

Irwin County High School 2022-2023 Student Handbook



Scott Haskins, *Principal*
Assistant Principal, Jared Luke
Assistant Principal/Curriculum, Kristie Clark

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IRWIN COUNTY HIGH SCHOOL

149 Chieftain Circle
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ICHS Administration

Principal.....Scott Haskins
Curriculum Director.....Kristie Clark
Assistant Principal.....Jared Luke
Counselor.....Katrina Billingsley
Counselor.....Andrea Fletcher

Administration Secretary.....Kathleen Bryant
Administration Secretary.....Patricia Rinear
Attendance/Office Secretary.....Lisa Hudson
Counseling Secretary.....Wilma Crow

Irwin County School System Administration

Superintendent.....Dr. Thad Clayton
Asst. Supt/Student Services.....Kerry Billingsley
Special Education Director.....Andrea Reeves
Curriculum Director.....Rachel Pace
Federal Programs/Title I.....Jessica Sirmans
Testing/Title II.....Candice Cobb

Board of Education

Chairman.....Lamar Purvis
Board Member.....James Curtis
Board Member.....Holly Connor
Board Member.....Paige Wynn
Board Member.....Kurt Wilmot



Our Mission

The Mission of the Irwin County School System is to CARE :
College and Career Readiness – Academic Support –
Relationships – Excellence

Beliefs

- Every individual can learn.
- Student learning is the chief priority of our school.
- Every person is a valued individual with unique intellectual, physical, social, and emotional needs.
- Every individual within our school community deserves to be treated with dignity and respect.
- Individual self-discipline, responsibility, and accountability are essential to personal development and the learning process.
- Responsible parenting and family values affect learning.
- Teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.
- Research is a primary consideration in school improvement.
- Clear goals and high expectations for student achievement will guide the development of the curriculum and instruction.
- Assessment of students and school personnel is essential to the learning process.
- Assessments of student learning will include a variety of opportunities for students to demonstrate their achievement.
- The commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong learners.

ICHS ALMA MATER

*Let us pause and raise our voices
in a hymn of joy and praise
To the Irwin County High School
and our happy high school days.*

*We will share in victory ere' so sweet,
we will stand beside you in defeat.*

*At our journey's end
let our prayers ascend for
IRWIN COUNTY HIGH!*

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ICHS Faculty and Staff

◆ head of department ♣ Gifted Education ❖ paraprofessional

Agriculture

Shayla Johnson ◆
Chris Paulk
Wesley Paulk

Business

Tamika Coney

Family and Consumer Science

Denise Hamby

Fine Arts

Michael Staub (Band)
Chris Oldham (Chorus)
Katie Anderson (Art)

Foreign Language

Jana Griner ◆

Health and Physical Education

Chuck Folker
Steven Green
Casey Soliday ◆
Troy Fletcher
Demario Barber
Rob Brunel

Language Arts

Abby Griffin ◆
Kayla Haire ♣
Debbie Yantezich
Hannah Leverett

Mathematics

Tammy Nobles ♣
Chip Rankin
Peter Snyder
Gabby James
Elizabeth Portier

JROTC

Eric Hughes
Damon Carver

Media Center

Sonya Rankin

Science

Laurie Diffie ◆ ♣
Bailey Grantham
Autumn Bridges ♣

Social Studies

Scarlet Alberson ♣
Ray Pierce
Sheila Wynn ◆ ♣

Special Education

Carleen Connor
Heather Goff
Kelly Guy
Nathan Martin
Dana Luke ◆
Charles Anderson ❖

Lisa Cook ❖

Engineering and Technology

David Pridgen ◆

Technology Coordinator

Travis Hutto
Corey Phillips

School Nurse

Regina Cook

ISS

Sheila Martin

Cafeteria Manager

Jenelle Ellison

ACE/Credit Recovery

Michael Wells

SCHOOL CALENDAR

2022-2023

AUGUST

- 4 Parent/Guardian Open House
5 1st Semester begins

SEPTEMBER

- 5 Labor Day Holiday

OCTOBER

- 5, 6 EXAMS – 1st Nine Weeks
7 Holiday
10 Teacher Planning Day
18 Parent/Guardian Open House
14 Homecoming

NOVEMBER

- 21-25 Thanksgiving Holidays

DECEMBER

- 2 White Christmas Program
19-20 EXAMS – 2nd Nine Weeks
21 Teacher Planning Day
22-31 Christmas Holidays

JANUARY

- 1-6 Christmas Holidays
9 Teacher Planning Day
10 2nd Semester begins
16 Martin Luther King Holiday
17 Parent/Guardian Open House

FEBRUARY

- 20 Presidents' Day Holiday

MARCH

- 15-16 EXAMS – 3rd Nine Weeks
17 Holiday
20 Teacher Planning Day
29 Parent/Guardian Open House

APRIL

- 25-29 Spring Holidays

MAY

- 25-26 EXAMS – 4th Nine Weeks
26 Graduation
30-31 Teacher Post-planning

DAILY SCHEDULE

Regular Schedule (Monday-Wednesday)

1st Block (Announcements)		8:00 - 9:35
2nd Block		9:40 - 11:15
3rd Block & Lunch		11:25 - 1:35
1st Lunch	(Lunch)	11:15 - 11:45
	(Class)	11:50 - 1:25
2nd Lunch	(Class)	11:20 - 12:55
	(Lunch)	12:55 - 1:25
4th Block		1:30 - 3:15

Homeroom Schedule (Friday)

1st Block (Announcements)		8:00 - 9:20
HR		9:25 - 9:50
2nd Block		9:55 - 11:20
3rd Block & Lunch		11:25 - 1:35
1st Lunch	(Lunch)	11:15 - 11:45
	(Class)	11:50 - 1:25
2nd Lunch	(Class)	11:20 - 12:55
	(Lunch)	12:55 - 1:25
4th Block		1:30 - 3:15

GRADE REPORT SCHEDULE

August 25	Progress Report
September 16	Progress Report
October 17	1st Nine Weeks Report Card
October 31	Progress Report
November 28	Progress Report
January 17	1st Semester Report Card
January 31	Progress Report
February 22	Progress Report
March 27	3rd Nine Weeks Report Card
April 17	Progress Report
May 8	Progress Report
June 5	2nd Semester Report Card

EXAM DAYS

First Semester

1st Nine Weeks

- October 5 – Blocks 3 and 4
October 6 – Blocks 1 and 2

2nd Nine Weeks

- December 19 – Blocks 3 and 4
December 20 – Blocks 1 and 2

Second Semester

3rd Nine Weeks

March 15 – Blocks 3 and 4

March 16 – Blocks 1 and 2

4th Nine Weeks

May 25 – Blocks 3 and 4

May 26 – Blocks 1 and 2

ACTIVITY DAYS

Activity days will be scheduled during Homeroom to facilitate the meeting of homeroom advisors and their students, clubs, Student Council, and 9-12 class meetings. Additional meetings of the Student Council and Class officers will be announced as needed.

Clubs and Organizations

Clubs will be organized into Groups and will meet once a month as needed.

4-H

B.A.S.S. Fishing Club

BETA Club

Family, Community, and Career Leaders of America

Fellowship of Christian Athletes

Future Business Leaders of America

FFA

International Thespian Society

JROTC

Spanish Club

Student Council

Technology Student Association

STUDENT SERVICES

Counseling Services

The staff of the Counseling Center offers a variety of services to students, parents/guardians and faculty members. The counselors are available for special or scheduled consultation with students and parents/guardians. Students who encounter difficulties in school are encouraged to seek help in resolving their concerns. No student should hesitate to seek assistance in the solution of any personal or academic problem. The Counseling Center subscribes to the Code of Ethics of the American School Counselors Association, which states that confidential information may be released only with the consent of the individual, except by court order or when a student may be in danger. Counselors, like other school employees, are mandated reporters.

Counseling services include:

- helping students understand and accept themselves
- helping students resolve individual personal problems
- helping students explore careers
- helping students explore post-secondary options
- helping students investigate post-secondary financial assistance
- helping students resolve academic issues
- processing student requests for a transcript

LIBRARY/MEDIA CENTER - *Sonya Rankin*

The Media Center is for the use of all students and staff for reading, studying, and research. The librarian and media assistants are here to help students with their research and reading needs; however, students are expected to learn how to use the library system and to keep up with their library account. Students are required to behave responsibly while entering or using the Media Center.

The Media Center operating hours:

Monday-Thursday.....8:00-3:30

Friday.....8:00-3:15

General regulations for Media Center Use and Enjoyment

1. Enter the Media Center quietly and orderly. **Do not enter the Media Center during class change unless you need to use the Media Center.** The Media Center is not a passageway. Use the breezeways and middle and high school hallways to navigate throughout the building.
2. Students must have a **pass** from their teacher in order to enter the Media Center during a class period or block; this includes homeroom. A student cannot choose to go to the Media Center rather than report to class. To do so is considered skipping class.

3. Students must **sign in** and out correctly at the circulation desk.
4. Students should be considerate of others by refraining from excessive talking.
5. **No eating or drinking** is allowed in the Media Center. Cell phones may not be used in the Media Center to make phone calls.

Computers

There are several desktop computers for student use in the Media Center.

1. Students may use the Media Center computers only for educational purposes.
2. There are two dedicated desktop computers for searching the library catalog.

Circulation (Checking in and out materials)

1. The circulation desk is available for checking out materials, paying fines, and most other library needs. **Students should check the circulation desk first.**
2. Students must present their **student ID cards** to check out a book.
3. Students are responsible for returning books on or before the due date. Ebooks are also available for reading online through Follett Destiny. Students will need to request a login/password from the media specialist.
4. Students are responsible for keeping up with their library materials. **Lost or damaged materials must be paid for by the student to whom the material was issued.** Money paid for a lost item will be refunded if the item is found in good condition within the same year the fine was paid.
5. Any student who owes a media fine will not be allowed to obtain his or her report card until the matter is resolved.
6. The media specialist welcomes student and teacher input regarding materials to be purchased for the media center.

School Nurse - R. Cook, RN

The school nurse is available on a daily basis to provide care for students' basic health care needs. If a student needs to see the nurse, the student's teacher will submit an E-pass or call the Nurse's office to place the student's name on the sign-up sheet. The Nurse will call for the student when it is their turn.

All medications will be dispensed through the Nurse's office. Medication will only be dispensed with written permission and instructions either from the parent/guardian or physician. All medications must be kept in the original container with proper identification, and should be brought to the nurse's office immediately upon arrival on campus. Students should not keep any medicine with them, except asthma inhalers as deemed necessary by the student's doctor or the school nurse.

GENERAL INFORMATION

Announcements

Daily announcements will be made at 8:00 a.m. Student club announcements must be in writing and approved by the teacher/sponsor. Announcements must be submitted for administrative approval to the secretary **before 2:00 pm on the day before the announcement is to be made.**

Assembly Programs

Assembly programs are planned for the education and entertainment of all students. Students are to move into the Auditorium, gym, or cafeteria in an orderly manner and sit in their designated grade level areas for assemblies. There should be no talking during a program because it is considered extremely rude to the speaker. Going in and out of the assembly area during any program is restricted to emergencies only. Students should use good taste and common sense to show appreciation for a performance. Applause at the appropriate time is in good taste. Cat calls, chants, and whistles are inappropriate and subject to disciplinary action.

