip others.
- While in line, pay attention to getting your food. Don't ram your tray into the fingers of the person in front of you.
- Keep your voice in a low tone while talking to friends.
- Don't complain just to impress your friends. If something is really wrong, see the lunchroom manager for help.
- Balls and other playground items are not to be brought into the lunchroom.

## CHILD FIND

The Appling County School System is committed and obligated to identify, locate, and evaluate all children, birth thru twenty-one suspected of having disabilities and in need of special education services. These services are eligible to all children including Migrant, Homeless, and incarcerated children. If you suspect a child may have a disability and need services, please contact your school counselor or the Special Education Director.

## GEORGIA SPECIAL NEEDS SCHOLARSHIP

Under a state law (Senate Bill 10) passed in 2007, parents of students with disabilities have options to exercise public and private school choice. If a parent chooses another public system (and the system accepts), the parent is responsible for transportation. In addition, parents may request a transfer to a private school and may be entitled to funding to offset tuition costs. To find out more about school choice, please contact your **System Special Education Director** or go to the **Georgia Department of Education website**.



## CLASS BEHAVIOR AND EXPECTATIONS

ACMS 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. If a student has a grievance about a class policy, procedure or rule, he/she are expected to discuss the issue with the teacher in an appropriate manner, tone and at the appropriate time (after class).

Students should not sleep in class. **Students should not lay their heads down on the desk.** 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, he/she should see the school nurse and/or sign out. Otherwise, the student should be alert. Students, who do not meet this expectation, can expect teacher interventions, which may include student/teacher conferences, parent conferences, or referral to an administrator to be sent home for the remainder of the day. 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. Even the best teacher cannot teach an unwilling student, one who talks and disrupts class, sleeps in class or day-dreams, or never comes to class with materials and homework.

## **SEXUAL HARASSMENT - MISCONDUCT**

No ACMS 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 ACMS 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.

## **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. Searches may be made in the presence of at least one witness except in emergencies, or if dangerous or illegal materials are present. Discovery of dangerous or illegal materials shall be reported to proper authorities. Random searches may be conducted during the school year.

## **ACTIVITIES EXTRACURRICULAR ACTIVITIES COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

### **NO PASS/NO PARTICIPATE**

The Georgia Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students attending the public schools of Georgia. The state board believes the academic curriculum is enhanced when students have access to a variety of extracurricular activities.

The state board approves the offering of competitive interscholastic activities subject to reasonable rules and regulations concerning eligibility to participate and subject to the provision that participation in such activities shall not interfere with the academic achievement of participating students.

A competitive interscholastic activity is any school-sponsored program involving competition between individuals or groups representing two or more schools. Cheerleading is included in this definition. Examples include: All individual and team sports, cheerleading, and academic bowls. The definition does not include field trips, homework, or occasional work required outside the school day for a scheduled class.

The Georgia Board of Education shall enforce the requirements of this policy through the application of Public School Standards and the Comprehensive Evaluation System.

Any certified staff member employed by a local board of education who violates this policy shall be subject to referral to the Professional Practices Commission and to suspension of his or her teaching certificate for one to three years. These referrals shall have no adverse effect on the compliance status of schools or systems.

## **STUDENT ELIGIBILITY FOR COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

1. For determining student eligibility at Appling County Middle School, the grading period will be for a semester. The length of the designated grading period shall also be the minimum length of the ineligibility period.
2. Students participating in competitive interscholastic activities must pass five subjects in the local board of education-designated grading period immediately preceding participation. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the third quarter or the second semester of the school year.
4. Ineligible students are prohibited from practicing, traveling or trying out for a team or program.

## **PHYSICAL EXAMINATIONS**

All individuals who participate in competitive interscholastic athletics and cheerleading in grades six through 12 must have an annual physical examination that indicates approval for participation. An examination form must be signed by a licensed physician prior to the student's participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall include the date that the exam was performed (month, day, year), the student's name, and the physician's signature.

## **TIME RESTRICTIONS**

For students in grades six through eight, group and individual practice for any competitive interscholastic activity on a day preceding a school day may not begin prior to the end of the regular six-hour academic school day and must end by 7 p.m.

## **APPEALS**

The ineligibility of a student may be appealed to the No Pass/No Participate Ad Hoc Committee of the State Board of Education for waiver. The student, the student's parent or guardian, the student's principal, or the school system may make the appeal. Local boards of education may also request the state board to waive other provisions of this policy.

## **OTHER EXTRACURRICULAR ACTIVITIES**

Students at Appling County Middle School are encouraged to participate in one or more of the many activities that are available to them. However, the students are cautioned against participation in too many activities because of the time needed for academic work.

The following is a list of all extracurricular and competitive interscholastic activities in which students may participate:

### **Athletics**

- Football
- Boys and Girls Basketball
- Wrestling
- Boys and Girls Tennis
- Golf
- Boys and Girls Track
- Softball
- Baseball
- Cheerleading

### **Clubs**

- Beta Club - By Invitation Only
- Future Farmers of America
- CoEd "Y" Club
- 4-H Club
- Science Team
- Math Team

- Student Advisory Council
- FBLA
- FCLA
- FCA

### **Music**

- Band
- Chorus
- Show Choir

## **ATHLETICS**

The purpose of the Appling County Middle School Athletic Programs is to provide eligible students an opportunity to participate in athletic competition, improve physical skills and display good sportsmanship. Although sports are an important part of the total school program, our major emphasis is academic instruction.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Appling County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Ms. Julie Hawkins, 249 Blackshear Hwy., Baxley, Georgia - 912-367-8600. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

All students are invited and encouraged to participate in the athletic program. However, any student in the Middle School who is 16 years of age on or before May 1 of a school year may not participate in the sports program during the current school year. If a student is too old he may participate on a limited basis.

If a student fails a grade he/she may not participate in the athletic program until after the first semester of the year being repeated. In order to participate, the student must pass five courses the semester prior to participation. While at the Middle School, a student must pass five subjects during any semester in order to participate in a competitive interscholastic activity during the next semester. Students may not be eligible to participate in the sports program if they do not meet the school attendance requirements.

## **CLUBS**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.

Each club will meet throughout the school year during connections time. Other meetings will have to be held after the end of the school day.

### **Beta Club**

The Beta Club is a school honor society by invitation only. Sixth, seventh and eighth grade students are elected to club membership on the basis of high academic achievement, worthy character and commendable attitude. Its purpose is to promote the ideals of honesty, service and leadership; to reward meritorious achievement; and to encourage and assist students to continue their education after high school.

### **FFA**

The Future Farmers of America is a National Organization of students enrolled in vocational agriculture classes. There are State associations affiliated with the National Organization in the fifty states and Puerto Rico. Briefly stated, the aim and object of the Future Farmer organization is to help members help themselves through participating in the activities carried on by the local, state, and national organization. It is expected that a member will cultivate an interest in his community and get a more complete understanding of those national problems, which involve agriculture.

### **CoEd "Y" Club**

The purpose of the CoEd "Y" is to create, maintain, and extend, throughout the home, school, and community, high standards of Christian character. This activity is open for both seventh and eighth grade students.

### **4-H Club**

The 4-H Club is open to all students and is sponsored by the University of Georgia Cooperative Extension Service. The purpose of 4-H is to help young people develop their leadership qualities and become better citizens. There are many opportunities to meet new people through short courses, weekend rallies, camps, and project work.

### **Band**

The Appling County Middle School Bands have four primary objectives:

1. Cultural - To continue the development of music appreciation and understanding through the study and performance of the best in music.
2. Educational - To develop interested and discriminating listeners and provide a well-rounded musical background.
3. Service - To lend color and atmosphere to certain athletic and community affairs, while promoting and enhancing the dignity and reputation of Appling County Middle School at all concert appearances.
4. Recreational - To provide all band students at Appling County, Middle School with an opportunity for worthy use of leisure time, for emotional outlet, and for good social experiences.

For additional information concerning the band at Appling County Middle School refer to the band manual, which is found in the band room.

