

W. Fred Scott, Sr. Elementary School

"Building Champions Daily"



"Academic Excellence with Caring for all Students"
Student/Parent Handbook & Calendar 2023-2024



Dr. Selena P. Dawson – Principal
***Mrs. Carie Young* – Assistant Principal**
***Mrs. Samantha Green* – Instructional Coach**
***Mrs. Elizabeth Copps* – School Counselor**

100 N. Hansell Street
Thomasville, GA 31792
Phone (229) 225-2631

Fax (229) 225-2672 <http://ses.tcitys.org>

<https://www.facebook.com/pages/Scott-Elementary-School>

Instagram: [@scottelementaryschool](https://www.instagram.com/scottelementaryschool)

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Mission Statement and Beliefs

Mission Statement

Our mission is to provide high quality learning experiences that focus on collaboration, creativity, problem-solving, and critical thinking to prepare students for 21st Century careers.

Vision Statement

Scott Elementary will be a high quality education program for students in PreK – 5 that develops the whole person through a curriculum that aligns with the Georgia Standards of Excellence and fosters the social emotional development of every child.

We believe:

All students can learn.

Student learning is the priority of Scott Elementary.

Learning should be meaningful.

Students learn in different ways.

Students learn best when actively engaged and provided with successful practice opportunities.

A strong academic program unlocks and supports the artistic potential of our students.

Students learn best in a safe and orderly environment.

Exceptional students require special services and resources.

School staff, administration, and parents share the responsibility of advancing the school's mission.

Community support enhances the school mission.

A commitment to a continuous school improvement process is essential.

W. Fred Scott, Sr. Elementary School



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Dear Scott Elementary Family,

Welcome to the 2023-2024 school year at Scott Elementary School! We are so thankful that you have chosen to be a part of the Scott Family! I am humbled and honored to serve as your principal for the upcoming school year. I want to express my heartfelt gratitude for your dedication and support to our school and students. We could not meet the needs of our students without your unwavering support!

As principal, I am committed to creating a culture where all people feel valued, students come first, and positivity prevails. My desire is for Scott Elementary to be a school where parents want to send their children, staff want to work, and students want to learn and grow.

Together, we can close students' learning gaps and accelerate our students to new levels of learning. At Scott Elementary, we believe all people matter, students' needs come first, a focus on solutions instead of problems leads to success, creating a culture of instructional leadership leads to student achievement, and creating fair and consistent expectations for students leads to a safe and productive learning environment. Please support our beliefs by getting involved daily. How can you do this? Parents/Guardians can....

- Read with your child 20 to 30 minutes each day
- Monitor and review classwork and homework daily
- Let your child discuss their interpretation of a current event daily
- Get involved and volunteer with daily classroom activities and school functions
- Regularly attend parent conferences and meetings

The administrative staff at Scott Elementary School is required to document that every parent has received and read the Scott Elementary Student Handbook. Please read over the handbook carefully. ***On the last page, you will find a handout that should be signed and returned to your child's homeroom teacher.*** The form includes the Parent Handbook Acknowledgement, a Passive Permission form, and a Nondisclosure of Student Information and Survey Participation form. If you have any questions, please call the school office.

I wish each of you a blessed, healthy, and successful 2023-2024 school year, and please know that we are always available for your needs, questions, and concerns!

With Gratitude,

Dr. Selena P. Dawson, Principal

W. Fred Scott, Sr. Elementary School



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Highly Qualified Teachers

The faculty and staff at Scott Elementary are committed to continually seeking to improve instruction for our students. We hope that as a parent you will become actively involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and the class routines and expectations.

We are proud of the professional credentials of our teaching staff and will furnish you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

Please contact the main office to receive this information.

With Gratitude,

Dr. Selena P. Dawson, Principal

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Thomasville
Center for the Arts

Scott Elementary School partners with Thomasville Center for the Arts (TCA) to provide a unique experience that allows students in all grades to participate in Dance, Drama, Visual Arts and Music classes throughout each school year! Thank you, TCA!

2023-2024

Scott Elementary Calendar of Events

All Dates and Times Subject to Change

Event	Day(s) of the Week	Date
July		
Pre-Planning	Monday - Friday	July 24 – August 4, 2023
August		
Scott Open House	Friday	August 4, 2023 9:00-11:00 AM
First Day of School	Monday	August 7, 2023
Annual Title I Meeting	Thursday	August 17, 2023 6:00 pm
Scott School Council Meeting	Wednesday	August 23, 2023 3:30 pm
September		

Labor Day Holiday	Monday	September 4, 2023
Pre-K Grandparents Come to Lunch Day (10:45-11:15 AM)	Friday	September 8, 2023
Fall Pictures	Tuesday	September 26, 2023

October		
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Fall Break	Monday-Friday	October 9-13, 2023
Teacher Work Day/Student Holiday	Monday	October 16, 2023
Scott School Council Meeting	Wednesday	October 18, 2023 3:30 pm
Parent Engagement Meeting	Thursday	October 19, 2023 5:30 pm
1st Nine Weeks Awards Assembly	Friday	October 27, 2023 2 nd and 3 rd grade - 8:30 am K and 1 st grade - 9:15 am 4 th and 5 th grade – 10:00 am PreK/Special Education – 10:45 am
Red Ribbon Week	Monday-Friday	October 23-27, 2023
Fall Picture Retakes	Tuesday	October 31, 2023

November		
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Thanksgiving Holiday	Monday-Friday	November 20 -24, 2023
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December		
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Winter Holidays	Monday - Friday	December 22, 2023 through
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		January 4, 2024
January		
Teacher Work Day/Student Holiday	Friday	January 5, 2024
Scott School Council Meeting	Wednesday	January 10, 2024 3:30 PM
2nd Nine Weeks Awards Assembly	Friday	January 19, 2024 2 nd and 3 rd grade - 8:30 am K and 1 st grade - 9:15 am 4 th and 5 th grade – 10:00 am PreK/Special Education – 10:45 am
Martin Luther King, Jr. Holiday	Monday	January 15, 2024
Parent Engagement Meeting	Thursday	January 18, 2024 5:30 PM
February		
Scott's Black History Program	Thursday	February 15, 2024 6:00 PM

March		
Student Holiday/Teacher Work Day	Friday	March 8, 2024
Parent Engagement Meeting	Thursday	March 14, 2024 5:30 PM
Spring Group Picture Day	Tuesday	March 19, 2024
3rd Nine Weeks Awards Assembly	Friday	March 22, 2024 2 nd and 3 rd grade - 8:30 am K and 1 st grade - 9:15 am 4 th and 5 th grade – 10:00 am PreK/Special Education – 10:45 am

Field Day	Friday	March 29, 2024
April		
Spring Break	Monday-Friday	April 1-5, 2024
Scott School Council Meeting	Wednesday	April 17, 2024 3:30 PM
May		
Pre-K Parent Conferences	Monday-Friday	April 29-May 3, 2024
Teacher Appreciation Week	Monday-Friday	May 6-10, 2024
Pre-K Muffins for Moms/Doughnuts for Dads	Friday	May 10, 2024 8:30 AM
Kindergarten End of Year Performance	Tuesday	May 14, 2024 9:15 AM
4th Nine Weeks Awards Assembly (PreK, 1st, 2nd, and 3rd Grade)	Tuesday	May 14, 2024 1st and 2nd grade - 8:30 am 3rd Grade - 10:10 am Pre-K/Special Education: 10:45 am
4th Nine Weeks Awards Assembly (4th and 5th grade)	Wednesday	May 15, 2024 (9:00 – 10:30)
End of Year Performance	Thursday	May 16, 2024 (8:30-10:00)
Last Day for Students, Report Cards Go Home	Friday	May 17, 2024
Post-planning	Monday - Tuesday	May 20-21, 2024

Updated 5/22/23

2023-2024

Faculty and Staff

Dr. Selena P. Dawson, Principal

Carie Young, Assistant Principal

Samantha Green, Instructional Coach

Elizabeth Coppins-Frick, School Counselor

Administrative Assistants

Anita Williams, Front Desk/Data Clerk
Lisa Hill, Bookkeeper

School Nurse

Robin Cook, R.N.

Support Staff

Wesley Clay-PE
Sara Martha Davis, EIP
Caroline Hoffner, MTSS Coordinator
Levada Laing, Parent Involvement Coordinator
Mary Morris, Reading Consultant
Stephanie Sharp, Media Specialist
Faith Shiver, Gifted Teacher
Adrienne Angry, Reading Interventionist
Pamela Gardner, Math Interventionist

Fine Arts Staff

Carolyn Henry - Music
Haley Bentley-Band
Amanda Parparian-Visual Arts
Cleveland Shy - Dance and Drama
Dr. Colleen Wade-Strings

Paraprofessionals

Corey Smith
Tyrone Williams (ISS)
Janice Gosier (SpEd)
Briget Ross (SpEd)
Marcus Conyers (SpEd)
La'Rhonda Reddick (SpEd)
John Knuckles (SpEd)
Rollisia Jones (SpEd)
Elaine Hurst (Technology)
Cleveland Shy (Dance/Drama)
Rosemary Weston (First Grade)
JaNia Taylor (First Grade)
Brooke McDonald (First Grade)
Amy Nix (Kindergarten)
Teresa Smith (Kindergarten)
Jeanette Young (Kindergarten)
Thelma Horne (Pre-K)

Pre-K

Catherine Harris and Thelma Horne
Nicole West and Brenda Walden

Kindergarten

Joanna Coleman/Amy Nix
Brittany Gainous/Teresa Smith
Devonshay Norton/Jeanette Young

First Grade

Ruth Augustin/Rosemary Weston
Alisha Cooper/JaNia Taylor
Tiana Villagomez/Brooke McDonald

Second Grade

Saleen Beckett
Levada Laing

Third Grade

Allison Manning - Sci/SS
Angela Tillman - Math
Toshia Blake - ELA/Reading

Fourth Grade

Lori Laing - ELA/Reading/SS
Carolyn Waters - Math/Sci

Fifth Grade

Latonya Bennett - ELA/Reading/SS
Vanessa Singley - Math/Sci

Special Education Teachers

Andrea Brower
Lynda Floyd
Krista Dance
Rosemarie Miller
Noah Ridings
Desire' Stokes - Speech

Brenda Walden (Pre-K)	
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**School Council Members
Scott Elementary School 2023-2024**

School Council

The School Council is representative of our school community and is comprised of the principal, two teachers, two parents, and two business representatives. Its function is to advise the school on issues that are relative to school improvement and success. Meetings are open, and dates will be posted in the front office and on the marquee.