Cafeteria Prices

The school cafeteria serves breakfast and lunch. For this school year breakfast and lunch will be provided to the students at no cost. Any additional purchases during these meals will be as follows: Breakfast \$1.50, Lunch \$3.50. Also, ala cart items will be sold. Prices for these items will vary. Extra milk is .35 per carton.

Lockers/Bookbags

1. Lockers are the property of the school. Students may rent a locker for \$5.00 for the year.
2. Students are responsible for the maintenance of clean, safe lockers. Damaged lockers must be paid for.
3. Students are expected to keep their lockers locked at all times.
4. Students cannot share lockers unless they are members of the same immediate family and have administrative approval.
5. Students cannot put stickers on the outside or inside of the lockers.
6. The administration reserves the right to search lockers and students if, in the opinion of the administration, there may be articles

in the student's possession that might be detrimental to others at school.

7. No rolling book bags will be allowed on the ICHS campus unless a medical excuse has been received by administration.

Parking

Parking a car on campus is a privilege. Students are expected to demonstrate sound judgment and maturity in the use of motor vehicles. *The following parking policy applies to all students:*

1. All motor vehicles driven to and from school must be registered in the office. The cost is \$25.00 for the first parking permit and \$15.00 for each additional vehicle.
2. Student parking privileges may be suspended for the remainder of the semester at the time of the sixth (6th) unexcused tardy or for any unauthorized departure or truancy from school.
3. If a parking permit is suspended or revoked, it will cost the student \$25.00 to regain the parking permit.
4. Students must have a valid Georgia driver's license to obtain a parking permit.
5. Students must park only on the north campus parking lot in the designated parking spaces.
6. The parking permit must be displayed where instructed.
7. The maximum speed in the parking area and on campus is 5 MPH.
8. **School buses and pedestrians always have the right of way.**
9. **Students are not allowed in the parking lot at any time during the school day. Students will not be allowed to remain on campus nor return to school/ parking lot after checking out for the day.**
10. Cars should be **locked** at all times for security. Valuables should not be left in the car.
11. Vehicles may be searched by the administration at any time during the school day when it is deemed necessary to protect the well-being of the entire student body.
12. Students must have permission from an administrator to go to their car during the school day. Students found in the parking lot or in their car without administrative approval will be charged with skipping school.

School Pictures

Irwin County High School will use the services of BPI for school pictures and special events.

Publication of Student Images

Students may be photographed, videotaped, or interviewed by news media or school officials at school or at a school activity or event and such photographs, interviews, and videotapes may be published, including Internet publication. Any parent/guardian who objects to his or her student being photographed, videotaped, or interviewed must present that objection to the principal of the school within ten days after the student's enrollment date.

TEACHER QUALIFICATION

The Irwin County School District informs parents that you may request information about the professional qualifications of your student's teacher(s) and paraprofessional(s). In accordance with Every Student Succeeds Act (ESSA) of 2015, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their 'Right to Know' the professional qualifications of their student's classroom teachers and paraprofessionals.

The following information may be requested:

1. *Whether the student's teacher—*
 - o *has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;*
 - o *is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,*
 - o *is teaching in the field of discipline of the certification of the teacher.*
2. *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 468-5517.

Telephone Use

Students are not allowed to use the phone in the office unless it is an emergency. Only students who are ill or have an emergency can request a note from their teacher asking the secretary in the office to make a call on their behalf. The secretary will dial the phone and talk to the student's parent/guardian. No student will be allowed to use any other phone on campus. Unless it is an emergency, parental

messages will be sent to students.

Textbooks

Textbooks are the property of the state of Georgia. Books that are lost or damaged must be paid for. Students are expected to protect their books with book covers.

Bring Your Own Device - BYOD

This policy allows students to utilize their smartphones, iPad, Kindle, and/or other technology as a resource with teacher approval.

Visitors

Visitors having business on the campus must report directly to the main office. If a parent/guardian needs to see a teacher, they should make an appointment through the secretary in the office. **Parents/Guardians need to check in at the main office before going to a classroom.** Students are not permitted to have guests at any time during the day unless approved by Administration.

ATTENDANCE POLICY

The Irwin County Board of Education recognizes the importance of school attendance in attaining an education and expects students to be at school each day. Attendance is recorded in a student's permanent school record and the total days absent from school are recorded on all student transcripts. If students become non-compliant, an administrator led attendance hearing will be held to address the issue.

State of Georgia Compulsory Attendance Law

1. 20-2-690.1 Mandatory education for children between ages six and 16.
2. Every parent, guardian, or other person residing within this state have control or charge of any child or children between their seventh and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, or a home study program; and such child shall be responsible for enrolling and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program...
3. ...under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences.
4. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part shall constitute a separate offense.
5. Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. (Ga. L. 1945, p. 343, & 1, 10; Ga. L. 1969, p. 682, & 1; Ga. L. 1971, p. 264, & 1; Code 1981, & 20-2-690; Ga. L. 1983, p. 3, & 16; Code 1981, & 20-2-690.1, enacted by Ga. L. 1984, p. 1266, & 1.)

Attendance and Truancy Guidelines

Irwin County schools are taking the following actions to encourage school attendance and to discourage truancy:

1. A written excuse from a physician, parent or guardian, stating days missed and reason for absence shall be provided to the school by the **third** day after the student returns to school after an absence.
2. Compulsory Attendance Ages: "between 6th and 16th birthdays." Official Code of Georgia Annotated O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school including public, private and homeschooling. However, if a child is under 6 and has attended more than 20 days in a public school, he/she is then subject to the compulsory attendance laws (20-2-150(C)).
3. Under and by virtue of the school laws of this state, you are required to cause the continuous attendance of said child/children in a school. Failure to do so makes you liable to the penalties provided therein. Violation of the law is a misdemeanor, and violation makes you subject to a fine of \$100.00 or 30 days in jail, or both at the discretion of the Court. Each day of absence from school in violation of this law shall constitute a separate offense.

4. Regular school attendance is mandated by the state and necessary for students to make adequate progress each year. As we are committed to each child's mastery of all essential skills, we will continue to closely monitor absences, tardies, and early checkouts.

We are asking our local law enforcement officials to take an active role in questioning school-age students whom they see on the streets or in other public places during the day who are not accompanied by a parent/guardian. These officials are being asked to return truant students to their appropriate school where school administrators will provide appropriate discipline.

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

A Certificate of Enrollment, required for a State of Georgia learner's permit and driver's license, is issued by the Attendance Officer located in the guidance office. To qualify for a Certificate of Enrollment, the student must be currently enrolled in Irwin County Schools and must not be under expulsion from school.

ICHS Attendance Policy

1. Unexcused Absence/Excused Absence

- a. Absences for "personal reasons" are considered **unexcused**.

In accordance with Georgia State Law, a student absence is **excused** when:

- a. The student is personally ill.
- b. A death or serious illness occurs in the immediate family.
- c. Attendance conflicts with a religious holiday celebrated in the family.
- d. Mandated by order of governmental agencies (ex. by court order).
- e. A student whose parent/guardian is in military service, and such parent/guardian has been called to duty for or is on leave from overseas deployment in a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per year for the day(s) missed from school to visit with his/her parent/guardian prior to deployment or during leave.
- f. Doctor excuses will be required in order to excuse an absence due to illness or appointment.

2. Non-Instructional Extracurricular Events

Georgia standards allow students to be excused from a class for school-sponsored, non-instructional events ten (10) days per year. These events must be part of the Irwin County High School extracurricular program of a sports team, club, or other officially recognized group such as band or chorus. Any student representing Irwin County High School in an administratively approved activity is counted as present in school.

3. Unexcused Absences

- a. After a student accumulates three (3) unexcused absences in a school year, a letter shall be mailed from the school to the parents/guardians regarding absences.
- b. After a student accumulates five (5) unexcused absences in a school year, a referral shall be made to the School Social Worker and a meeting may be required with the student and parents/guardians to review the student's attendance history.
- c. An attendance contract may be issued and signed as an intervention strategy. The attendance contract would be a binding agreement between the student, parent, and the school.
- d. After a student accumulates seven (7) unexcused absences in a semester, possible consequences may include, but are not limited to, the following: Warrant issued for Parent and/or child, DFACS Referral, Parent/Student Meeting with administration, Referral to other services as appropriate (e.g. Mental Health, Parenting classes, etc.) and/or appearance before an Attendance-Appeal committee to determine credit.
- e. Students and their parents and/or guardians must be prepared to provide a clear explanation as to the reasons surrounding the student's excessive unexcused absences. At such time, the school's designee shall reiterate the consequences for excessive absenteeism.

4. Excessive Absences - Parent/Guardian Notification of Non-Credit

- a. **Students in grades 9-12 who miss more than seven (7) days (Unexcused/OSS) in any block or more than fourteen (14) days in any yearlong class will not receive credit for that class.**
- b. A call out system will be utilized at the end of each school day notifying parents of any absences that occurred during the school day.
- c. Attendance letters will be mailed to the address given on file in the school database prior to the seventh (7th) absence. On the

seventh (7th) absence in a semester, a letter of possible non-credit will be mailed to parents/guardians. These letters will be for excused and unexcused absences.

- d. Failure to receive these written notices does not absolve parental responsibilities in complying with attendance policies and rules.

5. Attendance Appeals Process

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

6. Attendance Hardship Hearings

- a. The ICHS Attendance Appeals Committee will conduct Attendance Hardship Hearings each semester to determine hardship for students with more than seven (7) unexcused absences.
- b. **After seven unexcused absences**, only a physician's or health care provider's medical documentation or court documentation will be accepted. Notes from home will not be acceptable.
- c. A student with more than seven (7) unexcused absences or OSS in any block or more than fourteen (14) in any yearlong class will not receive credit for that class. Parents/students may file a request for hardship consideration and a waiver of the attendance policy by completing an *Attendance Hardship Application Form* prior to the hearings.
- d. The student and parent have the right to attend the hearing and may request to be present. The committee will consider waiving the attendance policy if a hardship is determined to be evident following a review of the student's attendance/tardy record, excuse notes on file, sign-ins and sign-outs, and any other record the committee considers pertinent in rendering a fair decision. Students with unexcused absences will not find favorable review with the committee and *any additional written excuses will not be accepted at the time of the attendance hardship hearing*.
- e. Any student denied credit for classes due to excessive absences will be notified by mail of the committee's decision. Parents and their student have the right to appeal the decision to the superintendent if they believe the absences were due to extenuating circumstances and if none of the absences were the result of suspensions or verified truancy.

7. Admittance Slips

- a. Upon returning to school after an absence, the student **must report to the lunchroom to see an administrator or other designated personnel before school begins (7:30 - 8:00 AM)** to obtain an admittance slip to class.
- b. A written note from home with the following information should be given to the attendance secretary.
 - Student's name
 - Date of absence
 - Detailed explanation of absence
 - Parent/Guardian name and signature
 - Parent/Guardian home/business phone number for verification of the note
- c. The criteria listed in **number 1** will be the basis for giving the student an excused admittance slip. If a student visits a doctor, dentist, or clinic, it would be in the student's best interest to bring a note from the doctor.
- d. Any student who presents a forged note for check-out or admittance back into school will receive 2 days ISS and their parent/guardian will be required to personally check them out and in after an absence for the remainder of the year.
- e. A student has three (3) school days after an absence to present a written note to the office and the excuse from the office to each classroom teacher. No note will be accepted after the three days, thus rendering the absence unexcused for the semester.