### **RULES FOR MORP**

The MORP is for all ACMS students in good standing (behaviorally and academically). No guests will be admitted to the MORP. All student fines must be paid no later than two days prior to the MORP. Students with excessive unexcused absences may not be allowed to attend. All students must present their current ACMS Photo ID cards at the door in order to be admitted. **NO STUDENT MAY ATTEND THE MORP WHO IS ON CURRENT SUSPENSION.** All rules found in the *Appling County Middle School Code of Conduct and Handbook*, as well as rules and guidelines regarding school sponsored events apply. In addition, students may not leave the MORP areas once they have arrived until they are prepared to leave with a parent or designated guardian for the evening.

All dress for the MORP must be modest and appropriate for our school. Students are expected to follow the ACMS **dress code** as defined in the *ACMS Code of Conduct and Handbook*. **Strapless dresses shall not be worn.** No extreme splits. No bare midriffs allowed. Pants must be worn at the waist and with a belt. No casual head gear (i.e. doo-rags, scarves, headbands, caps, hats, etc.). Students who violate the dress code will be offered an alternative dress or expelled from the MORP.

***The administration retains the right to deny admittance to the MORP for academic, attendance, or behavioral issues.***

***The ACMS administration, faculty, and staff are not responsible for damage, loss of, theft of, or recovery of electronic devices or personal items.***

## DRESS CODE

Students in the Appling County School System are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students shall be modestly dressed and groomed so as not to attract unreasonable attention, interfere with the educational program, or upset the harmony of the school. Students are not allowed to wear the same color of clothing in groups, unless it is a school endorsed event because it can be intimidating to others (i.e., Students will not be allowed to dress in all black clothing.). **Female students may be required to wear shirts tucked if wearing pants too low becomes a problem.** **Male students are required to wear a belt and all shirts tucked in.** Wording or screen prints on T-shirts are not allowed if it is offensive to others.

Extremes in dress and grooming will not be permitted, (example: a pullover "hoodie" in 80-degree weather). Zipped jackets/hoodies may be worn if the classroom temperature warrants such. However, jackets must be removed before any outside activity in which the temperature is moderately warm to hot.

There is a positive relationship between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in themselves and their schoolwork. It is necessary that students adhere to the following guidelines.

**Skirts, dresses, shorts, skorts, and other similar attire must be no shorter than 5 inches above the top of the knee.**

**(The appropriate length should be determined as follows: Student will kneel on floor and clothing cannot be any shorter than 5 inches.)**

- Splits and slits may be no higher than the top of the knee.
- There shall be no holes in any attire revealing undergarments or skin above the top of the knee.
- Pants and shorts must be of appropriate size and fit and worn around the natural waistline.
- Pajama style or sweat pants are not permitted.
- No leggings, jeggings, colored panty hose or tights are permitted unless covered with the appropriate length dress or shorts.
- No cycling shorts or shorts/pants made of spandex material.

### Shirts and tops:

Males' shirttails are to be tucked in at all times.

- Any shirt or top that exposes the midriff when the student's arms are outstretched from the sides and raised to shoulder height is prohibited.
- Low cut shirts/tops are not permitted. Shirts/tops must be made or buttoned to cover the cleavage area.
- No bare midriffs or bare backs.
- No leggings, colored panty hose or tights are permitted unless covered with the appropriate length dress or shorts.
- Dresses, blouses, and tops may be sleeveless as long as the strap is a minimum of 3 inches wide. Tank tops, spaghetti straps, tube tops, halter-tops, and similar style straps are not acceptable. See-through garments are not permitted.
- Males are not permitted to wear sleeveless shirts, tank tops, or sleeveless t-shirts.
- Undershirts may not be worn as shirts.

### Shoes:

- Shoes must be worn at all times. Bedroom slippers and cleats are not permitted.
- Tennis shoes are required for physical education.

### General:

- There shall be no attire displaying: suggestive or profane wording, symbols, or gestures; sexual, violence, gang, or weapons connotations or references; advertising for or references about tobacco, alcohol, or drugs. This includes but is not limited to; clothes, shoes, hats, tote bags, notebooks, backpacks, and jewelry.
- Male students are required to wear a belt.
- No leggings, colored panty hose or tights are permitted unless covered with the appropriate length dress or shorts.
- Pants and shorts must be of appropriate size and fit. Pants should be on hips or above with no undergarments visible when standing or sitting. Pants must be worn at the natural waistline. No unfastened or unzipped pants.
- Hair may not be worn in eyes.
- Undergarments are not to be visible.
- Caps, hats, sunglasses, and hair. (Caps, hats, sunglasses, bandannas, scarves, stockings, or any kind of headdress are **not permitted on ACMS campus**. The headdress or sunglasses will be confiscated and returned when the student reports to the administrator's office at the end of the day). Sunglasses may be worn for medical reasons if the student has a doctor's note.
- Combs, picks, curlers, etc. are not to be worn in the hair.
- Stuffed animals, blankets, pillows, etc. are not permitted.



- Clothing and other attire shall be free from offensive racial slogans or symbols.
- Body piercing jewelry that is visible other than in the ear is not permitted.
- No earrings worn by male students.
- Non-jewelry and link chains, dog collars, and items with spikes/protrusions are not permitted.
- Belts and overalls must be buckled with both shoulder straps over the shoulder.
- Belt buckle must be no larger than a deck of cards.
- Except under a doctor's order canes are not permitted on campus. This includes all school-related activities.
- Jackets, sweaters, shirts, etc. may not be tied/worn around the waist.
- No holes in any attire revealing undergarments or skin.
- No unnatural hair color.
- No markings/writings/drawings/tattoos on hands, arms, body, clothing, etc.

The principal or other authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and intent of the dress code rules. A t-shirt may be issued so the student may return to class. Cable ties will be provided for pants that will not stay at the natural waistline. A student that fails to comply with the dress code will be sent to ISS for the remainder of the school day or sent home for the remainder of the school day.

Note: Violations of the dress code will be handled as outlined in the Code of Discipline.

## **EMERGENCY DRILLS**

Fire drills and tornado drills are required by state law. Practice drills for fire and other emergencies are part of the ACMS 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.

## **FUND-RAISING DRIVES**

Fund-raising drives must have prior approval of the principal and superintendent. Requests for fund-raising programs must be submitted to the Board of Education by October 15.

## **REPORT CARDS**

In order to report the progress of the student to himself and to his parents, report cards are given out at the end of each 8.5 weeks grading period. The report cards must be signed by the parent or guardian and returned the following day to the homeroom teacher.

At the end of the school year, the report cards are given to the students. No student will receive a final report until all outstanding fees have been paid and all books returned to the school.

## **SCHOOL SUPPLIES**

Student Planners, pencils, paper, composition books, erasers, folders and rulers may be purchased in the office or media center before school and during homeroom period.

## **TESTING**

The Criterion Reference Competency Test (CRCT) is given to grades 6, 7, and 8 in the spring. The CRCT scores are used to determine the best educational program for students and to assist us in planning the curriculum. The writing test identifies strengths and weakness in writing and language skills. Students in 8th grade must pass the reading and mathematics sections for promotion. Additional information will be sent home to parents in the spring. Test results are sent home as well. If parents have questions concerning the testing procedure or test results, they should contact the guidance office.

## TEXTBOOKS

Textbooks are furnished to each student. Each book is numbered and the number is recorded. These must be returned in good condition at the end of the year. All lost and damaged books must be paid for. No grades will be given until all damages have been paid for.

**All students must have an ACMS planner and are required to have it in their possession while at school.**

## TRANSPORTATION TO AND FROM SCHOOL

All students in Appling County are eligible for school transportation so long as their behavior on the bus is acceptable.

### Riding the School Bus

Students who want to ride a different bus or get off the bus at a place other their regular stop must bring a note from home. The note must be delivered to the office when arriving on campus and picked up prior to boarding the bus or leaving school. The office will confirm and sign the note.

