

Schley County Elementary

Parent–Student Handbook

2018 – 2019



**Striving for Excellence in Education with the Child
at Heart!**

www.sce.schleyk12.org

Parent-Student Handbook

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*If you need this document translated please call the SCE School Counselor (229-937-0550) or contact the Schley County Board of Education (229-937-2405) at 161 Perry Drive, Ellaville, GA 31806



Schley County Elementary
P.O. Box 900
Ellaville, GA 31806

Dear Parent or Guardian:

Education at any age is extremely important. However, the early years of elementary school are critical to starting this life long journey and making it successful. Your involvement in your child's learning experiences will help to ensure growth while making lasting memories. We wish to create learning experiences that support and help each child flourish. In each task, project, or goal our staff appreciates the family involvement that has made our school so productive.

This handbook is provided to allow you to see the general framework and necessary procedures established to guide the daily efforts in your child's education. Please read and familiarize yourself with each section.

As always, we welcome your input and appreciate the opportunity to share in the development of your son or daughter. It is through the total efforts of home and school, parent and teacher, that we will achieve our goal of making Schley County Elementary the very best it can be.

Sincerely,

A handwritten signature in black ink that reads "Brian Hall". The signature is written in a cursive, flowing style.

Brian Hall
Principal, Schley County Elementary

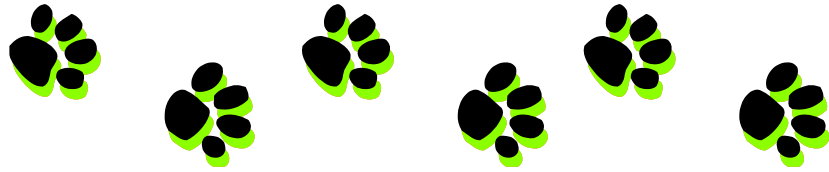
SCHLEY COUNTY BOARD OF EDUCATION
P.O. BOX 66
161 PERRY DRIVE
ELLAVILLE, GEORGIA 31806
(229)-937-0550

Superintendent	Mr. Adam Hathaway
Student Services Director	Mrs. Jamie Sellars
Testing/ Curriculum/ CRDC Coordinator	Mrs. Carey Wooten
Human Resources and Federal Programs Director	Mr. Jim Langley
Schley County Board of Education	Mr. Duane Montgomery Mr. John Patrick Mr. Clifton Aldridge Mrs. Leandra Lumpkin Mr. Rodney Wall
High School Principal	Mr. Todd West
Assistant Principal/ Transportation Director	Mr. Tee Reddish
Assistant Principal	Mrs. Lisa Hernandez
Elementary Principal	Mr. Brian Hall
Elementary Assistant Principal	Mrs. Ann Marie DeVane

Schley County

School Calendar 2018-2019

180 Days Student
190 Days Teacher



July 30-Aug 2	Preplanning	
August 3	1st Day of School	
Aug. 31-Sept. 3	Labor Day Holidays	
October 5	Teacher Workday	Student Holiday
October 8 & 9	Fall Break	
November 19-23	Thanksgiving Holidays	
December 20	Last day of 1st Semester	Early Release 12:00
December 21-Jan. 3	Christmas Break	
January 4	Teacher Workday	Student Holiday
January 7	1st day of 2nd semester	
January 21	MLK Holiday	
February 18	Presidents' Day Holiday	
March 15	Holiday	
April 1-5	Spring Break	
April 26	Teacher Workday	Student Holiday
May 23	Last Day of School	Early Release 12:00
May 24	Postplanning	
May 25	Graduation (Saturday 10am)	
May 27	Memorial Day	
May 28-29	Postplanning	

End of:

1st nine weeks- Oct. 11, 2018	45 days
2nd nine weeks- Dec. 20, 2018	45 days
3rd nine weeks- March 12, 2019	45 days
4th nine weeks May 23, 2019	<u>45 days</u>
	180 Days

Schley County School System

Mission, Vision and Beliefs

The question is not whether we are a good school system,
but rather, are we the best school system we can be?

Mission: The mission of Schley County Schools is to develop productive, responsible young adults that accept nothing but excellence.

Vision: Schley County Schools will be known for committed stakeholders who nurture and inspire excellence in all facets of students' lives.

Beliefs: Here, in the Schley County School System, we believe that...

1. All students can and must learn.
2. Team success is more important than individual wins.
3. Relationships are the core work of education and life.
4. Children need to understand the relevance of education and how learning impacts their lives.
5. Students should have shared decision-making in regards to their learning.
6. Knowledge is not a destination; it is a never-ending journey.
7. The main purpose of education is to develop students' ability to think critically and integrate ideas, not just accumulate facts.
8. Meaning is constructed, not prescribed.
9. Students learn best when they are actively engaged.
10. Success breeds success. Falling down is ok; staying down is not.
11. Communication is the key to trust, and trust is essential for success.
12. Students need the opportunity for real-life experiences to cement academic learning.
13. True learning does not occur in isolation; it takes place everywhere and all the time.
14. Work ethic and grit are essential components to excellence.

SCHOOL POLICIES AND PROCEDURES

School Hours

School hours are from 8:00 A.M. until dismissal at 2:55 P.M. **Students should arrive no earlier than 7:35 A.M.** Students arriving on campus before this time may not be supervised. Car rider students will be seated quietly in the hallway until the 7:40 A.M. bell rings. Bus riding students will be dismissed from the buses to enter the building at the 7:40 A.M. bell.

Arrival At School/Tardies

At the 7:40 A.M. bell or upon arrival at school, the student shall go directly to his/her assigned homeroom and remain there or be directed to go to breakfast. If a student arrives **in his/her homeroom after the 8:15 A.M. bell rings, he/she will be considered as tardy.** The student must report to the school office to receive a pass to present to the homeroom teacher. Being in the school building, but not having reported to the homeroom before 8:15 A.M. will be considered as tardy.

Teachers will keep a tally of student tardies and issue a discipline referral to the office on the student's 5th unexcused tardy per semester. A student will be assigned one day of ISS for the 5th unexcused tardy and each subsequent tardy per semester. Four (4) tardies are allowed per semester for **emergency purposes.** An excused tardy that will not count toward the student's unexcused tardy limit will be granted if the student brings to school on that day at the time of arrival an excuse from a medical doctor stating the reason for the school tardy. It is VERY important for your child to be at school **ON TIME.** Any arrivals after 8:30 must be buzzed in through the security system at front office using the exterior intercom.

A student must be at school for **3 1/2 hours** in order to be counted present for the day. A student who checks in to school at 11:25 A.M. or later will not be counted present for the day. A student who leaves before 11:45 P.M. and does not return to school that day will not be counted present for the school day.

Early Dismissal/Checking In And Out From School

All parents/guardians/visitors MUST report to the office and SIGN IN upon arrival on the school campus. If you are delivering an item to your student please bring that item to the office and arrangements will be made for the student to receive that item. This will assist in keeping interruptions to all students' learning opportunities to a minimum.

It is VERY important that your child remain at school for the entire school day. Students who check out early are not able to take advantage of valuable instructional time.

NO student is permitted to leave the school without permission through the office. If a student must leave the school during the school day it is required that parents/guardians MUST sign their child out in the office. The office personnel will call for the student to come to the office to be released to the parent/guardian. This is for your child's safety as well as to keep classroom interruptions to a minimum.

Parents/guardians are requested to schedule appointments with your doctor or dentist during days other than school days. However, when this is not possible, PLEASE try to schedule appointments as early in the school day or as late in the day as possible in order that your child may attend school for the majority of the school day. Remember, a student must be at school for **3 1/2 hours of the school day** in order to be counted present for the school day.

An **unexcused early dismissal** (signing out of school before 2:55 P.M.) will be counted the same as a tardy. A student who attends school less than 3 ½ hours a day is considered ABSENT; in such cases, early dismissal policy would not apply. Teachers will keep a tally of student's early dismissals and issue a discipline referral to the office on the student's 5th and each subsequent unexcused early dismissal per semester. Four (4) early dismissals are allowed per semester for personal emergency purposes that are non-medical. An excused early dismissal (that will not count toward the student's unexcused early dismissal limit) will be granted if the student brings to school at the time of arrival on the following day that the student is present an excuse from a medical doctor stating the reason for the early dismissal.

An excused/unexcused early dismissal occurs anytime a parent signs his/her child out of school prior to 2:55 P.M. A doctor's note stating the reason for the early dismissal must be provided to Schley County Elementary front office staff the following day that the student is present at school in order for the early dismissal to be "excused". Otherwise, the early dismissal remains unexcused. Students referred to the office for excessive early dismissals are to receive one day ISS for the 5th and each subsequent "unexcused early dismissal" per semester.

If parents/guardians are unable to provide transportation, it is their responsibility to make the necessary arrangements and inform the classroom teacher and the office of these arrangements. Georgia law permits school authorities to release a student to their parent, legal guardian, or to persons properly identified by the parent/guardian (such as an aunt, grandparent, etc.) to school authorities **in writing**.

All bus rider notes or afternoon pick up changes must be made in writing before 2:00. Any changes after this time must be made in person. Emails and faxes are for emergencies only and must be accompanied by a phone call to verify receipt.

Withdrawal from School

If a student must withdraw from school for any reason, it must be done properly through the Principal's office. Parents should notify the office whenever a student is withdrawing from school. Appropriate withdrawal forms must be completed by parent and school personnel.

Attendance/Absence

In the State of Georgia, attendance is compulsory for all children between the ages of six (6) and sixteen (16). Therefore, when it is necessary for a student to be absent from school for all or any portion of the school day, a written excuse, signed by the parent or guardian stating the reason for the absence(s) should be brought to the student's homeroom teacher on the student's first day of return

to school. **Make-up work/ assignments must be completed on the first day of a student's return to school. Additional time may be granted with an excused absence only.**

Excused absences must be documented by a parent and /or medical excuse. A student has 3 days to bring in an excused absence note or the absence will be considered unexcused.

After a **student accumulates 6 (six) total absences each subsequent absence** shall require a **written medical excuse** in order for the absence to be considered **excused**. If the excuse is **not a medical note**, then the absence will be considered **unexcused**. Also, after **3 or more consecutive days of absence**, a written **medical excuse** will be **required** in order for those absences to be considered excused. If the excuse is not a medical note, then those absences will be considered **unexcused**. Daily attendance is vital. SCE attendance is reported yearly on state CCRPI data.

