

Schley County Middle/High School

**Parent-Student Handbook
2020 – 2021**



Developing an Educational Foundation for Life
“Excellence in Everything”

**Schley County Board of Education
P.O. Box 66
161 Perry Drive
Ellaville, Georgia 31806
229-937-2405**

Superintendent Mr. Brian Hall

Schley County Middle/High School

PrincipalMr. Harley Calhoun

Assistant PrincipalMrs. Lisa Hernandez

Assistant Principal Mr. Gabe Theiss

***If you need this document translated please call the SCMHS School Counselor (229-937-0560) or contact the Schley County Board of Education (229-937-2405) at 161 Perry Drive, Ellaville, GA 31806.**

Spanish Translation: Si usted necesita este documento (o cualquier otro documento) en espanol, puede llamar a la escuela de SCMHS (229-937-0560) o puede contactar a la administracion del condado de Schley (229-937-2405) o [161 Perry Drive, Ellaville, Georgia 31806](#).

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.

Mission, Vision, Beliefs for Schley County Schools

The question is not whether we are a good school system, but rather, are we the best school system that 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:

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.

Welcome to Students & Parents

Dear Students & Parents,

I would like to welcome everyone back for the 2020-2021 school year! This year looks to be another excellent year for our students and staff. I first would like to thank each and every one of you for your efforts this past spring with distance learning. This experience showed how much everyone has to be on board to make our students' education successful. The amount of time and effort went above and beyond. I thank our teachers, staff, parents, community members and our students. As we move toward this school year, let's take the initiative and motivation from the spring and use it to start our year off strong!

Our school is highly respected throughout our area. We offer a top notch education coupled with a variety of extra-curricular activities. Our CTAE program offers many pathways for our students along with Dual Enrollment and Advanced Placement Courses. Everything you need to be college and career ready after graduation can be found at our school.

As we embark on the new school year, please take the time to read over the student handbook. It details our process and protocols that we follow to ensure we are working within local and state guidelines. Our purpose is to serve you and make your educational experience one you will surely remember. If my staff or I can be of any assistance, please let us know.

Thank you and Go Wildcats!

Sincerely,

Harley Calhoun
Principal
229-937-0560
hcalhoun@schleyk12.org

School Attendance

Attendance

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, a written excuse, signed by the parent/guardian stating the reason for the absence(s) should be brought to school upon the student's first day of

return to school. **Any unexcused absence(s) may result in zeroes for assigned work missed in each class that the student missed.** An absence that qualifies as excused must be documented by a parent/guardian to be an excused absence. **Beyond 6 absences, a doctor's note is required. A student has three (3) days to bring in an excused absence note or the absence will be considered unexcused.** 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 6-8. In grades 9-12 no more than seven (7) absences per semester are allowed of which no more than four (4) may be unexcused. Excessive absences may result in a student not promoted to the next grade, or retained due to excessive absences. **For purposes of athletic/extra-curricular eligibility for that particular school day, students must be in school for 3.5 ACADEMIC hours to be counted present (each dual enrollment or work-based learning course shall count as 1.5 hours present).** Only Medical notes will be accepted as excused dismissals. Extenuating circumstances should be brought to the administrator's attention. SCHS reserves the right to request a medical note if absences are long term or chronic. **A student must be counted present on the date of an activity in order to participate in extracurricular activities. This includes games, practices, homecoming activities, dances, etc.**

Attendance

Failure to comply with compulsory attendance law:

1. Reported to truancy officer upon 5th unexcused absence.
2. Reported to magistrate judge upon 7th unexcused absence.
3. Reported to juvenile justice system upon 8th unexcused absence.
4. **Reported to truancy officer upon the 10th cumulative absence to include excused + unexcused absences.**

Absences

Excused absences

Excused absences from school are only for the following reasons: (Any other reason is considered unexcused.)

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. Any other absence approved in advance when deemed by the principal to have merit based on circumstances.

Students who are absent for ten (10) consecutive days may be withdrawn from school unless the parent notifies the counselor's office (of extenuating circumstances) during those 10 days.

Georgia State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students

with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

Students or parents requesting more information about Hospital Homebound can contact the school's counselor or HHB Coordinator.

Arrival at School

No student should enter the building prior to 7:00 a.m. If a student arrives prior to 7:30, they will wait in the office/lobby area until the 7:30 bell rings. No student should be in the parking lot prior to 7:30am, if students arrive before 7:30 they must enter the building and wait in the office/lobby area until the 7:30 bell rings. Students must have an office pass in order to leave the building once they have entered. Breakfast will be served from 7:40-7:55. If a student arrives after the 8:00 a.m. bell rings, he/she will sign in at the office before reporting to homeroom/class and will be considered tardy. Students arriving or leaving class more than 15 minutes (30 minutes for high school) late or early will be considered absent from that class. Students participating in the Move on When Ready and Work Based Learning program should enter the building immediately upon arrival and leave immediately after checking out in the front office. Students may not hang out in the parking lot.

Tardies- There are no excused tardies with the exception of a written doctor's excuse that must be presented at the time of signing in or out of school on that date. Students are expected to be on time for each class. A tardy occurs if a student is not in class when the tardy bell rings. Teachers should shut and lock their door when the tardy bell rings. Students tardy to school or any class will report to the Office to get a tardy slip from the attendance clerk. The following consequences apply concerning tardies:

TARDIES 1-2 WARNING

TARDY 3 WARNING (PARENT CONTACT CONCERNING TARDY DISCIPLINE)

TARDY 4 1 Day ISS (CORPORAL PUNISHMENT OPTION)

TARDY 5 2 Days ISS (CORPORAL PUNISHMENT OPTION)

TARDY 6 3 Days ISS

TARDY 7 AND ABOVE-OSS

Checking In and Out

If a student reports to school after 8:00 a.m., he/she must report to the main office, sign in and receive an admittance slip before being admitted to class. The student will then report directly to his/her class.

A student may leave school early for the same reasons as **legal or excused absences**. **You are encouraged to schedule appointments with your doctor or dentist during time other than school time.** However, when this is not possible, try to schedule these appointments as early in the school day or as late in the school day as possible in order that your child may attend school for the majority of the day.

Before a student can check out of school due to an emergency, illness, or injury, the parent/guardian must either be present or by written consent via fax or email.

When a student knows in advance he/she must check out, such as a doctor's appointment, he/she *must* bring a note from his/her parent/guardian. Parent/guardian will be contacted for verification. This note should contain the daytime telephone number at which the parent may be reached for verification. This note should be presented in the main office before school and to the classroom teacher from which the student will be dismissed. When approved for release, the student will sign his/her name to the checkout roster in the office.

Parents/guardians who come to school to check out their son/daughter must do so in the main office. Parents will sign them out on the checkout roster. Georgia Law permits school authorities to release students to their parents, legal guardians, or to persons properly identified by parent/guardians such as an aunt, older sister, etc. to school authorities in writing. Parents/guardians can list the name(s) and phone numbers on their child's information sheet identifying to whom the school may release their child.

Enrollment Restrictions

Schley County Middle/High School has the autonomy to determine the enrollment status of a student from a different school that is under a disciplinary action.

CRITERIA FOR NON-RESIDENT TUITION STUDENTS

- 1) Above average grades and standardized test scores, history of good behavior, good attendance, and timely payment of past tuition fees.
- 2) Student can be accommodated by current instructional program services which will meet the educational, physical and emotional needs of the student without overcrowding classrooms.
- 3) Schley County Schools must be able to accommodate the applicant without placing undue financial burden on the school system.
- 4) The student must provide Schley County Schools a copy of the following documents in acceptable form before enrollment can be considered: a) The transcript (report card and standardized test scores) from the student's former school, b) Discipline records from student's former school as required by the laws of the State of Georgia, and c) Attendance record from student's former school.
- 5) Students are subject to suspension, dismissal or expulsion in accordance with any and all Schley County Schools' policies or regulations and, upon any such dismissal or expulsion, all obligations of Schley County Schools shall be null and void.
- 6) Schley County Schools does not provide transportation for tuition students. Parents/Guardians are solely responsible for the student's transportation to and from school.
- 7) The Superintendent shall have the right to refuse admittance to any applicant if, in his/her opinion, accepting the student would not be in the best interest of the school system.