- Show your respect to the driver and other students at all times. Riding the school bus is a privilege not a right! Behave so that you can continue to ride the bus.
- Talk in a low tone so that the driver can hear a train, siren or horn.
- Refrain from bothering others on the bus or at the bus stop.
- Help keep the bus clean by not eating or throwing trash on the bus.
- For your safety, keep arms, head and body inside door and window at all times.
- For your safety, remain seated while the bus is moving.
- For your safety, don't push or crowd others while getting on or off the bus.
- Profane or vulgar language on the bus or at the bus stop is unacceptable.
- Destruction of (writing on, cutting, or removing) bus equipment is unacceptable.

### Private Car

- Arrive and leave on time.
- Be careful getting in and out of car.
- Always cross the road from the car when the way is clear.
- Cars are not allowed in bus zones.
- Know when and where you will be picked up. Be there!
- You and your parents are responsible if you come to school in a private car.

# **RULES, OFFENSES AND DISCIPLINARY ACTION**

## **2013-2014**

### **PARENT NOTIFICATION**

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

The home, school and community must work together to establish a fair and effective discipline program. The Appling County Middle School code of discipline was developed and is annually reviewed. This free communication has led to the development of a student code of conduct that should improve and enhance student behavior and academic performance while dealing effectively with student behavior that distracts from the learning environment. Appling County Middle School teachers and administrators believe that our students have been taught acceptable behavior at home, and 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, staff, 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 Middle School. 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 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.

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.

### **DISCIPLINARY PROGRAMS**

#### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who are chronically disruptive from year to year will find their records may become cumulative. Charges may be filed in court under the code section of the law for unruly/disruptive persons. Consequences may include suspension, Alternative School, or other punishment at the discretion of the administrator. Some rule violations might result in a student being suspended from school. The administrator may exercise his discretion in matters that may/can result in out of school suspension. A student will receive zero for any class missed while he is in out-of school suspension.

Students may be suspended from school for up to 10 days for serious misconduct (without the right to a hearing). A student may also be suspended for up to 10 days to await action by a Tribunal or the Board of Education. The suspended student may not come on campus for any reason without administrative approval. A suspended student may not participate in or attend any after school activity or field trip including the 8<sup>th</sup> Grade Trip. Days missed during Out-Of-School Suspension will be considered unexcused.

## **IN-SCHOOL SUSPENSION (ISS)**

ISS will be used as a means of modifying unacceptable behavior in lieu of out of school suspension or as an additional option that would allow students to remain in school and get credit for all assigned work that is completed.

The number of days a student will be assigned to ISS will be determined by the number of offenses, the number of days previously assigned to ISS, the seriousness of the offense and the number of days the student would have been suspended from school. The number of days assigned will be usually in increasing increments. However, the school administrators reserve the right to assign additional days to the suspension if the nature of the offense warrants it.

If warranted by emergency such as inappropriate behavior, etc. during the school day, a student may be removed at any time from the school setting and placed in ISS without prior notice to parents.

When/if it has been determined that ISS is not an effective deterrent to school rule violations for a student, then it will no longer be used as a punishment option for that student. Also, if misconduct occurs by a student who is in ISS, the student will be given additional days in ISS or removed from ISS and given out-of-school suspension.

In order to take advantage of ISS, the student must abide by ISS rules and regulations.

## **QUIET TABLE/LUNCHROOM DETAIL**

The quiet table and/or lunchroom clean up may be assigned for punishment. All students are required to have an assignment while assigned quiet table. Students having no assignments will be assigned lunchroom duty which may include wiping tables, sweeping floors picking up trash, etc.

## **ISS LUNCH DETENTION**

Students may be assigned Lunch Detention by an administrator. Students assigned Lunch Detention will:

1. Report at the beginning of his/her lunch period.
2. Take work materials (books, paper, pencils, etc.).
3. Remain the entire lunch period; or when released by the ISS instructor or administrator.
4. Be quiet.
5. May not sleep or lay head down.
6. Take and complete assigned work.
7. School bag lunches and milk will be available for students.
8. Follow all rules established by the ISS instructor.

NOTE: Failure to follow detention rules will result in further lunch detention days, ISS or OSS.

## **AFTER SCHOOL DETENTION (ASD)/TEACHER DETENTION**

In the event a student is required to remain in after school detention for one or more days, parents or guardians will be notified twenty four hours in advance of the detention. Giving the student his/her copy of the discipline report to give to the parent/guardian will be considered sufficient for parental notification. Phone calls will be used as needed. Students may police grounds and/or clean building after school. If a student does not stay and does not notify the teacher, the student will be rescheduled plus a penalty day for each day missed. After two days of not showing up, the student will be referred to the office for possible ISS, OSS, or other assignments designated by the administrator.

When a student has stayed in ASD for a period of 10 days, it appears that the detention is no longer a deterrent for misbehavior and an alternative punishment will be used. Such punishment could be:

1. Corporal punishment
2. Stay in room with teacher whose class misbehavior occurred
3. Lunchroom duty, quiet table
4. ISS Lunch Detention
5. ISS
6. OSS

If a student who is assigned to ASD misbehaves immediately before, during or immediately after the ASD class he/she could forfeit ASD as an option for future rule violations.

Students having to stay in ASD are not to leave campus. They are to remain in front of the office (lobby) immediately following the ASD class until they leave campus.

## **ALTERNATIVE NIGHT SCHOOL**

Severe violation and/or continuous violation of discipline code may result in student being placed in Alternative School. Placement in this program can be made by recommendation of the administration of ACMS, tribunal, or by Board action. The program provides full-time alternative academic programs on computer based curriculum for students in grades 6-8.

## **CORPORAL PUNISHMENT**

In compliance with the Appling County Board of Education policy and the Official Code of Georgia Annotated, Appling County Middle School uses as a secondary punishment, corporal punishment. As secondary punishment, the intent is not to use corporal punishment unless another means of modifying unacceptable behavior has been attempted and failed. This attempt might be something as simple as a verbal warning, proximity control, eye contact, or other action taken by the teacher to correct unacceptable behavior. The handbook specifies cases where corporal punishment is offered as a first offense. All disciplinary forms are reviewed by the principal or assistant principal before filing to ensure that corporal punishment is not unduly severe or that it is not being used inappropriately. Only certificated teachers, the principal, or the assistant principal are permitted to administer corporal punishment, and that action is completed in the presence of certified personnel only after that witness has been informed of the violation in the presence of the student. Parents are notified of corporal punishment either through the student's taking a copy of the report home, by mailing a copy to the parent, or by request of the parent that a copy of the report be mailed. Any withholding of corporal punishment is done after the parent makes a request. In this case, out of school suspension will be administered. When the student is enrolled and when medical documentation is presented that would preclude the use of corporal punishment (mental or emotional stability of the child), the school uses alternatives to corporal punishment. Children are also advised to remind teachers should the need arise if corporal punishment cannot be used. In severe cases of behavior, corporal punishment may be offered as a consequence for behavior.

## **TEACHER PROCEDURE FOR DISCIPLINE**

Teachers should make administrators aware of teacher discipline policy, such as what has been done to/for the child in the past.

Teacher Authority: HB 605. OCGA 20-2-737/O.C.G.A. 20-2-738 A teacher shall have the authority through procedures outlined in the law to remove from his/her class a student who repeatedly interferes with the teaching or learning process in the classroom. The student may be placed in alternative school.

## **RULE 1 (08): 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. A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicles for causing substantial physical or visible bodily harm or seriously disfiguring another person, including another student.

Recommended Dispositions:

1A/08: Verbal abuse

- 1<sup>st</sup> Referral                      3 days ISS Lunch Detention
- 2<sup>nd</sup> Referral                      2 days ISS
- 3<sup>rd</sup> Referral                      2 days OSS, 2 days ISS

1B/08: Verbal assault, fighting words, minor push, or other acts that provoke violence

- 1<sup>st</sup> Referral                      1 day OSS, 2 days ISS
- 2<sup>nd</sup> Referral                      2 days OSS, 2 days ISS
- 3<sup>rd</sup> Referral                      2 days OSS, 3 days ISS

1C/08: Fight (physical altercation) (Cumulative for middle school career)

- 1<sup>st</sup> Referral                      2 days OSS, 3 days ISS
- 2<sup>nd</sup> Referral                      3 days OSS, 5 days ISS
- 3<sup>rd</sup> and Subsequent Referrals--10 days OSS and recommendation to tribunal for long-term suspension for remainder of semester.