8. Tardy

- a. **Tardy to school:** A student who arrives at school after the tardy bell will report to the designated area. If a student is more than 15 minutes late to his/her 1st block class, the student is counted as absent for that class. The criteria listed in number 1a and extenuating circumstances approved by the principal will determine an excused absence or tardy. Upon the sixth (6th) unexcused tardy (in first block), parking privileges will be suspended for at least thirty (30) school days.
- b. **Tardy to class:** A student is tardy when not in his/her assigned place at the scheduled time for the class to begin. All tardies will be documented for office attendance records.
- c. Tardy violations will be handled as follows:

- 1st offense: Warning.
- 2nd offense: Warning.
- 3rd offense: 1 day block timeout
- 4th offenses: 1 day ISS
- 5th - 9th : ISS and/or loss of driving privileges for a minimum of 30 days.

- d. After a student accumulates ten (10) unexcused tardies, a letter shall be sent from the school to the parents/ guardians requiring a meeting with the School Administration. Failure to attend this meeting may result in a referral to the School Social Worker.
- e. After a student accumulates fifteen (15) unexcused tardies, a letter shall be sent from the school to the parent/ guardian requiring a meeting with the District Level Attendance Review Committee. Failure to attend this meeting may result in a referral to the School Social Worker.

9. **Checking Out During the Day.**

Parents/Guardians should make an effort to avoid taking students out of school prior to the official dismissal time. Excessive checkouts will be monitored by the attendance secretary and reported to administration.

- a. **If a student misses more than 15 minutes** of a class block, the student will be considered absent for that class.
- b. A student who needs to leave school early must be checked out in person/over the phone by a parent/guardian or an authorized person listed on their student information sheet. Upon returning to school, the student must present an admittance slip for class blocks missed on the day of early dismissal.
- c. The safety and well-being of our students is our first concern. Thus, any student who wishes to check out because of illness must first see the nurse for a note permitting check-out. If the nurse is not available, then administrative approval is required. The secretary in the office will contact the parents/guardians by telephone before the student will be allowed to sign out. Upon returning to school, the student must bring a written note from home (**see 4b**) and obtain an admittance slip for class blocks missed on the day of early dismissal.
- d. Students must have a note from their teacher to go to the office. **To leave school during the day, at any time and for any reason, a student must be signed out through the office.**

10. **Makeup Work**

- a. **On the day they return to school, it is the responsibility of the student to make arrangements with their teachers for makeup work.**
- b. Makeup work must be completed within 3 days after returning to school if no other arrangements have been made between the student and the teacher.
- c. Assignments, projects, or tests announced prior to the student's absence and due on the day the student returns to school are to be fulfilled by the student unless the teacher makes an exception.
- d. Students attending an approved field trip must make arrangements to complete any assignments **before going on the trip** unless otherwise approved by the teacher involved.
- e. The student should plan to stay **before or after school** to do makeup work in the presence of the teacher unless the teacher makes an exception.
- f. Teachers will apply the handbook policies on attendance and makeup work in determining student grades.

11. **Hospital Homebound Program**

O.C.G.A. 160-4-2-.31 (effective 11/24/09) - academic instruction and other services provided to eligible students who are confined at home or in a healthcare facility for periods of time that would prevent normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis.

- a. HHB Services are available to students who need to be absent from school for a minimum of ten (10) consecutive days because of a non-communicable disease or illness.
- b. HHB Services must be requested through the school office by the student and parent/guardian.
- c. A completed written medical referral form signed by a licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented must be submitted to the LEA for HHB services to be considered.
- d. Following approval of HHB services, a meeting will be required including the student, parent/guardian, administration, and all classroom teachers to develop an Educational Service Plan (ESP), discuss services and expectations. The ESP shall include a school re-entry plan.
- e. A student who is on the Hospital Homebound Program is counted present in school. Work is assigned by the classroom teachers.

ACADEMIC INFORMATION

Student Advisement System

Irwin County High School has a system in which students are advised according to diploma selection by school counselors. Some topics to be discussed during advisement time are career goals, promotion requirements, rules on doubling up of courses, repeating courses, EOCs, registration procedures, and guidelines for credit recovery.

Minimum Graduation Requirements The following applies to block schedule. It does not take into account the skinnies in 9th and 10th grades.

- During each semester a student may be enrolled in two (2) academic courses and two (2) elective courses.
- A student can therefore earn a maximum of four (4) units per semester OR eight (8) units per year (two semesters).
- Credit for a course is received only at the end of a semester if the student passes with at least a 70.
- **For all graduation classes:**
The MINIMUM units needed to graduate = 28
The MAXIMUM unit opportunities = 32
- In order to graduate, all students are required to attend school for a **MINIMUM OF EIGHT (8) SEMESTERS**, except for those students who are approved to participate in post-secondary options.
- In order to obtain a high school diploma, Georgia law requires all students to complete all state required End-Of-Course Test (EOCT). The EOCT will count 20% of the final grade for the course.

Grade Level Minimum Unit Requirements

- To grade 10 - 6 units
- To grade 11 - 13 units
- To grade 12 - 20 units
- To graduate - 28 units

Grading System

Grades are averaged and converted into letter grades based on the following scale:

A=90-100; B=80-89; C=70-79; F=69 or below.

Teachers will compute students' nine weeks grades as is appropriate for their classes. A minimum of 15 grades is required to determine each Nine Weeks grade, and a variety of assessments are used: daily grades, quizzes, test grades, projects, oral presentations, etc. For block classes, teachers will administer a comprehensive Nine Weeks Assessment at the end of each nine weeks of classes. Students will receive the following grades (the percent value is indicated) in accordance with the guidelines established by the GaDOE:

Grade 9-12*	
1 st /3 rd Nine Weeks Semester Grade	40 %
2 nd /4 th Nine Weeks Semester Grade	40 %
FINAL EXAM or EOCT	20 %

*Grade Level is based on entry date into high school

The **1st/3rd Nine Weeks Semester Grade** and the **2nd/4th Nine Weeks Semester Grade** along with the **FINAL EXAM or End of Course Test (EOCT)** are used to determine the **SEMESTER GRADE**. Credit for a class is only given with a passing **SEMESTER GRADE**.

For the following classes Algebra I, Physical Science, Geometry and Biology which are all year-long courses (skinnies), grades are reported for each nine week grading period. Credit for a class is only given with a passing **YEARLY GRADE**. Students enrolled in skinnies cannot exempt mid-term exams which are administered at 18 weeks. Students enrolled in skinnies will receive the following grades (the percent value is indicated) in accordance with the guidelines established by the GaDOE:

Grade 9-12*	
1 st + 2 nd Nine Weeks / 2 = 1st Semester Grade	40 %
3 rd + 4 th Nine Weeks / 2 = 2nd Semester Grade	40 %
FINAL EXAM or EOCT	20 %

*Grade Level is based on entry date into high school

Honor Roll

All classes, including skinnies, for which a student receives credit and which are open to all students will be included in determining

the average for honor roll eligibility. All eligible classes will be weighted equally in determining honor roll status.

- **Highest Honors** requires an average of 93 with no grade less than 90 in any class.
- **Honors** require an average of 90 with no grade less than 80 in any class.

*All CTAE pathway completers will receive an honor cord to wear on graduation night.

Honors Night

Each year the Irwin County Board of Education honors students for high academic performance during the school year. Requirements for Honors Night are:

- Students must have been on the honor roll for the 3 nine weeks grading periods.
- Students must be on track for a diploma.
- Averages include grades up to and including the 3rd Nine Weeks Grade.
- Joint Enrollment and Early Admissions students are eligible to participate in Honors Night. Their high school and college course grades are included in their cumulative average. Course work completed during the summer as a part of these programs will also count in the cumulative average.
- Honors plaques will be awarded only to those seniors attending Honors Night who have met Honors Night requirements for two or more years during their high school tenure.

HOPE - Helping Outstanding Pupils Educationally

HOPE is the state of Georgia's scholarship and grant program that awards students with financial assistance in degree, diploma, and certification programs at eligible Georgia public and private colleges and universities and public technical colleges.

The HOPE average is derived from all classes that HOPE uses to determine a student's eligibility for the HOPE scholarship and grant program. HOPE averages are comprised of all academic classes as well as some core electives and required courses. (HOPE averages will not be rounded up. This will apply to all areas that the HOPE GPA is used.)

For more information on HOPE, log into your account at www.gacollege411.org or consult a guidance counselor. HOPE averages are provided on a 4.0 GPA scale and will be converted to the standard 1-100 GPA scale to obtain the required average. The required 90 average is equivalent to a 3.5 on a 4.0 GPA scale.

Junior Honor Marshals

An invitation to participate as a *Junior Honor Marshal* at high school graduation ceremonies will be issued to any junior who has a 90 or above cumulative HOPE average.

Honor marshals will be expected to abide by the dress code for honor marshals at graduation:

- Wear church clothes.
- Females wear a dress which is long enough and discreet when raising one's arms to hold up the poles during the ceremony.

Honor Graduates

Any senior who has met local and state graduation requirements and has maintained a **cumulative average** of 90 or above in HOPE eligible courses for the four years of high school (comprised of the numerical 1-100 grade value of all Hope eligible classes) will be recognized as an **Honor Graduate**. Averages are computed after the 1st semester of their senior year. **Honor Graduate** averages must be maintained for the remainder of the year in order to retain **Honor Graduate** status. *note this average does not round and must be a 90 or above*

At the graduation ceremony, a class speaker will deliver the senior address. This speaker may be chosen from the **Honor Graduate** group. The **Honor Graduates** will vote by secret ballot for their choice of speaker. Each graduation program speaker must practice his/her speech with the faculty members in charge of the speeches. This must be done in accordance with the established practice schedule. Anyone not adhering to this schedule will not be allowed to deliver his/her speech at graduation.

Valedictorian / Salutatorian

The graduating senior who has met local and state graduation requirements and has earned the **highest cumulative average of Hope eligible courses** will be recognized as the **Valedictorian**.

The graduating senior who has earned the **second highest cumulative average of Hope eligible courses** according to the above guidelines will be recognized as the **Salutatorian**.

The graduating seniors recognized as Valedictorian and Salutatorian must have been enrolled at least 3 semesters at Irwin County High

School of which 2 semesters occurred during the senior year. In addition, all other state guidelines must be followed.

Senior Graduation Responsibilities

1. A senior must meet all requirements set forth by the state and local board of education in order to qualify for graduation.
2. In order to “march” at graduation exercises, seniors must have earned the required 28 minimum units of credit or be receiving a Special Education diploma.
3. All obligations, both financial and otherwise, must be completed prior to graduation practice.
4. Seniors planning to graduate in May are not required to take 4th Nine Weeks Exams unless they are failing a class or are enrolled in a course which requires an EOCT. All seniors planning to graduate in July or later are required to take final exams.
5. A senior may not be allowed to participate in the graduation ceremony if he/she is guilty of any of the following:
 - a. Failure to fulfill financial or other school obligations
 - b. Failure to attend all mandatory graduation meetings
 - c. Failure to attend all scheduled graduation practices and to be punctual at each
 - d. Violation of school conduct rules during graduation practices
 - e. Violation of graduation dress code
 - f. Use of tobacco, alcohol or illicit drugs at any practice or at graduation ceremony
 - g. Any good and sufficient reason
 - h. **Determination to be made by school administration**
6. A graduation fee is charged to each senior to cover the cost of graduation flowers, printed programs, group photograph, security, and the senior picnic. This fee must be paid by the first Monday in May.