*Students will be subject to GHSA bylaws and may not be eligible to participate in varsity competition for the first year of enrollment. *Currently enrolled non-resident students will be reviewed annually for compliance of the acceptance criteria.

CONDITIONS FOR CONTINUED ENROLLMENT OF NON-RESIDENT STUDENTS

- A. Once an out-of-county student has been enrolled he/she is expected to continue to meet the following 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.
- B. Non-resident students may be subject to the withdrawal 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) non-resident students and/or their parents who refuse to work cooperatively, respectfully and professionally with the administration and staff regarding student attendance, behavior, academics, and/or tuition payment. The non-resident student will return their laptop, charger, case, and any other accessories to the media specialist, Mrs. Gordy.

Make-up Work

It is the *student's responsibility* to make up all work that is missed due to an absence. Upon returning to school, the student should ask each of their teachers about the necessary make-up assignments. **Work should be made up within five (5) school days upon return. If a student receives out of school suspension only tests/exams can be made up, and must be completed within the allotted five (5) school days from the end of the suspension. After five (5) school days, a zero (0) will be entered for the missing assignment/test/exam.**

Non-Instructional Activities

Students are not counted absent for participating in school-sponsored non-instructional activities (SA days), but are responsible for all assignments or make-up work assigned at the discretion of the teachers. **It is the student's responsibility to inform his/her teachers IN ADVANCE.**

Parent Permission to Drop Out

When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school counselor and/or school administrator should have a conference with the student and parent/legal guardian. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

Withdrawal from School

When a student withdraws from school for any reason, it should be done properly through the counselor's office so the record will be clear. If a student leaves school without a clear record, the school may not forward transcripts or credits at any future time until the record is clear. To properly withdraw from school, the student should first speak to the counselor to obtain authorization and withdrawal forms, take withdrawal forms to all teachers for completion and return all books, clear books and fines with the librarian, then return completed forms to the secretary in the office. Withdrawals should be done by appointment with the guidance office. Classes are not to be interrupted to withdraw from school. The completed withdrawal form becomes a part of the student's permanent record.

Post-Secondary School Visits

Seniors are allotted two (2) days to visit universities or technical colleges. Juniors are allotted one (1) day. For a post-secondary visit to be counted as COLL (college day) and not an absence, they must obtain a post-secondary form from the counselor. The completed post-secondary school visit form must be returned to the office 2 days prior to the visit. Written documentation from the school visit must be returned to the office within three (3) school days of the visit. Students are responsible for all assignments when an NI day is taken. Juniors will be allowed to take one (1) visitation day and should follow the same guidelines as seniors.

School Hours

School hours are from 8:00 a.m. until dismissal at 3:05 p.m. **Special permission must be granted by the front office personnel or administration to go to the parking lot during the school day.**

Closed Campus

Schley County High School operates a closed campus for the safety and security of students, faculty, and staff. Students must remain on the school grounds from the time of arrival, even if a class has not started, until the time of dismissal. **Due to limited space in the cafeteria, visitors will not be allowed in the cafeteria. Once the school day ends, students must leave campus unless participating in an extra-curricular activity.**

Care of School Property

Any student 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 Schley County Board of Education and/or the Schley County High School for the loss of or damage to the property. Serious offenders and repeaters will be subject to arrest and/or to suspension. Students may 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 a monetary charge.** Parents or legal guardians will be held responsible for restitution.

CARE OF SCHOOL PROPERTY/TEXTBOOKS/DEVICES

Any child purposely damaging, marking, or defacing school property will be disciplined. Parents, whose child has damaged, 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. This includes any electronic device/ laptop used in a classroom or assigned to a student.

Students will be provided with textbooks and in many cases, electronic devices/ laptops. These items are the property of the school system and should be treated with care. Damage to school property will result in a monetary charge(s). Parents or legal guardians will be held responsible for restitution.

Parents have an opportunity to pay a \$10 insurance fee for those grade levels that issue devices/ laptops to students. This insurance will cover accidental damage or repair issues. Accidental or intentional damage is determined by Principal or designee. Please refer to the Parent and Student Guide to Using Mobile Devices for more information

Electronic devices/ laptops that are not returned at the end of the school year or when a student transfers/ withdraws will be treated as stolen items.

Textbook Responsibility

Textbooks will be made available to students in each class for which a text has been adopted by the Schley County Board of Education. School textbooks are the property of the state of Georgia, and students are totally responsible for protecting textbooks, from loss, theft, and damage once a book has been issued to them.

Lost and/or Damaged Books:

1. Lost or damage book beyond use – current replacement cost

2. Damages:
 - a. torn page, but still usable - \$5.00
 - b. minor writing in book, but still usable - \$5.00
 - c. major writing/liquid damage - \$10.00
 - d. cover damage - \$10.00

ACADEMICS

Exemptions

Students must meet minimum grade, attendance, meet discipline requirements, and have no outstanding balances to be eligible for 1st and 2nd semester exemptions.

Students in grades 9-11 may exempt the 1st and 2nd semester exams in classes in which they have a 90 or above average and five (5) or fewer absences, no discipline referrals for the class, and no OSS for the semester, OR in classes in which they have an 85 or above average, two (2) or fewer absences, no discipline referrals for the class and no OSS for the semester.

Seniors only may exempt term exams by having an 80 or above average for the term and five (5) or fewer absences for the term, no discipline referrals for the class or no OSS for the semester.

Students in grades 6-8 may exempt mid-year and end of year final exam(s) in which they have a minimum of 90 or above semester average, 5 or fewer absences for the semester, no discipline referrals for the semester in that particular class or OSS for the semester, OR 85 or above semester average, 3 or fewer absences for the semester, no discipline referrals in that particular class for the semester or OSS for the semester. Homebound does not count against the student for exemption purposes.

Gifted Education

The Gifted Program is provided to students in grades 6-12 who have exceptional academic ability, achievement, creativity, and motivation. 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.

Grade Monitoring

Parents have internet access to student grades during the school year through Infinite Campus. Viewing privileges are closed during the last week of school for final grade completion.

Grade Promotion (Grades 6-8)

Students who are promoted in grades 6-8 must pass ELA, math, and one additional academic subject. If after repeating a grade and a student does not meet the minimum requirements, he/she will be given consideration for placement unless a competency exam is required for promotion.

***Sports eligibility requirements are different.**

Grade Promotion (Grades 9-12)

The number of credits required for placement at each grade level for the school year is as follows:

To enter 10 th grade	--	6 Carnegie units
To enter 11 th grade	--	12 Carnegie units
To enter 12 th grade	--	18 Carnegie units
To graduate	--	23 Carnegie units

Grading

High School:

Students will be required to take a pretests and posttests in all classes. **There will be an expectation of a minimum of one (1) grade per week for each subject (excluding the 9 weeks and semester exams).** EOC's will be given at the end of each semester and will count 20% of the final semester grade for all EOC classes. Courses with an EOC examination (Algebra I, U.S. History, English I, & Biology) will not have a school semester exam. Upon completion of a virtual course, the student will be placed in the sequential course.

Middle School:

Exams will be given at the end of each 9 weeks and will count as 10% of each 9 weeks grade. **A minimum of one (1) grade per week (excluding the 9 weeks and semester exams) is required in determining the nine weeks average.** Semester grades will be the average of the 2 nine weeks grades. Yearly grades will be the average of first and second semester grades.

Grading System

Grades are based on class participation, class work, homework, tests, quizzes, HS EOC and MS EOG (where applicable) and any special project that the teacher may assign. The grading scale is as follows:

A	=	90-100
B	=	80-89
C	=	70-79
F	=	69 and Below (failing)

Graduation Requirements

Candidates for graduation must meet all state and local requirements for graduation. Graduates will only be allowed to wear school issued regalia, cords, medals, and stoles. Caps and gowns may not be customized. Students who meet Pathway requirements and pass the Pathway exam are eligible for a white and silver cord at graduation. Students are responsible for the cost of the cord.

*The Schley County Board of Education requires 23 total units to graduate.