**Note:** Each 1c violation will result in notification of Baxley Police for violation of city ordinance against public disturbance for students who are 17 and older. Students 16 and younger will be referred to the Office of Juvenile Justice.

Under Code Section 20-2-751.4 "Bullying" is defined as:

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

## **BULLYING**

In response to current Code Sections 20-2-145 and 20-2-751.4 in the Official Code of Georgia Annotated (School Law), the violations for bullying must be more clearly defined. Although bullying can be addressed under several rules in our current handbook, the State mandates a more severe penalty than is defined in the ACMS Student Code of Discipline. It is rare that a student violates Rules 1a or 1b more than twice in a school year, but we are compelled to follow State Laws regarding the act of bullying.

The recommended dispositions for bullying will be addressed under Rules 1a and 1b in our current Appling County Middle School Code of Discipline, which is included in the ACMS Student Planner. The penalties for the first and second violations of Rules 1a and 1b will remain the same and as with other rules are at the discretion of an administrator.

The disposition for the third violation of “bullying” in the Appling County Middle School Code of Discipline will be “assignment to alternative school”.

## **ANTI-GANG POLICY**

The Board of Education 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 Appling 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.

### **Rule 1D: Gang Related Activity**

Discipline can range from ISS to multiple days of OSS. On third offense, student may be recommended for a tribunal for long term-suspension for the rest of the semester or possible placement in Alternative School.

## **Rule 2: DISRESPECT/INSUBORDINATION, CLASSROOM/HALLWAY DISTURBANCE, WILLFUL REFUSAL TO CARRY OUT INSTRUCTION, OR IDENTIFY HIMSELF/HERSELF**

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.

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.

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.

Recommended Dispositions:

### 4a: Minor Disturbances

1 <sup>st</sup> Referral	3 days LUNCH DETENTION
2 <sup>nd</sup> Referral	5 days LUNCH DETENTION
3 <sup>rd</sup> and Subsequent Referrals	1 day ISS

### 4b: Major Disturbances

1 <sup>st</sup> Referral	4 days ISS
2 <sup>nd</sup> Referral	2 days OSS, 3 days ISS
3 <sup>rd</sup> and Subsequent Referrals	10 days OSS

## **RULE 3: 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 teachers, administrators, other school personnel, or bus drivers.

Recommended Dispositions:

### 3a: Verbal abuse

1 <sup>st</sup> Referral	2 days ISS
2 <sup>nd</sup> Referral	3 days OSS
3 <sup>rd</sup> Referral	2 days OSS, 2 days ISS

### 3b: Verbal/Non-Verbal Assault/Threat or Malicious Acts or Gestures

1 <sup>st</sup> Referral	3 days OSS, 3 days ISS
2 <sup>nd</sup> Referral	5 days OSS, 5 days ISS
3 <sup>rd</sup> Referral	(See Physical Assault)

### 3c: 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.

## **RULE 4: CHEWING GUM**

Students are not to chew gum at school. Chewing gum is not allowed on campus at any time.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Clean/scrape desks to remove gum
3 <sup>rd</sup> Referral	Quiet Table/Educational Paper/Parent Notification



4 <sup>th</sup> Referral	2 days ISS Lunch Detention/Educational Paper/Parent Notification
5 <sup>th</sup> Referral	3 days ISS Lunch Detention/Educational Paper/Parent Notification
6 <sup>th</sup> Referral	4 days ISS Lunch Detention/Educational Paper/Parent Notification
7 <sup>th</sup> and All Subsequent Offenses	2 Days ISS/Parent Notification and/or Conference

## **RULE 5: SCHOOL DISTURBANCES**

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

Recommended Dispositions:

1 <sup>st</sup> Referral	Disciplinary action will be left to the discretion of teacher or school administrator
2 <sup>nd</sup> Referral	Educational paper and parent notification
3 <sup>rd</sup> Referral	ISS Lunch Detention (3 Days) and parent notification
4 <sup>th</sup> Referral	ISS (2 Days) and parent notification
5 <sup>th</sup> Referral	ISS (4 Days) and/or parent notification
6 <sup>th</sup> Referral	OSS (3 Days), ISS (2 Days) and parent notification and/or parent/teacher conference
7 <sup>th</sup> Referral and All Subsequent Offenses	OSS (5 to 10 Days) and parent conference

### **Rule 5 B: Major Disturbance**

10 days OSS and recommendation to tribunal for long-term suspension. Law enforcement may be consulted for possible criminal arrest.

## **RULE 6: WEAPONS – GA. Code Section 16-11-127.1 Knife (22), Other (23), Handgun (25), Rifle (26)**

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.

Recommended Dispositions:

- The penalty for violation of this policy by bringing to school a firearm as defined above will be a one-year expulsion from school, except that the Board of Education may modify the expulsion requirement for good cause on a case-by-case basis.
- The penalty for violation of this policy, by bringing to school a weapon as defined above, other than a firearm, will be as provided in student disciplinary policies and may result in criminal prosecution.

- Proper legal authorities will be notified, and confiscated weapons may be turned over to legal authorities. A child who violates 16-11-127.1 shall be subject to the provisions of GA. Code Section 15-11-63. A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicles for possession or use of a weapon on school property or at a school sponsored event.
- Severity of punishment for possession of items, which might be considered weapons but not specifically covered by Georgia or U. S. law (small pocketknives, chains, files, etc.), will be left to the discretion of the administration. (Punishment may include ISS and/or out-of-school suspension.)

## **RULE 7: ALCOHOL (01) AND DRUGS (07)**

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 at school or on school property at anytime; off the school grounds at a school sponsored activity, function, or event; in route to and from school. 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 shall be suspended for a minimum of five days. 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. In all cases of violation of Rule 7, law enforcement shall be consulted for possible criminal arrest and the State Department of Public Safety will be notified to revoke the student's driver's permit/license.

Recommended Dispositions:

- Any student found to be in violation of this rule shall be suspended from school pending a due process hearing before the Appling BOE Tribunal. The administration will make a recommendation to the Tribunal as a minimum suspension for a semester. The parent/guardian of any student involved will be contacted immediately.
- Waive the Tribunal hearing and apply for admission to the Appling Alternative School if space is available. Student must serve a minimum five-day suspension before being admitted to the alternative school.

### **Possession with alleged intent to sell or distribute**

- The student shall be suspended from school pending a Tribunal hearing. The administration shall make a recommendation for long-term suspension or expulsion. The student shall be subject to criminal arrest.

## **Rule 7B: O.T.C. MEDICATIONS**

Over the counter medications (including aspirin, herbs, vitamins, appetite suppressants, etc.) must be given to the school nurse when the student arrives on campus. A student may be suspended for violation and recommended for alternative school placement. The intent to distribute O.T.C. medications may result in more drastic measures including long-term suspension and/or referral to the Board of Education for expulsion.

## **RULE 8: 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.

Recommended Dispositions:

1 <sup>st</sup> Referral	2 days Lunch Detention and Educational Paper
2 <sup>nd</sup> Referral	3 days ISS Lunch Detention and Educational Paper
3 <sup>rd</sup> Referral	2 days ISS and Parent notification
4 <sup>th</sup> Referral and All Subsequent Referrals	3 days ISS or left to the discretion of school administrator

\*More extreme cases will be left to the discretion of the school administrator.

## **RULE 9: 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.)

Recommended Dispositions:

Administrative discretion will be used depending upon the severity of the incident. Punishment may include up to 10 days OSS and/or recommendation to Tribunal for long-term suspension or expulsion. Department of Juvenile Justice (DJJ) may be consulted for possible criminal charges.

Notification will be made to proper officials, which may result in criminal arrest.

## **RULE 10A: DESTRUCTION (20) /THEFT (11)/FRAUD/ROBBERY BY INTIMIDATION (13)**

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 dressing rooms, lockers, 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.