A student may have no more than fourteen (14) absences in one school year of which no more than 7 may be unexcused. Any more than that will require a review by the Schley County Hardship Committee in order for that student to be promoted. Excessive absences may result in a student being placed and/or promoted to the next grade level or retained due to excessive absences. A student must be in attendance 3 1/2 hours of the school day to be counted present for the day. The Georgia attendance law as listed in the State School Register (160-5-1-.10) only allows these reasons for school absences:

Excused Absences:

- Student is ill.
- Illness or death in the immediate family.
- A court order or an order by a governmental agency, including pre-induction exam into the armed forces.
- Religious holiday observed by student's faith.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Additionally the Schley County Board of Education provides for: Doctor, dental, or orthodontist appointments (with written excuse from the doctor presented).
- A student whose parent is in the U.S. armed forces or National Guard and whose parent has been called to active duty or is on leave from overseas deployment to a combat zone or combat support posting must be granted up to 5 days per school year to visit with parent prior to deployment or during leave.
- Any other reason is considered unexcused.
- In compliance with Georgia Law HB1190, The Schley County Schools have adopted The Schley County Schools Student Attendance Protocol. The following procedures will be implemented at Schley County Elementary School:
 1. At five (5) unexcused absences or ten (10) total (excused and unexcused) absences, a referral will be made to truancy officers.
 2. At seven (7) unexcused absences, the parents/guardians of the student will be referred to the Magistrate Judge of Schley County.
 3. At eight (8) unexcused absences, the student will be referred to the Department of Juvenile Justice for possible prosecution.

Parent Liability for Truancy

Parents or guardians may be liable for up to \$100 fine, may be imprisoned up to 30 days or may be ordered to do community service if their **child misses more than 5 unexcused school days**. HB 1190 (2004) required that parents/guardians and students (age 10 or older by September 1) be notified and sign a form that indicated receipt of a written statement of possible **consequences and penalties for violation of attendance policies**. The House Bill (Section 10) reads: "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 less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. **Each day's absence** from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of **five unexcused days of absence** for a child **shall constitute a separate offense.**"

The parent, guardian, or other person who has control or charge of a child or children shall **sign a statement** indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. These signed statements shall be retained through the end of the school year. Therefore, **each school year** it will necessary to sign a form indicating receipt of this notification.

Yearly Perfect Attendance Guidelines

Certificates of attendance will be given to all students who were counted present for the total number of days of the current school calendar. A student must attend 3 1/2 academic hours to be counted present for the day. No more than the combined total of 4 tardies/early dismissals for the entire year will be allowed for a student to qualify for perfect attendance.

Make-Up Work

It is the **student's** responsibility to make up all work that is missed due to an absence. The student should ask each of his/her teachers about the necessary make-up assignments and have all missed work completed on the day of their return to school. **Make-up work/ assignments must be completed on the first day of a student's return to school. Additional time (up to 3 days) may be granted with an excused absence only.**

Telephone/Medical/Address Changes

Please notify the school immediately if there is a change in your address, telephone number, or emergency contact. Notification should also be made if a change in your child's health care procedure occurs. Custody papers must be updated and on file in the school office. Any change in custody of a student must be supported by the judge of proper jurisdiction. Additionally, a list of persons having permission to pick up your child should be current and on file in the office.

ACADEMICS

Report Cards

Students will receive report cards every nine weeks. Any lost or defaced report card is the responsibility of the student and must be replaced by the student at a cost of two (\$2) dollars. Report cards must be signed by the parent/guardian and returned the day following issuance.

Nine weeks grades will be determined by class work, test grades, class participation, homework, quizzes, special projects, and the nine weeks exam. The nine weeks exam will count no more than 20% of the nine weeks grade.

At the end of the school year if there is any money owed which may include but is not limited to the following (damaged textbooks, library books, lunchroom charges, tuition, damaged personal/school property, etc.) the student's report card will be held until money owed is paid.

Exemptions

Students in grades 4 and 5 may be exempt from the 4th nine weeks final exams providing the student has a 90 or above average in that subject for the 18 week period and has 5 or fewer absences during the 18 weeks. Those students who have been assigned OSS during the 18 week period are NOT eligible for exemption. **A student who is exempt from a last 9 weeks test must still attend school.** The exemption is simply not having to complete the 9 weeks exam.

Progress Reports

Progress reports will be issued at the mid-term of the nine weeks to all students. Progress reports should reflect the student's mid 9-week average. Progress reports should be signed by parent/guardian and returned the day following issuance.

Grading System

Grades are based on class participation, class work, homework, tests, quizzes, and any special project that the teacher may assign. Teachers are urged to notify the parents in the event a student is in danger of not passing a course.

The grading system is based on:

A = 100-90

B = 89-80

C = 79-70

F = 69 – Below (failing)

I = Incomplete grade (must be cleared within the first 10 days of the next grading period or "0's" will be given.

If a student enrolls in our school with grades from a previous school system those grades will be used to assist in calculating 9 weeks, semester, and/or yearly averages. Some schools use different grading codes than our school system. Therefore, the following numeric grades will be assigned.

S+	95	A	95
S	90	B	85

S-	85	C	75
N	75	D	70
U	65	F	65

ACADEMIC HONORS

Nine Weeks Academic Honor Roll

Principal’s “**Honor Roll**” – Students working on grade level with 95 or above in every subject.
(Reading, Language Arts, Math, Science, Social Studies)

SCE “**Honor Roll**” - Students with 90 and above in all subjects. (Reading, Language Arts, Math, Science, Social Studies)

Annual Academic Honor Roll

Students with a “95” or above in every subject for the school year through the 3rd nine weeks grading period will be named to the “Principal’s Gold Honor Roll”.

Students with a “90” or above in each of the 5 major subject areas (Reading, Language Arts, Math, Science, Social Studies) for the school year through the 3rd nine weeks grading period will be named to the “Principal’s Silver Honor Roll”.

Students with a “90” or above overall average (which is the average of the 5 major subjects) in the 5 major subject areas (Reading, Language Arts, Math, Science, Social Studies) for the school year through either 3rd nine weeks grading period and/or the 4th nine weeks progress report will be named to the “Principal’s Bronze Honor Roll”.

STUDENT SUPPORT SERVICES

The following services are available to your child if he/she should need any of them at any time in their school career.

Title I Program

The Title I Local Education Agency (LEA) Program is designed to assist children who exhibit difficulties in the regular educational program. The areas served by the program include reading and mathematics. Generally, students receive the Title I services in addition to and/or during their regular reading or mathematics period. These services provide follow-up and reinforcement activities based on the regular classroom teachers’ implementation of instructions.

It is the intent of the Title I program to provide activities and instructions which will obtain the following goals:

1. To enhance children’s progress in the regular program.
2. To increase children’s attainment of grade-level proficiency.
3. To improve children’s basic reading, mathematics, and more advanced skills.

Pyramids of intervention

Response to Intervention (RTI), also referred to as Pyramids of Intervention is designed to support the needs of all students. In this model students who are identified with academic or behavioral needs are provided with researched-based interventions/strategies that are in addition to their grade level curriculum. Schley County has organized its intervention efforts into 4 levels, or Tiers, that represent a continuum of support.

- Tier 1 Standards Based Classroom Learning: All students participate in general education learning that includes implementation of the Georgia Performance Standards through research-based practices, use of flexible groups for differentiation of instruction, and monitoring.
- Tier 2 Intervention Team Needs Based Learning: Targeted students participate in learning that is in addition to Tier 1 and different by including formalized processes of intervention and greater frequency of progress-monitoring.
- Tier 3 Student Support Team (SST) Driven Learning: Targeted students participate in learning that is in addition to Tier 1 and 2 and different by including individualized assessments, interventions tailored to individual needs, and referral for specially designed instruction if needed.
- Tier 4 Specially Designed Learning: Targeted students participate in learning that includes specialized programs, adapted content, methodology, or instructional delivery.

Student Support Team

If a student is experiencing academic and/or behavioral difficulties the student may be referred to the Student Support Team. The “SST” is a group of educators that meet together to review a student’s academic and behavioral needs. The “SST” may recommend modifications to assist the student. Parents/guardians are invited and strongly encouraged to participate in the “SST” process to assist in planning for the educational needs of their student.

Special Education Programs

The Schley County School Systems advocates that all students with an Individualized Education Program (IEP) are entitled to a free appropriate public education (FAPE). This includes children who are eligible for special education from the ages of three (3) through twenty-one (21). Special education and related services, including special education at the preschool, elementary, and secondary levels, are services that are provided so eligible students can make progress toward and/or meet the educational standards of Georgia. All students will be provided an education that includes access to the Georgia curriculum and addresses the unique needs of the individual student and his or her disability. More information related to Parents’ Rights and other procedural safeguards available under the Individuals with Disabilities Education Act (IDEA) can be accessed by visiting the district website or contacting: Director of Student Services, Schley County Board of Education, (229) 937-2405.

Early Intervention Program

The Early Intervention Program serves those children in grades K through 5 needing assistance in reading and math. Eligibility for the program may be determined by the child's scores on standardized achievement test as well as teacher recommendations and student checklists. The program provides a setting for small group study. This program helps in giving a boost to those children who are having difficulty with reading and/or math.

Gifted Education

The Gifted Program is provided to any student who has the potential for exceptional academic achievement. The district determines that students are eligible for gifted education services in compliance with the definition found in the Official Code of Georgia Annotated (20-2-152), Georgia State Board of Education (SBOE) Rule 160-4-2-.38 EDUCATION PROGRAM FOR GIFTED STUDENTS and the Georgia Department of Education (GaDOE) Resource Manual for Gifted Education Services. A gifted student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities. A multiple criteria assessment process is used to evaluate student eligibility for gifted services based on evaluations of academic achievement, mental ability, creativity, and motivation.

A student may be referred for consideration by teachers, administrators, parents, counselors, peers, self, and other individuals with the knowledge of the student's abilities. All referrals are reviewed by the local Gifted Eligibility Team (GET) to consider if existing information warrants a formal evaluation for eligibility. Parental consent must be obtained before any testing can occur.

Guidance/Counseling Services

The purpose of the Guidance and Counseling program is to provide assistance and support to each student in order to promote their social, emotional, and academic growth throughout the school year in the following ways:

1. Conducting individual counseling sessions with students as requested by administrators, teachers, parents, or students. The counselor may also conference with a student when he/she feels it is necessary.
2. Providing classroom guidance lessons which may cover topics such as Study Skills, Character Ed. Skills, Social Skills and Conflict Resolution etc. as requested by classroom teachers.
3. Conducting small group guidance and counseling sessions for students who are referred by teachers, parents, or the counselor (pending parent permission). Groups focus on social, personal, and academic topics.
4. Consulting with teachers, parents, and administrators about social, emotional, or academic concerns about students in order to better help them to serve struggling students.

5. Handling student records – including enrollment and withdrawal procedures, requesting records from prior schools for our new students and sending records to schools for students who have transferred out of our system.
6. Coordinating school wide testing program. If you or your child would like to talk to the counselor, an appointment may be set up by calling the school, sending a note, or contacting the child’s teacher. A student may request to see the counselor during the school day by getting permission from their teacher via a counseling referral slip. It is the student’s responsibility to make up any work they may have missed in class while visiting with the counselor.

Section 504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices. For more information regarding Section 504, or if you need additional assistance, please the 504 Coordinator at the following address: **Schley County Schools, 161 Perry Drive, Ellaville, GA 31806, (229) 937-2405**

TEXT AND LIBRARY BOOKS

Any materials, textbooks or library books destroyed, misused, or lost will be replaced or paid for by the student responsible. If a student has paid for a lost library book and/or textbook and the book is found please return the book to the school. In order to be reimbursed for any lost library book or textbook that has been paid for, the book must be returned no later than the last student day for the school year. Lost and/or Damaged Books: Lost or damage book beyond use – current replacement cost

Damages: Torn page, but still usable - \$5.00	Minor writing in book, but still usable - \$5.00
Major writing/liquid damage - \$10.00	Cover damage - \$10.00

MEDIA CENTER POLICIES

1. Students may have only two books checked out at any one time.
2. Students will not be allowed to check out additional books while they have overdue books, outstanding fines for overdue books, or other assessed fees for damaged or lost books.