New rule applies to students who graduate in 2012 and later	
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1 common set of requirements for all students	
23 total units required for all students (23 is the state minimum)	Schley County BOE requires 23 total units to graduate
4 units of English Language Arts required for all students	
4 units of Math required for all students	
4 units of Science required for all students (the 4 th science unit may be used to meet both the science and elective requirements)	CTAE sciences used as 4 th science have been approved by the Board of Regents, however, some colleges still may not accept these classes.
3 units of Social Studies required for all students, all courses are specifically identified	
1 unit of Health and Physical Education required for all students	
A total of 3 units required from: CTAE and/or Foreign Language and/or Fine Arts for all students (students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same foreign language).	
4 additional elective units for all students	

Students may want to utilize as elective units such courses as Foreign Language depending upon the student's intentions to enter a University System of Georgia institution. **It is required that all students who may consider attending college to take 2 consecutive foreign languages.

Early Graduation

With the growth of dual enrollment and the use of block scheduling, some students are able to accelerate their academic progress. The school system has received some inquiry about graduating before the normal graduation date in May of their senior year. Due to these inquiries, a family must declare their intention to early graduate by **May 31 at the end of their 2nd high school year (Most will be their 10th grade year)**. This must be done by a letter addressed to the high school principal. The letter should include the following:

- When the student would like to finish their high school credit requirements.
- The reasoning behind graduating early.
- Statement of understanding that if the request is granted then it will not be reversed.

All written requests will be reviewed by the principal and the superintendent. Once approved, the student will be referred to the high school guidance counselor. Availability of courses for students following the required 4 school year graduation track will take precedent over accelerated requests. The student will work with the high school guidance counselor during a scheduled time in the summer before their 3rd high school year to map out a path to early graduation. This path must be approved by the high school principal and the superintendent. Once approved and accepted by the student and their family, the accelerated pathway must be finished in its entirety and on time. If you have any questions, please contact Mrs. Cindy Hagerson in the guidance office.

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
Advanced Accounting

Business & Technology
Food and Nutrition
Teaching as a Profession
Audio-Video Technology & Film

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
229-937-2405
jamie.sellars@schleyk12.org

Testing/Progress Reports/Report Cards
2020 – 2021

September 9, 2020

Progress Reports Issued

October 5-6, 2020

1st 9 Week Exams (MS) Mid-Term Exams (HS)

October 7, 2020	End of 1 st 9 Weeks
October 9, 2020	Report cards go home
November 10, 2020	Progress Reports Issued
December 17-18, 2020	2 nd 9 Weeks Exams (MS) 1 st Semester Exams (HS)
December 18, 2020	End of 1 st Semester (HS) End of 2 nd 9 weeks (MS)
January 6, 2021	Report cards go home
February 5, 2021	Progress Reports Issued
March 4-5, 2021	3 rd 9 Week Exams (MS) Mid-Term Exams (HS)
March 8, 2021	End of 3 rd 9 Weeks
March 10, 2021	Report Cards go home
April 9, 2021	Progress Reports Issued
May 13 & 14, 2021	Seniors 2 nd Semester exams
May 18 & 19, 2021	4 th 9 Weeks Exams (MS) 2 nd Semester Exams (HS)
May 19, 2021	End of 2 nd Semester (HS) End of 4 th 9 weeks (MS)
May 27, 2021	Report cards picked up at school (8:00 am – 3:00 pm)
May 28, 2021	Report cards mailed home

Honor Graduates

To earn honor graduate status at SCHS, class ranking will be determined by the weighted “HOPE” cumulative academic average. (Please note that HOPE calculations are independent of SCHS calculations and are subject to being different). Grades will be calculated to the third decimal of graduating seniors at the end of the third nine weeks. The weighted cumulative academic average summarizes each student’s academic performance in high school. *The 2nd semester grades of a student’s senior year dual enrollment academic courses will NOT be used in the calculation of honor graduate status.* For the purpose of computing class rank, students will receive 5

additional points added to their semester average for AP and core Dual Enrollment classes. To qualify for valedictorian or salutatorian a student must have completed a combination of at least 2 AP or Dual Enrollment classes.

Honor graduate averages will be determined by numerical averages. If a student repeats a course, all grades in this course will be counted. **A student with a minimum cumulative core academic average of 90.0 and above (NO ROUNDING) will be selected as an Honor Graduate.** Selection of the valedictorian, salutatorian, and other honor graduates will be determined by numerical averages to 3 decimal places after the end of the 3rd nine weeks of their senior year. Fourth nine weeks' grades shall not count toward the status of honor graduates, valedictorian, or salutatorian. A student must attend SCHS for their entire Junior and Senior year to be named valedictorian or the salutatorian.

Beginning with the cohort of 2022 students will need a combination of 4 AP/Dual enrollment classes to be considered for Valedictorian and Salutatorian.

Alphanumeric grade conversion

If no numerical average can be obtained from the student's former school, the following scale will be used to convert to a numerical grade.

A+	=	98	A	=	95	A-	=	90
B+	=	88	B	=	85	B-	=	80
C+	=	78	C	=	75	C-	=	70
F	=	65						

Transfer Student Credit: Students who transfer from state accredited schools will have their credits accepted by SCHS upon receipt of the official school transcript.

In the event a student is transferring an earned credit from another accredited educational institution and the number value assigned is below 70, a value of 70 will be assigned.

Honor Rolls – High School

Nine Weeks Honor Roll

The Gold Honor Roll will be posted each nine weeks containing the names of students who made a “95” or above in **every class taken during the nine-week grading period.**

A Silver Honor Roll list will be posted each nine weeks containing the names of students who made a “90” or above in **every class taken during the nine-week grading period.**

A Bronze Honor Roll list will be posted each nine weeks containing the names of students with a 90 or above overall average.

NOTE: Dual Enrollment grades will NOT be used to determine 1st & 3rd nine weeks Honor Roll. In order to be considered for Honor Roll, students are required to take two (2) classes on the SCHS campus.

Annual Academic Honor Roll

Students with a “95” or above in **ELA, Mathematics, Social Studies, Science and Foreign Language** for the school year through the 3rd nine weeks will be named to the “*Principal’s Gold Honor Roll*”.

Students with a “90” or above in **ELA, Mathematics, Social Studies, Science and Foreign Language** for the school year through the 3rd nine weeks will be named to the “*Principal’s Silver Honor Roll*”.

Students with a “90” or above average in **ELA, Mathematics, Social Studies, Science and Foreign Language** each of the 3rd nine weeks will be named to the “*Principal’s Bronze Honor Roll*”.

Honor Rolls – Middle School

Nine Weeks Honor Roll

The Gold Honor Roll will be posted each nine weeks containing the names of students who made a “95” or above in **ELA, Mathematics, Social Studies, and Science.**

A Silver Honor Roll list will be posted each nine weeks containing the names of students who made a “90” or above in **ELA, Mathematics, Social Studies, and Science**.

A Bronze Honor Roll list will be posted each nine weeks containing the names of students with a 90 or above overall average in **ELA, Mathematics, Social Studies, and Science**.

Annual Academic Honor Roll

Students with a “95” or above in **ELA, Mathematics, Social Studies, and Science** for the school year through the 3rd nine weeks will be named to the “*Principal’s Gold Honor Roll*”.

Students with a “90” or above in **ELA, Mathematics, Social Studies, and Science** for the school year through the 3rd nine weeks will be named to the “*Principal’s Silver Honor Roll*”.

Students with a “90” or above average in **ELA, Mathematics, Social Studies, and Science** each of the 3rd nine weeks will be named to the “*Principal’s Bronze Honor Roll*”.

HOPE Scholarship- *For the latest and most recently updated HOPE requirements, please visit www.gadoe.org*
Courses taken before 9th grade do not count toward HOPE scholarship.

Dual Enrollment – *For the latest and most recently updated MOWR requirements, please visit www.gafutures.org*

***All students must maintain a full-time high school status each semester.**

STAR Student: The system Star Student is the senior who ranks among the top 10% of the senior class during his/her senior year and has the highest single testing score on the new SAT composed of reading, math and writing. To qualify for Star Student status, a student must remain in school both semesters of the senior year. These are requirements of the Professional Association of Georgia Educators, the sponsoring agency. The November SAT testing date is the last testing date for STAR student consideration.