Recommended Dispositions:

Administrative discretion depending upon the severity of the offense including up to 10 days OSS and possible recommendation to tribunal for long-term suspension or expulsion.

Computer privileges may be restricted or lost at the discretion of the administration.

Law enforcement may be consulted for possible criminal arrest.

In cases of property damage, restitution will be required.

## **RULE 10B: CAFETERIA THEFT BY TAKING AND/OR DECEPTION**

Students are expected to pay for all food items taken from any serving line or booth used to distribute food items. Any student who takes food item(s) without paying for said item(s) in a manner set forth by the cafeteria manager or designee, or any student who uses the student number of another to obtain food items will be fined and placed in in-school or out-of-school suspension based on the severity of the theft. The cafeteria manager or designee will determine the cost of item(s), which will be used to calculate fines for theft from their areas.

Recommended Dispositions:

- All "Recommended Dispositions" listed in 10A plus:

1<sup>st</sup> Referral  
2<sup>nd</sup> Referral and All Subsequent Referrals

Fine that will be calculated at 5 times the cost of item(s)  
Fine that will be calculated at 10 times the cost of item(s)

## **RULE 11: BUS CONDUCT**

**All ACMS 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 ACMS Code of Discipline.

Recommended Dispositions:

1 <sup>st</sup> Referral	Penalty at discretion of school administrator, may be a warning, parent notification, writing bus rules, essay, clean bus and/or seat assignment
2 <sup>nd</sup> Referral	Minimum of five days suspension from bus and parent notification or suspension
3 <sup>rd</sup> Referral	Minimum of ten days suspension from bus and parent notification or suspension
4 <sup>th</sup> Referral	Minimum of twenty days suspension from the bus and parent notification or suspension
5 <sup>th</sup> Referral	Minimum of thirty days suspension from the bus and parent notification and/or conference or suspension
6 <sup>th</sup> Referral	Minimum of sixty days suspension from bus and parent conference or suspension

Parents may be asked to accompany a child in order to regain bus privileges.

### **Rule 11A: Misbehavior or Off Limits at Appling County High School**

- May be punished in addition to bus referral.

### **Rule 11B: Vandalism**

Options for Offense "B" Include the Following:

- Notification of Parents.
- Restitution for all Damages.
- Removal of Transportation Privileges.
- Possible Suspension in Serious Cases.
- Possible Arrest and Prosecution in Serious Cases.

### **Rule 11C: 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 a greater 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 disruption. A similar "zero tolerance" had a positive effect during its initial trial year in 2006-2007, as bus fights were greatly reduced.

Therefore, the following is effective:

**In addition to the normal punishment for fights, students in grades 6-12 who are guilty of fighting on a school bus shall be suspended for 90 consecutive school days.**

**In addition to the normal punishment for fights, students in grades P-5 who are guilty of fighting on a school bus may be suspended for up to 90 consecutive days contingent upon the school principal's decision regarding the incident, maturity of the student, and past discipline record.**

- Suspended from riding the bus in addition to consequences for Rule 1C: Violence/Fighting.

### **Additional options for Offense 11-C Fighting will include the following:**

- See Rule 1C Violence/Fighting.

In repeated or more severe cases, more stringent action will be taken.

**NOTE: All ACMS rules and policies are in effect while students are loading, unloading, and being transported by bus. Students may be written up in violation of rules other than or in addition to Rule 11.**

## **RULE 12(18): 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. Students with the smell of smoke on their breaths in a smoke-filled environment could be considered in violation of this rule. Any student who warns a smoker(s) or otherwise acts as a "look-out" will be subject to punishment at the administrator's discretion.

Recommended Dispositions:

1 <sup>st</sup> Referral	1 day ISS
2 <sup>nd</sup> Referral	2 days ISS
3 <sup>rd</sup> and All Subsequent Referrals	3 days ISS

## **Rule 13: FAILURE TO PERFORM ASSIGNED CONSEQUENCES**

No student will fail to carry out assigned consequences for misconduct or fail to report to Lunch Detention. Administrative discretion can be used in cases involving extenuating circumstances. Teacher will refer student to administrator for not serving teacher detention.

Recommended Dispositions:

1 <sup>st</sup> Referral	Assigned day(s) will be doubled
2 <sup>nd</sup> Referral	Assigned day(s) will be doubled
3 <sup>rd</sup> Referral	1 day ISS
4 <sup>th</sup> Referral	2 days ISS
5 <sup>th</sup> and All Subsequent Referrals	1 day OSS

## **Rule 14: PUBLIC DISPLAY OF AFFECTION**

No public display of affection is acceptable. Students are to respect themselves and show respect to others. Bodily contact between **ALL** students is inappropriate. Display of affection includes but is not limited to hugging, holding hands, kissing, etc. In more severe cases, the punishment will be left to the discretion of the administrator.

Recommended Dispositions:

1 <sup>st</sup> Referral	Disciplinary action left to the discretion of teacher or administrator
2 <sup>nd</sup> Referral	3 days ISS Lunch Detention and parent notification and/or conference
3 <sup>rd</sup> Referral	1 to 2 days ISS and parent notification and/or conference
5 <sup>th</sup> and All Subsequent Referrals	3 to 5 days ISS and parent conference

**Rule 15: BEING IN UNAUTHORIZED AREAS/OFF LIMITS**

Students are only allowed to be in designated areas of the school. Students are not allowed to loiter around the parking lot or vehicles. Unless accompanied by a teacher, students must have an official hall pass whenever they leave a class during the period. There are no exceptions to this rule. Students are not allowed to visit other students' classes, teachers or hallways during school hours. During lunch students are to remain in the lunchroom or on campus in assigned areas only.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning or left to discretion of teacher or Administrator
2 <sup>nd</sup> Referral	2 days ISS Lunch Detention and educational paper
3 <sup>rd</sup> Referral	3 to 5 days ISS Lunch Detention, educational paper, and parent notification
4 <sup>th</sup> and All Subsequent Referrals	2 to 3 days ISS and parent notification

**Rule 16: MAJOR MISUSE OF TECHNOLOGY**

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

NOTE: B.Y.O.T. is a privilege and should not be abused. Students are expected to follow teacher/administrator directives regarding the use of technology and/or personal devices while at school.

Recommended Dispositions for inappropriate use of personal electronics:

1 <sup>st</sup> Referral	Confiscation and loss of privilege for remainder of school day and parent notification
2 <sup>nd</sup> Referral	Confiscation and loss of privilege for 5 school days and parent notification
3 <sup>rd</sup> Referral	Confiscation and loss of privilege for 10 school days and parent notification
4 <sup>th</sup> and All Subsequent Referrals	Confiscation and return after 10 days and parent notification (Note: Student may be assigned ISS)

Recommended Dispositions for inappropriate use of school electronics:

1 <sup>st</sup> Referral	Loss of privilege for 10 school days
2 <sup>nd</sup> Referral	Loss of privilege for 10 school days
3 <sup>rd</sup> and All Subsequent Referrals	2 days ISS and parent notification

Computer privileges may be restricted or lost at the discretion of the administration.

**Rule 17: FOOD AND DRINKS**

No student shall have food or drinks in the classrooms, halls, campus at any time without permission. No fast foods

can be brought on campus to students. Cups, soft drink bottles/cans, and personal sip containers are prohibited in the building. Glass containers are not allowed on campus or buses at any time. Eating and drinking shall be confined to the lunchroom, other food and drink found in student's possession will be confiscated.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Educational paper
3 <sup>rd</sup> Referral	Quiet table and educational paper
4 <sup>th</sup> and All Subsequent Referrals	1 day ISS Lunch Detention, educational paper, and parent notification

### **Rule 18: 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 teacher's signatures or approval, etc. is prohibited. Administrative discretion may be used depending on the severity of the forgery.