Parent Rep.	Teacher Rep.	Business Rep.
Craig and Danielle Bembridge	Lavada Laing laingl@tcitys.org	Melvin Hugans
Callie Sellers	Nicole West westn@tcitys.org	Tom Everett
Amber Bryant	Dr. Selena P. Dawson Principal dawsons@tcitys.org	Adrian Burns

Administrative Fund Raisers

School Dances

Community Sponsors

- Kiwanis of Thomasville
- Thomasville/Thomas County Sports Academy
- Rotary Club of Thomasville
- Boys and Girls Club
- First Baptist Church Thomasville
- Willow Head Baptist Church
- East Side Baptist Church
- Thomasville National Bank
- Chick-fil-A
- Thomasville Center for the Arts
- YMCA

Schoolwide Procedures

Morning Procedures

Drop Off

1. **K-5** Students who arrive between 7:15 – 8:00 will be dropped off on the side-porch drive (side of cafeteria). Cars must use the inside lane, unless it is filled, then they may proceed to the second lane. Students will eat breakfast in the cafeteria or classroom as soon as they arrive. Students who arrive after 8:00 **MUST** be checked in at the front office on Hansell Street.
2. **Pre-K** students and K-5 students with Pre-K siblings must be dropped off at the Jackson Street parking lot. A staff member will be there to assist your child beginning at 7:30. Pre-K students will eat breakfast with their class at 8:30.

Hallway Procedures

1. Students will walk quietly and keep their hands to themselves.
2. Students will walk on the right side of the hall at all times.
3. Students will avoid touching the walls and any wall displays with their hands or their feet.
4. Students will yield to main avenues of traffic.

Cafeteria Procedures

1. Students will enter the “IN” door quietly.
2. Students will stand in the serving line quietly.
3. Students will then proceed quietly and carefully to their designated lunch area.
4. Students may talk softly during lunch.
5. Students will raise their hands if assistance is needed.
6. Students will sit with feet on the floor, bottom on seat, and facing table.
7. Students will keep all food to self. (No sharing)
8. Students will clean their area before leaving the table.
9. Students will be dismissed by sections and will be instructed to walk down the designated aisle quietly to empty their trays.

Student Pick-up / Dismissal Procedures

***Parents are asked to remain in their vehicles and drive around to get their child.**

Pre-K, Kindergarten, First and Second Grade students and any siblings will be dismissed at 3:00 at the **Jackson Street parking lot**. Students in grade **Third, Fourth & Fifth** will be dismissed at 3:00 at the **Side Porch** (behind Cafeteria - Scottie Yard).

ONLY DAY CARE RIDERS AND BUS RIDERS will be picked up on the FRONT PORCH.

If parents are picking up siblings, then the older child/children should go to the location of the youngest child.

All students riding a daycare van or bus will be picked up at 3:00 from the **Front Porch (Mount Zion, Vashti, Reading Rainbow, Boys and Girls Club, Smart Start, YMCA, and Resource Center)**. They will sit in their designated area facing the driveway until their transportation arrives.

Walkers who are waiting for siblings from MacIntyre Park or Thomasville High will wait on the Side Porch (on Jefferson St.) in their designated area until their sibling(s) arrive.

ALL students **MUST be picked up by 3:30**. Students who are not picked up by 3:30 are considered to be late pick-ups. After a student has been picked up late three times within a nine weeks' period (grading period), a letter will be mailed to parents. After the **4th late pick up**, a conference will be required with the principal. **After the 5th time, an outside agency will be notified.**

***IF THE MAJORITY OF THE PARENTS ARRIVE BETWEEN 2:50 AND 3:10, THERE WILL BE A MAJOR TRAFFIC JAM! PLEASE CONSIDER ARRIVING BETWEEN 3:05 AND 3:20 FOR THE FIRST TWO WEEKS OF SCHOOL.**

Students who are picked up after 3:30 must be signed out at the front office.

Assembly Procedures

1. Students will follow hallway procedures when transitioning to and from the cafeteria or gymnasium.
2. Students will enter the cafeteria or gymnasium quietly and be seated.
3. When in the cafeteria, students will sit in their designated section.
4. Students will be dismissed by sections.

Media Center Procedures

1. Students will enter the Media Center quietly.
2. Students will return books to the depository if needed.
3. Students will follow the Media Specialist's procedures.
4. Students will use low voices at all times.

Fire Drill Procedures

1. Students will line up quietly when instructed to do so.
2. Students will exit the room quickly and calmly.
3. Students will remain in line and walk to the designated exit.
4. The last student in line will be responsible for closing the classroom door.
5. Students will walk to their designated area and remain facing away from the building until they receive permission from their teacher to turn around. The last student will lead the line back into the building when the "all clear" signal is given.

In-School Suspension (ISS) RULES

1. No talking/disrupting ISS environment.
2. No food/drinks allowed in ISS room (except during designated lunch time).
3. No electronic devices or cell phones.
4. No chrome book use without ISS teacher approval (school-related activities only).
5. No writing on the desk or any other school property.
6. Students will sit facing forward; head will be up, no sleeping!
7. Students will stay in assigned seat / No leaving seat without permission.
8. Complete all assigned work within the given time period.
9. **STUDENT RESTRICTIONS ARE NOT LIMITED TO THIS BRIEF SUMMARY. STUDENTS MUST FOLLOW THE DIRECTIONS OF THE ISS TEACHER.**

Consequences of Breaking ISS Rules

1st Offense: ISS teacher will inform an administrator and will call a parent to inform the parent that the next offense will result in extended ISS time or an Out of School Suspension (OSS).

2nd Offense: Call to administrator for removal from ISS; extended ISS or OSS will then be assigned. (If OSS occurs before 11:30 AM, the

student will be required to make up ISS time upon the student's return to school.)

Expectations of All Students

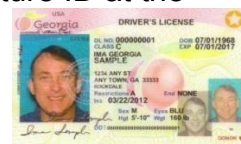
1. Accept responsibility for personal choices.
2. Follow all school rules.
3. Come to school prepared with the appropriate materials such as: homework, notebooks, agenda books, etc.
4. Be respectful and polite to themselves, staff members, and peers. Show appreciation for diversity and differences.
5. Be respectful of school property.
6. Walk and talk only with teacher permission (classroom, lunchroom, and hallway).
7. Keep their hands, feet, and objects to themselves.
8. Leave gum, candy, toys, and other unacceptable items at home.
9. Attend school regularly and arrive to school on time.
10. Exhibit school pride.
11. Keep our school safe and clean.
12. Demonstrate efficient work habits and remain on-task.
13. Be active participants in the learning process.
14. Report to school officials any illegal activity involving drugs and/or weapons.
15. Follow district and school board policies pertaining to behavior at school and during school functions.
16. Behave in a manner which is conducive to learning, and do not interfere with the teacher's right to teach or other students' right to learn.
17. Comply immediately with any staff member's request to obey school rules.
18. Strive for excellence. Do your best!
19. Behave and follow guidelines and procedures both before and after school.



Parent Responsibilities



1. Parents are expected to teach and model respect and responsibility at home.
2. Parents are expected to cooperate fully with teachers, administrators, and other school staff members and to encourage their children to do the same. Parents are expected to provide the school with up-to-date phone numbers and addresses in case contacting a parent becomes necessary. **Parents are expected to provide changes of any contact information and to notify the front office of persons authorized to pick up their children.**
3. Parents or anyone picking up students may be asked to show a picture ID at the front desk.
4. Parents are expected to support the school's rules and consequences.
5. Parents are expected to require their children to be punctual and to attend school daily.
6. Parents are encouraged to accept responsibility for providing children with requested supplies and materials.
7. Parents are expected to make sure their children have a time and a place to study.
8. Parents are expected to participate in parent-teacher conferences as requested.
9. Parents are expected to encourage their children to behave responsibly during school, extra-curricular activities, and after-school functions.
10. Parents should adhere to the school hours, e.g., not dropping children off too early, not picking children up too late, and not removing children from school unless necessary, especially during the last thirty minutes of the school day.
11. Parents are expected to become meaningfully involved in their children's school experience (monitoring homework, study time, attending school functions, etc.). Parents should make sure that all homework and projects are returned to school.



12. Parents are expected to sign and return all required school correspondence in a timely fashion. Progress reports and report cards should be signed by parents and returned to the homeroom teachers.
13. Parents are expected to sign and return the “Parent-School Handbook Agreement.”
14. Parents are expected to sign and return the “Parent Engagement Policy.”
15. Parents are expected to be aware of the contents of their child’s book bag and what items their child is bringing to school at all times.
16. Parents are expected to sign and return the “Transportation Release Agreement” to the teacher. This form permits the child to be transported on field trips.
17. If parents experience a problem with a teacher or staff member, they should avoid criticizing school officials in front of their children. Instead, they should make an appointment to speak with the appropriate staff member.
18. Parents are expected to sign-in and receive an appropriate pass before visiting classrooms.
19. Parents are required to schedule a time with the teacher before visiting the classroom. This can be done by calling the school secretary.
20. When visiting the school, parents should avoid public acts of discipline.
21. Parents are expected to dress appropriately when on the school grounds (no night clothes or clothing that is too revealing).
22. Parents are expected to monitor student dress and reinforce the dress code of Scott Elementary School.
23. Parents are expected to comply with Thomasville City School District guidelines pertaining to immunization records and other required documents. Students will be withdrawn from school if immunization records are not updated after 30 days of being notified in writing.

CBRRT – Community Based Risk Reduction Team

The Thomas County Schools/Thomasville City Schools Attendance Protocol Committee has created a sub-committee called the Community Based Risk Reduction Team (CBRRT) to develop an intervention plan to address those factors which may negatively impact student attendance. Membership includes a representative from each of the following designated agencies: Thomas County Student Services Department, Thomasville City Student Services Department, Thomas County Law Enforcement, Thomasville City Law Enforcement, The Department of Juvenile Justice, Thomas County Department of Family and Children Services, Georgia Pines Community Mental Health/Developmental Disabilities/Alcohol & Drug Service, VASHTI, and The Thomas County Assistant District Attorney.

Each school will provide to the parent, guardian, or other person having control or charge of each child enrolled in public schools a written summary of possible consequences and penalties for failing to comply with compulsory attendance under O.C.G.A. 20-2-690.1. These statements should be signed by the parent/guardian, indicating receipt of such written statements with consequences and penalties included. Children aged ten years or older will also receive a signed copy of such written statement regarding possible consequences and penalties. The signed copies are maintained, through the school year, at the school.

Student attendance will be monitored on a daily basis using a student information management system. Each school has established a procedure to identify students who are truant, chronically absent or other factors that may constitute educational deprivation. These procedures include attempting to determine the causes of failure to comply with compulsory attendance mandates and addressing the issue with children and their parents.

It may be determined that a referral to the School Social Worker/Student Services Director is required. The School Social Worker/Student Services Director will conduct a conference with the child and the parent, which may also require a home visit. The School Social Worker/Student Services Director will conference with the parent/child to

identify barriers to regular attendance and strategies to remove those barriers. Additionally, the School Social Worker/Student Services Director may execute a contract with the child/parent regarding improved attendance or initiate a referral to community resources.

When the determination has been made that all school-based interventions have been exhausted, the School Social Worker/Student Services Director will make a referral to the Community Based Risk Reduction Team (CBRRT) using the CBRRT Referral Form. CBRRT will schedule a conference with the family and attempt to develop an intervention contract. Upon notification of continued noncompliance with the intervention contract, the Assistant District Attorney will proceed with an educational deprivation petition in Thomas County Juvenile Court or criminal prosecution in Thomas County State Court.