LUNCHROOM POLICIES

Free/Reduced Lunch Forms

Children need healthy meals to learn. Schley County High School offers healthy meals every school day. The price of breakfast is \$1.05. The price of lunch is \$1.95. Your child may qualify for free or for reduced-price meals. The reduced is \$.30 for breakfast and \$.40 for lunch. Applications are provided to each student for families to apply for free or reduced meals. Applications must be filled out completely and returned for approval each year.

Mealtime Policy

While the Schley County lunchroom discourages charges, we will allow students to charge up to \$5.00 of breakfast and/or lunch. Once a student has a balance of \$5.00 parents will be contacted. He/she will be placed on a restricted list if the \$5.00 balance is maintained for more than two weeks. This means they will not be able to purchase ice cream, cookies, and may cause students not to be able to attend extracurricular activities until the balance is paid. Parents may elect to set up a My School Bucks account at www.myschoolbucks.com. During the last four weeks of school, all account balances should be paid. Report cards will be held on any accounts with a negative balance at the end of the school year.

***All students will eat their meals in the lunchroom.** In order to provide an enjoyable atmosphere during mealtime, loud talking, yelling, running, throwing food, or any other type of disruptive behavior will not be permitted. Students who fail to adhere to proper lunchroom behavior will be subject to disciplinary action. Students are responsible for making sure that they leave the cafeteria clean in order to accommodate the other students who arrive after them.

Food from the lunchroom should not be removed from the lunchroom.

***The parking lots are off-limits during lunch and during school hours.**

***There will be no sale of food or non-nutritional beverages in competition with school meals during the school day. Violation of this could jeopardize our school lunch program.**

***Absolutely, no sale of fundraiser food items is to take place during lunch or breakfast.**

***NO FOOD DELIVERIES FROM VENDORS WILL BE ALLOWED. LUNCH BROUGHT BY A PARENT/GUARDIAN WILL NEED TO BE IN A LUNCH SIZED, PLAIN, BROWN PAPER BAG OR A LUNCH BOX.**

Meal Prices

The following meal prices are in effect for the school year. Students wishing an additional meal must pay the adult price.

<u>Breakfast</u>		<u>Lunch</u>	
Reduced	\$.30	Reduced	\$.40
Paid	1.05	Paid	1.85
Employee	2.00	Employee	3.50
Adult/Child Visitor	2.50	Adult/Child Visitor	3.75

GENERAL SCHOOL POLICIES AND PROCEDURES

Book Bags/Athletic Bags

Due to emergency drills (fire, tornado, safety, etc.) and the need to have unobstructed aisles between desks in the classroom and hallways, book bags fall under the following policy:

- Book bags/athletic bags must be secured in the student's locker before 8:00 AM each day. Coaches of in-season sports will handle athletic bag drop-off and storage.
- Students will not be allowed to enter any classroom, media center, or cafeteria after 8:00 AM with a book bag/athletic bag.
- Book bags/athletic bags are permitted after the bell rings to end school at 3:05 PM.
- The only exception is any PE/Weight Training class that requires dressing out. Students will be allowed to have bags in these areas that are stored in the locker room for class.

Bringing Things to School—Nuisance Items

Students should not bring toys, games, animals, and etc. to school. The student will assume all responsibility for any item brought to school, including money. Students are not to bring electronic devices on campus. 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 have often caused distractions to the learning process. **SCMHS is not liable** when these infractions of the rule take place. The items will be confiscated, and the student may face disciplinary action.

The school is not responsible for restitution, collection, or replacement of money, clothes, personal property, and 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. This includes glue and other such items. **No glue should be brought unless specifically requested by the teacher.** It's storage and usage will then be supervised by the teacher. **Absolutely no whiteout should be brought to school by the student.** **If students should need to have other valuables stored, they may leave those valuables in their lockers, make arrangements with one of their teachers/coaches, rent a P.E. locker, or ask if the item(s) can be stored in the office.**

Competitive Interscholastic Activities

Students participating in competitive interscholastic activities (sports, literary, and other competitive activities) must comply with the Georgia High School Association policies for participation in addition to the Schley County Board of Education policies.

The following are required for participation before the student will be allowed to try-out or participate:

1. **Academic Requirements**—A student must pass 70% of subjects in grades 6-8 and 3 units or the equivalent in grades 9-12 in the semester immediately preceding participation and be on track. These subjects must carry credit toward graduation or grade promotion. Students not meeting this requirement will be ineligible for one semester. Ineligibility will continue until the student meets all eligibility requirements in the semester prior to participation and meets on-track* requirements.
*On-track definition –at the completion of 1 year of high school, the student has accumulated 5 Carnegie units, at the end of 2 years of high school, the student has accumulated 11 Carnegie units, and at the end of 3 years of high school, the student has accumulated 17 Carnegie units. All 9th graders are eligible according to GHSA for the semester they enter 9th grade.
2. **Physical Requirement**--Any student desiring to participate in any athletic extracurricular activity must have a physical examination form on file at the school prior to being allowed to try out or practice. ***This exam must be on the GHSA required form and include the student's name, the date, the examining doctor's signature, and a statement that the child is certified to participate in physical activity.*** The required forms may be obtained from the coach or the athletic director.
3. **Insurance Requirements** -- An insurance form must be on file at the school verifying the student is covered by health insurance. The company's name, policy number, and parent signature are all required. The regular school insurance may be purchased to meet this requirement for all activities excluding football, which requires a special football policy. The school insurance is available only at the beginning of the school term.
4. **Participation Form Requirement**—A Schley County High School Athletic Participation Form must be on file at the school. The form must contain the student and parent/guardian signatures.
5. Students who quit a sport or who must be removed from the team before the end of the competitive season **MAY NOT** begin another sport until the current season ends and may not be invited to attend the athletic banquet.
6. A student must be in attendance a minimum of three and a half (3.5) hours on the date of an activity in order to participate in the activity. This includes games, practices, homecoming activities, dances, etc.

Dances/School Related Events

1. Only students in grades 9-12 are permitted to attend the SCHS Homecoming Dance or the Junior-Senior Prom. No student below the ninth grade is allowed to attend. Dates in grades 9-12 that are not students at SCHS must be turned in to the administration prior to the event by the deadline date.
2. Only SCMS students in grades 6-8 are permitted to attend the middle school dance. No student from other schools may attend this event, nor may any SCHS student (9-12) attend this event.
3. To be eligible to be on the homecoming court the female student must meet all academic eligibility requirements, have an overall average of 80, and no discipline referral (including tardy referrals) for the current school year.
4. Mr. & Miss SCHS will be voted on by the student body in grades 9-12 from a list of seniors recommended by the faculty.
5. Any invited guest of a SCHS student to Homecoming or Prom must be approved by the Administration.
6. Homecoming and Prom dates must be under the age of 21.

Extra-Curricular Activities: Candidates for or students elected to leadership positions in all extracurricular and/or student government organizations are recognized as leaders and role models. Therefore, the school administrators, staff, and fellow students, as well as the community expect exemplary conduct on and off the school campus. Illegal or inappropriate behavior will be subject to administrative action, which may include suspension or removal from elected office or denial of privilege to run for elected positions.

Parents have the right to deny permission for their child to participate in any club. A form is available near the end of the handbook for those who wish to exercise this option.

Fire /Tornado/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. **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 up to \$500. In addition to criminal

prosecution, the student will be immediately suspended from school for three days. **All drills are to be conducted as if there is an actual emergency.**

Hall Traffic/Passes

The policy of the school is for students to remain in class the full-allotted time. Students should not be allowed to leave class except in an emergency. The only legitimate emergencies are to go to the restroom (when considered by the teacher to truthfully be an emergency) or the main office. Since these may or may not always be considered to be emergencies the teacher has the authority to determine if an emergency exists. **Any student who is allowed to leave class MUST have a hall pass signed by the teacher with date, time, destination/return and reason.** Students are not allowed to leave class during the first 15 minutes and the last 15 minutes of class.