Recommended Dispositions:

1 <sup>st</sup> Referral	Educational paper
2 <sup>nd</sup> Referral	2 days ISS Lunch Detention, educational paper
3 <sup>rd</sup> Referral	3 to 5 days ISS Lunch Detention, educational paper and parent notification
4 <sup>th</sup> and All Subsequent Referrals	3 to 5 days ISS and parent notification and/or conference

### **Rule 19: LUNCHROOM CONDUCT**

No food, drinks or straws may be taken from the lunchroom. Appropriate behavior and cleanliness are expected. Students are to stay in line with their class. They may not wait on friends from other classes and break in the lunch line. Students are expected to return trays and utensils to the dish service area. Students are expected to follow the lunchroom code of conduct.

Recommended Dispositions:

1 <sup>st</sup> Referral	Left to discretion of teacher/administrator
2 <sup>nd</sup> Referral	Lunchroom clean-up duty
3 <sup>rd</sup> Referral	Quiet table and educational paper
4 <sup>th</sup> and All Subsequent Referrals	ISS Lunch Detention and educational paper

### **Rule 20: CHECK-IN/CHECK-OUT POLICY**

All students who arrive after homeroom has begun are required to sign in at the front office and receive an admission slip. This slip must be taken to each teacher (including homeroom). ANY STUDENT REPORTING TO CLASS, OTHER THAN BY LATE BUS, AFTER THE TARDY BELL RINGS AT 7:50 AM WILL BE COUNTED TARDY (SEE EXCESSIVE TARDIES RULE AND DISPOSITIONS).

The person signing the student out must come into the office. STUDENTS WHO CHECK OUT BEFORE 11:30 AM WILL BE COUNTED ABSENT FOR THE ENTIRE SCHOOL DAY. Students signing out before 11:30 AM (including being sent home by the school nurse) must bring an excuse within (3) school days. If an excuse is not written, the absence will be unexcused.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Warning
3 <sup>rd</sup> Referral	Parent notification
4 <sup>th</sup> Referral	Educational paper
5 <sup>th</sup> Referral	1 day ISS Lunch Detention and parent notification

6<sup>th</sup> Referral  
7<sup>th</sup> – 14<sup>th</sup> Referral  
15<sup>th</sup> and All Subsequent Referrals

2 days ISS Lunch Detention and parent notification  
1 day ISS and parent notification  
Teacher/School referral to School Social Worker

## Rule 21: 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 proper dress will be in violation. The student will not be permitted to remain in class and will be placed in ISS while in violation of this policy. **A student who refuses to comply with a directive about dress may be insubordinate Rule 2.** A t-shirt, tape, string, or electrical tie will be issued so the student may return to class. There will be a \$1.00 fee if the t-shirt is not returned to the office.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning/arrangements for student to meet dress code or ISS for remainder of day
2 <sup>nd</sup> Referral	Arrangements made for student to meet Dress code and teacher will notify parent or ISS for remainder of day
3 <sup>rd</sup> Referral	2 days ISS Lunch Detention, educational paper and parent notification
4 <sup>th</sup> Referral	3 days ISS Lunch Detention, educational paper and parent notification
5 <sup>th</sup> and All Subsequent Referrals	1 to 3 days ISS and parent notification

NOTE: Student may not return to class while in violation of the dress code. The student will be placed in ISS for the remainder of the school day.

## Rule 22: EXCESSIVE TARDIES TO SCHOOL

Students are to be at school on time. Students who are not in class at 7:50 AM when the tardy bell rings must have an admittance slip from the front office.

Recommended Dispositions:

1 <sup>st</sup> Referral	Warning
2 <sup>nd</sup> Referral	Student/teacher conference
3 <sup>rd</sup> Referral	Parent notification
4 <sup>th</sup> Referral	Educational paper and parent notification
5 <sup>th</sup> Referral	Quiet table, educational paper and parent notification
6 <sup>th</sup> Referral	2 days ISS Lunch Detention, educational paper and parent notification
7 <sup>th</sup> - 9 <sup>th</sup> Referral	1 day ISS and parent notification
10 <sup>th</sup> Referral	3 days ISS and parent notification
11 <sup>th</sup> – 14 <sup>th</sup> Referral	5 days ISS and parent notification
15 <sup>th</sup> Referral	Teacher/School refers to School Social Worker

## Rule 23: PORNOGRAPHY

No student shall sell, distribute, or possess material in any form that is considered to be pornographic. Any pornographic material detected on the school campus or any school event or function will be confiscated and destroyed.

Recommended Dispositions:

1 <sup>st</sup> Referral	Left to discretion of administrator
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2<sup>nd</sup> Referral  
3<sup>rd</sup> and All Subsequent Referrals

1 – 3 days ISS and parent notification and/or conference  
3 – 5 days ISS and parent notification and/or conference

### **Rule 24: SEXUAL HARRASSMENT/SEXUAL MISCONDUCT**

Students are expected to act appropriately with the same and/or opposite sex, free of sexual behavior. Students shall not subject another person to sexual harassment or intimidation or giving the appearance of sexual misconduct, including being in areas off limits with the opposite sex or participate in sexual misconduct.

Punishment may include ISS, OSS, or referral to the Tribunal for long-term suspension or expulsion. The administrator will determine the severity of the offense.

### **Rule 25: SKIPPING CLASS/LEAVING CLASS WITHOUT PERMISSION**

Students, once at school, are to remain at school and attend all classes unless the teacher grants permission to leave the class or permission is granted to leave school by an administrator. This rule deals with all students who check-in or check-out purposely to miss classes or who purposely miss class while at school. This rule includes “skipping” class or school, leaving class without permission, or leaving the campus without the principal’s or assistant principal’s permission.

It is understood, students are not to check out to eat lunch, unless they have a medical reason.  
If a student is more than 10 minutes late, he/she is considered skipping class.  
A student, who skips the school day, or a class period(s), will be in violation of the code of discipline.

Recommended Dispositions:

1 <sup>st</sup> Referral	Educational paper and parent notification
2 <sup>nd</sup> Referral	2 days ISS Lunch Detention, educational paper, and parent notification
3 <sup>rd</sup> Referral	1 day ISS and parent notification
4 <sup>th</sup> Referral	2 days ISS and parent notification
5 <sup>th</sup> and All Subsequent Referrals	3 – 5 days ISS and parent notification

### **Rule 26: 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.

Recommended Dispositions:

1 <sup>st</sup> Offense	A grade of “0” and parent contact
2 <sup>nd</sup> Offense/1 <sup>st</sup> Referral	A grade of “0”, 2 days ISS Lunch Detention, educational paper, parent notification
3 <sup>rd</sup> Offense/2 <sup>nd</sup> Referral	A grade of “0”, 3 days ISS Lunch Detention, educational paper, parent notification

### **Rule 27: GAMBLING**

Students should not participate in activities or games of chance that would involve wagers of money or tokens or property belonging to anyone. Gambling will be defined to include gambling on school property or while attending an activity under school supervision.

Recommended Dispositions:

1 <sup>st</sup> Referral	2 days ISS Lunch Detention, educational paper and parent notification
2 <sup>nd</sup> Referral	5 days ISS Lunch Detention, educational paper and parent notification

**Rule 28: OTHER ACTS OF MISCONDUCT**

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

Recommended Dispositions:

Based on severity, options include ISS Lunch Detention, ISS, and OSS. Some cases may be referred to proper legal authorities.

**Rule 29: REPEAT VIOLATION OF THE CODE OF DISCIPLINE**

Students accumulating 10 or more referrals of severity as deemed by school administrators (i.e., violence, bullying, disrespect, school disruption, etc.) in one school year will be considered **Chronic Disciplinary Students**.

Recommended Dispositions:

Student will be placed in the Alternative School setting for the completion of one successful semester before being eligible to return to Appling County Middle School.

**Rule 30: ACADEMIC EFFORT/FAILURE TO FOLLOW DIRECTIONS/CLASSROOM MATERIALS**

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

Students are expected to have the necessary classroom materials with them when they come to class. Such Materials include student planner, paper, pencil or other materials required by the teacher needed for class.