3. The newspapers must remain in the media center at all times so that they are accessible by all personnel and students at any time. No one is to remove a newspaper from the media center.

CARE OF SCHOOL PROPERTY/TEXTBOOKS

Any child purposely destroying, marking, or defacing school property will be disciplined. Parents, whose child has destroyed, marked, or defaced school property will be held responsible for restitution to the Schley County Board of Education and/or the Schley County Elementary School for the loss of or damage to the property. Serious offenders and repeaters will be subject to arrest and/or suspension.

Students will be provided with textbooks. These books are the property of the school system and should be treated with care. Damage to a book will result in monetary charge(s). Parents or legal guardians will be held responsible for restitution.

CHANGING CLASSES/PASSAGE IN THE HALLS

1. All students are responsible to all teachers and paraprofessionals regardless of their grade level or assignment.
2. When changing classes, stay to the right side of the hall, move quietly, without rushing to the next class.
3. Students are not to be in the halls during class time except for emergency situations or when sent by a teacher or paraprofessional.
4. Students are to follow the procedures announced by their homeroom teacher.
5. Running and yelling in the halls are not permitted.

INSURANCE

Accident insurance is offered to all students at the beginning of each school year. There are two different plans. One plan covers students at school and to and from school on the bus. The other plan covers students 24 hours a day during the school term.

TELEPHONE

Students will not be allowed to use the office phone unless there is an emergency. Students must obtain permission from their teacher before coming to the office to use the telephone. Overnight visits and afternoon visits between students must be arranged before school hours. Students must have permission from the office personnel before using the telephone. Students will not be allowed to accept incoming phone calls. Office personnel will relay emergency messages.

PLAYGROUND

Students are to remain with their class in its designated area when on the playground. Horseplay is not allowed. All games must meet the approval of the teacher. Below are some general

playground rules (but not limited to) to be followed: No climbing on top of the tunnel, no jumping out of the swings, tackling, only one person allowed in the swing when swinging, students are not allowed to wrap swings around the top of the swing set, students are not allowed to play tag on top of the playground equipment (tag is to be played on the ground), students are not to throw pinecones, sticks, rocks, or any object other than a ball (sticks are to be left on the ground), students are not allowed to stand on the top or highest pole of the monkey bars, students must always slide on their gluteus maximus, students should slide one at a time and never jump off the slide, students are not allowed to climb the fences surrounding the playground.

LOST AND FOUND

Students are responsible for their textbooks and other school property assigned to them as well as their personal property. If a student finds an article that does not belong to him/her it should be taken to the office immediately. Parents, **PLEASE write your child's name** inside jackets, sweaters, coats, etc. to assist in getting these items returned to your child. If a student loses an article, he/she should check with the office to see if it has been found. Also, parents are encouraged to come by the office to check on articles of clothing they know are missing. Lost and Found articles not claimed will be donated to charitable organizations.

LUNCHROOM POLICIES

A nutritious breakfast and lunch are provided daily at a reasonable price. Students are encouraged to participate in this program. Breakfast and lunch must be paid daily, weekly, or monthly. All students will eat their breakfast and lunch in the lunchroom. Breakfast is served from 7:40 to 8:05 A.M.

In order to provide an enjoyable atmosphere during breakfast and lunchtime, loud talking, yelling, running, or any other type of disruptive behavior will not be permitted. Students who fail to adhere to proper lunchroom behavior will be subject to silent breakfast or lunch and/or other forms of discipline. Students are responsible for making sure that they leave the cafeteria clean in order to accommodate the other students who arrive after them.

If a student chooses to bring lunch, parents are responsible for making sure that their child is provided with an appropriate meal. Certain foods are not permitted in the lunchroom or as snacks prior to and including lunch. **Students may not purchase or bring carbonated drinks to drink in the lunchroom. Additionally, no beverages in glass bottles or cans may be brought to school.** Snacks should be limited to fruit. Chewing gum and candy are not suitable lunch items and should not be brought to lunchroom at any time.

Students are allowed to accrue \$5.00 worth of breakfast and/or lunch charges. When a student reaches the \$5.00 limit, he/she will be allowed to call home for lunch money. Parents will also be notified of account balances via email from *My School Bucks*, paper print out, and/or phone calls. Students will not be able to purchase ice cream, cookies, and may not be able to attend afterschool events if balances remain unpaid. View privileges on Infinite Campus may be suspended when a negative balance of more than the set amount exists. Parents may elect to set up a *My School Bucks*

account at ww.myschoolbucks.com. During the last four weeks of school, no breakfast or lunch charges will be allowed. Report cards will be held on any accounts with a negative balance at the end of the school year.

Your child may qualify for free or reduced priced meals. Applications are provided for each student so that families may apply for free or reduced meals. Applications must be filled out completely and returned for approval each year. Meal prices are as follows: (Pre-K –Gr. 5)

Student Breakfast – full price	\$1.15	Student Breakfast Reduced	.30
Student Lunches – full price	\$1.75	Student Lunch Reduced	.40
Employee Breakfast	\$2.00	Employee Lunch	\$3.50
Adult/Child Visitor Breakfast	\$2.50	Adult/Child Visitor Lunch	\$3.75

SCHLEY COUNTY BOARD OF EDUCATION WELLNESS STATEMENT

The Schley County Board of Education recognizes that student wellness and proper nutrition are related to students’ well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Parents/guardians are strongly encouraged to support their children’s participation in healthy eating habits, and in physical activities.

HEALTH/MEDICINES/SAFETY DRILLS

Medication

The law prohibits schools from dispensing any type of **medication** including over-the-counter drugs such as aspirin, Tylenol, etc. If a student is in grade K-5 and is required to take medicine prescribed by a physician or a parent, a note along with the medication must be given to the homeroom teacher. **All prescription medicine must be in its original drug store container including the original label. All non-prescription medication must be in its original manufacturer’s container including the original label.** **Parents** should bring their child’s medicine to school and deliver it to the proper teacher or the school nurse. No medication should be sent to school on the bus.

As per SB472 (July 1, 2002) any student who is **authorized** for self-administering asthma medication may possess and use his or her asthma medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or while in before-school and after-school care on school operated property.

School and Health Records

Georgia Law requires that every student enrolled in a Georgia public school have the following information on file.

1. Student’s Birth Certificate
2. Student’s Social Security Number (or Waiver)
3. Non-expired Certification of Immunizations (or Waiver)

4. Hearing, Vision, and Dental Examination Certificate

Students who do not provide the school with approved certificates will not be allowed to remain in school.

Fire/Disaster Drills

Fire and/or disaster drills will be scheduled throughout the school year and should be respected for protection of life. Instructions are posted in each room and teachers will inform students of proper procedures for evacuation or other procedures for your protection.

SCHOOL VISITORS

All visitors MUST report to the office when they first arrive at the school. Parents are welcome at Schley County Elementary School. However, all parents are to check in at the office when they first enter the building and wait for permission to go to the classroom. It is our responsibility to keep your children safe and secure. Your cooperation with this rule will be greatly appreciated.

Georgia Law prohibits visitors on a public school campus for social or nonessential reasons. Students are not to bring visitors to school with them or meet visitors around fringe areas of the campus during school hours. Violation of this rule could result in arrest of visitors and serious disciplinary action taken with students. Visitors with specific purposes must check in with the main office and give a reason for his/her presence.

To promote uninterrupted instructional time and for the protection and safety of our students, SCE will follow these visitation guidelines:

1. All visitors, including parents, are to report to the office upon arrival on the SCE campus.
2. No student visitors are allowed.
3. Out of courtesy to the teacher and to maximize as well as protect instructional time, it is necessary that an appointment be made for a conference and/or classroom visitation.
4. Parents are, on occasion, allowed to visit their child's classroom briefly. As visits must be secondary to the instructional obligations for this school, parents are asked to **limit visits to fifteen (15) minutes**. Visits must be approved through the Principal's office (or designee) and with the teacher. Having parents/guardians in a child's classroom for extended periods of time may not always be beneficial to the child and may cause a disruption of the educational program of other children in the classroom. Visits to the classroom are authorized on a case-by-case basis, balancing the parents'/guardians' interest in seeing their child in his or her classroom environment against the school's- and the child's-very substantial interest in education.
5. To prevent disruption, younger children should not accompany parents during visitations/conferences.
6. Lunch visits should be limited to no more than one per week. Only adults listed on a student's check out sheet will be allowed as a lunch visitor.

For any person who enters the school with the intent of creating a disruption or in the course of visiting the school creates such a disruption, law enforcement will be contacted and such person will be prosecuted.

VOLUNTEERING in the school: While we welcome volunteers to assist in our school, please note that placement of volunteers is made at the discretion of the Principal or their designee. Volunteer placements are determined based upon the instructional program and needs for our school.

PARENT – TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note or telephone. The school phone number is 937-0550. If you call during the school day, the office will leave the teacher a note to return your call as soon as they have a planning period. It is important that the teachers' instructional time be used only for instructional purposes. For that reason, no teacher will be called to the telephone or to a drop-in conference. If you wish to have a conference with your child's teacher, please call ahead to make an appointment so as not to interrupt the teaching process.

PARENT ORGANIZATIONS

There are two school sponsored organizations available to parents who wish to be involved in their child's educational welfare. The first organization that parents are encouraged to join is the Schley County Elementary Parent/Teacher Association. The PTA exists to promote the education and welfare of the children at Schley County Elementary School.

The second organization parents may wish to join is the Title 1 Advisory Committee. This committee has been formed to gather input from the parents and the community regarding the Schley County Title I Local Educational Agency (LEA) Program. Title I is a program designed to give additional educational assistance to those students who qualify for additional services in reading and mathematics instruction.

Schley County Elementary is also supportive of other community groups that work to support children and parents.

SCHOOL COUNCIL

Recognizing the need to improve communication and participation of parents and the community in the management and operation of local schools, the General Assembly of Georgia and the Schley County Board of Education believe parent and community support is critical to the success of students and schools. The establishment of the School Council is intended to help local boards of education develop and nurture participation, bring parents and the community together with teachers and school administrators to work toward the improvement of our school. The SCE school council membership is open to teachers, parents, and business representatives. The purpose of the School Council is to provide advice, recommendations, and assistance as it relates to school improvement and student achievement. Two parents, two teachers, and two business partners along with the school principal make up the seven members of School Council. The SCE School Council meets at a minimum

of 4 times yearly. (Please watch the website for dates and/or times.) The meeting agenda is posted on a bulletin board in the SCE office area. The meetings are open to the public.