Repeated Course Credit

Students, teachers, and advisors should take special care to prevent a student from repeating a course already taken and passed. No credit will be given for taking and passing the same class twice with the exception of choral music, band, occupational child care, and weight lifting. Students who have taken and passed one-half unit of credit for a required one unit course sequence on the *Six Period Schedule* system must, on the *Block Schedule* system, take the full one unit of a course in order to meet graduation requirements. Therefore, the first one-half unit of credit taken and passed will count as an ELECTIVE COURSE.

Schedule Changes

Course schedule changes are handled ONLY through the Counseling Center. Changes made in any other manner are not official. Dates and times for such changes are announced. Anyone desiring to change a schedule after the deadline must present his/her situation to the principal. Unless extenuating circumstances exist, no credit will be given after the deadline. This includes credit for the class from which withdrawn and the newly entered class.

Credit Recovery

Those students wishing to attend credit recovery or take an independent study course should make an appointment in the guidance office to obtain complete information on credit recovery. This program is for students who have failed a class with a 64 or lower or are off track for graduation.

Credit Repair

This program is for students who failed a class with a grade of 65-69. This program will allow students to regain credit without having to take the whole class over. With this program, the maximum grade the student can earn for the course is 70.

Gifted Education - K.Haire

K-12 students in the Irwin County School District who demonstrate a high degree of intellectual, academic and/or creative ability are provided with special instructional services by the Program for Gifted Students. Eligibility criteria for placement in this program are determined by the State Board of Education. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student’s abilities. For a summary of eligibility criteria or for further information about Irwin County’s Program for Gifted Students, please contact the gifted education teacher at your child’s school or Mrs. Andrea Reeves, System Gifted Program Coordinator at 468-9510. The Irwin County School System Gifted Manual is also available on the Irwin County School System website at www.irwin.k12.ga.us.

State of Georgia/Irwin County Eligibility Criteria: To qualify for gifted placement, a student must meet the criteria in three of the following four categories.

1. Mental Ability – 96th percentile
2. Achievement – 90th percentile on total battery or total math or total reading
3. Creativity - 90th percentile total battery OR three or more school generated products/ performances - score of 90 or above (on a

scale of 1-100)

4. Motivation

5. GPA at or above 3.5 (on a 4.0 scale) over previous two years OR standardized motivational rating scale - 90 or above (on a scale of 1-100)

Response to Intervention:

Response to Intervention is a continuum of evidence-based, system-wide academic and behavioral practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each student to achieve high standards. Support is provided through a multi-tiered intervention system including the following components:

- Tier 1: Standards-Based Classroom Learning
- Tier 2: Needs-Based Learning
- Tier 3: Student Support Team (SST) Driven Learning

Child Find:

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay in order to provide free and appropriate Special Education Services. Irwin County Schools serves children ages 3 through 21 with identified Special Education needs.

Parents/guardians of students who suspect their child may have a disability should contact the teacher, principal or the school's Student Support Team leader.

Exceptional Student Education:

Special Education services are provided to meet the needs of students with disabilities. Programs are provided for students in all disability areas recognized by the State of Georgia. Programs are provided based on the identified needs of each student. If your child has a learning or behavior problem, or if you suspect that your child has a disability, you should contact the principal or Student Support Team leader at your child's school, or contact Mrs. Andrea Reeves, Irwin County School System Special Education Director.

Under provisions of the Georgia Special Needs Scholarship, parents of students who receive Special Education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of Education website at <http://www.gadoe.org>, or contact Irwin County School System Special Education Director, Mrs. Andrea Reeves, at (229) 468-9510.

504

Section 504 protects all qualified students with disabilities, defined as those persons having a physical or mental impairment which substantially limits one or more major life activities (Caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, learning).

Parents or guardians of students who have reason to believe their child may have a disability as defined under Section 504 and may require special accommodations in the general education setting should contact the school's principal, counselor, or Irwin County School System 504 Director, Mrs. Andrea Reeves at (229) 468-9510.

Dual Enrollment (Joint Enrollment and Early Admission Programs)

Dual Enrollment is an opportunity for students to attend a postsecondary institution full-time during their junior and/or senior year of high school. For eligibility requirements and information about Dual Enrollment, contact the ICHS Counseling Center. Dual enrollment classes are postsecondary classes with more rigor than a normal high school offering. 5 points will be added to the final grade received from the partnering school. This amended final grade will be recorded on the high school transcript.

Education Career Partnerships (Secondary to Postsecondary Transitions)

Education Career Partnership is structured to support and promote postsecondary credit opportunities to ensure that all local systems develop, expand, and promote career pathways and programs of study for seamless transition of students from secondary to postsecondary education and into careers. ECP will help develop a well-educated, technically trained, and highly competitive workforce in Georgia that will be widely recognized as the best in the nation. Through a coordinated effort with business and industry, ECP is designed to prepare students for career opportunities by providing an education that is composed of coherent, articulated sequences of rigorous academic and career related courses. This will lead students to postsecondary institutions for an industry recognized certificate/or licensure, an associate and/or higher college degree, and successful employment. Business and industry

partners play a vital role in defining appropriate standards of performance, providing input concerning the validity of current pathways, and assessing school programs to assure we are preparing the skilled professionals they need.

Youth Apprenticeship and Co-Op Programs

These programs offer opportunities for student career exploration. The programs link school-based learning with work-based learning. Students apply for work experiences which are procured by the apprenticeship coordinator or CTAE director. Students will divide the school day between classes and the work-site. Students who permanently leave the program before the remainder of that semester must remain on campus for the end of that semester. Only juniors and seniors are eligible for these programs. For more information see Mrs. Hamby or Ms. Johnson.

Withdrawals: Transfers/Dropouts

Withdrawals are handled through the Counseling Center. When a student knows he/she will withdraw on a certain date, he/she should report this fact to the Counseling Center and obtain a withdrawal form. The student must return the completed form with all required signatures from teachers and staff to the Counseling Center.

A withdrawing student must have returned all books, paid all fines and cleared all other obligations before a report card, transcript, or letters of recommendation can be issued.

STUDENT EXTRACURRICULAR ACTIVITIES

No Pass/No Participation Rules

Participation in extracurricular activities is governed by the rules and regulations of the State Department of Education, the Georgia High School Association, and the Irwin County Board of Education.

1. Extracurricular activities are defined as any school sponsored program for which some or all of the activities are outside the regularly scheduled class day. Examples include all individual and team sports, cheerleading, band, chorus, literary meets, clubs, and academic bowl.
2. Students participating in extracurricular activities must have passed three (3) out of four (4) classes (a minimum of 2.5 units) during the preceding *Block Schedule* semester. These classes must carry credit toward graduation or promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester and until they pass three (3) out of four (4) classes in the semester prior to participation.
3. All students participating in an extracurricular activity must take four classes in the *Block Schedule* during the semester of participation.
4. High school students must also be on track for graduation.

Athletic Activities - *C Soliday, Athletic Director*

All Irwin County athletes and coaches are expected to demonstrate behavior that reflects pride and excellence in the athletic program at Irwin County High School. We are proud of the winning tradition, which demands the best out of everyone connected with athletics. Appearance coupled with attitude and actions reflect on the student as an individual and as a representative of the school. Students should strive to be the best thereby strengthening the championship tradition that exists at Irwin County High School.

1. All athletes will follow the school conduct rules and will strive to be model students and good examples. It will be the responsibility of the entire coaching staff to make all athletes aware of their expectations and to see that rules are enforced and adhered to consistently.
2. In order to participate in any athletic activity, each student must meet all current Georgia High School Association eligibility requirements.
3. The coach of each respective sport will have the right and responsibility of selecting and supervising his/her athletes. Each coach will have his/her individual expectations or rules in writing and have the approval of both the principal and athletic director before going into effect. All athletes will adhere to general rules set by the athletic department.
4. If an athlete seriously violates a school rule or breaks the law, the team coach, athletic director, and principal will decide the proper action to be taken in regard to the athlete's participation in our athletic program. All athletes who are referred to the office for disciplinary action will be treated on the same basis as a non-athlete.
5. An athlete who elects to quit a team during that particular season will be required to sit-out the remainder of that sports season before he/she can begin participation in any other sport. All cases will be reviewed by the administration and the coach. Athletes must see that all equipment issued by the school is returned immediately upon his/her quitting.
6. An athlete who consistently does not attend practice or is dismissed from the team by the coach is considered quitting.

7. Student athletes must be present for two blocks on the day of the event in order to participate in school events.
8. An athlete who is assigned to ISS will be allowed to practice, but may not participate in a game or competition during his or her ISS time. Students who are suspended from school may not practice, participate in, or attend any school sponsored competition or event. Suspension from school may affect the student's right to participate in the athletic program.
9. Athletes will be expected to be neat in appearance during the school year. Hair must be neat and well-groomed year round. Athletes in violation of this rule will be suspended from participation until in compliance.
10. Athletes will be transported to out-of-town events by transportation provided by the school. If an athlete travels to an athletic event on a school bus, he/she will return on the bus unless a parent/guardian requests of the coach that the athlete ride back with him/her. **Athletes will be allowed to ride only with their parents/guardians and no one else.**
11. Good sportsmanship conduct will be expected at all times from all athletes. Athletes are expected to exhibit good manners and good behavior at all times.
12. All athletic uniforms must be worn as they are designed to be worn.
13. Missing practice is a serious violation of athletic conduct. Unexcused absences will not be tolerated. If there is a need to be absent from school athletic practice, it is the responsibility of the athlete to clear this with his/her coach. Each coach will outline the rules for practice requirements. If a student is absent from school, he/she will not practice unless cleared by an administrator.
14. All students participating in athletics, including practice sessions, must be properly insured against accidents. Proof of insurance is required to participate. School insurance is available for purchase if needed. The Irwin County Board of Education DOES NOT provide insurance coverage for athletic competition.
15. An athlete who is caught at anytime in violation of the rules below will be subject to proper disciplinary action as outlined in the Student Conduct Rules of the student handbook. All cases will be reviewed by the coach and administration.
 - a. The use of tobacco or alcohol will result in immediate suspension from the athletic program pending an investigation from the athletic program on the issue. Appropriate disciplinary action will be taken as warranted. Failure to complete the assessed punishment in any of the athletic rules within the given time limit will result in 180 consecutive days suspension from athletic participation. Re-entry into the athletic program will be determined by a hearing involving the athlete, his/her parents/guardians, athletic director, respective coach, and principal.
 - b. **ILLEGAL DRUGS**
 - 1st Offense:* If any athlete is caught on or off campus at any time with illicit drugs on his/her person, in his/her possession, or under the influence of any drug, the athlete will be suspended immediately from all athletic participation for a period of 180 consecutive days. After serving 60 consecutive days of nonparticipation and after completing 30 days or eight (8) sessions of an approved drug treatment program, a hearing may be held with the student athlete, parents/guardians, drug treatment educator, athletic director, respective coach, and principal to determine if the athlete should be readmitted to the athletic program at that point. If readmission is denied at this hearing, another hearing will not be held until the drug counselor requests a hearing in writing to the principal.
 - 2nd Offense:* The athlete will be barred from all athletic participation for 360 consecutive days.
 - 3rd Offense:* The athlete will be barred permanently from all athletic participation at Irwin County High School.
16. All students are encouraged to participate in as many extracurricular activities as desired. Students wishing to participate in activities whose seasons coincide, must have written permission from the head coach of each respective sport as well as the athletic director in order to participate.
17. Before a player can be removed from the athletic program, the principal and the athletic director must approve the action.
18. All ICHS athletic team members are covered for injuries received during athletic practice or contests. The protection is an "excess coverage" and will pay some for most injuries after personal insurance has paid all it will pay. In case of an injury to a participant, it is the responsibility of the parent to see that all forms and claims are properly processed. The school will be glad to assist if problems are encountered.
19. Physical examinations are required by state law. Irwin County High School sets up one appointment during the spring of the school year for physicals. These are free of charge to the athletes and cheerleaders. Any other examination or referrals to specialists are the responsibility of the parents/guardians of the athlete or cheerleader and will not be paid for by Irwin County High School. All physicals taken after April 1st are valid until the end of the next school year.
20. Scholar Athlete Awards will be given to all athletes who have maintained a cumulative GPA of 90 or above.
21. Athletes who have not cleared all fines will not be eligible to attend the banquet for any sport.