Health Records

Georgia Law requires that every student enrolled in a Georgia public school have a Certificate of Immunization and a Hearing, Vision and Dental Examination Certificate on file. **Students who do not provide the school with an approved current certificate within 30 calendar days of enrollment will not be allowed to remain in school.**

Annually a scoliosis screening and/or a noninvasive health screening will be done at various grade levels. Parents may option their child out of such by written request.

Due to state regulations, all students will be requested to provide the school with their social security number.

Insurance

School insurance may be obtained on an optional basis. The homeroom teacher will provide students additional information on insurance. Students participating in vocational classes or other extracurricular activities are encouraged to consider school insurance. Schley County High School will not be responsible for medical bills incurred during these activities. **Students will be required to have proof of accident insurance either personal or school insurance to participate in extracurricular athletics.**

Internet Usage

Schley County High School provides access to the Internet for all students, faculty, and staff. Students must have permission from at least one of their parents or guardians to access the Internet at school.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the Internet must be in support of education and research, and consistent with the educational objectives of the Schley County School System. In addition, **a student accessing the Internet from a school site is responsible for all on-line activities that take place through the use of the Internet. This also applies to school owned laptops/electronic devices. A student using a school owned laptop/electronic device is responsible for all activities that take place on it including through the use of the Internet in any location.** When using another organization's network or computing resources, students must comply with the rules appropriate for that network. These rules are found in the Schley County Board of Education Policy Manual described as "System Acceptable User Policy Internet/Networking", descriptor Code IFBGA. Both the student and parent/guardian must sign and submit to the teacher a user consent form after reviewing the policy

Lockers

Lockers are available to students at a fee of \$5 per year, which is nonrefundable. During the first week of school, homeroom teachers will rent lockers. All students should purchase a locker at this time. After that time, lockers will be rented in the main office. **Students are not to share lockers. The student to whom the locker is rented is responsible for the contents of the locker.** Students should not give others their locker combinations.

Please do not overcrowd lockers or cram paper in the lockers. This can cause lockers to jam beyond repair.

Students will not be allowed to leave the lunchroom to go to their lockers. Lockers are not to be decorated in any way, accept with administrative approval. Stickers are not permitted. **The lockers must remain closed and locked at all times except when the student is extracting books.**

Media Center

The Media Center is for the use of all students for reading, studying, and researching. The media specialist wishes to assist students with their reading and research while in the Media Center. Please be considerate of others and refrain from talking while in the Media Center. The Media Center is open for use between 7:45 a.m. and 3:30 p.m. each school day. Students may use the Media Center during lunch to do written research with **written teacher**

permission and media specialist permission. During the lunch period, a student must have a pass from one of his/her teachers to use the Media Center. ***No food or drink is allowed in the media center at any time.*** Overdue books will be charged at the rate of \$.05 per day excluding weekends and holidays. Students owing fines, having overdue books, or having more than two books checked out will not be allowed to check out books until the problem is cleared. The student must pay for lost or damaged books. Reference books and newspapers must be used in the Media Center only. Please abide by the rules or Media Center privileges may be revoked.

Medicine

The law prohibits schools from dispensing any type of medication including over-the-counter drugs such as aspirin, Tylenol, etc. without permission to do so. **If a student is in grades 6-12 and is required to take medicine prescribed by a physician or a parent, a note along with the medication must be brought to the school nurse. All prescription medicine must be brought 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. No medication should be sent to school on the bus. ALL medication (prescription and non-prescription) must be brought to the school office and left with the school nurse.**

Parent Conferences

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by telephone, email, or note. The school telephone number is 229-937-0560. If you call during the school day, the office will leave the teacher a note to return your call as soon as he/she has a planning period. It is important that the teachers' instructional time be used 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 or email the teacher, school counselor, or an administrator in advance to make an appointment so as not to interrupt the teaching process.**

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.

Multi-Tiered System of Supports (MTSS)

A Multi-Tiered System of Supports (MTSS) is a framework designed to provide support matched to student need to maximize student achievement and reduce behavior problems. The Tiered System of Supports for Students includes school-wide implementation that focuses on the “what and how of instruction” and the provision of services and supports to students that meet their unique, whole-child needs. MTSS consists of three levels of intensity or prevention that include high-quality core instruction and evidence-based interventions and supports. The levels are Tier I: Primary Level – Instruction/Core Curriculum; Tier II: Secondary Level – Intervention; and Tier III: Tertiary Level - Intensive Intervention.

- 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.

Restrooms

Students should be in the restrooms only during designated times unless an emergency arises. Teachers are discouraged from releasing students during the first fifteen (15) minutes and the last fifteen (15) minutes of class. **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. A medical note will be required for long term needs.** Students are expected to help maintain the cleanliness of the restrooms by the proper usage of the facilities. If a student purposely violates the sanitary, orderly, or aesthetic conditions of the restrooms, disciplinary action, including the immediate cleaning of the restroom by the offending student, will be taken.

Safety

Safety equipment is required to be in place at all times. The wearing of safety glasses is required in all lab courses during potentially dangerous instructional activities, which are determined by the teacher. Additionally, shoes to cover the entire foot are required in lab classes involving the use of chemicals. **Students refusing to comply with safety glasses regulations will be considered insubordinate and dealt with under disciplinary policies.**

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 are permitted to purchase drinks and snacks only at designated times. Students in violation are subject to having the drink/food confiscated without reimbursement and/or other disciplinary action taken.

Search and Seizure Policy

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, **school authorities may search a student, lockers, or automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.**

- 1) **Personal Searches:** A student's person and/or personal effects (e.g. purse, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A metal detector might be used if the school authority believes that the student is in possession of a dangerous metal object or some other item which violates school rules. If a pat-down search of a student's person is conducted, a school official of the same sex will conduct it in private with an adult witness present, when feasible. If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness of the same sex present and only upon the prior approval of the principal or his designee unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.
- 2) **Locker Searches:** **Student lockers are school property and remain at all times under the control of the school;** however, students are expected to assume full responsibility for the contents and security of their lockers. Hence, **students should not share lockers.** School authorities for any reason, may conduct periodic general inspection or search of lockers at any time without notice, without consent, and without a search warrant.
- 3) **Automobile Searches:** **Students are permitted to park on school premises as a matter of privilege, not as a right.** The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property by school officials, law enforcement officers, and/or canines trained in the detection of illegal or contraband substances. The interior of students' vehicles may be inspected whenever a school authority has reasonable suspicion to believe that dangerous, illegal, or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- 4) **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such finds shall be turned over to the legal authorities for ultimate dispositions as well as school discipline imposed.

Telephone-Address Changes

All information requested by the school concerning telephone numbers, addresses, work places, etc. are extremely important for emergency contacts. Be sure to fill in all this information in its entirety at the beginning of school. Please notify the school immediately if there is a change in your address, telephone number, baby sitter, job location, or person to contact in an emergency. This information is critical in case your child should become ill or injured. Please request another Emergency Information Sheet should any of the above occur or should any change in your health care procedure occur. The school needs to know immediately what your wishes are for your child's welfare in case of an emergency.

Custody papers should be on file in the school office. Please note any change in custody of a student must be supported by a legal document signed by the judge of proper jurisdiction. "Word of mouth" or personal notes will not be accepted. Parents should have a list of persons who may pick their child up from school on file with the office.

Telephones

School phones are used to conduct the business of the school; however, students are allowed to use the office phones. Students must obtain permission from the teacher and the office **before** being allowed to use the telephone. Messages for students will be taken only in an emergency and will, in most cases, be announced at the end of the day during or after the afternoon announcements

Visitors

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. Violations 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 their presence. Visitors are not permitted to eat lunch with students.

To promote uninterrupted instructional time and for the protection and safety of our students, SCHS is following these visitation guidelines:

1. All visitors, including parents, are to report to the office upon arrival on the SCHS campus.
2. No student visitors are allowed.
3. Out of courtesy to the teacher and to maximize as well as protect instructional time, we suggest that an appointment be made for conference and/or classroom visitation.
4. To prevent disruption, younger children should not accompany parents during visitations/conferences if at all possible.
5. **A visitor badge is required and must be obtained in the office immediately upon arrival on campus.**

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.