RESTROOMS

Students should be in the restrooms only during designated times unless an emergency arises. If a student has a health problem with regard to restroom use, it will be the parent's responsibility to give written notice to that student's teachers. Students are expected to help maintain the cleanliness of the restrooms by the proper disposal of paper and personal hygiene products and by the proper usage of the facilities. If a student purposely violates the sanitary, orderly, or aesthetic conditions of the restroom, disciplinary action, including the immediate cleaning of the restroom by the offending student, will be taken.

PARTIES AND SPECIAL EVENTS

Kindergarten through third grade will be permitted to have the following parties during the school year: Fall, Christmas, Valentine, and Spring parties. Fourth and fifth grade are limited to Fall, Christmas and Valentine parties. Birthday parties are not allowed at school. All approved parties are permitted at the discretion of the teacher with approval of the principal. Students are not forced to participate in any of these parties due to their religious convictions.

Student Privileges

SCE provides many privileges and opportunities for students in addition to classroom instruction. Some of the opportunities involve attendance at PEP rallies, field days, parties, and other planned activities. These are considered a **privilege** for the student to attend. These activities are planned with the intent that all students may participate. However, the student must demonstrate good behavior, classroom work completion and appropriate additional criteria (at the discretion of the teacher) in order to participate in such activities.

STUDENT WORK HABITS

Students that are prepared to learn:

- Take their seats immediately upon entering the classroom.
- Come to class with textbooks and the necessary materials for participating in class.
- Pay attention to the teacher and/or paraprofessional and follow the directions of the teacher and/or paraprofessional at all times.
- Neither cheat nor show dishonesty.

BRINGING ITEMS TO SCHOOL

The only time students should bring toys, games, sports equipment, etc. to school is when their teacher instructs them to do so. The student will assume responsibility for any item brought to school, including money. Students should not bring cell phones, ipods, or any other personal electronic

devices. If any of these items are noticed or causing a distraction they will be immediately confiscated. Only devices that are being used with instruction should be out or on. Often in the past, these items have been lost, stolen, or broken either on the bus or at school. Additionally, students should not bring items to trade, sell, loan, or show to others. These items will often cause distractions to the learning process. **The school is not liable when infractions of this rule take place.** Please do not allow your child to bring any of these things to school and caution him/her of the consequences if a mishap occurs.

The school is not responsible for restitution, collection, or replacement of money, clothes, personal property, etc. which may become stolen, damaged, defaced, or destroyed while at school or on the bus.

Only teacher requested work items should be brought and their use supervised by the teacher. On occasion, teachers may plan for and allow the use of electronic devices as an educational tool. Within this context devices may be allowed. Two rules will apply: Students will only be allowed to use the devices as directed by the teacher during the assigned instruction time. Abusing the privilege by inappropriately using devices or during non-assigned times will result in loss of privilege and/ or a discipline referral. Any student that voluntarily brings a device within these guidelines assumes full responsibility for his/her device. The school is not responsible for the safety and security of student owned technology.

EMAIL ACCOUNTS

An office 365 account will be assigned to all upper grades students. This will allow each student an email account with supporting Microsoft programs. Students may send and receive emails within the Schley K12 portal only. Security permissions are maintained to restrict outgoing and incoming emails from non-edu trusted sources. **(This means only to teachers or other students.)** All emails are subject to monitoring and each student will be responsible for keeping their password secure. If a parent or guardian objects to their child using a 365 account, notification of the objection can be made to the school and will disable assigned accounts.

HOMEWORK

The amount and type of your child's homework will depend on his/her grade level. All students will have some type of spelling or vocabulary drill each week. There are several reasons for homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn and maintain good work habits independently.
4. To provide an opportunity for growth and responsibility.
5. To provide the student with an opportunity to reflect on the subject matter and review for better retention.

Parents can do their part to improve homework learning when they:

1. Cooperate with the school to make homework effective.

2. Provide their child with suitable study conditions, such as a desk or table, lights, books, and supplies.
3. Reserve a time for homework and turn off the television.
4. Encourage their child, but avoid undue pressure.
5. Show interest in what their child is doing, but do not do the work for them.
6. Understand that the school expects homework to be completed and returned on time. Students have the responsibility to ask questions about any class work or homework assignments they do not understand. They should strive to do their best and not be content with just getting by. Failure to comply with homework completion in an appropriate time frame may result in loss of free time privileges and temporary assignment to ISS to complete necessary items.

SCHOOL STORE

The school store provides a variety of supplies and other items. These may be purchased during the time period of 8:00 am to 8:15 am. Teacher permission must be given to visit the school store. Students utilizing the school store are expected to conduct themselves in an orderly manner. Students not doing so will be sent back to class or disciplined as necessary. They should also have as their destination the school store and not be found in other parts of the building without permission.

SALE OF OTHER ITEMS AT SCHOOL

The Schley County Board of Education forbids the sale or solicitation of any item by students to other students on school premises. Students will not be permitted to purchase soft drinks or food from the vending machines until after the last student dismissal bell. Students in violation are subject to having the drink/food confiscated without reimbursement and/or other disciplinary action taken.

SCHOOL DRESS CODE

Students and parents are responsible for the student arriving clean, neat, and appropriately dressed. Inappropriate attire includes, but may not be limited to: strapless dresses, halter tops, spaghetti straps, tube tops, bare midriffs, crop top (not allowed to show navel or stomach, or lower back), bicycle pants, tank tops, mesh jerseys without an undershirt, and blue jeans with holes in them above the knees. No low cut jeans or pants that expose lower back, navel, or stomach. No undergarments shall be exposed. All tops will not be worn any lower than 3 inches below your natural neck line. Clothing, jewelry or other attire with inappropriate words or messages concerning profanity, obscenity, alcohol products, tobacco products, sexual connotations, illegal substances, or anything which might cause a disruption or distraction in the learning environment are not permitted as proper school garments. If there is a question about appropriateness do not wear it.

Boys and girls may wear shorts as long as they do not go higher than **three inches** from the **top** of the knee. Skirts or dresses may not be more than 3 inches above the knee as well. Due to the safety factors involved, students are required to wear shoes at all times. Shoes with laces, buckles, or Velcro must be properly fastened. Tennis shoes with backs must be worn on P.E. days. Students are

discouraged from wearing any type of “backless” shoe or flip flop that may be hazardous to the child’s safety, especially on playground equipment. Because of safety concerns, shoes with wheels on the soles will not be allowed.

Hats, visors, caps, other headgear and sunglasses are not to be worn in the building at any time unless circumstances require them. Any article of clothing, personal adornment, hair style/color, etc. which causes students to be endangered or distracted as to interfere with the learning process shall be considered inappropriate attire and may be banned. Shirt tails are to be tucked inside of pants if they extend below the natural waistline.

Sagging pants are not considered to be appropriate attire. Undergarments may not be exposed. Parents are requested to discourage purchases of excessively large pants to help prevent this problem.

The school administration/faculty will be the final judge of compliance or noncompliance with the dress code. Parents are encouraged to pay attention to their child’s appearance upon their leaving for school each day.

SUBSTITUTE TEACHERS

Substitute teachers are important people in our school. They should be treated as regular classroom teachers with regard to students adhering to established rules. Work assigned by the substitute teacher will be considered the same as the regular teacher’s assignment. Students who misbehave under a substitute teacher will be directed to the office for disciplinary action.

IN-SCHOOL SUSPENSION (ISS)

Violation of school and/or classroom rules may result in your child being placed in In-School Suspension. At Schley County Elementary, In-School Suspension (ISS) involves placing a child in an isolated area for one or more days. The student will be given work by his/her teacher to complete in the room in which he/she is assigned. The child must complete all work given in order to return to his/her classroom. Additionally, **the child will not be allowed to practice or participate in any extracurricular activity or field trip on the dates of assignment to ISS.** In-School Suspension is an alternative to out of school suspension. Students who misbehave in in-school suspension will receive out of school suspension. Also, ISS assignment is limited due to availability of space and personnel.

OUT OF SCHOOL SUSPENSION (OSS)

Students who are suspended from school will not be allowed to attend school, school functions, or be present on the school grounds on the dates of suspension. Students may receive zeros on daily assignments for grades taken during the days of suspension. Make-up for missed assessments (testing) will occur on the first day of a student’s return to school. Missed testing must be completed for the days missed on the first day of a student’s return from suspension.

If a student’s suspension (ISS, OSS, Bus) should fall on a day in which school is not in session (due to the weather, holiday, or any other circumstances) then the student will serve his/her suspension on the next day that school resumes.

FIGHTING

Fighting will not be tolerated at SCES. Fighting may result in out of school suspension. Please discourage your child from any physical contact and encourage your child to notify teachers or administration when problems develop. We want all students to have the opportunity to learn in a safe environment.

BUS TRANSPORTATION

Our goal at Schley County is to provide safe transportation for our students. The following rules have been established to protect students and keep them safe.

Stay Out Of The Danger Zone

Every bus has a **Danger Zone** around it. That is the area where the bus driver can't see you. The Danger Zone is 12 feet in every direction around the bus. It is 12 feet in front, 12 feet in back, and 12 feet on each side of the bus.

Stay Safe At The Bus Stop

Arrive at your stop 5 minutes before the bus is to arrive.

Don't run, play, or shout.

Line up away from the road or curb as the bus nears (Don't forget the Danger Zone).

Stay back from the bus until it stops, and the driver signals it's OK to get on.

Get On The Bus Safely

Board the bus in single file.

Wait your turn to board.

Use the handrail so you don't trip.

Don't push anyone.

Move quickly to find a seat and sit down.

Stay Safe On The Bus

Speak quietly so you don't distract the driver or bother anyone else.

Do not bring unauthorized or distracting items onto the bus.

Balloons are no longer allowed on buses.

Stay quiet at all railroad crossings.

Students and parents are responsible for anything on the bus that the student destroys or defaces.

Don't stick your head, hands, or feet out the windows.

Keep your feet and bags out of the aisles.

Don't throw things on the bus or out the windows.

Stay in your seat and sit up straight so you don't fall if the bus makes a sudden stop.

Don't fight with others on the bus...or anywhere!

Don't eat or drink on the bus.

Stay Safe Getting Off the Bus

Gather your things together before the bus reaches your stop.

Wait for the bus to come to a complete stop before getting up from your seat.

Hold on to the handrail when stepping down so you don't trip.

Before crossing the road, wait for your driver's signal; look left, right, then left again.

Never cross behind the bus.

Tell the driver if you drop something in the danger zone. **Do not try to pick it up!**

******Parents and students are expected to sign the Home – School bus rider agreement in order for their child(ren) to ride the bus.**

BUS CONDUCT

The Schley County School System provides transportation to all in-county students. Schley County Elementary recognizes this as a privilege that may be limited or revoked by school officials. All students shall conform to bus rules and regulations.

Dispositions

- 1st offense—administrative warning, 1-3 days bus suspension
- 2nd offense—1-5 days bus suspension
- 3rd offense—2-6 days bus suspension and required parent conference before privilege is reinstated
- 4th offense—3-8 days bus suspension
- Subsequent offenses may result in additional days bus suspension or permanent suspension up to one semester.
- Bus discipline offenses may be considered in conjunction with school offenses.
- Level II, III and IV offenses may, in addition to bus suspension, be dealt with according to Discipline Code.
- **Depending on severity (to include extreme disruptive or disrespectful conduct, verbal assault, etc.), Courtesy Notice may be skipped and Referral submitted.**

Any behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of **“The Safe Rider Program.”** Steps may be skipped if a student violates a rule while on assigned seat or probation.