Recommended Dispositions:

1 <sup>st</sup> Offense	Teacher warning and parent notification
2 <sup>nd</sup> Offense	Teacher detention and parent notification
3 <sup>rd</sup> Offense/1 <sup>st</sup> Referral	2 days ISS Lunch Detention, educational paper and parent notification
4 <sup>th</sup> Offense/2 <sup>nd</sup> Referral	3 days ISS Lunch Detention, educational paper and parent notification
5 <sup>th</sup> Offense/3 <sup>rd</sup> and All Subsequent Referrals	1 day ISS and parent/teacher conference

Student may be administratively placed for academic purposes in the Alternative School Program.

**NOTE: All violations of rule found in the Code of Conduct in which a Georgia law applies may be referred to a tribunal as deemed necessary by the school administrators.**

## HEARING PANEL

### THE APPLING COUNTY MIDDLE SCHOOL SHALL COMPLY WITH THE APPLING COUNTY BOARD OF EDUCATION'S HEARING POLICY.

- I. The Appling County Board of Education's Hearing Panel will hear the following cases:
  1. Alleged assault or battery by a student upon a teacher, other school official, or school employee. The Board of Education has an option of allowing a tribunal to hear the case.
  2. Alleged assault or battery by a student upon another student if alleged assault or batter justifies expulsion or long-term suspension.
  3. Substantial damage alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, other school official, employee, or student, if, in the discretion of the school principal, the alleged damage justifies expulsion or long term suspension.
  4. The student has violated a Student Behavior Contract.
  5. The student violates the weapons, drug, or alcohol policy.
  6. Violations of law that require more than 10 days out-of-school suspension.
  7. Other rule violations that the administration determines merit a Tribunal hearing.
- II. Procedure
  - A. The Board of Education, upon the recommendation of the superintendent, shall appoint a person to assume responsibility as chairman of the hearing panel. The chairman is responsible for organizing the hearing panel and insuring that due process is followed. The chairman is a non-voting member.
  - B. The Board of Education, upon the recommendation of the superintendent, shall appoint twenty (20) of the professional, certified employees to serve as members on hearing panels. When the principal of a school refers a student to the hearing panel chairman for any reason outlined in I, the chairman shall choose three or five of the hearing panel. No member of the hearing panel shall be a member of the staff at the school that the student attends.
  - C. The hearing panel shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing panel shall be based solely on the evidence at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing panel shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal and the superintendent. The decision of the hearing panel shall be final and shall constitute the decision of the board of education unless either party should appeal the decision to the board of education.
  - D. Any party may appeal the decision of the hearing panel to the board of education by filing with the superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing panel and the basis of the appeal. Any decision of the hearing panel not appealed in this manner shall be final. The superintendent may suspend the disciplinary action imposed by the hearing panel pending the outcome of the appeal.
  - E. In the event the student to be brought before the hearing panel or the board of education has been identified as handicapped or is receiving any special education services from the school system, forgoing procedure shall be modified in accordance with the requirements of state and federal law; the school system's attorney and special education director shall be consulted and appropriate steps taken pursuant to the provisions of Public Law 94-142 and Section 504 to determine an appropriate placement for the child and insure that all of the child's procedural rights are protected.

## TITLE IX AND OTHER FEDERAL PROGRAMS AND ACTS

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

In order to comply with Title IX, the Appling County Board of Education has appointed Ms. Julie Hawkins to coordinate its Title IX Program. Ms. Hawkins will be available in reference to any grievance, questions or complaints dealing specifically with Title IX. Normal channels of communications, from student to teacher to administrator to Board of Education are to be completed before the student grievance procedure is utilized. This policy is located in the Appling County Board of Education Office and BOE website.

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Students and the general public are hereby notified that the Appling County Board of Education does not discriminate in any educational programs, activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the board of education's efforts to implement this nondiscriminatory policy:

**Title I:** Norma Nunez, Director of Title I, Appling County Board of Education, 249 Blackshear Highway, Baxley, GA 31513 (912) 367-8600.

**Title II (Perkins Act):** Denise Rentz, Appling County High School, 482 Blackshear Highway, Baxley, GA 31513 (912) 367-8616

**Title VI:** Sandy Dominy, Director of Instruction, Appling County Board of Education, 249 Blackshear Highway, Baxley, GA 31513 (912) 367-8600

**Title IX: Section 504 and ADA:** Patrice Nelson, System 504 Coordinator, Appling County Board of Education, 249 Blackshear Highway, Baxley, GA 31513 (912) 367-8600

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The PPRA gives parents certain rights regarding the conducting of surveys, collecting and using information for marketing purposes, and certain physical examinations. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the students or parents; or
  8. Income, other that as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of –**
  1. Any other protected information survey regardless of funding;
  2. Any non-emergency, invasive physical exam or screening as required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law, and;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect**, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect Personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

**Appling County School System**  
**TITLE I-A PARENT INFORMATION**  
**2013 - 2014**  
**(Revised May 31, 2013)**

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) enables the federal government to provide funds to eligible K-12 schools based on the prosperity level of households. These funds are utilized to ensure that students receive a quality education and meet high academic standards. 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, and Appling County Middle School. 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 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. 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' rights to be involved are explained. Schools recognized as Title I schools must develop a parental involvement plan. This plan 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 plan is studied and revised as needed. Each school's plan can be viewed at the school's media center, main office, school website, or district website. In addition to a school-level plan, 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 website.

In addition to the school parental involvement plan, 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 plan 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 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 and Prekindergarten program. Supplemental educational materials are provided to assist parents and students in the home. The Discovery Place representative is available to help parents and students understand grade level expectations, assessment components, or strengths and weaknesses of students in regard 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	<a href="http://www.gadoe.org">www.gadoe.org</a>
Appling County School System	(912) 367-8600 or	<a href="http://www.appling.k12.ga.us">www.appling.k12.ga.us</a>
Appling County Middle School	(912)367-8630 or	<a href="http://www.appling.k12.ga.us/ApplingMiddle/">www.appling.k12.ga.us/ApplingMiddle/</a>
Appling County Primary School	(912)367-8642 or	<a href="http://www.appling.k12.ga.us/ACPS2/">www.appling.k12.ga.us/ACPS2/</a>
Appling County Elementary School	(912) 367-8640 or	<a href="http://www.appling.k12.ga.us/ACES/">www.appling.k12.ga.us/ACES/</a>
Fourth District Elementary School	(912) 367-3250 or	<a href="http://www.appling.k12.ga.us/FDESWeb/">www.appling.k12.ga.us/FDESWeb/</a>
Altamaha Elementary School	(912) 367-3713 or	<a href="http://www.appling.k12.ga.us/altamaha/">www.appling.k12.ga.us/altamaha/</a>

### **Appling County School System Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Patrice Nelson  
System 504 Coordinator  
249 Blackshear Hwy.  
Baxley, GA 31513  
[patrice.nelson@appling.k12.ga.us](mailto:patrice.nelson@appling.k12.ga.us)  
912-367-8600

School 504 Coordinator	Address	Phone Number	Email
Altamaha Elementary Patsy Johnson	344 Altamaha School Rd. Baxley, GA 31513	912-3673713 Ext. 244	<a href="mailto:patsy.johnson@appling.k12.ga.us">patsy.johnson@appling.k12.ga.us</a>
Appling County Elementary Melody Lewis	680 Blackshear Hwy. Baxley, GA 31513	912-367-8640 Ext. 617	<a href="mailto:melody.lewis@appling.k12.ga.us">melody.lewis@appling.k12.ga.us</a>
Appling County High Simikia Wright	482 Blackshear Hwy. Baxley, GA 31513	912-367-8610 Ext. 435	<a href="mailto:simikia.wright@appling.k12.ga.us">simikia.wright@appling.k12.ga.us</a>
Appling County Middle Erin Thomas	2997 Blackshear Hwy. Baxley, GA 31513	912-367-8630 Ext. 530	<a href="mailto:erin.thomas@appling.k12.ga.us">erin.thomas@appling.k12.ga.us</a>
Appling County Primary Kandiss Miles	678 Blackshear Hwy. Baxley, GA 31513	912-367-8642 Ext. 777	<a href="mailto:kandiss.miles@appling.k12.ga.us">kandiss.miles@appling.k12.ga.us</a>
Fourth District Elementary Erin Thomas	13396 Blackshear Hwy. Surrency, GA 31563	912-367-3250 Ext. 370	<a href="mailto:erin.thomas@appling.k12.ga.us">erin.thomas@appling.k12.ga.us</a>

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **Appling County School System Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The school system's Section 504 Coordinator's contact information is: Patrice Nelson; [patrice.nelson@appling.k12.ga.us](mailto:patrice.nelson@appling.k12.ga.us); 912-367-8600 and Erin Thomas is the onsite contact for Appling County Middle School; [erin.thomas@appling.k12.ga.us](mailto:erin.thomas@appling.k12.ga.us).