Schley County Middle/High School

Code of Conduct

and

Discipline Matrix

The realization of each student's potential and providing a safe environment for which this can occur are the primary goals of Schley County High School. 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 principal, superintendent, local board of education, teachers, and a student review committee will set these goals annually.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, **the principal or his designee may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.**

Disciplinary Action

- 1) **Disciplinary cases will be dealt with on an individual basis. School authorities reserve the right to take the necessary action to handle the situation.**
- 2) **Law enforcement or other agencies may be called in at the discretion of the administration.**

Conflict Resolution Procedure

Students do have a process by which they may disagree with a teacher without creating a more difficult situation. The following steps must be used to seek a proper solution.

1. The student shall not challenge the authority or judgment of the teacher during the class period or in the company of other students.
2. The student shall quietly accept the accusation, grade, assignment, or subject of disagreement.
3. After class, the student may request an appointment with the teacher to discuss the matter. The appointment may be made before or after school.
4. During the appointed meeting, the opinion of the student must be described in a calm manner. The student shall listen to the opinion of the teacher concerning the circumstances. If, after this meeting, the student is still in disagreement, he/she is encouraged to explain the conflict to the parent/guardian. If the parent/guardian feels that the conflict is not resolved, an appointment should be arranged with the teacher. If the conflict remains unresolved, a conference with the administration should be scheduled.

Disciplinary Actions

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.** The Code of Conduct provides a systematic process of behavior correction in which inappropriate behaviors are followed by consequences. **Dispositions are general in nature and not mandatory nor regulatory by nature.**

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a school administrator or counselor
- Loss of privileges
- Removal from class or activity
- Notification of parents/parent conference
- Corporal punishment
- In School Suspension/ short-term suspension
- Placement in an alternative education Program

- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials.
- The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Board of Education policies.

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. Students' vehicles brought on campus, student bags, school lockers, desks and other school property are subject to inspection and search by authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open 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.

Student Removal

House Bill 605 has drastically impacted student discipline. One major area is that of teacher authority. Teachers have the authority to remove students who repeatedly or substantially interfere 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 and Policies

Behavioral Prohibitions

Consequences of Criminal Behavior

Parent(s)/Legal guardian(s) are encouraged to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

Assault on Staff Members

Any student shall be required to appear before a student disciplinary tribunal for a hearing in the event that a student allegedly assaults or commits a battery or wrongfully touches any teacher, other school official or employee. Under these circumstances, a hearing is mandated under Georgia law whether or not any of the persons involved, including the employee wishes or requests that the hearing be held. If the employee is of the opinion that the touching by the student was wrongful or intentional, the hearing must be scheduled.

Fighting, Stealing, and Harassment

These acts will not be tolerated, and will be dealt with severely.

Language

Vulgar, obscene, profane language will not be tolerated.

Tobacco

All forms of tobacco and tobacco products are prohibited at SCMHS. All tobacco related paraphernalia will be confiscated.

Weapons

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed and intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, or any other knife, especially those knives having a blade of two or more inches, straight-edged razor or razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon or like kind, any stun gun or taser.

This policy also includes any "toy weapon" designed to resemble the real weapon.

Violation may result in expulsion from school for one year and/or criminal prosecution.

No guns or weapons are allowed on campus at any time. This includes hunting rifles, shotguns, handguns or bow and arrows. They will be confiscated and law enforcement will be contacted. School campuses are covered by state and federal law in regards to weapons and these laws will be followed. State law concerning weapons is posted by the front office.

The following action shall be taken by the principal for a person having a deadly weapon in his/her possession at school:

1. Attempt to take the weapon
2. Notify the police
3. Suspend the student and notify his/her parents

Behavior Support Process/Parent Involvement Process

Schley County School System seeks to provide additional support to its students who are habitually presenting challenging behavior. The faculty and staff of SCMHS believe that behavior problems may not always be totally eliminated but that they may be reduced by the provision of a supportive, responsive environment and believe that the student is capable of effecting a positive change in behavior. The plan attempts to involve the family and works to be proactive. It utilizes community resources and actively works to see that desired behaviors occur by fostering positive school climate. This plan does not replace but includes the existing in-school suspension and detention plans. The Behavioral Support Plan should not include those discipline referrals related to tardiness.

Code of Conduct

The Schley County School System Code of Conduct exists in order to provide students with an effective and safe learning environment. This code has been prepared in accordance with the discipline policy of the Schley County Board of Education. It contains information for school personnel, students, and parents. Included in the policy is an outline of expected behaviors and the consequences related to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals. It is the practice and policy of SCMHS to encourage parents, teachers, students, and the administration to communicate with each other in order to minimize action needed to correct problems. Each teacher has developed a set of guidelines for his/her classroom that must be followed by the students. **Students will, at all times, show proper respect toward fellow students, staff, visitors, and faculty members.** Corrective action will be taken against any student who willfully disobeys faculty members. The penalty will depend upon the degree and intent of the disobedience, as well as the number of similar incidences of inappropriate behavior. Continued willful disobedience will bring progressive discipline.

The student code of conduct is effective during the following times and in the following places:

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

Students should:

1. **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
2. **Avoid behavior that impairs their own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
3. **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
4. **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be insured and protected; the Schley County School System will make every reasonable effort to administer the discipline code consistently. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

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

- Verbal assault, including threatened violence
- Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar or profane language
- Verbal assault of other students, including threatened violence or sexual harassment as defined pursuant to Title IX of the of the Education Amendments of 1972
- Physical assault and battery of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972
- Disrespectful conduct toward other students, including the use of vulgar or profane language
- Verbal assault of, physical assault or battery of, and disrespectful conduct, including use of vulgar or profane language
- Failure to comply with compulsory attendance as required under Code Section 20-2-690.1
- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school
- Inciting, advising, or counseling of others to engage in prohibited acts
- Marking, defacing, or destroying school property or the property of another student
- Possession of a weapon as provided for in Code Section 16-11-127.1
- Unlawful use, possession, sale, or distribution of illegal drugs, alcohol, over-the-counter drugs, or prescription drugs
- Unlawful use or possession of tobacco or tobacco paraphernalia
- Willful and persistent violation of the student code of conduct
- Bullying as defined by Code Section 20-2-751.4, harassment, intimidation, and/or verbal abuse
- Abuse of the fire alarm system
- Use of or production of articles that release odors or smoke
- Making a bomb threat
- Committing burglary or theft of personal or school property
- Cheating
- Inciting, advising, or counseling of others to engage in prohibited acts
- Creating minor and major classroom disturbances
- Violating criminal law
- Cutting class or leaving campus without permission
- Distributing non-class related material

- Committing acts of extortion
- Failure to serve all forms of disciplinary action
- Gambling
- Placing fraudulent information on school forms, forging notes from parents, or tampering with school records
- Inappropriate show of affection
- Committing acts of general student misconduct including littering and leaving campus without permission
- Interfering with the normal operations of the school
- Leaving campus without permission
- Fighting
- Use of tobacco
- Electronic devices cannot be used in the classroom without direct teacher permission.
- Any behavior that interferes with the normal operations of the school

Bullying

The Schley County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or each school is required to have a procedure for the school administration to promptly investigate in a timely manner and determine whether bullying has occurred.
- d. Has the effect of substantially disrupting the orderly operation of the school.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Schley County Schools prohibits retaliatory behavior against any reporter or any participant in the reporting process.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by phone and/or mail.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Harassment - It is the policy of the Schley County Board of Education to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace, or at any school event or activity.

Sexual Harassment - Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Off-Campus Conduct

The Board of Education has a responsibility to provide protection for students and employees. Furthermore, it is obligated to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Schley County Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the schools. Administrators are authorized to take disciplinary action for conduct which occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function, or event; or, (c) en route to and from school or a school activity.

Authority to take disciplinary action also extends to any off-campus, non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff. A student who has been charged with a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such act could include but would not be limited to a felony or offense which would be considered to be a felony if the student were an adult, or an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature. Such student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including, but not limited to, in-school suspension, and/or an assignment to an alternative educational program.

School officials shall contact the proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school. Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in board policy relating to suspension or expulsion.