PARENT TRANSPORTATION

Parents who transport children to and from school are to have the children here no later than 8:15 (8:00 if eating breakfast at school). Parents will drop off and pick up students on the West side of the elementary school. Students may be picked up no earlier than 2:55 but no later than 3:15. Pre-k may pick up beginning at 2:45.

The handicap loading and unloading zone for children transported by parents will be in the front of the building in the handicap parking area.

There are things that you as a parent can do to help our school in its efforts to dismiss students at the end of the school day:

1. **No cell phone usage in the car rider line.**
2. Please remain **in your car rather than exit your vehicle when picking up your child or children.** Display the name card and an adult will help them into your vehicle. Parents who are entering the building in order to obtain their children and those who arrive more than 20 minutes early are sometimes unintentionally causing delays or are hindering student dismissal efforts.

3. Please do not come to the school's front office in order to check your children out of school unless you have a scheduled medical/dental appointment. The students may not be dismissed from school unless there is a valid reason for early dismissal. An "unexcused early dismissal" will be given to all students who are dismissed early and for whom a medical/dental excuse is not provided at the time of arrival on the following day that the student is present.
4. The time after 2:30 p.m. each day is an extremely busy time for teachers as well as office staff. Unless you have a previously scheduled appointment with a teacher or an administrator, classroom or teacher visits will not be allowed. Parents/guardians may, of course, report to the school's front office and check their children out of school as needed. Office personnel will call the classroom by intercom and request that the student report to the front office – where the student's parent/guardian will be waiting – for check-out. (Excused/unexcused early dismissal rules will still apply.)
5. Drive safely at 5 miles per hour and respect one another.
6. Once the car rider loop is clear of all cars, remaining students that have not been picked up are brought to the office in order to make parent contact. While delays can occur, chronic late car rider pick up should not be a common occurrence. Please be on time for car rider pick up.

CAR RIDER DROP OFF AND PICK UP

LAMINATED NAME CARDS---PLEASE keep up with these cards for your child's safety. At Schley County Elementary School, the safety of our students is top priority. In an effort to assure that every student is transported home by those who are appropriately designated to provide transportation, Schley County Elementary School has implemented the following procedure for **CAR RIDER PICK UP**.

Each student in the school will be given 2 laminated name cards. When a student is to be picked up in the car rider line, the **student's name card must be displayed** by the driver of the vehicle. If the student's name card is not displayed, the student will not be allowed to be transported home in that vehicle without additional verification through the school office. This will assist school personnel with car rider pick-up as well as keeping our students safe. Each designated pick up loop will have a corresponding color (Green or orange).

Even if your child is regularly a bus rider, **please** be aware that at any time a child is picked up in the **car rider** line, whoever is picking up your child must have the name card in order to pick up the child. **In the event there is a change in your child's normal riding procedure, you must send a written note by your child in the morning.** Parents/guardians, please be cautious as to whom you give the **name card** for your child. **Please** assist school personnel with this safety feature as we continue to keep the safety of every student in mind.

HIGH SCHOOL TRANSPORT

Students will not be transported to the high school in order to ride with a student driver or for the purpose of attending afternoon ball games. In order for the proper supervision and safety of students at dismissal, students are to ride the bus or report to the car rider loop. Students may then go to any activity while under the care of the adult that picks them up. High school drivers with parent permission may pick up in the car rider loop upon high school dismissal.

FIELD TRIPS

Field trips are intended to expand and enhance learning beyond the regular classroom setting. Students who go on field trips are required to have a field trip permission form signed by the parent on

file with the teacher before leaving or by the stated deadline. Verbal (word of mouth) or phone call permission will not be accepted. Students who fail to exhibit proper school behavior may not be allowed to go on class field trips.

Parents may be invited to help chaperone students. The number of chaperons will follow board policy for student to adult chaperone ratio of 1:10 for k, 1, and 2. Parents asked to serve as chaperons may not take others (small children, family members, friends, etc.) on field trips. Additionally, transportation home for chaperons is not available upon return to school.

All students must ride the bus on a field trip. If a parent attends the field trip and wishes to take the student home with them from the field trip destination, the student MUST have been signed out in the school office BEFORE leaving on the field trip. If the student was not signed out, the student must ride the bus back to the school. Field trip money is **non-refundable**.

PROMOTION/ RETENTION

Students who are promoted in grades kindergarten through five must complete the reading requirements set forth in this policy. Both local and state requirements must be met.

Any student who fails reading will be retained.

Any student who fails math will be retained.

Students in grades one through five must pass reading, math, and three of the following courses: English, social studies, science, and physical education in order to be promoted. A total of 5 major subjects must be passed.

GENERAL Requirements

Both local and state requirements must be met for promotion.

Students that are passing a current grade, but are retained at the request of the parents and/or teacher must have on file a written educational rationale for doing so. Written documentation shall be provided by both the parent and the teacher(s). The final decision will be made by the school principal.

If after the second year in the same grade the student still does not meet the minimum requirements, he/she will be given special consideration by the Placement Committee, and/or proper channels will be taken to see if the student needs to be referred for special classes.

If, during any current school year, an out-of-county student leaves the Schley County School System because he/she is failing the required promotion criteria, then that **student must wait a full school year before being allowed** to return to Schley County Schools.

A student may have no more than fourteen (14) absences in one school year of which no more than seven (7) may be unexcused in grades K-8.

NONRESIDENT STUDENTS

CRITERIA FOR PROSPECTIVE OUT -OF -COUNTY STUDENT ENROLLMENT AND CONTINUED OUT-OF-COUNTY ENROLLMENT

➤ **GRADES K-8** (for the most recently completed school year)

A. Academics

1. The student must have received a passing reading and math yearly grade in grades K-5.
2. The student may have no more than 1 yearly average below a grade of 70 in K-8 and must not fail reading or math in K-5.
3. The student must have an overall minimum academic average defined as English, Math, Science, Social Studies, and Reading) of 75.

B. Discipline

The student must have acceptable behavior:

- a. No more than two (2) discipline referrals the previous year.
- b. No discipline problems of a serious nature (drugs, alcohol, weapons, fighting, alternative school assignment, or any behavior which might be deemed a threat to the safe and orderly operation of the school).

C. Attendance

The student must be within the acceptable limit of absences for the current and previous school year. (No more than fourteen (14) total absences per year of which no more than seven (7) may be unexcused.)

➤ **GENERAL GRADES K-12**

A. Once an out-of county student has been enrolled he/she is expected to continue to meet the above criteria. The student review committee will meet as needed but at a minimum annually to review the status of all out-of-county students whose names have been submitted by the faculty for review due to a suspected enrollment criteria violation. This committee shall recommend the future enrollment status of current out-of-county students.

1. Nonresident Special Education students will be accepted with stipulations above if services as outlined in the child's Individualized Education Program are available in Schley County.
2. Nonresident students must pay tuition as set forth in policy. Tuition will be set annually by the Board.

B. Conditions of Continued Enrollment

Nonresident students may be subject to the withdrawal (December and May) for (1) violation of attendance requirements, (2) violation of behavior requirements, (3) violation of academic requirements, (4) misrepresentation/falsification/omission of information during the application process, (5) other good and sufficient cause, (6) late payment of tuition or registration fees, (7) nonresident students and/or their parents who refuse to work cooperatively, respectfully and professionally with the administration and staff regarding student attendance, behavior, academics, tuition payment, or other student services related issues or those who place unreasonable

expectations upon the system (as determined by the Superintendent and/or SCBOE) are also subject to withdrawal.

➤ **EXCEPTIONS**

Other than those students specified in state law, the Board of Education reserves the right to deny enrollment or to discontinue the enrollment of any nonresident student to maintain and preserve the financial and instructional effectiveness of any class, grade, or program, including but not limited to the impact of any such enrollment upon staffing levels, contracted services, fiscal demand or taxing burden.

SCHOOL RECORDS

It shall be the policy of the Schley County Board of Education (hereafter referred as the “Board”) that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Board has Developed and adopted student privacy policies in consultation with parents in accordance with Federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student’s time of enrollment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational instructions), professional educators with legitimate educational interest, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported educational programs or for the enforcement or compliance with the federal legal requirements related to those programs.

The Board of Education designates the following information as “directory information.” Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- Student’s name, address and telephone number;
- Student’s date and place of birth;
- Student’s participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at the School System schools;
- Awards received during the time enrolled in Schley County School System.
- Video, audio or film images or recordings;
- Photograph
- Grade Level

Student records shall be provided to schools within or outside the School System upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14, Transfer of Student Records.

PROCEDURES FOR OBTAINING ACCESS TO STUDENT RECORDS

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the educational records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include, but are not limited to;

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system that have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.
7. Disclosures will be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency. Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each record custodian in the School System shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations.

If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it related is disclosed.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" – Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" – Any medical examination that involves the exposure of private body parts, or any act during examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" – Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- (1) Political affiliations or beliefs of the student or the student's parent;
- (2) Mental or psychological problems of the student or the student's family;
- (3) Sex behavior or attitudes;
- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (5) Critical appraisals of other individuals with whom respondents have close family relationships;
- (6) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- (7) Religious practices, affiliations, or beliefs of the student or student's parent; or

- (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received and (2) making arrangement to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as a part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for a reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screening that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any nonemergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received. (3) The following activity requiring notice and consent or opt-out has been scheduled for the upcoming school year. The Schley County Schools will administer to students in grades 5, 8, and 10 the Safe and Drug-Free Schools Needs Assessment Survey that asks students about their experience with and attitudes toward tobacco products, drugs, and alcohol. Prior written consent from parents or eligible students is required for students' participation in the anonymous survey. Additional information about the survey and consent forms will be provided to parents prior to the administration of the survey.

CHILD FIND PROGRAM

Under the Individuals with Disabilities Education Act (IDEA), the Georgia Department of Education and the Schley County School System have an obligation under the Individuals with Disabilities Education Act (IDEA) to identify, locate, and evaluate all students with disabilities residing within the district who are in need of special education and related services from ages 0 through 21 years, regardless of the severity of their disability. Schley County Schools serve children, ages 3 through 21, with identified special education needs.

Referrals

A referral may be made by anyone who has a concern about a child's development. All referrals are considered confidential. The parent retains the right to refuse services. Children may be referred by any of the following:

- Parents/legal guardians/foster parents
- Other family members
- Physicians/health care providers
- Preschool programs
- School system personnel
- Community agencies
- Private school personnel
- Others who are concerned about a child's development

A child should be referred when:

- A health or medical disorder interferes with development or learning
- A child seems to have difficulty seeing or hearing
- A child appears to have social, emotional or behavioral difficulties that affect his/her ability to learn
- A child has diagnosed progressive or degenerative condition may impair or impede the child's ability to learn
- A child seems to have difficulty understanding directions like others that are his/her age
- A child's speech is not understandable to family or friends
- A child has difficulty with reading, math, or other school subjects

For more information, please contact the Director of Student Services at (229) 937-2405.