**Scott Elementary School strictly enforces the
Georgia Bullying Law.**



The Georgia Bullying Law (O.C.G.A. 20-2-751.4)

As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.



Dress Code

During the school day, the primary focus of the student should be to learn. Some clothes that are suitable for wear outside of school are not suitable for wear at school. The age and gender of the child and what is considered to be developmentally appropriate will be considered in the enforcement of the dress code. The administration reserves the right to amend or modify the dress code to ensure safety or improve the atmosphere for learning.

1. No bare midriffs, tank tops, halter tops (one shoulder out, tube tops), no low or plunging necklines, spaghetti straps, loose fitting sleeveless tops that do not cover foundation garments.
2. No sagging pants or shorts, no low waist pants or low rider pants.
3. No overly short dresses or shorts (must come to the fingertip of the middle finger when the arms are down at the student's side.)
4. If leggings are worn, they must be appropriately covered.
6. Tights must be worn underneath pants with rips/holes.
7. Earrings are to be worn only in the ears.
8. Clothing depicting disruptive words, gang related activity, violence, vulgarity, drugs, alcohol, or disrespect for others will not be allowed.
9. Hats, scarves, headbands, doo-rags, bandanas, or other head coverings are not allowed.
10. Students are expected to wear appropriate footwear for all school activities. **Flip Flops, slippers, slides or any footwear without a back strap are NOT allowed.**
11. Haircuts/designs that symbolize gang related activity or that disrupt the learning environment are not allowed.

Parent Dress

All parents and adults visiting the campus should physically appear in a manner appropriate for our educational learning environment. Adults should follow the same guidelines that are expected of students. Please do not wear sleep attire or clothing that exposes undergarments or private body parts. Low-cut tops and extremely short skirts or shorts are not appropriate for this school environment. Clothing that advertises alcohol or drugs is not allowed on campus. Any parent dressed inappropriately may be asked to leave campus. Please help us maintain our respectful student standards by modeling Scott Elementary School's expectations. **All guidelines are subject to the interpretation of the administration.**

School Day Attendance and Tardies

Starting Time: 8:00

Dismissal Time: 3:00

Students are not to be left on the school campus before 7:15 a.m. or after 3:30 p.m. Students must vacate the campus as soon as possible after the 3:00 bell rings, unless they are in an activity supervised by a teacher.

Tardy to School: Any student arriving to school following the **8:00 bell** is considered tardy and will need to be signed in by an adult in the front office. Any student who is on school property but not in his or her assigned classroom or other authorized area following the bell will be considered tardy to school.

Excused Tardy: A tardy resulting from events beyond a student's control, such as an accident, road closure, area power outage, or other excuses determined by the principal or designee as acceptable is excused. Documentation is required to excuse a tardy.

Unexcused Tardy: Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the principal or designee as unacceptable are unexcused. Documentation will not obligate the principal or designee to excuse an unexcused tardy. **Three Tardy slips per nine-weeks grading period will equal an absence when determining perfect attendance.**

Early Checkout: Early checkout is defined as leaving school prior to the end of instruction time and/or the end of the official school day. If a student is checked-out before 11:30 a.m. he/she will be counted absent for that day.

Excused: Early checkouts that may be excused include emergencies, illness, or other reasons that the principal deems necessary or reasonable. Documentation is required to excuse early dismissal. Records will be kept at the school to document the number of days a student misses due to early checkouts. **Excessive incidents of unexcused early checkouts may result in referral to Student Services as the principal deems necessary.**

Checkouts after 2:30 are not permitted. Please understand that we value every minute of instructional time at Scott. When students leave early, they are missing core instruction.

Unexcused Tardies and Early Checkouts:

- At the school system's discretion, students establishing a pattern of early checkouts may be referred to the principal or principal's designee for appropriate action.
- Students leaving early or arriving late to class may be counted absent from the class or classes missed.

Consequences and Penalties for Unexcused Tardies/Early Checkouts

The principal or principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts that may include, but are not limited to the following:

Third Tardy:

Written notification from teacher to notify parent(s), guardian(s) or other person(s) having control or charge of the student of possible consequences for continued tardies, including after-school detention or meeting with principal.

Fourth to Ninth Tardies:

Referral(s) to principal or the principal's designee for disciplinary consequences, counselor's referral, Student Services referral, or other appropriate action.

Ten or More Tardies:

Ten or more tardies may result in immediate referral to support agencies such as the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, and other external agencies.

Excuses for Absences

Students who have been absent must bring a note from a parent or legal guardian on the day they return to school. Excused absences are those for personal illness, death in the family, or recognized religious holidays. If a student has an excused absence, missed assignments must be made up, and credit will be given for academic work. If a student is absent for more than two consecutive days, the parent should contact the school and request that assignments be sent to the office to be picked up at the end of the school day. Students who have excessive absences will be reported to the system attendance officer for appropriate action.

Illness

If a child becomes ill during the day, the nurse or office will contact the parent. The parent, or designated adult, must sign in at the office for the child to leave school. There is a school nurse available at the school.

Signing Out

If a student has to leave school for an appointment, a note should be sent to the office. The parent, or designated adult, must sign in at the front office in order for the child to leave school. If the student returns to school, she/he must report to the office for the time to be recorded.

Sign outs after 2:30 are not permitted. Please understand that we value every minute of instructional time at Scott. When students leave early, they are missing core instruction.

Student Admission

All students must enroll at the school in which they plan to attend. Parents and/or guardians must present a current proof of Thomasville residence (utility bill), adequate certificate of immunization on Georgia Form #3231, a certified copy of their birth certificate, Georgia Form #3300 which shows they have passed a current dental, vision, and hearing screening, a Social Security Card, and documentation of legal guardianship (if applicable).

Withdrawing from School

The established procedures for withdrawing from school are as follows:

1. Notify the school office the day of withdrawal.
2. Return all textbooks and other materials.
3. Return all library books.
4. Clear lunch charges.
5. Parents must sign a "Release of Information" for student records to be forwarded.
Or, parents may sign at the new school upon enrollment.

Hospital/Homebound

If a student is likely to be absent from school for 10 days or more as a result of surgery or a non-communicable disease, she/he may be eligible to participate in the Hospital Homebound Program. The parents/legal guardian should inform the school as soon as possible if this is the case.

School Insurance

Students will receive information about school insurance the first week of school. The parent communicates directly with the insurance company. Parents must indicate the type of coverage wanted when application and payments are made.

Suspension/Probation

Students who have been suspended from school will not be allowed during the period of suspension to participate in any extra-curricular activities or to attend any school sponsored events until the day they are reinstated.

The Board of Education may also place on probation a student who is readmitted to school following suspension or expulsion, and the terms of probation will be determined on an individual basis.

Parent Concerns

The Thomasville Board of Education has a policy for the proper channeling of concerns, questions, or problems a student or parents might have involving personnel, instruction, discipline, learning materials or other school matters. Each concern or problem is a personal matter and must be settled on an individual basis. Any concern should come from a parent or guardian about his/her own child.

Step 1. Make an appointment with the teacher. The parent or guardian and usually the student should talk with the teacher. Most questions, concerns or problems can be answered at this level. If a solution is not found, proceed to Step 2.

Step 2. Make an appointment with the principal. The principal will decide whether or not the teacher will attend this meeting. If a solution is not found, proceed with Step 3.

Step 3. Complete a Parent Grievance Form indicating which rule, policy, or law you believe has not been applied appropriately by the principal. Submit this form to the Student Services Specialist at the central office. The Student Services Specialist will review your grievance to determine whether it warrants further review by the superintendent. The superintendent will review all relevant documents and/or information to notify the parent whether any actions taken are upheld, modified, or revoked.

Step 4. Contact members of the Board of Education to indicate which rule, policy, or law has not been appropriately reviewed by the superintendent.

Parents' Liability

Under House Bill 1450, passed by the 1982 Georgia General Assembly, "parents and guardians of minor children will be liable for their willful or malicious damage to school property up to \$5,000 plus court costs."

Bus Policy

All students riding a public school bus must be registered as a bus rider through the Transportation Department and must comply with the following conduct of students during school hours and at school related functions, in a manner that is appropriate to the age of the student:

Prohibited behaviors include but are not limited to:

- (1) Verbal assault of teachers, administrators, and other school personnel;
- (2) Physical assault or battery of teachers, administrators, and other school personnel;
- (3) Disrespectful conduct toward teachers, administrators, and other school personnel;
- (4) Verbal assault or battery of other students;
- (5) Physical assault or battery of other students;
- (6) Disrespectful conduct toward other students; and
- (7) Verbal assault of, physical assault or battery of, and disrespectful conduct toward persons attending school related functions.

The specific provisions shall include but not be limited to:

- (A) Students shall be prohibited from acts of physical violence as defined by Code Section 20-3-751.6, bullying as defined by subsection (a) of Code Section 20-3-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- (B) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- (C) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- (D) If a student is found to have engaged in physical acts of violence as defined by Code Section 20-3-751.6, the student shall be subject to the penalties set forth in such Code section. If a student is found to have engaged in bullying as defined by subsection (a) of Code Section 20-3-751.4 or in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provision may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This subsection is not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

Scott Elementary PBIS Expectation Matrix

Positive Behavior Interventions and Supports

Expectation	Cafeteria Rules	Hall Rules	Playground Rules	Restroom Rules	Dismissal Rules	Office/Nurse Rules	Assembly Rules
R: Be Ready.	Enter and exit quietly. Enter lunch number.		Enjoy your free time.		Be ready to leave.		Be ready for the program.
R: Be Respectful	Use table manners.	Keep hands, feet and objects to yourself.	Use appropriate language. Only call others by their names.	Leave all inappropriate objects in the classroom. Respect the privacy of others.	Follow all staff directions the first time given.	Report to desk and be polite.	Sit quietly. Follow staff directions the first time given.
R: Be Responsible	Clean up your area. Remain seated. Eat your own food.	Always walk. Hands behind your back.	Keep hands, feet, and objects to yourself. Report accidents to adults. Remain on playground at all times.	Keep bathroom clean. Wash hands with soap.	Go directly home or other.	Wait patiently for your turn.	Enter and exit in a quiet line.

Ideally, our Scotty Champs adhere to our PBIS expectations. Failure to adhere may result in a progressive disciplinary consequence as outlined in our next sections.

2023-2024 Thomasville City Schools Student Code of Conduct

The Thomasville City Schools Board of Education supports all students' rights to learn. To do so, each student must be in a school climate that is satisfying and productive without disruptive behavior by any student infringing upon the rights of others.

Therefore, it is the policy of the Board of Education that each school within this system shall implement the district's age-appropriate student code of conduct, which is designed to improve the student learning environment by improving student behavior and discipline. Schools may address discipline identified within student handbooks or similar publications, but these publications should comply with and be consistent with the district's student code of conduct.