FitnessGram

In accordance with Georgia House Bill 229 (also known as the SHAPE Act,) all physical education students in grades 1-12 will participate in this assessment: this is a series of fitness tests that measure the various areas of health-related fitness:

- *Curl-Up* (Abdominal Strength)
- PACER or 1 mile run (Cardiovascular)
- *Push-Up* (Upper Body Strength)
- *Body Mass Index* (Body Composition)
- *Back-Saver Sit and Reach* (Flexibility)

Band – M. Staub

The band program is an important part of ICHS. Band contains many auxiliaries for participation and performance. A band manual with expectations, rules, procedures, and philosophy is provided for each band student. You are encouraged to participate as a musician or a spectator in the band program.

CLUBS AND ACTIVITIES

In order to form a new club, a request must be made in writing to the principal’s office the academic year prior to the start of the club. The request must also have the information of a certified employee of the school system who is willing to serve as the club advisor. All clubs must have a certified employee of the school system acting as the club advisor to exist.

Clubs and club activities are an important part of the school program. The administration urges all students to participate in at least one club. Please remember, in all clubs and activities, you represent yourself, your school and your community.

In order to maintain membership in a club, a student must adhere to club attendance policies and all other club regulations. All students participating in extracurricular activities must follow the guidelines where applicable, as set forth by the State Board of Education, local school and board policies, and the Georgia High School Association. Any student involved in any club activity is under the jurisdiction of the school.

Any conduct deemed improper during the club activities, either at school or away, will be dealt with by the club sponsor and principal. Any club/activity must be approved by the Irwin County Board of Education.

All club sponsors will provide prospective members with a student code of conduct for their organization including name, mission or purpose, name of advisor, and planned or past activities. Upon review of the organization code of conduct, parents/guardians may decline permission in writing for his/her student to participate in a club’s activities.

Student Council

The purpose of this organization is to provide students the opportunity for participation in school policies and to promote the welfare of the school and community. The members of the Student Council will be the elected homeroom representatives, the 9th, 10th, 11th and 12th grade class presidents, and the presidents of each club. No student who has been convicted by the courts of any illegal activity or has been deemed by the administration to be a continual discipline problem may serve on the Student Council. The Student Council Advisor will be responsible for organizing the election of class officers and homeroom representatives.

The Student Council will meet at least once each nine weeks and as needed to discuss student issues and concerns. The Council will regularly address the administration on behalf of the student body and will attend local Board of Education meetings to voice student concerns.

The Student Council will be responsible for organizing the Homecoming Parade and Dance. All clubs are expected to have an entry in the Homecoming Parade. Elected Student Council members are expected to support Student Council sponsored ICHS activities.

The junior class president, junior class officers and junior representatives will be responsible for organizing the Junior-Senior Prom.

Homecoming Court Guidelines:

1. On Election Day, students will cast ballots in homeroom to determine each grade level representative to the court.
2. The top two vote recipients in grades 9 – 11 and the top 6 vote recipients in grade 12 will be named to the Homecoming Court.
3. During the Homecoming Week Festivities, students will cast ballots in homeroom for the ONE senior Homecoming Queen to be crowned.
4. Homecoming Court members must have never been assigned/served OSS/ACE and must also be on track for graduation.
5. If a student does anything that violates the law after being voted onto the court they will be removed from the court.

Homecoming Dance Guidelines:

1. Students in grades nine through twelve may attend the dance.
2. The dance will be held on Saturday night after the Homecoming football game.
3. Students attending the dance will not be permitted to leave and then return to the dance.
4. Illegal substances (drugs, alcohol, or tobacco) are prohibited.
5. Students suspected of being under the influence or in possession of illegal substances will be checked and dealt with appropriately.

Junior-Senior Prom Guidelines:

1. Only juniors and seniors and their dates may attend the dance.
2. The prom will be offered to the students as long as the following deadlines are met:
 - a. At least 30% of the junior and senior classes combined commit to attend (in writing) at least 45 calendar days prior to prom.
 - b. At least 20% of the junior and senior classes combined pay to attend the dance at least 30 calendar days prior to the dance.
3. If there is insufficient participation to offer a prom, students will be offered a senior walk without a prom. All couples participating in the senior walk will pay a nominal fee. If there is no dance, a queen and king will be crowned at the walk.
4. After prom pictures are completed and students return from dinner to attend the dance, students will not be permitted to leave and then return to the dance.
5. Illegal substances (drugs, alcohol, or tobacco) are prohibited.
6. Students suspected of being under the influence or in possession of illegal substances will be checked and dealt with appropriately.

Beta Club – L. Diffie

The purpose of this organization is the promotion of scholarship, leadership, and good citizenship at ICHS. Membership is comprised of students in grades 9-12 who have maintained a cumulative average of 90 or above in college prep courses and have been approved by the principal.

Fellowship of Christian Athletes - P. Snyder

This organization attempts "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving him in their relationships and in the fellowship of church."

FFA – S. Johnson, C. Paulk, W. Paulk

This organization helps students develop their potential for premier leadership, personal growth and career success. Members learn leadership skills by developing individual agricultural projects, participating in Career Development Events, and getting involved in the many fun activities that Irwin FFA has to offer.

Future Business Leaders of America – T. Coney

This national organization is open to all students interested in pursuing a business or business-related career. Members learn leadership skills through community service and participation in organization activities and competitions designed to promote career development.

Family, Career, and Community Leaders of America - D. Hamby

This dynamic and effective national student organization helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer science education. Benefits of membership include chances to travel and make new friends, development of employability skills, and the chance to help others through community service projects.

4-H – County Extension Agents

This club offers various activities and events for young people to satisfy their basic needs and interests. Members learn through participating in project work, conducting programs, performing before groups and by teaching others.

International Thespian Society - A. Griffin

Thespians are members of an international organization which works to support speech and drama related activities. These activities help to develop theatrical skills, while encouraging cooperation, discipline and self-expression.

Spanish Club - J. Griner

This organization is devoted to the enrichment of the Spanish curriculum at ICHS. Their goal is to further the understanding of the language and customs of the Hispanic world while providing a social outlet for students who share these interests.

Technology Student Association – D. Pridgen

The mission of TSA is to prepare its members to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program; which includes communication, leadership, and competitive skill development in the classroom/laboratory environment.

JROTC - E. Hughes

Enrollment in the Army Junior ROTC Program at Irwin County High School is an important step toward a student's future. Success in any career requires leadership. The ability to lead can be learned and developed. This is what the JROTC program is about - leadership, self-discipline, and the ability to get things organized. While Army JROTC provides an opportunity to acquire basic military skills, its primary goal is to develop good citizens. In this regard, the JROTC Program instills in the student that first and foremost they are citizens of their high school, community and their country, the United States of America.

The State Board of Education has approved a waiver to void the requirement of one unit of credit in health and physical education if the student earns three or more units of credit in JROTC courses. This means that a student can take three years of JROTC and void the requirement to take Health and Personal Fitness.

B.A.S.S Fishing Club - K. Guy

Field Trip Activities

Students must complete an *Excused Absences Permission Form for Field Trips* before they are permitted to go on any school sponsored field trip. The form must be completed in the following manner:

1. The student's teachers sign the form and indicate whether or not the student is passing and if any test or work needs to be completed before going on the field trip.
2. The parents/guardians, after reviewing the teacher information, sign the form if they approve and give permission for their child to attend the field trip.
 - a. Club or activity sponsors should distribute the *Excused Absences Permission Form for Field Trips* in a timely manner so students can complete the form properly and in advance of the day of the field trip.
 - b. An alphabetized roster of students approved to go on the field trip will be provided by the club or activity sponsor to the office and to all teachers **at least one day** in advance.
 - c. Students who attend or participate in any activity conducted for the benefit of students, whether school sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups are subject to the ICHS Code of Conduct. Such participation begins immediately upon departure from campus and continues until return with the exception of students who are picked up and signed out properly by their parent/guardian.
 - d. All field trips must be properly chaperoned as established by the GHSA (Georgia High School Association) and local school board policies.
 - e. **No student is permitted to drive a vehicle on school sponsored trips.** Parents/Guardians are allowed to drive vehicles on school sponsored trips only with approval of the administration.
 - f. **Students who have chronic health issues must have a doctor's note to attend overnight trips.**

Fundraising Activities

All fundraising projects must first be submitted to the principal and then approved by the Board of Education.

Class Officers

Class officers will be elected in the fall to represent their class, to provide leadership in class activities, and to promote school spirit. Elections will be coordinated by the Student Council Advisor.

Voting procedure is as follows:

1. Homeroom teachers will meet with each grade level class separately to discuss the responsibilities of being a class officer and election procedure for class officers.
2. The members of each class will be listed alphabetically on the class officer ballot unless a student specifically asks not to be included.
3. On election day, students will circle the names of four students.
4. The student with the most votes will be the class president.
5. The students who receive the 2nd, 3rd, and 4th most votes will meet with the elected class president and a grade level advisor to decide who will serve as the class vice-president, secretary, and treasurer according to their interests.

Senior Representatives – *S. Rankin, Administration*

A Senior Representative is one who represents the student body as an outstanding, well-rounded school citizen and is involved in the total school program throughout his/her high school career. An ICHS Senior Representative exemplifies what each senior should be and does just a little more to make ICHS and Irwin County the best school/community possible.

Qualifications for Senior Representative:

1. Be in four of the same extracurricular activities for three years, or
2. Be in three of the same extracurricular activities for four years, or
3. Be in two extracurricular activities for four years plus four other activities.
4. Have never been assigned/served OSS/ACE or received excessive discipline reports.
5. Be on track for graduation at the end of junior year and remain on track during senior year.

Senior Class Favorites – *S. Rankin, Administration*

All seniors who are on track to graduate will be listed on a voting ballot. Their senior peers will use this ballot to vote for Senior Superlatives. Seniors will be able to receive only two superlative positions. If a senior receives the highest votes on more than two categories, she/he will receive the superlative in the two categories for which she/he had the highest number of votes. Mr. and Miss ICHS will also be elected on this ballot. Mr. and Miss ICHS will be elected by their senior peers from those students who have qualified as senior representatives.

EXPECTATIONS OF STUDENTS

Student Behavior

It is the responsibility of each student to behave in a manner that does not interfere with another student's right to an education. Citizenship and responsibility for one's actions is a major objective of a formal education and important in today's society.

We want the students at ICHS to have the best possible educational environment. Behavior that is unacceptable will not be tolerated and will be subject to disciplinary action. Unacceptable behavior includes any overt action by students who show disrespect for any teacher or staff member, fight or act violently toward others, and cause disruption of the learning environment. Such behavior will result in detention, suspension, expulsion, or referral to legal authorities. Students are expected to know and follow the **Student Conduct Rules** listed in the following section.