SAFE AND DRUG FREE SCHOOLS

Schley County Schools operate as a drug free campus. This includes:

- a. On the school grounds before, during, and after school hours, or at any other time when the school is being used by any school group;
- b. Off the school grounds while in attendance at a school activity, function or any other school related event;
- c. Off the school grounds while in attendance at school, any school sponsored function, or is otherwise subject to jurisdiction of school officials, or;
- d. Engaged in travel to and from school.

Gender Equity in Sports – Grievance Procedures

It is the policy of the Schley County Board of Education (“Board”) to prohibit discrimination based on gender in its elementary and secondary school athletic programs, in accordance with the Georgia Equity in Sports Act. The following grievance procedures are hereby adopted to provide the prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act. The student, parent, or guardian must submit a complaint on the form included in Exhibit I and submit the completed form to the sports equity coordinator. The sports equity coordinator shall date-stamp the complaint when received.

The sports equity coordinator shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and the school system’s policies on confidentiality of student and employee information.

The sports equity coordinator shall render a decision in writing no later than 30 calendar days after the receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision. A copy of such decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.

A complainant shall have the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for the appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent’s office shall date-stamp the complaint when received.

The Board shall review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting after the receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.

A copy of such decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address.

A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G. A. 20-2-1160

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. / 20-2-315). Students are hereby notified that the Schley County school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for the Schley County school system is: Gabe Theiss, P.O. Box 1350 Ellaville, GA, and work phone is 229 – 937 – 0560.

Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Internet Safety Policy

The CIPA guidelines for an Internet Safety Policy have been incorporated by the Schley County School System into the document Use of the Internet/Network and Acceptable Use Agreement Form. This document also includes website construction guidelines. The Schley County School System's Internet Safety Policy document addresses the following issues:

access by minors to inappropriate matter on the Internet and World Wide Web

the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications

unauthorized access, including so-called "hacking," and other unlawful activities by minors online

unauthorized disclosure, use, and dissemination of personal information regarding minors

measures designed to restrict minors' access to materials harmful to minors

the education of minors about appropriate online behavior, including interacting with other individuals

on social networking websites and in chat rooms and cyber-bullying awareness and response

monitoring the online activities of minors and must provide for educating minors about appropriate

online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response

It is the policy of the Schley County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

On the Schley County School System's WAN, technology protection measures (or "Internet filters") are used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking is applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Schley County School System's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Schley County School System's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with the Schley County School System's policy and the Children's Internet Protection Act.

USER AGREEMENT AND PARENTAL PERMISSION FORM

Internet /Telecommunications/Electronic Devices

Schley County School System

As a telecommunications user of the Schley County School System, I hereby agree to comply with the guidelines and further agree to honor all relevant laws and restrictions. I further understand that any misuse of the electronic communications may result in cancellation of a user's privilege toward future access and/or other disciplinary actions.

Name of Student (print): _____ Grade: _____

Student's Signature: _____ Date: _____

As the parent or legal guardian of the minor student stated above, I grant permission for my son or daughter to use telecommunication services, such as electronic e-mail, network services and the Internet. I understand the guidelines for the use of Internet /telecommunications/ electronic devices and will support these standards. I further understand that any misuse of the electronic communications may result in cancellation of a user's privilege toward future access and/or other disciplinary actions.

Parent's Signature: _____ Date: _____

Elementary Parent & Family Engagement Policy
2018-2019
Revised: May 21, 2018

In support of strengthening student academic achievement, **Schley County Elementary** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Schley County Elementary** agrees to implement the following requirements as outlined by Section 1118:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school-wide program plan under Section 1114(b)(2) of the ESEA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

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

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1118 of the ESEA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT

POLICY COMPONENTS

JOINTLY DEVELOPED

Schley County Elementary will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Description of how parents will be involved in the development of the school parental involvement policy and how parents will be involved in the planning, review, and improvement of parental involvement programs.

- *SCE will convene its planning committee, including parents, in order to examine and effectively plan for improvements to the Title I program. Planned parent involvement and examination of current program needs will be the primary focus, including the use of funds for parent involvement.*
- *Planning will include the needs assessment survey. Committee will collect and analyze information from parent surveys.*
- *Share information with the School Council members and collect feedback during both August and November meetings yearly*
- *Inform faculty of assessment surveys results and elicit teacher input towards improvements needed in Title I delivery to students.*

ANNUAL TITLE I MEETING

Schley County Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the school-wide plan, and the school-parent compact.

Description of when the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved.

- *Utilize parent needs assessment results to determine a convenient time*
- *Advertise planning meeting to parents of participating children*
- *Send e-mail(s) to the Planning Committee to notify of planning meeting*
- *Advertise the Annual meeting in the newspaper*
- *Send notices home to parents of participating parents*
- *Post on the school website*
- *Present PowerPoint explaining all aspects of the Title I program, School-Wide plan, Parent and Family Engagement policy, the School-Parent Compact, and assessments*
- *Provide handouts to parents (Parent and Family Engagement Policies, School-Parent Compact, and information related to Priority, Focus, and Reward schools)*

- *Maintain agendas, minutes, and sign-in sheets*
- *Schedule meetings along with other school events*

COMMUNICATIONS

Schley County Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

Description of how the parental involvement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.

- *SCE will continue to offer parent conferences for every student during weeks prior to fall break and include an opportunity during the scheduled workday at this time.*
- *All Title I teachers will have the flexibility for meetings to occur any time during the school day 7:30-3:30.*
- *Teachers will incorporate discussions about parent-compact topics during parent conferences.*
- *Relative information to the Title I program will be provided in the Parent-Student handbook, as well as posted on the school website.*
- *Convene an Annual meeting to explain the Title I program, the school's curriculum, academic assessments to measure student progress, and expected proficiency levels*
- *Offer Georgia Milestones information during Open House*
- *Utilize parent-teacher conferences to inform parents on individual basis.*
- *Provide monthly Title I Parent Newsletter in English and Spanish*
- *Provide various school forms in English and Spanish when possible*
- *Provide translator contact information in the Parent-Student handbook*

SCHOOL-PARENT COMPACT

Schley County Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Description of the process the schools will follow to jointly develop with parents a school-parent compact.

- *Invite parents to participate in the planning process and review of the School-Parent Compact.*

- *Utilize the Title I planning committee and/or the School Improvement committee to annually review/revise the school-parent compact.*
- *Maintain agendas, minutes, and sign-in sheets of all meetings involving the school-parent compact.*
- *Record in meeting minutes any feedback or comments from parents*
- *Allow student committee to hold a separate meeting and play active roles in selecting replacement members for the following year.*
- *Provide for and allow parent interactions with students during the student responsibilities portion of school compact.*

COORDINATION OF SERVICES

Schley County Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Description of how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.

- *Coordinate parent involvement programs with the Early Intervention program.*
- *SCE will continue to use resources of Ameris Bank, SCREA (Schley County Retired Educators Association), and Georgia Farm Bureau as important links in the career awareness program for students.*

BUILDING CAPACITY OF PARENTS

Schley County Elementary will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The State's academic content standards.
 - The State's student academic achievement standards.
 - The State and local academic assessments including alternate assessments.
 - The requirements of Title I, Part A.
 - How to monitor their child's progress.

- How to work with educators.

Description of activities and any equipment or other materials that may be necessary to support parents in helping their student's academic success.

- *Open House Orientation - Georgia Milestones parent meetings*
- *Annual Title I meeting*
- *School Newsletters*
- *Parent-Teacher conferences*
- *Infinite Campus access to student grades for progress monitoring*
- *Website link to PIRC resources*
- *Initial Phase of 1to 1 rollout of student devices involving parent training opportunities*
- *Title I Annual meeting reading and/or mathematics activity sessions*
- *Provide log-in and access information for IXL, Moby Max, and Lexia websites*
- *Monthly Newsletters with academic activities*
- *Classroom teacher web pages*
- *Accessible information on the school Website and Facebook*

BUILDING CAPACITY OF SCHOOL STAFF

Schley County Elementary will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and the school by:

Description of activities that will be used with school staff to build their capacity to work with parents as equal partners.

- *Presentations utilizing such resources as Safe Schools*
- *Presentations of Training Modules to Build Parent Capacity from GaDOE website*

Schley County Elementary will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

Description of actions the school will take to provide other reasonable support for parental involvement activities.

- *Provide survey opportunities for parents*
- *Compile, summarize, and share survey responses from parents*
- *Provide reasonable support for other parental involvement activities*



SCHLEY COUNTY SCHOOL SYSTEM
LEA Parent and Family Engagement Policy
2018-2019
May 22, 2018

The Schley County School System, in support of strengthening student academic achievement, receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

The Schley County School System agrees to implement the following requirements as outlined by Section 1116:

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.
- The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

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

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school

- (C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESEA

DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED
LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

The Schley County School System will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

List of how parents will be involved in the development of the district parent and family engagement policy, Comprehensive LEA Improvement Plan (CLIP), and how parents will be involved in the development and review of the School Improvement/Title I School-wide and if applicable the Comprehensive Support and Improvement and the Targeted Support and Improvement plans.

- Title I planning committee meetings for all areas of the Title I program, including the CLIP, Improvement Plans, Parent policies, and School-Parent Compact.
- Posted announcements on the websites
- Announce meetings (websites, notices sent to parents, and/or newspapers)
- Maintain agendas, minutes, and sign-in sheets
- Parents will serve on planning committees to develop, review, and revise Comprehensive Needs Assessment.
- Parent input is sought throughout the year, through formal and informal surveys.

TECHNICAL ASSISTANCE

The Schley County School System will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education:

List of how the district will provide support and technical assistance to all its Title I schools in planning and implementing effective parent and family involvement practices inclusive of school parent and family engagement policies/plans, school-parent compacts, and all Title I parent and family engagement requirements.

- Principals serve on their Title I planning committee
- E-mails and phone calls to provide direct coordination and support
- Administrative monthly meetings
- Share Survey results with Principals
- Provide principals with resources for training faculty and staff

- Provide principals with parent resources for posting on websites

ANNUAL EVALUATION

The Schley County School System will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

List of actions for how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents and family members will play.

- Surveys will be collected at meetings
- Annual Needs Assessment/Evaluation surveys will be sent home by students for parental input
- Results of all surveys will be shared with the schools and with parents at meetings
- The Title I coordinator/Title I teachers will be responsible for disseminating surveys, collecting, and compiling all survey results and summarize
- Parents and planning committee members will utilize survey results toward improvements and identifying barriers.
- Post District Parental Involvement policy on the District website with request for evaluation feedback.

RESERVATION OF FUNDS

The Schley County School System will involve the parents and family members of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than 90 percent of the 1 percent reserved goes directly to Title I schools.

- The Schley County School System is not required to spend 1 percent of its funds towards parental involvement due to its allocation of less than \$500,000.