The student code of conduct will comply with state law and state board of education rules and will include the following:

1. Standards for student behavior are designed to create the expectation that all students will behave themselves in a manner that facilitates a learning environment for themselves and other students. The standards are designed to encourage students to respect each other, school system employees and any other persons attending school functions. The standards are also designed to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school system.
2. Student support processes are designed with appropriate consideration given to the severity of a behavioral problem. Support services are available at each school, school system, and other public entities, including community organizations that address behavioral problems students are experiencing.
3. Progressive discipline processes are designed to create the expectation that the degree of discipline imposed will be in proportion to the severity of the behavior leading to the discipline and will consider the discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.
4. Parental involvement processes designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

The student code of conduct should be distributed to each student at the beginning of the school year and upon enrollment of each new student. The parents/guardians will be requested to sign an acknowledgement confirming receipt of the code of conduct and promptly return the acknowledgment to the school. The student code of conduct will be available in the school office.

This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A), commonly called the Georgia Code (specifically, O.C.G.A. 20-2-730 – O.C.G.A. 20-2-769). Such a code is mandated in O.C.G.A. 20-2-735. The behavior code is reviewed on an annual basis.

It is the purpose of the Thomasville City School System for each school to operate in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, all schools require students to always adhere to the student code of conduct to facilitate a learning

environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, and to obey the established student behavior rules.

The district's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school. Accordingly, students shall be governed by regulations and rules set forth in the Code of Conduct.

The Code of Conduct is effective both during and outside normal school hours, meaning:

- a) At school or on school property at any time;
- b) Off school grounds at any school activity, functions or events and while traveling to and from such events;
- c) In route to or from school or school-related activities;
- d) School bus stops;
- e) In vehicles provided for student transportation by the school system; and
- f) Off school system property if: (a) the student's off-campus conduct results in the student being charged with a criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student's continued presence at school a potential danger to the educational environment or disrupts the school environment; or (b) the student's off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyber bullying [threats or harassment], or texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff or others and/or a risk of substantial disruption to the school, program or school environment.

Any student charged with or convicted of the commission of any felonious crime may be denied the right to attend classes by the Superintendent when the Superintendent determines that the continued presence of the student in school will have a substantially disruptive effect on the school environment. Such denial may be continued until the Superintendent determines that the presence of the student will no longer have a disruptive effect. Any student who is denied the right to attend school may appeal the Superintendent's determination to the Board of Education. The appeal must be submitted within 3 days after notice of denial is received.

READMISSION AND APPEALS

Any student denied the right to attend school by the Superintendent, may at any time during the term or expulsion submit a petition stating the grounds supporting the petition based on new evidence.

The Board may, in its discretion, allow the student presenting the petition to appear before the Board in person.

The Board shall act on the petition within three weeks after receiving the petition. The student shall be notified of the Board action by letter from the Superintendent.

Before any student who has been denied the right to attend school is eligible to re-enter school, the student and the parents must attend a conference at the office of the school principal.

Any action of the Board may be appealed to the State Board of Education. Implementation of the Board's action, however, need not be postponed pending the outcome of the appeal. Such appeal shall be in accordance with Georgia Code Section 20-2-1160 and regulations of the State Board of Education governing such appeals.

Teacher Reporting Information

A teacher has the authority, consistent with Board policy and applicable law, to manage his/her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom.

Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of such student's classmates to learn should file a report of such behavior with the principal or designee. The principal and teacher should thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

Student behavior which violates state or federal laws as specified in O.C.G.A 20-2-1184 will result in a report being filed with police and district attorney.

The Superintendent and/or designee shall develop procedures and guidelines as necessary for implementation of this policy and law.

Searches

School officials are authorized to conduct reasonable searches of students, staff, and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search students whom they believe have either violated a particular law or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspection of vehicles on school property. Students should not expect their vehicles or vehicle contents to remain private if exercising the privilege of parking on campus.

Student lockers, desks, and all school and classroom storage areas are school property and always remain under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

School computers and school technology resources are not private and are open to school review at any time.

If a search yields illegal or unauthorized materials, such materials should be turned over in person to the School Resource Officer or proper legal authorities for ultimate disposition.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the principal or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story. The administrator will follow a progressive discipline process, when possible. The degree of discipline to be imposed by each school administrator will be in

proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. Disciplinary consequences may include restorative practices, in-school suspension (ISS), short-term suspension, long-term suspension, expulsion, and/or referral for a disciplinary hearing. Disciplinary hearings may result in assignment to an alternative education program, long-term suspension, expulsion, or permanent expulsion from all Thomasville City Schools. In addition to discipline, behaviors may also be reported to law enforcement at the District's discretion and as required by law, including O.C.G.A. § 20-2-1184 and 19-7-5.

Suspension/Expulsion

If a student is removed from regular class assignments for more than one-half of the school day, written notice of this assignment to in-school suspension must be sent to the parent. The student's parent/guardian should be notified of in-school suspension and out-of-school suspension (OSS) as soon as possible. This notification should be confirmed in writing no later than two school days after the suspension begins. This notification should contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The written notification should be delivered to the student's parent/guardian either in person or by first class mail to the last known address of the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained.

Students under Out of School (OSS) suspension or expulsion shall not participate in or attend school activities on or off campus or be present on any Thomasville City School property until the student is physically readmitted to the classroom.

If less than the number of suspended days remain in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period.

Chronic Disciplinary Problem Student

A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification should be by either first-class mail or certified mail with return receipt requested and telephone call. The principal should request that at least one (1) parent or guardian attend a conference with the principal and/or teacher. The purpose of the conference would be to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return from suspension or expulsion, the school to which the student is to be readmitted should request by telephone call or by either certified mail with return receipt requested or first-class mail that at least one parent/guardian schedule and attend a conference with the principal, or principal's designee, to devise a disciplinary and behavioral correction plan. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal will note the conference in the student's permanent file. Failure of the parent/guardian to attend shall not preclude the student from being readmitted to the school.

PART 1: DISCIPLINARY RULES

The following code provisions apply to student behavior *AT ANY TIME* while on school property, engaging in or attending a school-sponsored event, while using school technology resources or, in some cases, off-campus. The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the system office of student discipline.

The following behaviors are a violation of this Code of Conduct:

Rule	Description
00	Continuation
01	Alcohol
02	Arson
03	Battery
04	Breaking & Entering - Burglary
05	Computer Trespass
06	Disorderly Conduct
07	Drugs, Except Alcohol and Tobacco
08	Fighting
09	Homicide
10	Kidnapping
11	Larceny/Theft
12	Motor Vehicle Theft
13	Robbery
14	Sexual Battery
15	Sexual Harassment
16	Sex Offenses
17	Threat/Intimidation
18	Tobacco
19	Trespassing
20	Vandalism
22	Weapons - Knife
23	Weapons - Other
24	Other Incident for a State-Reported Discipline Action
25	Weapons – Handgun
26	Weapons – Rifle/Shotgun
27	Serious Bodily Injury
28	Other Firearms
29	Bullying
30	Other- Attendance Related
31	Other- Dress Code Violation
32	Academic Dishonesty
33	Other – Student Incivility
34	Other – Possession of Unapproved Items
35	Gang-Related
36	Repeated Offenses
40	Other Non-Disciplinary Incident
42	Electronic Smoking Device
44	Violence Against a Teacher

Rule 00. Continuation

An event with multiple incidents for a single action has occurred.

Rule 01. Alcohol

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes possession, sale, use, transmission, manufacture, purchase, or being under the influence of any alcoholic beverage, or possessing related paraphernalia during a school activity, function, or event on or off school grounds or while under school supervision. Students under the influence or consumption of alcohol may be included if it results in disciplinary action.

Contact SRO and Student Services

- **Level 1**
 - Unintentional possession of alcohol
- **Level 2**
 - Under the influence of alcohol without possession
- **Level 3**
 - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol.

Rule 02. Arson

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. This includes property belonging to, rented by, or on loan to the school system and property belonging to school employees or to other students. (Note: Possession of fireworks or incendiary devices must be reported as “Possession of Unapproved Items”. Use of such items should be reported as Arson.)

Contact SRO and Student Services

- **Level 2**
 - Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks. Includes but is not limited to trashcan fires without damage to school property.
- **Level 3**
 - Intentional damage as a result of arson-related activity or the use of an incendiary device. Includes but not limited to setting fires to school property

Rule 03. Battery

Actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)

Contact SRO and Student Services

- **Level 1**
 - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries
 - Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations

- **Level 2**
 - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries
 - Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations that result in mild or moderate injuries
 - Participate in consensual physical hazing/initiation or bodily modifications (e.g. tattooing, branding, and piercing).
- **Level 3**
 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school employee (coded as assault if reasonable apprehension of immediately receiving a violent injury is present, but no contact made), unless such physical contact was in self-defense as provided by *O.C.G.A. § 16-3-21*.
 - Includes, but is not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries;
 - Includes any physical attack on school employee;
 - *Physical attack on teachers should be reported as Violence Against a Teacher (44)*;
 - Includes incidents serious enough to warrant calling the School Resource Officer (SRO) or Police.

Rule 04. Breaking & Entering – Burglary

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering – Burglary is that Trespassing does not include forceful entry into the school building.)
Contact SRO and Student Services

- **Level 3**
 - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).
 - Parent Contact
 - Out of School Suspension (OSS)
 - Recommendation for Tribunal Hearing
 - Contact School Resource Officer

Rule 05. Computer Trespass

Use of school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstruction, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

The District, or any school, is NOT responsible for personal electronic devices on school property or at District/school sponsored events. The District/school administrator or designee may confiscate electronic devices.

- **Level 2**
 - Violate the District’s Internet User Agreement or Acceptable Use Policy in any way.
 - Copy computer programs, software or other technology provided by the District for personal use; download unauthorized files; or use school technology resources for personal gain or private business enterprises.

- Gain or attempt to gain unauthorized access to the District's computer data, network, system, Internet connections, e-mail accounts, or intranet or to any third party's computer system, data, or network, such as:
 - Malicious tampering, phishing, or hacking activities;
 - Intentionally seeking information about passwords belonging to other users;
 - Disclosing a user's password to the District's computer network, System, Internet connections, E-mail accounts, Software, or Intranet to other individuals. *Students, however, may share their passwords with their parents.*
 - Modifying passwords belonging to others;
 - Attempting to log in through another person's account;
 - Attempting to gain access to material that is blocked or filtered by the District;
 - Accessing, copying, or modifying another user's files without authorization;
 - Disguising a user's identity;
 - Using the password or identifier of an account that does not belong to the user;
 - Engaging in uses that jeopardize access into others' accounts or other computer networks or systems.
 - Is profane, vulgar, lewd, obscene, offensive, indecent
 - Advocates violence
 - Use of recording devices to record misbehaviors or to violate the privacy of others.

Level 3

- Use or participate in using personal or school technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following: (See (17) for bullying using technology) (In any event, SRO must be notified):
 - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
 - Advocates illegal or dangerous acts;
 - Causes disruption to Thomasville City Schools, its employees or students;
 - Advocates violence;
 - Contains knowingly false, recklessly false, or defamatory information;
 - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.
- Refusing to comply with reasonable directions/commands of school staff regarding responsible use of technology, and/or use of visual recording devices without permission of a school administrator.
- Use of recording devices to record misbehaviors or to violate the privacy of others.
- Attempt, threaten, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds (SRO must be notified of such incidents).
- Purposely look for security problems, attempt to disrupt school technology resources, or engage in any activity that monopolizes or compromises school technology resources.