Behavioral Action Duration

Assignments to detention, in-school suspension, and out-of-school suspension carry over from year to year.

Extracurricular Participation Following Disciplinary Action

Students who are placed in in-school or out-of-school suspension may not participate or attend any extra-curricular functions at school or away (examples-ballgames, practices, concerts, and clubs) until the conclusion of the intervention activity. Overnight trips departing on the day of ISS or OSS are not eligible to attend due to disciplinary actions. Refunds are not available due to disciplinary infractions. It is the responsibility of the student to be in compliance with school and system rules to attend extracurricular activities.

Discipline Glossary

Alternative School- *Alternative education shall be in place for chronically disruptive students and/or students who commit offenses, which warrant removal from the general student population. Additionally, students who enroll at Schley County High School who have been at a YDC or Boot Camp may be assigned to alternative school for up to ninety (90) days. Also, students enrolling at SCHS who are transferring from another school where they had been assigned to alternative school will complete the previously imposed alternative assignment. Before such students return to the regular classroom, they must be in attendance for the minimum assignment period as well as be recommended by the alternative school director and approved by the principal to return to the regular school setting.*

***Students assigned to alternative school may not attend any extracurricular activities and may not be on school or Board of Education property after school hours.*Students may be assigned to alternative school by a tribunal, the local board of education, the superintendent of schools, board policy, or a parent waiver.*Disruptive students in alternative school will be suspended, expelled, or referred to the tribunal as appropriate.**

Bus Suspension – The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Corporal Punishment- *Corporal punishment may be administered by an administrator in accordance with State and Schley County Board of Education policy guidelines. Parents objecting to the use of corporal punishment must file a written request with the principal requesting that corporal punishment not be administered to their child(ren). Alternative disciplinary dispositions will automatically result in accordance to the code of conduct if corporal punishment is waived.*

Discipline Tribunal – A three-member panel composed of certified personnel, which hears evidence presented by the school, the student, parents, or legal counsel when a student is referred by the local school system. The tribunal has the authority to make decisions ranging from returning the student to the local school to recommending to the Board of Education for permanent expulsion of the student.

Due Process – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

In-School Suspension – The student is removed from regular classes for a specified period of time at the local school. The teachers send class work assignments to the student. **Car rider or driving students assigned to ISS will report to the ISS room immediately upon arriving on campus. Students assigned to ISS that ride a bus will wait at bus ramp until escorted to the ISS room by a faculty member.** ***Students in ISS will not be permitted to participate in nor attend any school related activity during the dates of ISS assignment nor on inclusive dates (i.e. Saturday when assigned ISS on Friday and Monday, etc) and may not be on Board of Education property after school hours.***

Students absent from school, checking out of school, or checking in late on dates of ISS assignment will make up the missed time before being readmitted to the regular classroom or dismissed from ISS.

Long-Term Suspension – The student is suspended out-of-school for more than ten (10) school days.

Non-Prescription Drug – Over-the-counter drugs not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

Permanent Expulsion – The student is removed from all school property and activities or events for an indefinite period of time. This action may be taken only by the Board of Education.

Short-Term Suspension – The student is suspended out of school up to ten (10) school days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Day's suspended will be unexcused absences, and any grades taken can be recorded as zeroes. **Students CANNOT participate in any extracurricular activities on the date(s) of suspension assignment or on inclusive dates.**

Also, students who are suspended may not return to campus before or after school on the date(s) of the suspension and will not be allowed to attend school events. Students who return to campus while on suspension will receive additional days of suspension and possible referral to legal authorities. **Suspended students cannot be on campus to pick up or deliver students.** Students who have been suspended from school should not return to school until a parent conference is held with the Assistant Principal or Principal.

Waiver of Tribunal – Parents and student may sign a waiver if they elect to not attend a tribunal hearing. In signing the waiver they agree to accept the recommended punishment.

Discipline Violation Terms

Bus Misconduct – Failure to comply with rules of bus safety or Student Conduct Behavior Code.

Disobedience/Insubordination – Failure of the student to comply with a reasonable request, direction, or instruction of any school personnel.

Disrespect – Responding in a rude and impertinent manner.

Disruption – Behaving in a manner that interferes with educational activities.

Fighting – Involves the exchange of mutual physical contact of hitting, with or without injury. If student has an opportunity to avoid conflict but participates, then he/she is considered fighting.

Harassment/Intimidation/Verbal Abuse – Disturbing consistently, by pestering or tormenting in the classroom, on the school bus, or elsewhere on the school site.

Inappropriate Dress – Any violation of the dress-code policy.

Inappropriate Personal Property – Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment, and that is otherwise disruptive and not needed for school.

Profanity/Vulgarity – Writings, speech, or gestures that convey an offensive, obscene, or sexually suggestive message.

Tardiness – Failure to be in class at the assigned time without a valid excuse.

Truancy/Skipping – Being out of school or class without permission or valid excuse.

Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, sell, use, transmit, or be under the influence of any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, or any substance represented to be or reasonably appearing to be any type of drug:

1. at school or on school property at any time;
2. off the school grounds at a school sponsored activity, function, or event; or
3. en route to and from school.

A student shall not attend school or any school event after having consumed any quantity of alcohol or illegal substance. Use may be detected by observation, odor, or other means.

A student shall not have on his/her person or in any way be in possession or control of drug-related paraphernalia.

A student shall be deemed to be in possession of substances or paraphernalia prohibited by this policy if such substances or paraphernalia are found in cars, lockers, book bags, desks, or other personal effects of students.

Any student required to take medication while at school will follow the procedures set forth in Board Policy dealing with prescription drugs. Any possession or use of drugs not in accordance with Board Policy shall be deemed a violation of this policy, and the student will be subject to the disciplinary actions set forth in this policy.

A copy of the standards of conduct and the statement of disciplinary sanctions regarding drugs and alcohol will be provided to every parent and student. Compliance with the requirements set forth in this policy is mandatory.

Tobacco Products—Possession and Use by Students: The possession and/or use of tobacco products on school premises by students enrolled at the Schley County School System while under the direct supervision of school officials, or persons delegated by the school for direct supervision of students is strictly prohibited. School premises, in addition to buildings and grounds, are defined as school buses at all times and other modes of transportation utilized by students while under school supervision as a participant in a school-sponsored activity. This definition is further extended to include off-campus locations when students are under the direct supervision of, and responsible to, school officials, or their designees, as participants in a school-sponsored activity. All violations of this policy will be handled by the local school administration.

Weapons

The presence of weapons on school property is a threat to the safety of students and school personnel and is a violation of state law.

No person shall carry, possess, or have under his/her control any weapon or explosive compound within a school safety zone, in any school building, on school premises, at any school sponsored function or activity (including football games, basketball games, track contests, and other similar or related functions), or in any school vehicle or bus, in a private vehicle parked on school property, or on public or private property in proximity to school property while attending school or a school sponsored related function. For purposes of this policy, the following definitions apply:

1. A school safety zone is defined as the area in or within 1000 feet of any real property owned by or leased to any public elementary school secondary school, or the Board of Education and used for elementary or secondary education.
2. Weapon means and includes:
 - a. any firearm, defined as having the meaning set forth in 18 USC 921 (a) (3,4), i.e. any weapon, including a starter gun, which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other destructive device, defined to include:
 - (1) Any explosive, incendiary, or poison gas such as a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or a device similar to any of the devices described.
 - (2) Any type of weapon, by whatever name known, which will, or which may be readily converted to, expel a projectile by the action of an explosion or other propellant, and which as any barrel with a bore of more than one-half inch in diameter; and
 - (3) Any combination of parts either designed or intended for use in converting any device into a destructive device described in subparagraph (1) or (2) and from which a destructive device may be readily assembled. The term destructive device shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provision of sections 4684(2), 4684, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.
 - b. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two or more inches.
 - c. straightedge razor or razor blade.
 - d. spring stick, metal, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, fighting chain, etc.
 - e. any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.
 - f. any stun gun or laser as defined in O.C.G.A 16-11-106(a).
 - g. any other weapon which may be designated by state or federal law subsequent to the date of this policy.