COORDINATION OF SERVICES

The Schley County School System will coordinate and integrate parent and family engagement strategies with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs. Other programs such as, the Head Start and the Schley County Preschool Programs encourage and support parents in more fully participating in the education of their

children.

List of how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.

- Provide transition meeting for fifth grade students and 9th grade orientation.
- Involvement with Tri County Head Start transition process.
- Coordinate with the PEECH program if necessary
- Representatives serve on the Title I Planning Committee
- Provide Principals with transition resources from DOE/Title I.
- Plan Annual meeting with EIP
- Plan Title I meetings jointly with other events
- Provide college preparation night for Seniors.

BUILDING CAPACITY OF PARENTS

The Schley County School System will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology (including education about the harms of copyright piracy) to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

List of activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.

Activities:

- Presentation at Title I Annual meeting – PowerPoint
- Presentation of Georgia Milestones at Orientation Night
- Orientation for Fifth graders during Orientation Night
- Workshop presentations
- Provide time for Parent/Teacher conferences
- Provide availability of website links, especially Infinite Campus
- Provide parent training activities
- Provide online information/activities such as PIRC and newsletters
- Provide parent information via website and social media
- Provide translator contact information in the Parent-Student handbook
- Provide opportunities for parental input through surveys
- Parent meetings

BUILDING CAPACITY OF SCHOOL STAFF

The Schley County School System will, with the assistance of its schools and parents, educate its teachers, specialized instructional support personnel, principals, and other school leaders, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by:

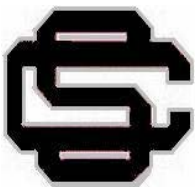
List of activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners. Information includes how the district and/or schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.

- Utilize training Modules to Build Parent Involvement Capacity
- Provide information at faculty meetings related to the value and utility of contribution of parents.
- Utilize the Safe Schools web-based resource
- Provide information in English and Spanish when possible.

ADOPTION

This LEA parent and family engagement policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by the collaboration of parents, school and district personnel at the Annual District meeting.

This policy was adopted by the Schley County School System on May 22, 2018 and will be in effect for the period of the 2017-2018 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 03, 2018.



Schley County Elementary School

1997 U. S. Highway 19 South P. O. Box 900
Ellaville, Georgia 31806
Phone: 229-937-0550 Fax: 229-937-5318
www.sce.schleyk12.org

R. Brian Hall, Ed. S.
Principal

Ann Marie DeVane, Ed. S.
Assistant Principal

Jodie Leeder, Ed. S.
Counselor

Parents Right to Know

Advising Parents of the Right to Know Information about a Teacher's Qualifications

The Schley County School System is a Strategic Waiver School System. Waiver details, along with the Strategic Plan may be viewed on the district website: <http://www.schleyk12.org>

Dear Parent(s)/Legal Guardian(s):

Your child attends Schley County Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. At **Schley County Elementary School**, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet regulations related to teacher qualifications. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's teacher(s) or paraprofessional's qualifications, please contact Brian Hall at Schley County Elementary School at 229-937-0550 or by email at bhall@schleyk12.org.

Sincerely,



Brian Hall, Principal

Schley County Complaint Procedures

Complaint Procedures under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Schley County Schools are committed to open communication between staff and parents at the county's Title I, Part A schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely fashion. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Title I coordinator as described below. These procedures apply for the following programs: Title I, Part A; Title I, Part C; Title I, Part, D; Title II, Part A; Title III, Part A; Title VI, Part B; the McKinney-Vento Act; School Improvement 1003(g) (SIG); RT3 and Lowest Achieving Schools.

Filing a Complaint (person with complaint does the following)

1. Gather all information related to the complaint.
2. Fill out the complaint form. Remember, being as specific as possible will help us to resolve the issue.
3. Send the complaint form to the Title I office at the address listed on the form.

Response to Complaint (central office staff does the following)

4. Investigate and prepare a response to the complaint.
5. Set an appointment with the originators of the complaint in order to resolve the complaint. The coordinator of Title I usually arranges this meeting within five (5) working days after receipt of the complaint.

Additional Steps (if required)

6. If the complaint cannot be resolved by the director Title I, a meeting will be set up with the superintendent, the director of Title I, and the concerned parties.
7. The superintendent will work with the director of Title I to resolve the complaint.
8. If the issue is still unresolved, the director Title I will contact the state department of education's Title I, Part A office for guidance.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. If additional steps beyond the state department of education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

Contact for Complaints

Jim Langley, Title I Coordinator
Schley County Board of Education
161 Perry Drive
P.O. Box 66
Phone: 229-937-2805
Fax: 229-937-5180

Schley County Complaint Form

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Name _____

Address _____

Phone Number _____ Date _____

Nature of Complaint _____

Do Not Write Below This Line

Date Received in Title I, Part A Office _____

Date of Conference _____

Date Resolved _____

Resolution _____

Public Notice

Schley County Board of Education

The Schley County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its educational programs, activities or in its hiring and employment practices.

The Schley County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex, disability, religion, or age in grades 9-12.

Plant Science/Horticulture
Agricultural Mechanics
Horticulture Mechanical Systems
Business Accounting
Advanced Accounting
Business & Technology
Food and Nutrition
Teaching as a Profession
Audio-Video Technology & Film
Nurse Aide Certificate
Criminal Justice

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Jim Langley
Career Technical Supervisor
161 Perry Drive
Ellaville, GA 31806
229-937-2805
jlangley@schleyk12.org

Inquiries regarding nondiscrimination policies should be directed to:

Jamie Sellars, Special Education Coordinator/CRDC Coordinator
161 Perry Drive
Ellaville, GA 31806
229-937-2805
jfrost@schleyk12.org

**Code of Conduct
and
Discipline Plan**

**Schley County Elementary
*Code of Student Conduct and Discipline Plan***

The realizations of each student's potential and providing a safe environment for which this can occur are the primary goals of Schley County Elementary. Discipline is an integral element for attaining these goals. It is our belief that through a structured climate with set limits, a positive learning environment will be created and maintained.

The following are designed to protect all members of the educational community in the exercise of their rights and duties. These rules are effective during the following times and in the following places:

- On the school grounds during school hours and immediately before or immediately after school hours.
- On the school grounds at any other times when the school is being used by a school group.
- Off the school grounds at a school activity, function, or event.
- In route to or from school on a school bus or other school vehicle.

Off Campus Conduct Provisions

Involvement in any off campus behavior by any student whether it is related to a school event or not, which is considered to be a threat to the safe and daily operation of the school or its constituents is punishable. This is to include any behavior of a student which could result in the student being criminally charged with a felony and which makes the student's presence at school a potential danger to persons or property at the school or disrupts the educational process. Punishment may include in-school suspension, suspension from extracurricular activities, placement in alternative school, or recommendation for expulsion, depending upon the offense. Proof of guilt may not be necessary to impose the removal of the student from the regular school setting. A charge by an officer of the law may be enough depending on the seriousness of the offense for which the student is charged.

Code of Student Conduct

It is the desire of the Schley County School System that all students have every possible opportunity to take advantage of the instructional programs. Whatever distracts from a favorable learning environment lessens that opportunity. Students enrolled at Schley County Elementary will be expected to act accordingly:

- **Participate fully in the learning process.** Students need to report to class on time, attend all scheduled classes, have all materials necessary for participation in class activities, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs their own or other students' educational achievement.** Student should know and avoid the behaviors prohibited by this code, take care of their books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions without questions (i.e. change seats, go to the office, stop talking, etc.), use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and participation of others.
- Students should conduct themselves in a manner that would be a credit to their school and family.
- **Promote personal and school pride.** All students should demonstrate a high degree of respect for themselves, their school, and their peers.

Classroom Conduct

It is the right of each teacher to use discretion for any minor misbehavior they need to address within their class. Teachers may use any of the following appropriate dispositions for the situation, including but not limited to the following:

- Loss of free choice time/classroom privileges
- Classroom isolation from peers
- Silent lunch
- Educational writings
- Parent and student conference
- Restriction from special programs/activities/assemblies
- Partial day ISS—In each case, prior to placement, the principal (or designee) must be informed and in agreement. Written documentation detailing the reason for such placement must be turned in prior to the next school day.

* ISS: In School Suspension * OSS: Out of School Suspension *Time Out *ABE Intervention

Schley County Elementary Discipline Code

It is the intention of Schley County Elementary to provide quality education that will be achieved through cooperation of parents, personnel, and students based on adherence to the rules listed in this policy. This list is not all inclusive, and any misconduct not covered in this code will be at the discretion of the principal or principal’s designee. In each incident of misconduct the following factors may be considered:

- Student history
- Degree of premeditation
- Age
- Disability
- Evidence
- Willingness to cooperate
- Seriousness of offense

Willful and Persistent Violation of the Student Code of Conduct

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the

severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

In any and all cases, the principal or principal's designee reserves the discretionary right to impose more appropriate dispositions if the offense or the aforementioned factors warrant such action.

The following rules and dispositions are integrated into a progressive discipline model consisting of five levels. Each level represents progressively more serious misbehavior and consequences. Parents will be notified by one of the following ways: Mail, phone, or personal contact on every offense. Repeated or subsequent offenses will warrant phone contact and/or parent conference.

The following list of actions will be addressed by the administration in compliance with the student code of conduct:

- Classroom or school disruption (act that impedes or interferes with "normal" school function)
- Refusal to follow instructions (disobedience/defiance)
- Use of profane, vulgar, or obscene language, gestures or writings
- Inappropriate body contact (includes physical displays of affection, minor incidents of hitting, pushing, biting and/or shoving)
- Gambling
- Cheating/lying/forgery/dishonesty/purposefully deceiving
- Inappropriate dress/violation of dress code
- Misuse of school equipment, including, but not limited to, computers, media equipment and playground equipment.
- Possession of non-school items—Distracting paraphernalia will be confiscated. (These may include but are not limited to radios, electronic games, pagers, **cellular phones**, etc.)
- Failure to comply with safety rules and regulations consistent with normal operational procedures on campus and in or around vehicles on school property
- Playground problems – severe and/or repeated
- Food items at school or on the bus without permission
- Tardies/Unexcused Early Releases (5th unexcused tardy & each additional tardy per semester)/truancy
- Littering
- Defacing school property (restitution for damages expected) includes marking on or etching any school property
- Instigating a fight
- Skipping classes/being in unauthorized areas of school
- Stealing (includes possession of stolen property and theft of school or private property)
- Giving false information to school officials or purposefully deceiving school officials
- Disrespect of teacher or other school employee
- General harassment, provoking or intimidating another individual/humiliation

- Harassment
 - This may be physical, verbal, or nonverbal. The use of racial slurs, epithets, vulgarity, slang, etc. to insult, provoke, or otherwise intimidate another individual(s) will not be tolerated. This will include but not be limited to teasing, taunting, “playing”, or responding to others “in kind”.
- Blackmail/Extortion (or attempted extortion)
- Threatening staff or student (bullying)
- Threatening to destroy school property
- Tobacco (use or possession of, or distribution of any form of tobacco, tobacco products, smoking devices, e-cigarettes, pocket lighters or matches)
- Internet misuse
- Possession of drug paraphernalia
- Violence (acts of extreme physical nature, i.e. fighting)
- Destruction of school property
- Possession of sexually inappropriate or explicit materials
- Sexual harassment (may include inappropriate physical contact, touching)
- Fireworks or ignitable explosive
- Alcohol/drug possession, consumption, under influence of
- Assault/battery
- Failure to accept disciplinary action of staff or faculty
- Weapons (possess, use, or transmit) includes pocket knives or any other dangerous instrument
- Gang Related Activities
 - Hand Sign “FLASHING”
 - Wearing articles of clothing in a certain way or color scheme to represent a gang.
- Gang related tattooing is prohibited under this policy. Gang graffiti on any school or personal item will result in suspension (notebooks, desks, book bags, book covers, etc.) Gang violence will result in 10 days suspension, and tribunal hearing.
- Fire Alarms
 - Pulling a fire alarm as a prank is both unlawful and dangerous. This action is a violation of a Federal Law and carries a minimum fine of \$25.00 up to \$500.00. In addition to criminal prosecution, the student will be immediately suspended from school for three days.