Rule 06. Disorderly Conduct

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others.

- **Level 1**
 - Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.
 - Engage in horseplay or rough or boisterous activities. School administrators will use discretion in determining acts of horseplay/rough or boisterous activities as opposed to other prohibited activities, such as intentional physical contact.
 - Engage in amorous kissing or similar public or other displays of affection.
- **Level 2**
 - Occupy or block any school building, part of school grounds, entrance, exit, or normal pedestrian/vehicular traffic on school grounds or adjacent grounds so as to deprive others of access.
 - Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, false statements, or any other conduct that causes, may cause, or attempts to cause the disruption of any mission or function of the school or poses a threat to the health, safety and/or welfare of students, staff or others.
- **Level 3**
 - Pull a fire alarm without authorization or without the belief that a true emergency exists.
 - Threaten to plant a bomb or falsely inform others that a bomb or other explosive has been planted on school property or at a school-sponsored event (SRO must be notified of such incidents).

Rule 07. Drugs, Except Alcohol and Tobacco

*Unlawful use cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student. Also includes intentionally smelling or inhaling fumes from any substances (for example: glue, solvents) for the purpose of becoming intoxicated. **Offenses are cumulative at the Elementary, Middle, and High School levels**
Contact SRO and Student Services*

- **Level 1**
 - Unintentional possession of prescribed or over-the-counter medication. Does not include the possession of narcotics or any illegal drugs.
Parent/Administrative Conference
- **Level 2**
 - Any medication prescribed to a student or purchased over the counter and not brought to the office upon arrival to school.
- **Level 3** – Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics.

- A student shall not:
 - Possess, consume (eaten, digested, injected, inhaled, etc.), receive, purchase, transmit, store, or be under any degree of influence of illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, synthetic cannabinoid drugs, cannabis, inhalant, synthetic cathinone drugs (e.g. bath salts) or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. ***Legal intoxication is not required for violation of this rule.*** First-time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.
- Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell, or otherwise distribute any drug-related paraphernalia, which may include vaporizers (For electronic cigarettes, see Tobacco Use/Cigarette Products).
- Falsely present or identify a substance to be an illegal drug or use/consume/buy/sell/distribute/possess/transmit compounds or substances meant to mimic the effects of drugs.
- Buy, sell or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, synthetic cannabinoid drugs, cannabis (including but without limitation to marijuana, hemp, THC, etc.), inhalant, synthetic cathinone drugs or any other substance listed under the Georgia Controlled Substances Act. **There is no requirement that there be an exchange of money, goods, and/or services to find a violation of this rule.**
- Sniff or be under the influence of inhalants and/or other substances.
- **Over-The-Counter Medication**
 - *Possession of all over-the-counter medication on school property must be pursuant to Operating Guideline JGCD – Medication. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, stimulants (e.g., diet pills, caffeine pills, etc.), nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. For electronic cigarettes, see Rule Tobacco Use/Cigarette Products.*
- **Prescription Medication**
 - *Possess prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with written parent authorization and adherence to Operating Guideline JGCD – Medication. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property. If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated the appropriate portions of the above.*

Rule 08. Fighting

*Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. (Note: **The key difference between fighting and battery is that fighting involves mutual participation.**)*

- **Level 1**
 - A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries.
- **Level 2**
 - A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries.
- **Level 3**
 - A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries.
 - Students that violate the school policy on fighting **three (3) or more** times during the same school year.

Rule 09. Homicide

Killing of one human being by another.

Contact SRO and Student Services

- **Level 3**
 - Includes but not limited to shooting, stabbing, choking, bludgeoning, etc.
 - 10 days OSS and hearing referral

❖ Off-Campus Misconduct

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*
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Rule 10. Kidnapping

The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Contact SRO and Student Services

- **Level 3**
 - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

❖ Off-Campus Misconduct

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 11. Larceny/Theft

The unlawful taking, carrying, leading or riding away of property of another person without threat, violence, or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a

robbery.)

Contact Director of Student Services and SRO

- **Level 1** – The unlawful taking of property belonging to another person or entity that does not belong to the student with a **value up to \$100**.
 - but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
- **Level 2** - The unlawful taking of property belonging to another person or entity that does not belong to the student with a **value between \$100 and \$250**.
 - Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
- **Level 3**
 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a **value exceeding \$250**.
 - Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
 - May be used for students that violate the school policy on larceny/theft **three (3) or more times** during the same school year.

❖ **Off-Campus Misconduct**

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 12. Motor Vehicle Theft

Theft or attempted theft of any motor vehicle.

Contact SRO and Student Services

- **Level 3**
 - Code includes theft of car, truck, motorcycle, ATVs, golf carts, or anything that is self-propelled.
 - o 10 days OSS and hearing referral

❖ **Off-Campus Misconduct**

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 13. Robbery

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)

Contact SRO and Student Services

- **Level 2**
 - Robbery without the use of a weapon
 - Taking something by force or threat of force
- **Level 3**
 - Robbery with the use of a weapon
 - Weapons may include but are not limited to guns, knives, clubs razor blades, etc.
 - o 10 days OSS and hearing referral

❖ **Off-Campus Misconduct**

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 14. Sexual Battery

Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Contact SRO and Student Services

- **Level 3**
 - Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy
 - o 10 days OSS and hearing referral

❖ **Sexual Molestation:**

- *Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, such as having another perform sex acts (for instance, oral sex).*
- *No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.*
 - *The SRO must be notified of such incidents. The Chief of Police, or designee, will notify the district attorney. (See O.C.G.A. § 20-2-1184)*
 - *Notify the Director of Student Services and Superintendent.*
- *Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.*

❖ **Off-Campus Misconduct**

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)*

Rule 15. Sexual Harassment

- ❖ *A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal or written harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching or gestures; visual harassment such as the display of, or encouraging/participating in the display of, sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.*
 - *The local school police officer must be notified of such incidents where the behavior involves a sexual offense (as defined in Chapter 6 of Title 16 of Georgia law) including, but not limited to, sexual battery, rape, and molestation. Any alleged victim of such offense may request to have his/her schedule changed, subject to the principal's approval.*
 - *Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. (See also Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment.) At the conclusion of the investigation, any written report required by Policy JAA will be forwarded to the Superintendent or his/her designee.*
 - *Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual harassment/misconduct, or other inappropriate behavior is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.*
- **Level 1**
 - Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals.
 - Includes but not limited to insensitive or sexually suggestive comments or jokes.
- **Level 2**
 - Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals.
 - Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.
- **Level 3**
 - Physical or non-physical sexual advances; requests for sexual favors;
 - May be used for students that violate the school policy on sexual harassment **three (3) or more times** during the same school year.

Rule 16. Sex Offenses

Unlawful sexual behavior; sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

- ❖ *The Georgia General Assembly requires the District to encourage parents to inform students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult. Any behavior, which is a violation of Chapter 6 of Title 16 of Georgia law, or violations below, must be immediately reported to the SRO, the Superintendent and the Director of Student Services. The Chief of Police, or designee will then notify the District Attorney.*
 - *Any alleged victim of a sexual offense may request to have his/her schedule changed, subject to the principal's approval. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.*
 - *See also Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment. At the conclusion of the investigation, any written report required by Policy*

JAA will be forwarded to the Superintendent or designee.

- *As used in this Rule, "intimate body parts," as defined in Georgia law, O.C.G.A. § 16-6-22.1 include "the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female."*
- **Level 1**
 - Inappropriate sexually-based physical contact
 - Including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in other Levels.
- **Level 2**
 - Inappropriate sexually-based behavior
 - Including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.
 - Expose one's intimate body parts or "moon" in public
- **Level 3**
 - Engaging in sexual activities on school grounds or during school activities.
 - Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.

Rule 17. Threat/Intimidation

Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

- **Level 2**
 - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical harm.
- **Level 3**
 - School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; ***Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.***

Rule 18. Tobacco

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.

- ❖ *Possess, distribute, or use, cigarettes or related tobacco products of any kind, including cigarette wrapping paper or containers for such products. First offenders may be referred to attend a tobacco use program, in addition to any other disciplinary action deemed appropriate.*

- **Level 1**
 - Unintentional possession of tobacco products on school property
- **Level 2**
 - Use of or knowledgeable possession of tobacco products
 - Intentional use or possession of tobacco products on school property

- **Level 3**
 - Distribution and/or selling of tobacco products on school property
 - May be used for students that violate the school policy **three (3) or more times** during the same school year

Rule 19. Trespassing

Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

- **Level 2**
 - Entering or remaining on school campus or school property without authorization or invitation
- **Level 3**
 - Refusing to leave school campus or school property after a request from school personnel
 - Being on school campus or school property, including attending home athletic events and extracurricular activities while currently on Out-of-School Suspension (OSS)
 - May be used for students that violate the school policy on trespassing **three (3) or more times** during the same school year

Rule 20. Vandalism

The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

- **Level 2**
 - Attempting to or causing minor destruction, damage or defacement of school property or private property without permission
- **Level 3**
 - Causing willful/malicious destruction, damage or defacement of school property or private property without permission
 - May be used for students that violate the school policy on vandalism **three (3) or more times** during the same school year

Rule 22. Weapons – Knives

The possession, use, or intention to use any type of knife.

Contact SRO and Student Services

- **Level 1**
 - Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate
- **Level 2**
 - Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate
- **Level 3**
 - Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate

Rule 23. Weapons – Other

The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms). This will include any object used in a threatening manner (pencils, tools, and etc.)

Contact SRO and Student Services

- **Level 2**
 - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm.
 - Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
- **Level 3**
 - Intentional possession and/or use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm.
 - Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

❖ Prohibition

- *A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a firearm, a dangerous weapon or dangerous instrument/hazardous object/unauthorized item, either concealed or open to view, on school property. All items prohibited under this rule should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate. The Superintendent or his/her designated school official, in conjunction with law enforcement, should determine the disposition of items prohibited under this rule. The possession of any dangerous weapon, hazardous object, or firearm in violation of O.C.G.A. § 16-5-21; 16-5-24; 16-11-127; 16-11-127.1; or 16-11-132 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. The incidents will be reported to the School Resource Officer, the Superintendent, and the Director of Student Services.*
- *There is no exception for students who have a valid legal license to carry a weapon.*

Rule 24. Other Incident for State-Reported Discipline Action

Any other discipline incident for which a student is administered corporal punishment, in-school suspension, out of school suspension, administrative action, detention, suspended from riding the bus, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738).

- **Level 1**
 - Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (*Pursuant to O.C.G.A. 20-2-738*)
- **Level 2**
 - Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.
 - Includes but is not limited to parking violations, etc.