In accordance with O.C.G.A. 20-2-751.5(a)(c), any student who engages in off-campus behavior which could result in the student being criminally charged with a felony and 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 shall be disciplined at the discretion of the principal or his designee and may range from ISS, long-term suspension, or expulsion.

Any student who willfully and persistently violates student conduct rules may be subject to tribunal and/or expulsion.

Student Conduct Rules

1. Alcohol, Tobacco, and Other Drugs
2. Arson, Vandalism, and Malicious Destruction of Property
3. Battery: on other Students, Teachers, Administrators, Bus Drivers, or School Employees
4. Bullying
5. Cheating
6. Computer/Internet Misuse
7. Disorderly Conduct
8. Disrespect - Verbal Assault of Teachers, Administrators, other Students and School Employees
9. Electronic Devices
10. False Alarms
11. Fighting - Physical Assault and Battery of Teachers, Administrators, other Students, and School Employees
12. Food, Drink, and Gum
13. Gambling
14. Gangs
15. Halls
16. Horseplay
17. Illegal Behavior
18. Insubordination
19. Possession of Weapons or Other Dangerous Objects
20. Profanity
21. Public Affection
22. Restrooms
23. Searches
24. Sexual Harassment
25. Sexual Misconduct or Offense
26. Skipping School/ Skipping Class
27. Stealing and Extortion
28. Student's Personal Safety
29. Student Use of Social Media
30. Threats and Intimidation

1. **Alcohol, Tobacco, and Other Drugs** are prohibited at school or any school function. A student or any other individual shall not possess, sell, use, transmit, or be under the influence of any alcohol, tobacco, or any illicit drug product or be in possession of any related paraphernalia including, but not limited to, lighters, rolling papers, clips, etc. when:
 - On the school grounds immediately before or after school hours.
 - On the school grounds at any time when the school is being used by any school group.
 - Off the school grounds at a school activity, function, or event.

Alcohol and Illegal Drug Use or Possession:

1st Offense: OSS/ISS and referral to ICHS Disciplinary Tribunal, notification of police and parent/guardian conference required, and completion of 30 days or 8 sessions of an approved drug education session required.

2nd offense: Immediate placement in OSS/ISS and referral to ICHS Disciplinary Tribunal for possible expulsion.

Tobacco Use/Vape:

1st Offense: 3 Days OSS. Parents/Guardians will be contacted.

2nd Offense: 5 Days OSS and mandatory parents/guardians meeting.

3rd Offense: OSS/ISS and referral to the ICHS Disciplinary Tribunal.

Counseling, rehabilitation, and re-entry programs for drug and alcohol abuse are available in our area. Please see the Counseling Center for details.

2. **Arson, Vandalism, and Malicious Destruction of Property:** A student shall not burn, attempt to burn, destroy, or deface any building or property of the school. This includes property belonging to, rented by, or on loan to the school system, and property belonging to school employees or other students. Fireworks and related items are not permitted at school.

1st Offense:

- Parents/Guardians will be contacted. Notification will be made to police and/or fire department.
- Restitution for damages will be required.
- School suspension and referral to ICHS Disciplinary Tribunal.

3. **Battery: on other Students, Teachers, Administrators, Bus Drivers, or School Employees**

Intentionally making physical contact with someone causing bodily harm.

- a. Intentional physical contact of an insulting or provoking nature.
- b. Intentional physical contact causing physical harm to another.

1st Offense: Suspension from school, referral to the ICHS Disciplinary Tribunal, and notification of police if warranted.

4. **Bullying - O.C.G.A. 20-2-751.4.:** Bullying of a student by another student is prohibited. 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:

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

The parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying will be notified (New HB, 6/10).

Any Offense: Discipline for any act of bullying shall be within the discretion of the principal or principal designee, which may range from ISS, Out of School Suspension, or referral to the ICHS Disciplinary Tribunal.

5. **Cheating:** A student shall not cheat on any test, project, homework, report, or other assignment that the student is expected to do on his/her own. This means turning in any work (whole or part) as representing your own when it was actually the work of another person.

Plagiarism is considered cheating. Plagiarism is defined as the dishonest use of someone else's research or phrasing and is classified as cheating.

To avoid plagiarism:

- Never use a source's exact words without also using quotation marks and citing the source.
- When paraphrasing a sentence or summarizing a passage, you do not use quotation marks but you must cite the source.

1st Offense: PowerSchool write up, possible 0 grade, parents/guardians will be contacted.

2nd Offense: PowerSchool write up, 0 grade, parents/guardians conference with administrator, removal from honor clubs or activities may occur.

3rd Offense: PowerSchool write up, 0 grade, administrative referral, possible ISS/OSS.

6. **Computer/Internet Misuse:** A student shall not misuse, damage, or destroy any school computer or media device or use them to access unauthorized websites.

- A. **Minor offense** - offense such as, but not limited to, unauthorized internet access, playing games, changing settings on computer, etc.

1st offense: Administrative referral – may result in administrative detention, Time Out or ISS.

B. **Major offense** – offense such as, but not limited to, damaging school computers or software, entering online chat rooms, entering social networking websites such as SnapChat, Facebook, Twitter, etc., downloading and/or installing programs or applications, visiting websites containing inappropriate content such as profanity and/or sexual content, etc.

1st offense: Administrative referral – may result in ISS/OSS or referral to ICHS Disciplinary Tribunal for possible expulsion or ACE placement. Restitution for damages will be required.

7. **Disorderly Conduct:** Any act that disrupts the orderly conduct of the school environment and or poses a threat to the safety or welfare of students, staff, or others.

Any Offense: Administrative referral – may result in ISS, OSS, or referral to ICHS Disciplinary Tribunal

8. **Disrespect-Verbal Assault of Teachers, Administrators, other Students and School Employees:**

A. A student shall not be disrespectful to teachers, administrators or other school employees by speech or actions.

B. A student shall not intentionally argue in a demanding or disruptive manner with any teacher or administrator.

1st Offense: Administrative referral – may result in ISS, OSS, or referral to ICHS Disciplinary Tribunal.

9. **Electronic Devices:** Students may not use or display cell phones, headphones, MP3 Players, iPods, iPads, or other electronic device on school campus during instructional time unless the teacher allows for instruction only. Cell phone usage is permitted during transitional times, such as lunch and class changes, with the exception of making phone calls and playing music. Headphones or earbuds may not be worn in or on both ears during transition time. Teachers will take up phones/smart watches at the beginning of each class and return at the end of the block.

1st Offense - Teacher takes device until end of class

2nd Offense -1 day block timeout

3rd Offense - 2 days of block Timeout

4th Offense - 2 days of ISS

5th Offense - Can result in Disciplinary Tribunal

ICHS is **not responsible** for lost or stolen devices of any kind. **Failure to immediately comply with the request for confiscation of any electronic or communication device will result in an additional misconduct report of disrespect and insubordination.**

10. **False Alarms:**

A. A student shall not activate the school fire alarm.

Any Offense: OSS/ISS and or referral to the ICHS Disciplinary Tribunal.

B. A student shall not report a fire or a bomb which he/she knows does not exist.

Any Offense: Notification of police, school suspension, and referral to the ICHS Disciplinary Tribunal.

11. **Fighting:**

Fighting will not be tolerated. Intentionally making physical contact of an insulting or provoking nature, causing physical harm to another, or an attempt to hurt another person at school are prohibited.

1st Offense: 3-day suspension from school or 8 days ISS and/or referral to the ICHS Disciplinary Tribunal and notification of police if warranted.

2nd Offense: Suspension from school, referral to the ICHS Disciplinary Tribunal, and notification of police if warranted.

(G.A.-20-2-751.2) Administration can amend punishment up to 5 days if after investigation it is determined that the student hit back only to protect themselves and did not provoke the fight.

12. **Food, Drink, and Gum:**

A. Food items (including fundraising candy) may not be sold before or during school without administrative approval.

B. Teachers will not allow students to eat or drink in classrooms at any time with the exception of the Family and Consumer Science Department as supervised by the FCSD teachers.

C. Students are allowed to have water in clear bottles throughout the school day.

D. All students must consume their lunches in the cafeteria. **No food or drink may be taken from the cafeteria into the**

building.

1st Offense: Classroom teachers are expected to enforce the above rules and will handle offenders on an individual basis. At the beginning of each semester, each teacher will give to his/her students the discipline plan regarding food, drink, and gum chewing. For those students who do not abide by the teacher's plan, administrative referral will be made. Appropriate action will then be taken which may be, but is not limited to, detention, Timeout, or ISS.

13. **Gambling:** No one may participate in games of chance or skill for money or profit. Playing cards are prohibited.

1st Offense: Depending on severity may result in administrative detention, ISS, or suspension from school and police contact.

2nd Offense: Suspension from school, police contact, referral to ICHS Disciplinary Tribunal.

14. **Gangs:** A student shall not be involved in "gang type" activity that hinders educational progress and endangers the health, safety, and moral well-being of other students or employees within the school system or another school system. The wearing of any dress, emblems, or other items that are symbolic of involvement in gang type activity is not allowed.

1st Offense: Administrative referral. Appropriate action will depend on the severity of involvement.

15. **Halls:**

- A. Students are not allowed to be in the halls during class unless they have a pass or signed note by their teacher.
- B. Students must have a pass signed by their teacher in order to go to the office, nurse, library, or guidance office for any reason during any block including lunch. Students returning to class from the office must have a signed note from the office.
- C. Students who are at lunch are not allowed to pass through the halls where classes are in session.
- D. Running is not allowed in the halls.
- E. Students should walk on the right side of the hall during class changes and avoid blocking doorways and obstructing the movement of other students on their way to class.

1st Offense: Teacher reprimand or administrative referral depending on severity of offense.

16. **Horseplay:** Horseplay is not permitted as it could result in a fight or cause injury to participants or innocent bystanders.

1st Offense: Classroom teacher will handle offenders on an individual basis according to his/her discipline plan.

2nd Offense: Administrative referral.

17. **Illegal Behavior:** Any student who violates any Georgia or Federal Law will be referred to local law enforcement agencies.

18. **Insubordination:** A student shall not refuse to respond to or follow reasonable directions from authorized school personnel.

1st Offense: Administrative referral.

19. **Possession of Weapons or Other Dangerous Objects:**

WEAPON'S LAW (GA 20-2-751.1)

The presence of weapons on school property is detrimental to the welfare and safety of students and school personnel, and is in violation of state law and the Gun-Free School Act (part of the improving America's Schools Act of 1994), public law 102-382. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

- A. No student shall carry, possess or have under his or her control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, including fireworks. The possession or use of any dangerous or disruptive item is PROHIBITED. (bullets, pellets, etc).
Penalty: ISS, OSS, or Tribunal.
- B. "School Safety Zone" means in, on, or within 1,000 feet of the land used by the Irwin County Educational Center, Elementary School, Middle School or High School.

- C. "Weapon" means and includes any pistol revolver, rifle, shotgun, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun, taser or other device that is powered by electrical charging units such as batteries and emits an electrical charge in excess of 20,000 volts or is otherwise capable of incapacitating a person by an electrical charge.
- D. The term "weapon" shall not apply to
 - a. Baseball bats or other sports equipment possessed by competitors for legitimate athletic purposes;
 - b. Participants in sport shooting events or firearm training courses authorized, conducted or sponsored by the Irwin County School Board;
 - c. Students participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense such as R.O.T.C. or J.R.O.T.C. programs.
- E. Penalty: Expulsion for not less than one calendar year.