Penalties for students who commit certain acts of physical violence

“Physical Violence” is defined as (1) intentionally making physical contact of an insulting or provoking nature with the person of another, or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself. Penalties will be assessed against a student found by a tribunal to have committed any act of physical violence against a teacher, school bus driver or other school official or employee. Any student alleged to have committed an act of physical violence shall be suspended pending the hearing by the tribunal. The local board shall appoint a tribunal composed of three teachers or certificated personnel. The local board may follow the

recommendations of the tribunal or impose penalties not recommended by the tribunal. A student found by a tribunal to have committed an act of physical violence against a teacher resulting in physical harm, as defined in (2) above, shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school. However, the local board at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits the act of physical violence is in kindergarten through grade eight, then the local board may permit such student to reenroll in the regular public school program for grades nine through 12. If the local board does not operate an alternative education program for students in kindergarten through grade six, the local board may permit such student who has committed an act of physical violence to reenroll in the public school system. Any student who is found by a tribunal to have committed an act of physical violence against a teacher, school bus driver, school official or school employee resulting in physical harm, as defined in (2) above, shall be referred to juvenile court with a request for a petition alleging delinquent behavior. Any student who is found by a tribunal to have committed an act of physical violence as defined in (1) above may be disciplined by expulsion, long-term suspension, or short-term suspension.

Crimes Against Personnel and Bus Safety

Any person who commits simple battery against a school employee engaged in official duties or on school property is guilty of a misdemeanor of a high and aggravated nature. For the purpose of this section, a bus stop and school buses shall be considered "school property."

Battery of a teacher or other school personnel while performing official duties: one to five years, fine or \$10,000, or both. Notice of second conviction must be published prominently in newspaper.

Unlawful to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop: misdemeanor of high and aggravated nature.

Disciplinary Hearings

Local board shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing for any instance of an alleged violation of the student code of conduct:

1. Where the principal recommends a suspension or expulsion for longer than ten school days, or
2. In the event of an alleged assault or battery by a student upon any teacher or other school official or employee, if such teacher or other school official or employee so requests.

This code section should not be construed to infringe on rights conferred under the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or federal Americans with Disabilities Act of 1990.

Procedures to Be Followed with Disciplinary Hearings

A disciplinary officer, panel, or tribunal of school officials shall ensure that:

1. The hearing is held no later than 10 school days after the beginning of the suspension unless the school system and parents/guardians mutually agree to an extension;

2. Any teacher called as a witness by the school system shall be given notice no later than three days prior to the hearing.

School/Student Searches

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Discipline Levels and Dispositions

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or student's own learning process. Administration may use any of the following dispositions appropriate for the situation, including but not limited to the following:

Administrative warning, parent conference, ABE, Time-out, corporal punishment, ISS 1-3 days, Loss of recess, Restriction from school programs or events, Silent lunch

Level II discipline is used for intermediate acts of misconduct that require administration intervention. These acts include, but are not limited to, repeated unrelated acts of minor misconduct and misbehaviors directed against persons or property that do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services can be given, if not already provided.

Corporal punishment, ISS 1-5 days, OSS 1-3 days (up to 10 days based on severity), Restitution for damages, ABE

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, disrupts the school environment or endangers the health, safety, or property of others. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension from school and/or school sponsored activities pending the investigation of allegations. Parent conference with the principal is an element of all discipline in this category.

ISS 2-5 days, OSS 3-5, ABE, Parent and student conference, BIP

Level IV discipline offenses represent the most serious acts of misconduct. These violations are so serious they may require the use of outside agencies and/or law enforcement. Such acts may result in criminal penalties being imposed. These offenses may result in the immediate suspension of the student from the school and/or school sponsored activities, pending disciplinary investigation. Parent conference and behavior support process are required elements at this level. Upper grades students are subject to referral

to alternative school. Law enforcement officials may be contacted.

OSS up to 10 days, Possible recommendation for tribunal

Discipline Level Tables

Discipline	Level I	Level II	Level III	Level IV	Comments
Possession, sale, use in any amount, distribution or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant			X	X	Requires law enforcement involvement – <i>Criminal Law Violation</i>
Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.			X	X	Requires law enforcement involvement – <i>Criminal Law Violation</i>
Sale, attempted sale, distribution, or being under the influence of a prescription or over-the-counter drug.		X	X	X	Requires law enforcement involvement – <i>Criminal Law Violation</i>
Possession or use of a weapon or dangerous instrument.				X	Requires law enforcement involvement – <i>Criminal Law Violation</i>
Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions.			X	X	Terroristic threats fall into this category. Requires Law enforcement involvement – <i>Criminal Law Violation</i>
Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions			X	X	Requires law enforcement involvement – <i>Criminal Law Violation</i>

Discipline	Level I	Level II	Level III	Level IV	
Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.	X	X	X		
Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.		X	X	X	Sexual Harassment falls into this category. May require law enforcement involvement.
Possession or use of tobacco in any form	X	X	X		May require law enforcement.
Damaging or defacing personal property or school property (vandalism)	X	X	X	X	May require law enforcement.
Theft, willful or malicious damage to real or personal property of school or person at school.	X	X	X	X	May require law enforcement.
Extortion or attempted extortion	X	X	X		May require law enforcement.
Possession and/or use of fireworks or any explosives			X	X	May require law enforcement.
Activating a fire alarm under false pretenses or making a bomb threat			X	X	May require law enforcement.
Marking, defacing or destroying school property or the property of	X	X	X	X	May require law enforcement.

other school members.					
Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff	X	X	X		
Classroom and school disturbances	X	X			
Violation of school dress code	X	X			
Use of profane, vulgar, or obscene words and gestures (including ethnic or racial slurs)	X	X	X		
Indecent exposure, and/or inciting, advising, or counseling of others to engage in prohibited acts.		X	X	X	Level IX if age disparity outside of legal limit; may involve law enforcement
School day use/misuse or inappropriate storage of a pocket pager, cell phone, or electronic communication device, except for health or other unusual reasons approved by the Board of Education	X	X	X		
Discipline	Level I	Level I	Level I	Level I	
Inappropriate public displays of affection; holding hands is the only public display of affection allowed.	X	X			
Gambling or possession of gambling devices	X	X	X	X	May require law enforcement.
Moving and non-moving driving violations	X	X			

Giving false information to school officials	X	X	X	X	
Cheating on school assignments	X	X			
Unexcused absences, chronic tardiness, truancy, skipping class, leaving campus without permission, in unauthorized area	X	X	X		
Bullying			X	X	On the third offense, student will be automatically placed in alternative school.
Criminal law violations			X	X	
Habitual violations	X	X	X	X	

*Compliance with the requirements set forth in this code of conduct policy is mandatory.

Student Removal

House Bill 605 has drastically impacted student discipline. One major area is that of teacher authority. Teachers have the authority to remove from their classes a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of a student's classmates to learn. Before a student is removed from the classroom, the request will be reviewed by a Placement Review Committee to be rejected or upheld.

Behavior Support Process

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to reoccur.

A behavior support process is a mechanism for identifying and addressing those behaviors and environmental influences that promote the positive emotional, mental, social, and physical health needs of students. It involves the parents, school, and possible outside agencies. This process is designed to provide services to the chronic disciplinary problem student. This is generally used for the more serious offenses; however, it may be used for any level of violation at the discretion of the principal or principal's designee. The Behavior Support Referral is not a form of punishment, but rather a means to find the appropriate help for the student. Therefore, it will not replace the disposition as listed in the Discipline Code for a rule violation.

SCHLEY COUNTY ELEMENTARY SCHOOL

_____ Grade _____ Date _____

Student's Name

Teacher's Name _____

*** Please sign and return to the homeroom teacher for filing.

STUDENT HANDBOOK

I have read and understand the contents of the Schley County Elementary School Student Handbook.

DISCIPLINE PLAN AND CODE OF CONDUCT

My child and I have read and discussed the Discipline Plan and Student Code of Conduct. We support the

school's effort to provide a structured learning environment by maintaining accepted discipline limits.

HOME-SCHOOL BUS RIDER AGREEMENT

My student and I have read and discussed the code of students riding school buses. We realize that this service is offered as a convenience to both of us. As a result, we agree that following the rules is important.

As a parent I pledge to see that my child knows, understands, and follows the bus rider rules and regulations.

As a student I pledge to follow the rules specified in the Code of Conduct and the Bus Rider Agreement.

Parent/Guardian Signature

Student's Signature

Date



*Schley County Elementary School
Striving for Excellence in Education with the CHILD at HEART!*

**Schley County Elementary School
Attendance Law Requirement**

In accordance with the Georgia House Bill 1190 (2004) the Schley County School District is required to notify parents/guardians and students (age 10 and older by September 1) of the possible consequences and penalties for violation of attendance policies **if a student has 5 or more unexcused absences from school. This information is also outlined in the Parent/Student Handbook.**

Parent Liability for Truancy:

Parents or guardians may be liable up to \$100 fine, may be imprisoned for up to 30 days or may be ordered to do community service if their **child misses more than 5 unexcused school days.**

*HB 1190 (2004) requires that parents/guardians and students (age 10 or older by September 1) be notified and sign a form that indicates receipt of a written statement of possible **consequences and penalties for violation of attendance policies.** The House Bill (Section 10) reads: "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 therefore, shall be*

subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. **Each day's absence** from school in violation of this part **after** the child's school system notifies the parent, guardian, or other person who has control or charge of a child of **five unexcused days of absence** for a child **shall constitute a separate offense."**

The parent, guardian, or other person who has control or charge of a child or children shall **sign a statement** indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. These signed statements shall be retained through the end of the school year. Therefore, **each school year** it will be necessary to sign a form indicating receipt of this notification.

ATTENDANCE LAW REQUIREMENT

PLEASE SIGN and DATE this form and return it to your child's HOMEROOM TEACHER.

_____ Grade _____ Date _____

Student's Name

Homeroom Teacher _____

This is to acknowledge receipt of a statement of possible consequences and penalties for violation of school attendance policies.

Parent/Guardian signature

Date

Student Signature

Date