❖ Off-Campus Misconduct

- *Off-campus misconduct for which a student may be disciplined includes, but is not limited to, any off-campus conduct which could result in the student being criminally charged with a felony, or felonious conduct for which a student has been arrested, criminally charged/indicted, adjudicated to have committed, or convicted; and conduct which makes the student's continued*

presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Contact Director of Student Services and SRO)

Rule 25. Weapons - Handguns

Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. (NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet guns) [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Contact SRO and Student Services

- **Level 3**
 - Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm.
 - Pistols or revolvers
 - 10 days of OSS and hearing referral

Rule 26. Weapons – Rifle/Shotgun

The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

Contact SRO and Student Services

- **Level 3**
 - Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.
 - Rifle or shotgun
 - 10 days OSS and hearing referral

Rule 27. Serious Bodily Injury

The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Contact SRO and Student Services

- **Level 3**
 - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
 - Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
 - 10 days OSS and hearing referral

Rule 28. Other Firearms

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary

charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141]

Contact SRO and Student Services

- **Level 3**
 - Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives
 - Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. **(NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).** [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]
 - o 10 days OSS and hearing referral

Rule 29. Bullying

Behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visible bodily harm.

- **Level 1**
 - First Offense of bullying as defined in *Georgia Code Section 20-2-751.4*
 - Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.
- **Level 2**
 - Second incident of bullying as defined in *Georgia Code Section 20-2-751.4*
 - Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.
- **Level 3**
 - Repeated acts, as defined in *Georgia Code Section 20-2-751.4*, occurring on school

property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.

- Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.
-
- ❖ *Parents/guardians/persons that have control of charge of students who are victims of bullying or have found to commit bullying will be notified via telephone/personal conference or letter/referral. Staff members are expected to report instances of these behaviors to the school principal or designated administrator immediately so that administrators may investigate them in a timely manner. Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose.*
 - ❖ *No school employee will retaliate against any person who reports bullying behaviors. Students who retaliate against others for reports of bullying behavior are subject to discipline, which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.*
 - ❖ *Upon a finding by a Disciplinary Hearing Officer that a student in grades six (6) through twelve (12) has committed the offense of bullying for the **third time in a school year**, such student shall be assigned to an alternative education program. If a student is found to have engaged in bullying or in physical assault or battery of another person on the school bus, a meeting shall be scheduled involving the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This does not in any way limit or restrict the school system's ability to take additional action, including imposing disciplinary sanctions through and including permanent expulsion from the school system, as a result of the student's behavior.*
 - ❖ *Any alleged victim of harassment or bullying may request to have his/her schedule changed, subject to the principal's approval. See also Policy JBCD, Transfers and Withdrawals, for more information about transfer options for victims of violent offenses. See Policy JAA, Equal Educational Opportunities for Students, for more information regarding harassment. Staff members should report instances of behaviors referenced in this Rule to school administration within a reasonable time period so that administrators may review them in a timely manner. At the conclusion of the investigation, any written report required by Policy JAA, Equal Education Opportunities for Students, will be forwarded to the Director of Student Services as the Compliance Coordinator's designee.*
 - ❖ *Bullying applies to acts which occur on school property or through school technology resources, and also applies to acts which occur through the use of electronic communication, whether or not that communication originated on school property or with school technology resources, if the electronic communication:*
 - ❑ *Is directed specifically at students or school personnel,*
 - ❑ *Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, AND*
 - ❑ *Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.*

- ❖ *Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. (See (05)).*
- ❖ *It is beneficial for the school to be notified of community situations that may impact the school environment. However, individuals who are subject to harassment, bullying or “cyberbullying” in the community may contact their local police department for action, as the school may have no jurisdiction to discipline (OSS, ISS, etc.) for events in the community.*

Rule 30. Other - Attendance Related

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

- **Level 1**
 - "Skipping" or missing any class or activity or any portion of a class or activity, or being tardy for a class or activity for which he or she is enrolled without a valid excuse;
 - Leave school grounds during the course of the regularly scheduled school day without the permission of a parent and school principal or designee. Students must follow the established procedures for checking in or out of school.
 - Failure to attend detention, Saturday school or ISS
- ❖ It should be noted that *O.C.G.A. § 20-2-690.1* states that any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five (5) unexcused absences during one school year will be deemed to have violated Code section *20-2-690.1* and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.

Rule 31. Other – Dress Code Violation

Violation of school dress code that includes standards for appropriate school attire.

- ❖ *Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.*
- ❖ *Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.*
 - Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.
 - Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building
 - Invasive or suggestive clothing, jewelry book bags or other articles of personal appearance.
 - Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other

clothing that is physically revealing, provocative or contains sexually suggestive comment

- Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.

Rule 32. Academic Dishonesty

Receiving or providing unauthorized assistance on classroom projects, assignments or exams

❖ Honor Code Violation

- *The expectation is that each student will be honest and submit his/her own work. Cheating, plagiarism and other Honor Code violations are strictly prohibited. Examples of violations of this rule include, but are not limited to:*
 - *Copying or "borrowing" from another source and submitting it as one's own work*
 - *Seeking or accepting unauthorized assistance on tests, projects or other assignments*
 - *Fabricating data or resources*
 - *Providing or receiving test questions in advance without permission*
 - *Working collaboratively with other students when individual work is expected*
- **Level 1**
 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments
 - May include but is not limited to failure to cite sources
- **Level 2**
 - Intentional plagiarism or cheating on a minor classroom assignment or project
 - Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.
- **Level 3**
 - Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)
 - Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work;
 - Includes the falsification of school records; forgery;
 - Level 3 may be used for students that violate the school policy on academic dishonesty **three (3) or more times** during the same school year.

Rule 33. Student Incivility

Insubordination or disrespect to staff members or other students; includes, but is not limited to, refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

- **Level 1**
 - Failure to comply with instructions or the inadvertent use of inappropriate language.
 - May include but is not limited to general disrespect for school staff or students;
 - Profanity;
 - Failure to follow instructions
- **Level 2**
 - Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth.
 - Profanity or obscene language directed towards school staff;
 - Issuing false reports on other students;

- Insubordination
- **Level 3**
 - Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.
 - Issuing false reports on school staff;
 - Level 3 may be used for students that violate the school policy on student incivility *three (3) or more times* during the same school year.

Rule 34. Other – Possession of Unapproved Items

The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)

- **Level 1**
 - The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous.
 - Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc.; includes possession of pepper spray
- **Level 2**
 - The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous
 - Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc.; includes the use of pepper spray without injury
- **Level 3**
 - The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. *CBD products of any form (gummies, tablets, capsules, vapes, etc.) are prohibited on school grounds.* The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.
 - Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury

Rule 35. Gang-Related

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

❖ Definition

- *A “gang” is defined as any group of three or more people with a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics which engage in “criminal gang activity” as described in O.C.G.A. 16-15-3(1)(A)-(J) (including but not limited to the commission, attempted commission, conspiracy to commit, or solicitation, coercion, or intimidation of another person to commit offenses such as, but not limited to, rape, aggravated sexual battery, violence, possession or use of a weapon, or trespass or damage to property resulting from any act of gang related painting on, tagging, marking on, writing on, or creating any form of graffiti on school or personal property).*

- Wearing or possessing gang-related apparel; communicating either verbally or nonverbally

- to convey membership or affiliation with a gang
 - Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation;
 - Gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation;
 - Committing any other illegal act or other violation of school policies in connection with gang-related activity.
- The solicitation of others for gang membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.
 - Soliciting students for gang membership;
 - Tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
 - Requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity;
 - Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

10 days OSS; SRO Referral; Tribunal Hearing; Contact Student Services

Rule 36. Repeated Offenses

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Rule 40. Other Non-Disciplinary Incident

This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non-Disciplinary Incident."

Rule 42. Electronic Smoking Device

Any device used to deliver nicotine, or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.

- **Level 1**
 - Unintentional possession of an electronic smoking device
- **Level 2**
 - Use or knowledgeable possession of an electronic smoking device
- **Level 3**
 - Distribution and/or selling of electronic smoking devices: Level 3 may be used for students that violate school policy on electronic smoking devices three or more times during the same school year.

Rule 44. Violence Against a Teacher

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – Level 3.

Contact SRO and Student Services

- Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. (Violence against other school personnel should be reported as Battery (03) – Level 3.
 - 10 days OSS and hearing referral

NOTE: These disciplinary measures are not inclusive and as such, a student committing an act of misconduct listed or not listed will nevertheless be subject to the discretionary authority of the administrator.

Scott Student Council



Scott Elementary School has established a Student Council which is comprised of 4th and 5th grade students. The students are nominated and then voted on by their peers.

This organization is used to teach leadership skills that are greatly needed in today's world. Scott's Council promotes service learning and is for students interested in volunteer work around the community and modeling positive behaviors for younger students. These students must be motivated, show high levels of academic achievement, be of strong moral character, and have a willingness to serve.

Members of the Student Council will provide services such as:

Peer helper
Peer tutoring
Accelerated Reader Listener
Community Service
Office Helper



The team will meet regularly, have organized training for leadership skills, and take field trips.

School Council Sponsors: Mrs. Bennett, Mr. Shy, and Mrs. Hoffner

Students can find out more information from his or her homeroom teacher.

Student Recognition

All teachers will nominate one student per month for an assigned Character Trait.

Scott Elementary School will develop an on-going committee for student recognition. **The following student recognitions will occur at the end of every nine-weeks in the Awards Assembly.**

Honor Roll: * All A's

*All A's and B's



Excellence in Math Award: Each nine weeks, a student in each homeroom will be selected for receiving the math award for high achievement.

Character Kid: One student per grade each nine weeks awarded to the student that exemplifies YMCA Core Values: Caring, Honesty, Respect, Responsibility.

Top Scottie (Recognized Quarterly):

1. Teamwork (Is helpful, cooperative, willing), Sponsored by Thomasville/Thomas County Sports Academy
2. Behavior
3. *Academic (highest average)

Student of the Month: Each grade level will have a month to choose a student of the month for the entire school. Each month, teachers will look for a student that exemplifies our school character traits. Students' pictures will be displayed in the hallway.

PBIS Most Improved Behavior Award: The winner will receive a Chick-fil-A lunch!

Terrific Kid: Sponsored by Kiwanis International

Attendance: Perfect Attendance (No absences and no more than 3 tardies)

Fun Friday: Incentive given by the teacher where students participate in fun activities.

An End-of-the-Year Awards Assembly will also include:

Yearly Honor Roll: All A's

All A's and B's

Yearly Perfect Attendance



*Conduct Grade is not a factor in Honor Roll and the Academic Top Scottie Award.

School Pictures

Individual student pictures will be made in the fall. Class pictures will be taken in the spring. The administration will determine the exceptions for picture retakes.

Report Cards

Mid-nine weeks reports will be sent home each grading period. Report cards are sent home at the end of each nine weeks. Report cards indicate the progress the child has made during the grading period.

The grading system for Scott Elementary School is as follows:

Kindergarten – Checklist of skills

Grades 1-5

A = 90-100

B = 80-89

C = 70-79

F = Below 70

Grades of Unsatisfactory (U) or below 70 are considered failing grades.

For the 2023-2024 school year, students who do not demonstrate adequate progress and/or performance according to class assessments and/or state assessments will be considered for retention. All retention decisions will be made by a committee consisting of school staff and guardians, under guidance from the Thomasville City Schools promotion, retention, placement rubrics.