The Gun Free Schools Act of 1994 (20 USC 3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for the violation of this policy and to refer to the criminal justice or juvenile delinquency system any student who brings a weapon to school or violates the policy. The Superintendent may modify the one year suspension requirement on a case-by-case basis.

- 20. **Profanity:** A student shall not be guilty of profane language or obscene behavior. Profanity is interpreted as any vulgar or obscene utterance, gesture or written expression directed toward another person or presented in an overt manner. Profanity directed toward a school employee can result in immediate suspension at any time.

1st Offense: 2 days Time out/ ISS, parents/guardians contacted

2nd Offense: 2- 4 days ISS, parents/guardians contacted

3rd Offense: May result in OSS/ISS and/or referral to disciplinary tribunal

- 21. **Public Affection:** Overt displays of affection are in poor taste and students shall refrain from kissing, embracing, and similar gestures on school property or during any school function.

1st Offense: Students warned

2nd Offense: parents/guardians contacted, 2 days ISS or 2 day suspension from school

The first offense may include parent/guardian contact and suspension if warranted.

In accordance with O.C.G.A. 20-2-735(e): Parents/guardians are encouraged to inform their children of the consequences, including criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

- 22. **Restrooms:** Students should use the restroom closest to their classroom. Students are not allowed to loiter or socialize in the restroom. Students are expected to help keep restrooms clean and in good working order. Each teacher will set his/her individual restroom use policy and will inform students of this policy at the beginning of each semester.

- 23. **Searches:** Administration may engage in searches of student bags, including, but not limited to, book bags, sports bags, purses, vehicles, or any other personal belongings if there is a reasonable suspicion of wrongdoing. Any item will be confiscated which is in violation of the student handbook and/or Georgia state law including any cell phone or other communication device.

- 24. **Sexual Harassment:** Sexual harassment has no place at Irwin County High School and is illegal (Federal Register, vol.62, no.49). If a student believes he/she has been sexually harassed, he/she should report such behavior to the school principal. The principal or his designee will begin a prompt investigation of the complaint. Upon completing a thorough investigation, the administration will take appropriate action. Students making false charges and students retaliating for being reported will be disciplined.

1st Offense: Suspension from school, referral to ICHS Disciplinary Tribunal, and or police notification.

- 25. **Sexual Misconduct or Offense:** No person at school shall be guilty of molesting another student, indecent exposure, rape, or any other overt sexual act on school property, during school functions, or under school supervision.

1st Offense: Suspension from school, referral to ICBS Disciplinary Tribunal, and or police notification.

HB 1321 – Education; alleged inappropriate behavior by teacher or school personnel; provisions

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. 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. 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 child welfare agency, to an appropriate police authority or district attorney. Reports of acts 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 Professional Standards Commission Ethics Division.

Bill Summary From the State:

This bill addresses falsified reports of inappropriate behavior of educators toward students, establishes a complaint procedure, requires notice of the procedure in teacher and student handbooks, provides for statements to the media, and provides penalties for students who falsify reports.

Requirements:

- A. Student codes of conduct must add falsifying, omitting or erroneously reporting information regarding alleged inappropriate behavior of school personnel toward a student.
- B. PSC must establish a state-mandated process for students to report such claims; the process must reserve the right of the students to report to law enforcement, and the bill requires publishing the process in teacher and student handbooks.
- C. If the report is deemed unsubstantiated, the LEA shall, at the request of the employee, submit a written statement to that effect to the media outlets that previously reported the claim.
- D. A student over 10 years old who falsely reports with malice can be punished by:
 - a) Court ordered community service, or any other court sanction; suspension or expulsion from the school system; or both court and school penalties.

26. Skipping School/Skipping Class:

- A. A student who is absent from school (or class) without the approval of the administration, his/her parent/guardian, and his/her teacher is considered as skipping and unexcused.
- B. A student in an undesignated area for the particular time of day without administrative or teacher approval is considered as skipping and unexcused.
- C. A student who is absent or signs out either with or without parent/guardian permission and who comes to school or attends a school event during the school day without his/her name being on the approved absentee list for the particular school event is considered as skipping and unexcused.

1st Offense: Administrative referral- may result in Time Out, ISS, OSS, or referral to ICBS Disciplinary Tribunal.

NOTE: According to Georgia law, any student who leaves campus and skips school will lose driving privileges for two weeks.

- 27. Stealing and Extortion:** A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property.

1st Offense: Parents/Guardians will be contacted. Administrative discipline and notification of police will be determined on the basis of severity of offense.

- 28. Student's Personal Safety:** A student shall not put pencils, pens, or other inappropriate objects in his/her mouth or hair while in the halls or in class.

1st Offense: Teacher reprimand or classroom teacher will handle offenders on an individual basis according to his/her discipline plan.

29. Student Use of Social Media:

ICHS Social Media Comments and Participation Policy

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the ICHS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Irwin County High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

Comments to ICHS-sponsored sites, such as its website, via blogs, online forums, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to ICHS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to ICHS-sponsored sites as outlined above, users give ICHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. ICHS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

ICHS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this comment policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on ICHS-sponsored sites, you agree not to:

- A. Post material that ICHS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- B. Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- C. Post material that infringes on the rights of ICHS or any individual or entity, including privacy, intellectual property or publication rights.
- D. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by ICHS, except in designated areas specifically marked for this purpose.
- E. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the ICHS-sponsored site.
- F. Allow any other individual or entity to use your identification for posting or viewing comments.
- G. Post comments under multiple names or using another person's name.

ICHS reserves the right to do any or all of the following:

- A. Ban future posts from people who repeatedly violate this policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- B. Remove or edit comments at any time, whether or not they violate this policy.

User agrees to indemnify and hold harmless Irwin County High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on ICHS-sponsored sites.

By posting a comment or material of any kind on a ICHS-sponsored site, the user hereby agrees to the policy set forth above. Violators will be subject to disciplinary action.

In use of social media, students are expected to abide by the following:

- A. To protect the privacy of ICHS students and faculty, students may not, under any circumstances, create digital video recordings of ICHS community members either on campus or at off-campus ICHS events for online publication or distribution.
- B. Students may not use social media sites to publish disparaging, intimidating, belittling or harassing remarks about ICHS community members, athletic or academic contest rivals, etc.
- C. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this policy, as with other policies at ICHS, may result in disciplinary action as described below, or as determined by the administration.

30. **Threats & Intimidation:** Any act that substantially disrupts the orderly conduct of the school including, but not limited to, inciting, advising, or counseling of others to engage in prohibited acts will not be tolerated. Verbal threatening or intimidation without actual physical contact is prohibited.

1st Offense: Administrative referral- may result in ISS, OSS, or referral to ICHS Disciplinary Tribunal.

MAKE THE CALL AND STOP VIOLENCE IN YOUR SCHOOL
1-877-SAY-STOP

- **The 1-877-SAY-STOP toll-free hotline was created by the Georgia Department of Education.**
- **Students can anonymously report anyone who has a weapon, has threatened to bring a weapon to school, or has violated any other school safety rules.**
- **The hotline hours are Monday-Friday, 8 a.m. to 5 p.m.; after 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation.**
- **Callers will not be asked to reveal their identities.**
- **Make the call; you can make a difference.**

Student Dress Code

The standards of appearance for pupils shall ensure that the pupils be clean, neat and appropriately dressed. They shall observe modes of dress, styles of hair, and standards of personal grooming which are in conformity with the studious atmosphere necessary in school and within the operational guidelines set forth by the Irwin County Board of Education. The Administration reserves the right to add to or delete from the student dress code at any time.

1. Appearance should be appropriate, clean, and not disruptive to the learning environment.
2. Proper and acceptable undergarments must be worn at all times and in a manner not to be seen.
3. Shirts cannot show bare midriiffs and must be buttoned up appropriately. Sleeveless shirts must have at least 3 fingers width covering the shoulder.
4. Appropriate shoes must be worn at all times. Flip-flops and sandals are not allowed in PE and laboratory classes due to safety.
5. Skirts, dresses, and shorts must be no more than three (3) inches above the kneecaps.*
6. Neat cutoff shorts are permissible without holes or slits.
7. Jewelry and other costume items must be worn in an appropriate manner and under the approval of the administration.
8. All shirts excessive in length must be tucked in. Teachers and administrators will make the final determination of proper acceptability of length.

The following modes of dress are **unacceptable:**

1. Clothing or jewelry that advertises drugs or alcoholic beverages.

2. Clothing or jewelry that bears pictures, patches, or wording that is vulgar, distasteful, offensive, or suggestive.
3. Dresses or tops showing cleavage.
4. Sweat pants or pants and/or skirts/dresses that are too tight, including tights and/or “jeggings” unless worn with other apparel that meets dress code requirements.
5. Bandanas and sunglasses. Habitual violators will have these items confiscated.
6. Clothes bearing holes, tears, or shreds that show skin above the acceptable dress code line.
7. Sagging pants, overalls, or jumpsuits
8. Pajama bottoms or bedroom slippers.
9. Coats or jackets that fall below the knee. Hoods attached to clothing are not allowed to be worn.
10. Picks or combs in hair.
11. Chains or jewelry that could possibly be used as a weapon. Examples: wallets with chains, dog chains, necklaces with large medallions, etc.

Discipline for any dress code violation:

1st Offense - Warning and a chance to correct dress.

2nd Offense - 1 day block timeout

3rd Offense - 2 days of Time Out or ISS

4th Offense - May result in ISS, OSS, or referral to ICHS Disciplinary Tribunal.

*Third time violators of the three (3) inch shorts/skirt rule will not be allowed to wear shorts/skirts for the remainder of the semester.

Cafeteria Regulations

1. School board regulations prohibit students from entering the parking lot or leaving campus during the lunch period.
2. No food, drink, straws, etc. are to be taken into the school building from the cafeteria.
3. Students are expected to return trays to the cafeteria and put trash in the trash cans.
4. Any misbehavior in the cafeteria will be reported immediately and disciplinary action will be taken.
5. After completion of lunch, students will be permitted to leave the lunchroom and remain in the designated area--students may remain in the cafeteria for the entire lunch period provided they remain seated and are orderly.
6. Students will remain in the cafeteria on rainy days.

STUDENT TRANSPORTATION/BUS POLICY

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing and/or continuing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of the students on the bus. The school administrator, in accordance with this policy, will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. Riding the school bus is a privilege not a right, and may be revoked for safety and discipline infractions.

I. Parent/Guardian Responsibility

Parents and guardians will be responsible for instructing their child in safe school bus ridership practices. If the student violates the school bus policy, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent to the principal for initialing and presentation by the student to the bus driver. In emergency or other special circumstances a phone call by the parent to the principal and subsequent written approval from the principal to the bus driver will be acceptable.

The Transportation Department will print and distribute copies of the Irwin County Code of Behavior Discipline Policy to each school, teacher, and student. The school bus student Code of Behavior Discipline Policy will also be published each fall in the Student Handbook. The teacher or bus driver will provide the student with a letter to be included with the School Bus Discipline Policy for the parent to read and review with the student, then return signed by the parent and student to the teacher or bus driver. This letter will become part of the documentation required by the building principal to ensure that all students and parents understand the policy.

The school bus ride is an extension of the school day and is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

II. Transporting of School Related / Non-related Items

No animals or any other dangerous or objectionable nature items will be transported in the school bus when children are being transported. Baseball and softball bats, hockey sticks, skateboards, or any other unacceptable recreational equipment will not be allowed on regular buses. Band instruments that will be allowed on the bus are those that are small enough to be held in the students lap. Instruments may not be in the aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

III. Behavior Guidelines

Each infraction of class I and II offenses shall be reported by the driver to the respective school principal.