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.

- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

**4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official. This official will not be an employee of the District and will have knowledge of Section 504 of the Rehabilitation Act of 1973
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.



## **Matricula Escolar en virtud del artículo 504 de la Ley de Rehabilitación de 1973**

Cualquier estudiante, padre de familia o tutor ("agraviado") puede solicitar una audiencia imparcial debido a las acciones u omisiones del sistema escolar respecto a la identificación, evaluación o colocación educativa bajo la Sección 504. Las solicitudes para una audiencia imparcial debe ser por escrito para la sección del sistema escolar Coordinador 504, sin embargo, falta del demandante para solicitar una audiencia no alivia la obligación del sistema escolar para ofrecer una audiencia imparcial si el agraviado verbalmente solicita una audiencia imparcial con el/la coordinador(a) a través de la Sección del sistema escolar 504. El/la coordinadora de la Sección 504 del sistema escolar, con la asistencia de un intérprete bilingüe, ayudara al agraviado en la realización de la solicitud por escrito para una audiencia. El/ Coordinador(a) de la Sección 504 puede ser contactado a través de la oficina central del sistema escolar. Una copia en español de las Garantías de Procedimiento y Notificación de Derechos de los Estudiantes y Padres bajo la Sección 504, se puede encontrar en la página de web del sistema en [www.appling.k12.ga.us](http://www.appling.k12.ga.us) bajo la sección 504 (en la sección de Servicios del Estudiante) o se pueden recoger en la oficina central o en cualquiera de las oficinas de las escuelas.

El/la Coordinador(a) de la Sección 504 de sistema escolar es la siguiente:

Patrice H. Nelson

Baxley, GA 31513

[patrice.nelson@appling.k12.ga.us](mailto:patrice.nelson@appling.k12.ga.us)  
249 Blackshear Hwy.

Teléfono: 912-367-8600 Ext. 164  
Fax: 912-367-1011

# Appling County School System

## *"Bring Your Own Technology" (BYOT)*

### **Protocol for Bring Your Own Technology on Appling County School System Campuses**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students in select classes may now bring their own technology.

#### **Definition of "Technology"**

For purposes of BYOT, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### **Internet**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside Internet sources at any time.

#### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. **The Appling County School System, nor its staff or employees, is not liable for any device stolen or damaged on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

#### **B.Y.O.T. Appling County Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG). Additionally, technology:

- Must be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
- May only be used to access files on computer or Internet sites which are relevant to the classroom curriculum. Games are not permitted.

Students acknowledge that:

- The school's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of policy IFBG.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Access to student drives allows downloading files but not always uploading files. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, or another media device.
- Printing from personal laptops will not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

I understand and will abide by the above protocol. I further understand that any violation is unethical and may result in the loss of my network and/or technology privileges as well as other disciplinary action.

Signing the acknowledgement form for student handbook will verify parent/guardian understanding of this protocol.

**\*See ACMS Handbook Rule #16 regarding BYOT violations and consequences.**

## Board Policy

Descriptor Code: IFBG

### Internet Acceptable Use

1. Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the Appling County School System.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Students will have access privileges only at school under the supervision of a teacher. The system administrators will deem what is inappropriate use and their decision is final. There is no appeal process. The system administrators may deny access at any time, as required. An administrator, faculty member or staff member of the Appling County System may request denial, revocation, or suspension of a specific user.
3. Guidelines for Use - The following guidelines shall be observed when using the Internet service through the school: These guidelines apply to all faculty, staff, and students.
  - Users shall be polite, courteous and respectful during all sessions on the internet, including use of e-mail. Users must use appropriate language. Cyber bullying will not be tolerated.
  - Profanity, obscenity, vulgarity or other illegal activity is strictly prohibited.
  - Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, inappropriate adult sites, or material protected by trade use.
  - Electronic mail (e-mail) and telecommunications are not to be utilized to share unauthorized confidential information about students and other employees.
  - Electronic Mail is NOT private, and inappropriate or illegal messages will be reported to the authorities.
  - The unauthorized disclosure, use, and dissemination of personal information such as mailing address, phone number, or social security number, etc. are prohibited.
  - Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.
  - Attempts to obtain access to restricted sites, servers, files, and databases are prohibited.
  - Use of the network which causes disruption to others is prohibited.
  - All communications and information accessible via the Internet should be assumed to be subject to copyright law.

When accessing school information off-campus, all guidelines contained within the Acceptable Use Policy still apply.

4. Warranties - The Appling County School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet service.
5. Accountability - All users are fully responsible for their own actions, including legal, financial, or otherwise. Teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held accountable for what the student may access through the Internet beyond instructional directives. All users must also abide by the terms and conditions in the Appling County Acceptable Use Policy. Any violation of this policy may be unethical, a breach in the Code of Ethics for Educators, and may constitute a criminal offense.
6. Security - Security on any computer system is a high priority, especially when the system involves many users. If you suspect a security problem on the school network or Internet, you are required to notify the principal or system administrator. Do not demonstrate the problem to other users. Never use another individual's account. Attempts to log on to the school network or Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified as a security risk or having a history or problems with other computer systems may be denied access to the school network or Internet.

7. Vandalism - Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, on the internet, or on other networks that are connected to any other network. This includes, but is not limited to, to uploading or creation of computer viruses. Vandalism will result in immediate disciplinary action.
8. Enforcement - Violating any of the guidelines may result in access privileges being revoked, disciplinary action being taken and/or appropriate legal action being initiated.
9. Permission for Use – The school system shall have in operation procedures or guidelines concerning online activities of students, developed by the Superintendent, administrators, and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying. Any computer that provides access to the Internet will have filtering software installed to block or filter access to content that is obscene, pornographic, or harmful to minors on internet-connected computers used by minors.
  - Users will be required to obtain permission from a teacher before using the Internet.
  - All student users and their parents/guardians will be required to review the Appling County Acceptable Use Policy and school handbook prior to use.
  - Those that do not agree with the procedures and/or guidelines and choose not to allow their child/ren to use technology in the Appling County School System must submit a signed letter of non-agreement to the school media specialist.

## **DO YOU WANT YOUR CHILD TO BE SUCCESSFUL IN SCHOOL?**

Check out the educational treasures found at Discovery Place Parent Resource Center! Discovery Place Parent Resource Center has educational materials that support skills taught in the classroom and encourage school-family partnerships for **FREE**. The center is provided by the Appling County School System's Title I and Prekindergarten Programs.

### **DISCOVERY PLACE PARENT RESOURCE CENTER**

**678 BLACKSHEAR HIGHWAY**

**BAXLEY, GA**

**(LOCATED BEHIND APPLING COUNTY PRIMARY SCHOOL ON AUBURN STREET IN THE PREKINDERGARTEN WING)**

**PHONE: 367-8821**

### **HOURS OF OPERATION DURING THE SCHOOL YEAR**

**Wednesday – 8:00 AM to 6:00 PM**

**Thursday and Friday – 12:30 PM to 4:00 PM**

### **HOURS OF OPERATION DURING THE SUMMER**

**Wednesday – 12:30 PM to 5:30 PM**

**\*\*\*\*\*Days of Teacher In-Service and Holidays – CLOSED\*\*\*\*\***

**Please call 367 – 8821 to schedule an appointment if you cannot visit Discovery Place at the times listed above.**