Parent/Teacher Conferences

Parents are cordially invited and urged to conference with their child's teachers concerning his/her progress in school. Parents are asked to call the school at least 24 hours in advance to make an appointment to meet with the teachers.

Visitors

All visitors must report to the office for a pass before visiting. As a general rule, visitors are not allowed in the classroom without a 24 hour notice made to the principal and teacher. Visitors who do not first sign-in at the front office are considered trespassing. Students are not allowed to have visitors during school hours.

Student Information Sheet

All students will receive a student information sheet to be completed the first week of school. This must be on file and must include a phone number where the parent or guardian may be reached at all times. Updated contact information is extremely important for emergency purposes. A new Student Information Sheet will be sent home in January 2023 in an effort to update the student database.

Change of Name & Address

A change of address, phone number, or name should be reported to the school secretary immediately. Important letters are sent from the school on the basis of addresses in the office. Phone calls are made to parents in the event of any emergency. It is important that information regarding addresses and phone numbers are current and accurate.

Supplies

Students in the Thomasville City Schools do not pay a supply fee, and the amount of supplies furnished to students will be limited.

Medication

Any medication brought to the school by students must be signed in to the school office. A school employee or school nurse will assist in the student's self-administration of prescribed medication provided the parent completes the appropriate form. Forms may be obtained at the school office or in the nurse's office. ***Students who bring medication to school and do not check it in at the office will be subject to disciplinary action.*** All medications or medical devices must be picked up by parents at the end of the school year. They will not be sent home by the student.



Media Center

The Media Center is open during school days from 8:00 to 3:00. Students may not be allowed to check out a book if a fine is due. Report cards will be held until fines are paid.

P.E. Information

On P.E. days, students are required to wear rubber soles for safety. Cleats, sandals, cowboy boots, etc. will not be allowed. Girls wearing dresses should wear a pair of shorts underneath. A written excuse is needed to excuse your child from participating. Please send a doctor's excuse if time away from P.E. class exceeds 3 days. Parents of students who cannot participate in strenuous activities should schedule a conference with the P.E. teacher. Alternative activities will be provided.

Safety

Parents should not block driveways while waiting to pick up students. Please obey the loading and unloading locations and signs adjacent to the school. Instruct your child where to meet you each day, and if needed, have a special arrangement about rainy days. **DO NOT ASK YOUR CHILD TO RUN ACROSS A DRIVEWAY OR STREET TO MEET YOU. DOING SO WILL PUT YOUR CHILD IN DANGER.** Also, children who walk to school should be encouraged to go straight home in the afternoons. Siblings who are at the middle or high school should be encouraged to meet their sibling at Scott Elementary. Scott Elementary students are not allowed inside the buildings or campuses of other schools without an adult present.

Bicycles

A bicycle rack is provided for the parking of bikes. Students are encouraged to have a bicycle lock for security purposes.

Homework/Make-Up Work

The Thomasville City School System recognizes carefully planned homework can be of considerable educational value. There are four general reasons for the assignment of homework:

1. To make up work because of absence,
2. To meet the need for extra study or drill in an area where a student is having considerable difficulty,
3. To do work that can be done more effectively at home than at school, and / or
4. To assist a student in improving home study techniques and independent work skills.

Students are expected to complete all homework assignments and to turn them in on time. When students are absent, parents may phone the school and request that assignments be sent to the office to be picked up at the end of the school day. Students have five (5) school days to submit make-up work after being absent from school. Missing work not submitted within five (5) school days or less will be recorded in Infinite Campus as a grade of zero (0).

Study Time

Encourage study habits at home by providing a suitable time and place for your child to review the day's activities or complete home assignments each day. If there is no homework, please encourage a twenty minute reading period for your child.

Statewide Testing

Georgia Milestones (Grades 3-5). Information about state testing will be updated per Georgia Department of Education (GaDOE) Assessment guidelines.



Library Books

Textbooks and library books are very expensive. Students are expected to cover and properly care for their textbooks. The student must pay for lost or damaged textbooks or library books. Fines for damaged or lost books are based on the current replacement cost. The average cost of hardcover library books is twelve to fifteen dollars.

Cell Phones/Electronic Devices

Cell phones/electronic devices must remain secured and not visible in the student's backpack and may NOT be taken out once the student arrives on campus. Students caught with visible phones/electronic devices will have the phones taken up and turned in to the front office or kept by a staff member. The school will not be held liable for lost or stolen phones/electronic devices while in the front office or classroom. A second offense will result in further disciplinary action for the student, including the parent/guardian being required to pick up the device. Once the student leaves campus, he or she may resume use of a cell phone/electronic device.

SERVICES FOR OUR CHILDREN

Parent Volunteers

Faculty and Staff appreciate the assistance of the parent volunteers who provide support and services in the school classrooms, media center, and office. Parents and guardians may call the school office to sign up.

Parents are involved in classrooms as room parents and assistants. If you are interested in serving your child's class in this way, please let the teacher know. Room parents assist with special events, parties, field trips, etc. Volunteers must pass a background screening before beginning volunteer work on TCS campuses.



PTO plays a very important role at Scott Elementary. Parents are strongly encouraged to become actively involved. We ask for a \$10 donation to join PTO.

School Council

The School Council is representative of our school community and is composed of the principal, two teachers, two or more parents, and two or more business representatives. Its function is to advise the school on issues that are relative to school improvement and success.

Special Events

Several times during the school year your child will bring home notices of special events such as Open House, Parent Night, Terrific Kids Program, Donuts for Dads, Muffins for Moms, Field Day, or other important information. Please read these notices carefully so that you may actively participate in the school's functions. A form will be sent home at the beginning of school for parental signature giving permission for your child to participate in field trips or special programs.

**Information from School Nutrition Program
FREE and REDUCED MEAL PROGRAM**

MEALS AT SCHOOL

The Thomasville City Board of Education has taken advantage of a program offered for our students called the **Community Eligibility Provision**. Under this program, Scott students will be provided meals during the school day at no charge. This option covers one breakfast and one lunch each school day. Parents will not need to complete a Family Meal Application for this program

Students will still have an individual cafeteria account and enter their student ID number anytime they eat a school meal. Students may purchase a second meal at the standard price listed below for an adult or a visitor meal or purchase extra items from their cafeteria account balance. Money can be applied to student accounts by sending money with the student or via the on-line program of **MYSCHOOLBUCKS**.. Parents/guardians may view their child/children's cafeteria balance once parents/guardians have established a Parent Registration thru **MYSCHOOLBUCKS**. If parents need assistance with **MYSCHOOLBUCKS**, please call Denise Wagner at (229)225-2600 ext. 1005.

2023-2024 School Breakfast/Lunch Meal Prices

Breakfast Meal Prices		Lunch Meal Prices	
Student Full Price	FREE	Student Full Price	FREE
2nd Student Breakfast	\$2.50	2nd Student Lunch	\$4.50
Visitor	\$2.50	Visitor	\$4.50

***prices are subject to change without prior notice**

Parents are requested not to deliver fast food lunches.

Emergency Drills

Fire drills and disaster drills are practiced throughout the year. In case of a fire, the signal to evacuate the building is a continuous sounding of the fire alarm. The PA system is utilized for severe weather or lock down drills.

An evacuation plan for each room to follow is posted near the doors. In case of a fire alarm, students leave the building through the exit designated for each room. In case of a tornado warning, students are to walk to designated location, sit against the interior wall, and cover their heads. In case of imminent danger from the outside or within, all school doors will remain locked, and students will not be released until administration or authorities deem it safe to do so.

Classroom Parties

Classroom parties at school are limited to **two per year**, one at Christmas and one at Valentine's Day. Because the administration and teachers are accountable for classroom instructional time, **we will not be hosting birthday parties in the classrooms.** You may send a cookie or cupcake to be eaten at the beginning of recess. Please do not bring any other food items such as drinks, chips, etc. Also, please do not send party invitations to school to be distributed. Thank you for helping us to be consistent with these expectations.

Lost and Found

Any lost article found at school will be taken to the lost and found area. Clothing items are often not claimed. **Write your child's name in sweaters, jackets, caps, and lunchboxes for identification in case these items become misplaced.** Articles remaining at the end of each nine weeks are donated to a local charity.

School-wide Expectations

Please help your child remember not to bring **nail polish, perfumes, colognes, scented lotions, etc.** to be used at school. These items will be taken up if brought to school. Many children and adults are allergic to these scents.

School-wide procedures are in place. During transitioning times, students will walk on the right side of the halls without talking. Through our character education curriculum, students will learn that it is inappropriate to give "put-downs" to classmates, to bully, to use inappropriate language, to hit, or to be disrespectful to peers and adults. The counselor and classroom teachers teach character traits which will be expected for each child to use during the school day.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

(b) Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school Principal or Principal's designee, and shall submit a written report of the incident to the school Principal or Principal's designee within 24 hours. *If the Principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school Principal or Principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school Principal or Principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

W. Fred Scott, Sr. Elementary School



Parent Engagement Policy

2023-2024

Our *visión* is to be a high-quality educational program for students in PreK-5 that develops the whole person through a curriculum that aligns with the Georgia Standards of Excellence and fosters the social emotional development of every child.

Our *misión* is to provide high quality learning experiences that focus on collaboration, creativity, problem-solving, and critical thinking to prepare students for 21st Century careers.

Revised on May 30, 2023

W. Fred Scott, Sr. Elementary School Parent Engagement Policy



Scott Elementary School Year 2023-20234

Principal, Dr. Selena P. Dawson

100 N. Hansell Street Thomasville, GA 31792

229-225-2631

ses.tcitys.org

What is Title I?

W. Fred Scott Elementary School is identified as a Title I school as a part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support parental engagement and must jointly develop a written parent engagement policy. The policy establishes the school's expectations for parent engagement and describes how the school will implement a number of specific activities.

This is a plan that describes how W. Fred Scott, Sr. Elementary will provide opportunities to improve parent engagement to support student learning that is incorporated into the school's plan submitted to the Local Education Agency (LEA).

Parent Engagement Defined

Parental engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- the carrying out of other activities, such as those described in this plan

The Plan for Shared Student Achievement

How is it developed? Scott Elementary School welcomes parent and family input and comments at any time regarding the plan. All feedback will be used to revise the plan for next year. The school's leadership team will conduct a needs assessment annually to determine the focus areas to be addressed for continued success of its educational program. Opportunities to provide feedback on the plan and the suggestions for the use of parent engagement funds are made available on the school's website, during input meetings, and parent surveys.

Where is it available? W. Fred Scott, Sr. Elementary is striving for effective initial communication. The policy is available at all parent engagement meetings, SES website under the Parent Engagement page. Copies of the policy will be distributed to parents of students enrolled at W. Fred Scott, Sr. Elementary.

School-Parent Compacts

As a part of this plan, Scott Elementary will jointly develop a school-parent compact, which is an agreement between parents, teachers/staff members, and students that is linked to the school improvement plan and explains how parents and teachers/staff members will work together to describe each party's commitment to make sure all our students reach grade-level standards.