A. Class I Offenses

1. Eating or drinking on the bus.
2. Out of seat while the bus is in motion.
3. Loud noise (should be classroom behavior).
4. Horseplay.
5. Possession of unacceptable material and/or making obscene gestures.
6. Profanity.
7. Yelling out the bus window.
8. Riding an unassigned bus without a signed note from the parent and signed by the school administrator.
9. Checking the mailbox while the bus is still in sight (Area is in danger zone).
10. Other offenses as reported by the driver or Administrator, including but not limited to, the use of 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. Also 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. Cell phone use is prohibited unless authorized by the bus driver.

B. Class II Offenses

1. Profanity (directed at the driver), verbal abuse and harassment (directed at student or driver).
2. Body parts out of the window.
3. Throwing/shooting of any object.
4. Physical aggression against any person.
5. Use of tobacco and any controlled substance.
6. Destruction of school property (vandalism) - suspended until restitution is made.
7. Loading or unloading buses improperly.
8. Lighting of matches, fireworks, or any flammable object or substance.
9. Unauthorized entering or leaving the bus through the emergency door.
10. Tampering with any portion of the bus or equipment on the bus.
11. Riding any bus after being suspended from one.
12. Fighting (of any kind) treated as Class II 3rd offense.
13. Other offense committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a minimum penalty of a Class II 1st offense.

IV. Consequences of Class I and II Offenses (Grades 6-12)

A. Class I

- 1st Offense: Warning (Call Parent).
- 2nd Offense: 3 to 5 day suspension from bus.
- 3rd Offense: 5 to 10 day suspension from bus.
- 4th Offense: 10 day suspension from bus.
- 5th Offense: Loss of bus services (for one full grading period or remainder of the year.)

B. Class II

- 1st Offense: 3 to 5 day suspension from bus.
- 2nd Offense: 5 to 10 day suspension from bus.
- 3rd Offense : 10 day suspension from bus.
- 4th Offense: Loss of bus service.

The Irwin County Board Policy requires a meeting between appropriate school district officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, 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. **All assigned consequences are subject to administrative review.**

V. Other

- A. A driver shall not cause a pupil to get off the bus at any place other than home or school.
- B. Bus drivers are expected to attend all meetings or clinics for drivers held during the year.
- C. The mechanism of the bus shall be decided daily by the bus driver. Brakes, steering, lights, windshield wipers, tires, and form should be in good condition.
- D. In crossing a railroad track, the bus driver shall bring his/her bus to a complete stop, open the door, and observe all safety procedures.
- E. Stops shall be established by the superintendent with proper input from staff.
- F. When children who live on the opposite side of the road are being picked, they shall be instructed to remain on their side until the bus has stopped, the mechanical stop signal has been extended, and the door has opened. The same procedure shall be followed when students are being letoff after the school day. The door shall be left open until the student has crossed the highway safely.
- G. Bus drivers shall not permit pupils to get on or off buses while it is in motion.

Bus Riding Rules

- A. Obey the bus driver at all times. Bus drivers are authorized to assign seats.
- B. Be courteous; no profanity.
- C. Eating or drinking is prohibited.
- D. Do not throw objects or litter on the bus.
- E. Cooperate with the driver.
- F. Stay in your seat, face the front, and keep the aisle clear.
- G. Do not be destructive.
- H. Windows are to be opened only with the driver’s permission.
- I. Keep head, hands, and feet inside the bus.
- J. Do not throw objects out the window.
- K. Talk quietly; no loud outbursts.
- L. Students will always cross in front of the bus when loading or unloading, after the bus driver signal.
- M. Students must have a bus pass from the school office to ride a different bus or leave the bus at a different stop.

Remember: Safety First

TYPES OF CONSEQUENCES FOR NON-COMPLIANCE

If a student does not conform to the rules of Irwin County High School, he/she is subject to the following consequences:

- **Administrative/Lunch Detention** is assigned by an administrator to those students who fail to adhere to student conduct rules and regulations. Administrative Detention is held each Tuesday and Thursday afternoon. from **3:20 to 4:20** and **Lunch Detention** is held during the student’s lunch. Students are not permitted to be late and cannot leave early. Students are expected to bring school assignments to work on during the detention. Students are not permitted to sleep, talk, or “goof off” during detention. Lunch is provided for students in Lunch Detention and is charged to the student’s lunch account. **ADMINISTRATIVE DETENTION WILL BE RESCHEDULED ONLY ONCE** and for only such reasons as family emergency, illness, change in work schedule or other very valid reasons. **LUNCH DETENTION MAY NOT BE RESCHEDULED.** Notes from doctors or employers are required to reschedule detention. Those students who do not show up for a scheduled detention will be assigned two days of In School Suspension.
- **Timeout** is the temporary removal of a student from a situation/activity where the student is having a problem.

- **In School Suspension (ISS)** may be assigned for up to 10 days. The student is counted present in school, but attends ISS center.
- **Saturday School** will meet once or twice a month on a designated Saturday for students who have chronic discipline problems in an effort to avert placement in alternative school. In that effort, students who have been assigned ISS for three separate times will be placed in Saturday School for the next available monthly Saturday School Meeting. Saturday School will begin at 8:30 am and end at 11:30 am. Students will be supervised by teachers and or one administrator for each Saturday. Students will be involved in community service type projects that may include campus cleanup, classroom cleanup, hall cleanup, and or other campus beautification projects as determined by the Principal. Students must be present at 8:30 am of the assigned date. Parents must contact the Principal in case of emergency circumstances so that another date may be assigned. Parents are solely responsible for transportation of all students at drop off and for pick up. If a student is absent from Saturday school without his/her parent making prior communication with the Principal, then that student will be considered as skipping and will receive one (1) day OSS. Any student who skips Saturday School will be reassigned Saturday School for the next monthly meeting and all rules apply as for the first scheduling of Saturday School.
- **Suspension** from school for up to 10 days and the student remains at home.
- **Appear before the Irwin County High School Disciplinary Tribunal.** Based on the ruling of the ICHS Disciplinary Tribunal, the student may be suspended from school for more than ten days, expelled from school, or given the option to apply for admittance to the Alternative Center for Education (ACE).
- **It is the preferred policy of the board that disruptive students be placed in alternative education settings in lieu of being suspended or expelled. Each local board of education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity. Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. § 20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2.**

INTERROGATIONS/SEARCHES

The principal or assistant principal or their designee of each school in the Irwin County School System shall be responsible for conducting reasonable interrogations of students in order to investigate misconduct properly. Searches are based on a reasonable suspicion if reasonable cause has been established. Lockers may be rented to students by the school, but lockers remain the sole property of the Irwin County School System and are subject to unannounced searches by school personnel. **The principal at Irwin County High School may deny a student the privilege of bringing a vehicle on campus. Use of metal detectors to search a student is permitted when there is reasonable suspicion that the student possesses a weapon of any kind or when a student exhibits predisposition to violent behavior or the use of force. LEA : JCAD**

NOTIFICATION OF DISCIPLINARY ACTION

The principal or the principal's designee shall send written notification to the teacher and to the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's 160-4-8-.15 (Continued) parents or guardians. Written notification shall include information regarding how a student's parents or guardians may contact the principal or principal's designee.

DUE PROCESS

Due process will include the appropriate hearings and reviews. In all cases the rights of individuals will be ensured and protected.
LEA : JC

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents or eligible students have the right to the following:

- Inspect and review education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except when requested by a government agency. Identifiable information contains the following: student name, a parent name, address, personal identifier, list of personal characteristics or information that would make the student's identity traceable.

Complaints can be filed with the U.S. Department of Education. Copies of the FERPA can be reviewed in the principal's office. (E: 28.3).

STUDENT OPT-OUT OPTION

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Students may be called at home by recruiters to discuss joining the military. The law also requires the school district to notify you of your right to Opt-Out from this by requesting the school district not release your information to military recruiters. The completion and return of this form serves as your request to withhold your private information.

Parents/Guardians not wishing for their child's educational records or directory information to be disclosed by Irwin County Schools without prior written consent must notify the school administration in writing within 5 days of receiving this handbook.

GRIEVANCE PROCEDURE FOR STUDENTS/PARENTS/GUARDIANS

Students are entitled to a grievance procedure to deal with a claim that is allegedly caused by a misinterpretation, violation or inequitable application of students' rights. A student must report a grievance to the principal or his designee within five (5) days of the incident and/or suspension. The principal will render a written decision to all parties involved within ten (10) days after receiving the grievance. A student may appeal the principal's decision to the superintendent and then to the Board of Education.

SCHOOL COUNCIL

In compliance with House Bill 1187, the Irwin County High School Council will meet quarterly at the High School. The time and date will be announced.

FRAUD, WASTE, ABUSE AND CORRUPTION PROCEDURE

Purpose

In compliance with White House Executive Order 12731, the Irwin County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Irwin County School System shall not tolerate fraud, waste, abuse or corruption of any kind and has an established system for the reporting and investigating of suspicious activities.

Definitions

- **Fraud** means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Irwin County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.
- **Waste** means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- **Abuse** means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.
- **Corruption** includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement

- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Irwin County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent’s designee of the Irwin County Board of Education at 210 North Apple Street, Ocilla, Georgia 31774.
2. Any employee with the Irwin County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent’s designee at (229) 468-7485. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Irwin County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Irwin County Schools website (www.irwin.k12.ga.us).
7. A report shall be made to the Chairman of the Irwin County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.
8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

Non –Discrimination Policy for Irwin County School System

Federal law prohibits discrimination on the basis of race, color, age, religion, language, veteran status, genetic information, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendment of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or disability (Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act (ADA), P.L. 101336) in educational programs or activities receiving federal assistance and provides equal access to the Boy Scouts and other designated youth groups..

Employees, students and the general public are hereby notified that the Irwin County Board of Education does not discriminate in any educational program or activities or in employment policies. The Irwin County Board of Education prohibits retaliation against individuals who oppose this policy or file any complaint.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Acts, O.C.G.A. § 20-2-315). Students are hereby notified that Irwin County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Mr. Kerry Billingsley 210 North Apple Street, Ocilla, Ga.

31774 or call (229)-468-7485. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

The following individuals have been designated as the employees responsible for coordinating the system’s effort to implement this nondiscrimination policy.

Title VI-B Section 504 ADA	Mrs. Andrea Reeves (229) 468 - 9510 areeves@irwin.k12.ga.us
Title IX Homeless Liaison Sports Equity	Mr. Kerry Billingsley (229) 468 - 7485 kbillingsley@irwin.k12.ga.us
Title II	Mrs. Candice Cobb (229) 468 - 9510 ccobb@irwin.k12.ga.us
Title I	Mrs. Jessica Sirmans (229) 468 - 7485 jsirmans@irwin.k12.ga.us
School Nutrition Manager/Supervisor	Mrs. Lisa Pettis (229) 468 – 9510 lpettis@irwin.k12.ga.us

All career and technical education programs follow the system’s policies of nondiscrimination on the basis of race, color, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to assure that the lack of English proficiency is not a barrier to admission or participation.

Inquiries concerning the application of Title II, Title VI, Title IX, Section 504, ADA, and Career and Technical Education to the policies and practices of the board may be addressed to the Irwin County Board of Education, P.O. Box 225, Ocilla Georgia 31774, to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201.

AMENDMENTS

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

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