Compacts will be reviewed and updated annually based on feedback from parents, students, and the community. School-parent compacts are housed at homes and SES. Parents will sign verification forms of notice of receiving the updated compacts annually.

District Goals:

1. Increase math and ELA skills, test scores and graduation rate.
2. Improve external communication and stakeholder's perceptions of the schools and district.

School Goals:

Throughout the 2023-2024 school year:

1. For FY24, SES will increase the percentage of students meeting RIT growth projection by 5% in reading and math from Fall to Spring on the Measures of Academic Progress (MAP) assessment in each grade level using baseline data from FY23 MAP assessments.
2. A 20% reduction in FY24 office discipline referrals resulting in Out-of-School Suspension and a 15% reduction in FY24 office discipline referrals resulting in In-School Suspension will occur when compared to FY23 office discipline referrals.
3. For the FY24 school year, SES will conduct a quarterly parent engagement event that focuses on collaboration between parents, staff, and students, while also equipping parents with resources to extend school-based learning while at home.

Reaching Out

Scott Elementary will take the following measures to promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- Ensure that all information related to school and parent and family programs and meetings, and other activities is written in languages parents and families can understand.
- Provide assistance and information to teachers, pupil services personnel, principals, and other staff members by educating staff in the value and importance of parent and family contributions presented quarterly at a faculty meeting by the Parent Engagement Coordinator.
- Partner with early childhood programs, middle and high schools, college and career ready resources or organizations, parent resource centers, or other programs (as applicable) to help prepare parents and their children for successful school transitioning.
- Communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.
- Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.
- Collect feedback from parents and family members at all events by distributing input cards and posting a suggestion form on the school website.
- Provide a monthly school newsletter that is distributed to parents and families and posted on the websites, text alert, and school and distributed to all students to take home.
 - Timely information will be highlighted in the newsletter such as upcoming parent meetings & academic nights, school events, school information, school calendar, assessments, etc.
- Invite parents and families to volunteer at Scott Elementary School.
 - Provide a short training.
- Host events to build capacity for strong parent and family engagement to support a partnership among the school, parents, families, and the community to improve student success during flexible times throughout the day.

Keeping You in the Know!

Annual Title I Meeting: At the start of the school year, the principal shares the Title I requirements annually with all interested stakeholders as well as the school improvement plan, parent engagement policy and school-parent compact. Requirements of Title I, Part A are explained to parents and families at the Annual Meeting each school year

Individual student assessment results and interpretation of those results—The school is responsible for disseminating test information to parents and families. Reports will be available for parents and families as soon as the state provides. Individual conferences are scheduled as needed. Feel free to schedule a conference.

A description and explanation of the school curriculum – Scott Elementary School provides parents and families with a student handbook at the beginning of the school year. An explanation of the school curriculum is included. Workshops, letters, pamphlets, etc. are used to aid in understanding state standards --- found in the front lobby of the school. Curriculum Nights (Math, Science, and Literacy Night) give parents and families a hands-on look at what the state curriculum means to their child.

Assessments used to measure student progress and proficiency – Teachers, the academic coach, and the school administration explain the school’s assessments and proficiency levels to parents and students at school and all parent and family meetings. Report cards and progress reports keep parents informed. Two ways communication is solicited. Teachers and staff offer detailed explanations, when needed—and are just a text, phone call, e-mail, or note away. The faculty and staff help parents and families as they monitor their children’s progress through parents’ preferred means. Student progress and proficiency are discussed at regular parent and family meetings.

Opportunities for parents and families to formulate suggestions, share experiences with other parents and families and participate, as appropriate, in decisions relating to the education of their children – Opportunities are made available throughout the school year at the parent and family meetings and/or workshops. Parents and families are encouraged to share ideas and participate in discussions.

Ways to participate in decisions affecting their child are explained to parents and families in an ongoing fashion. Parents and families are encouraged to become involved in their child’s education. Parent/teacher conferences, texting, e-mails and phone calls are highly recommended.

Infinite Campus Parent Portal and SLDS Portal: Through this system, parents are provided immediate electronic access to summative test scores, attendance records, and Standardized test data. In addition, parents have educational resources and web resources to match the content standards. Parents need an individualized username and password to access their child’s data. Access may be given by contacting: Kim James (jamesk@tcitys.org)

Access to Staff: Email your child's teacher, principal, or guidance counselor for ways we can help you. Inquire about all the ways to participate in your child's classroom. We strive to limit interruptions during the instructional day. Please schedule a classroom visit in advance with classroom teachers. For specific concerns about your child in his or her classroom, please contact your child's teacher before contacting a school administrator.

Parent Engagement Activities and Events

Parent & Family Engagement



Back-to-School Open House: This event is planned to help our families get off to a great start at SES. Each classroom is open where a meet-and-greet is held to help parents orient themselves to the rituals and routines of a new school year with a new teacher. In addition, important information about the schedule, curriculum, and expectations are shared.

Annual Title I Meeting where parents are given an explanation of the Title I program and their right to be involved in their children's education. Announcement of the Annual Meeting is done on the school marquee, paper school newsletter, parent school-wide text alert, school social media page, and school website.

Parent Conference Meetings: These are designated parent conference nights scheduled after each grading period in order to receive timely information about the curriculum and individual assessment results compared to proficiency levels. Parents will leave the conferences empowered to better assist their child with specific strategies, websites, and at home activities to improve their child's achievement.

Bring Your Parents to School Days: These days are designated during National Parental Engagement Month to encourage parents to come into the classrooms and experience and participate with an academic lesson and walk away with some tips and tools to utilize at home in order to improve academic achievement.

Level Up: Next Grade Level Orientation: In May, a Level Up Day is held to inform parents on how to prevent the summer slide. Our preschool parents are invited to participate to support activities and strategies that can be used in their programs. For our fifth-grade parents, an orientation to the middle school is offered. In addition, individual school tours and orientations are available upon request.

Help! We Want Your Input!



We want your input. Please take this document and make suggestions below or on the document itself. We want to improve Parent and Family Engagement at Scott Elementary School. Let us know how WE can do a better job. If there is any part of this plan/policy that you feel is not satisfactory with the students' and the school's

goals for academic achievement, please provide us with your comments below. We need to hear from you about what we can do to improve your child's education.

Check below how we can do that best:

I would like a conference with my child's teacher.

I need more information about what my child is learning this year.

I want to know how Title I money is being spent on my child's education.

I would like to make the following suggestion regarding how Title I money is spent:

Other _____

My name is _____

Phone _____

Email _____

Return to your child's teacher.

Return this document to your Parent Engagement Coordinator (Ms. Levada Laing) or to the school office.

School-Parent Compact for Achievement



2023-2024

Revised 5/30/2023

W. FRED SCOTT, SR. ELEMENTARY SCHOOL

Dr. Selena P. Dawson, Principal
100 N Hansell Street
Thomasville, GA 31792
(229) 225-2631

What is a School-Parent Compact?

Our School-Parent Compact for achievement is an agreement that parents, students and teachers develop together to make sure all our students reach grade-standards.

Effective Compacts:

- *Link to goals of the school improvement plan.*
- *Focus on student learning skills*
- *Share strategies that staff, parents, and students can use.*
- *Explain how teachers and parents can communicate about student progress.*
- *Describe opportunities for parents to volunteer, observe, and participate in the classroom.*

Jointly Developed

The parents, students and staff of W. Fred Scott, Sr. Elementary School developed this School-Parent Compact for academic achievement. Teachers suggested home learning strategies, parents added ideas to make them more specific, and students told us what would help them learn. Meetings are held each year to review the Compact. Parents are welcome to provide suggestions at any time. We value your feedback!

Communication

W. Fred Scott, Sr. Elementary School is committed to two-way communication with families about student learning. Some ways you can expect us to communicate with you are:

- *Parent-Teacher Conferences where the school-parent compact shall be discussed as it relates to the individual child's achievement.*
- *Provide frequent reports to parents on their child's progress.*
- *Provide reasonable access to staff.*
- *Provide information through the use of the School Marquee, Website, Emails, Calls, Text Messages, Mailings, Newsletters, and Event Flyers.*

Building Partnerships

W. Fred Scott, Sr. Elementary welcomes parental and community partnerships. If you would like to volunteer, participate and/or observe in the classroom, please contact Ms. Levada Laing, Parent Engagement Coordinator at laingl@tcitys.org or (229)225-2631

Our 2023-2024 Goals for Student Achievement

District Goals:

- Increase Math and ELA skills, test scores and the graduation rate.

School Goals

- Increase the percentage of students RIT score growth projection by 5% in Reading and Math from fall to spring on the Measures of Academic Progress (MAP) assessment in each grade level using baseline data from FY23 MAP assessments.

K-1

Letter sound and sight word recognition, reading and constructing simple sentences
Number recognition & fact fluency

2-3

Writing complete sentences, vocabulary and comprehension skills

Addition, subtraction, multiplication, and division fact fluency and application, and solving word problems

4-5

Reading comprehension, compare paired text, and writing to explain
Multi-digit multiplication and division, geometry and measurement

Teachers, Parents, and Students—Together for Success

Teachers will...

- Provide ways to help assist their children with building their math and reading skills at home.
- Make sure parents receive information about their child's progress, school events, and ways to become more involved.
- Provide support, intervention and acceleration as needed for students by utilizing data obtained through formal and informal assessments.
- Provide parent participation opportunities to build a partnership with parents and students.

Families will...

- Assist with given practice and other homework needs that they might have.
- Support the child's learning through participating in suggested "home activities"
- Visit recommended websites, utilize any at home programs provided by the school and check my child's progress regularly.
- Read to and read with their child daily.
- Attend scheduled conferences.
- Make sure my child attends school regularly and on time.

Students will...

- Try their very best to adequately show what they know on test, assignments and checkpoints.
- Complete all work in a timely manner and read at least 30 minutes every day.
- Visit math, reading and language arts websites at home.
- Seek additional help in math and reading by attending afterschool/recess/specials tutoring when offered and apply what I learn to my everyday school work.

2023-2024 Parent Handbook Acknowledgement

In order to provide the most effective communication to parents regarding activities and/or resources for your child, various types of information are presented in an annual student handbook. Our desire is to involve parents in the education of their children. We want parents to understand the daily activities of the school and the expected behavior for their children while they are at school, attending a school function, or are en route to a school related function.

Your signature below indicates that you have reviewed the student handbook and understand its contents. Please sign the form below and return it to your child's homeroom teacher. If you have any questions, please contact the school for an appointment with the Principal.

Homeroom Teacher: _____

Student's Name: _____

Student's Signature: _____

Parent Signature: _____

Date: _____

Passive Permission Form

Please check the appropriate blank if you **DO NOT** want your child to participate in the following activities:

_____ Any school clubs and organizations as outlined in the handbook

_____ Any school field trip

_____ Any school survey and/or release of student information

NON DISCLOSURE OF STUDENT INFORMATION AND SURVEY PARTICIPATION FORM

If you do **NOT** want student information released, or if you do not want your child to participate in surveys, please complete the above checklist and return to the Principal.