Exceptions

Georgia law provides the following exceptions to this policy:

- a. Competitors while participating in organized sport shooting events or firearms training courses.
- b. Persons participating in school sponsored military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense.
- c. Persons participating in law enforcement training conducted by the Police Academy and certified by the Peace Officers Standards and Training Council, or by a law enforcement agency of the state or the United States or any political subdivision thereof.
- d. The following person, when acting in the performance of their official duties or when en route to or from their official duties:
 - (1) A peace officer as defined by Georgia Law;
 - (2) A law enforcement officer of the United States government;
 - (3) A prosecuting attorney of this state or of the United States;

(4) An employee of the Georgia Department of Corrections or a correctional facility operated by a political subdivision of this state or the

United States who is authorized by the head of such correctional agency or facility to carry a firearm; and

(5) A person employed as a campus police resource or school security officer and duly authorized to carry a weapon.

e. A person who has been authorized in writing by the Superintendent or Board of Education to have in his/her possession or use a weapon to be used as a part of a school sponsored activity.

f. A person properly licensed when such person carries or picks up a student at a school building, school function, or school property, or on a bus or other school transportation.

g. Persons employed in fulfilling defense contracts with the government or the United States or agencies thereof when possession of the weapon is necessary for manufacture, transport, installation, and testing under the requirements of such contract.

h. Those employees of the State Board of Pardons and Paroles when specifically designated and authorized in writing by the State Board of Pardons and Paroles to carry a weapon.

i. The Attorney General and those members of his staff whom he specifically authorizes in writing to carry a weapon.

j. Probation supervisors employed by and under the authority of the Department of Corrections when specifically designated and authorized in writing by the directory of the Division of Probation.

k. Public safety directors of municipal corporations.

l. Trial judges.

m. Medical examiners, coroners, and their investigators who are employed by the state or any political subdivision thereof.

n. Teachers or other school personnel who are otherwise authorized to possess or carry weapons provided that the weapon is in a locked compartment or a motor vehicle or in a locked container or a locked firearms rack in the vehicle.

o. Persons, other than students, licensed or having permits under O.C.G.A. 16-11-129 or 43-38-10, when

(1) Such person carries or picks up a student at a school building or school function, on school property, on a bus or other transportation furnished by the school.

(2) Such person has a weapon legally kept within the vehicle while in transit through designated school by any person other than a student.

(3) Such person has a weapon which is in a locked compartment of a motor vehicle or in a locked container or rack which is in or on the vehicle and the vehicle is being used by an adult over 21 years of age to bring a student to or pick up a student at a school building, school function, school property, or on a bus or other transportation furnished by the school, or when such vehicle is used to transport someone to an activity being conducted on school property which has been authorized by a duly authorized official of the school.

p. Persons who reside in, or work in a business located within a school safety zone or who are in the ordinary course of transacting lawful business.

q. Any person who is a visitor of a resident located within a school safety zone.

This policy also includes any "toy weapon" designed to resemble the real weapon.

Violation may result in expulsion from school for one year and/or criminal prosecution.

Penalties

Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall report that fact and the name of the person suspected, if known, to the principal of the school or the principal's designee.

Any student bringing a gun (including a firearm as defined by federal law) onto school property shall be referred to a student discipline tribunal. If the tribunal determines that the student did possess a gun on school grounds, the student shall be suspended for not less than one year. The tribunal may, in its discretion, impose a more lengthy suspension or allow the student to apply to the alternative school. In appropriate circumstance, or as the law requires, the Superintendent may, in his/her discretion, modify the mandatory minimum one-year suspension. Any student who brings a firearm or weapon to school shall be referred to the appropriate criminal justice or juvenile delinquency authorities. The term weapon as used in this policy shall include any weapon as defined in O.C.G.A. 16-11-1127.1.

Major Offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16 Unsafe School Choice Option.

Disciplinary Action

Any student who violates any conduct related policy will be subject to the disciplinary plan of the school system and may be reported to the appropriate law enforcement agency. Students whose actions violate the criminal code will be reported to the appropriate law enforcement agency. The disciplinary actions to which a student may be subjected include, at the discretion of the building level administrator and/or designee, in-school suspension, out-of-school suspension, referral to proper law enforcement authorities for protection, and/or referral to a disciplinary tribunal for possible long-term suspension, alternative placement, or expulsion.

Responsibility—Employee

All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred.

Disciplinary Policy—Progressive Model

This progressive discipline model is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

Level I Discipline- Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

Professional staff may utilize any of the discipline management techniques appropriate for the situation, including but not limited to the following:

1. Classroom detention.
2. Classroom isolation from peers.
3. Corporal punishment.
4. Student participation in a conference with parent/guardian and teacher.
5. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
6. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Isolation during lunch.

The principal may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Partial day in-school suspension.
4. Full day in-school suspension for up to three school days.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

Level II discipline: Offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety or well-being of others.

Consideration of necessary behavior support services should be given, if not already provided.

Students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Corporal punishment.
3. Restriction from programs and special assemblies.
4. Partial day in-school suspension.
5. Full day in-school suspension for up to five school days.
6. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation.
7. Participation in the cleaning/repair of any damage caused to the school-related environment.

8. Financial restitution for the repair of and damage caused to the school-related environment.
9. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
10. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
11. Assignment to detention.

NOTE: Level II differs from Level I in that it increases the maximum number of days in in-school suspension from three to five, adds financial restitution for the repair of any damage caused to the school-related environment, provides for out-of-school suspension for up to three school days, and prompts consideration of behavior support services.

Level III Discipline: Offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension for up to 15 school days.
3. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Placement in an alternative education program for up to one semester and until such a time as the student meets the exit requirements to the alternative school program.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Financial restitution for the repair of any damage caused to the school-related environment.
7. Participation in a school-service project that enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

NOTE: Level III differs from Level II in that it requires student and parent/guardian participation in a conference with the principal for any discipline incident in this category, omits partial day assignments to in-school suspension, increases the maximum number of days in in-school suspension from five to 15, increases the number of days for out-of-school suspension from three to five days, provides an option to immediately suspend a student from school for up to three school days in situations in which the health safety or well-being of others is at-risk during the disciplinary investigation, and adds alternative school placement options.

Level IV Discipline: Offenses are the most serious acts of misconduct. These offenses must be *immediately* reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. In-school suspension for up to 30 school days.
2. Out-of-school suspension for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Placement in an alternative education program for up to two semesters and until such a time as the student meets the exit requirements for the alternative school program.

4. Expulsion from the regular school program for up to one calendar year.
5. Participation in the cleaning/repair of any damage caused to the school-related environment.
6. Financial restitution for the repair of any damage caused to the school-related environment.
7. Participation in a school-service project that enables the student to be engaged in the desired character trait.
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

NOTE: Level IV differs from Level III in that it requires student and parent/guardian participation in a conference with the principal for all discipline incidents in this category, eliminates restriction from programs and activities as an independent consequence, increases the maximum number of days in in-school suspension from 15 to 30, increases the length of placement in an alternative school program from up to one semester to up to two semesters, increases the maximum number of days suspended from school from five to ten, and provides for expulsion for up to one calendar year.

Dress/Attire

Students will be clean, neat, and dressed in a manner conducive to academic achievement. Each classroom teacher is best suited to determine what is distracting to his/her students over and above the guidelines below. The administration reserves the right to decide the suitability of any and all garments. The following guidelines will be employed, though they are not all inclusive:

1. **No** clothes, which advertise drugs, tobacco, alcohol, or contain vulgar, distasteful, or suggestive comments shall be allowed.
2. **No** sunglasses worn in the building.
3. **No** rings, bobs, or studs of a distracting nature.
4. **No** hats, scarves, or head coverings (hoods) (except for medical or religious reasons) will be worn in the building at SCHS. Students are encouraged to leave hats and scarves in their vehicles or at home.
5. **No** tank tops, spaghetti straps, halter tops, fishnet shirts, etc. or clothes with inappropriate slits or holes are to be worn to school. **No** undergarments should be visible.
6. **No** holes/slits above the knee in any garments where skin is showing.
7. **No** sagging—pants or shorts may not be worn below the waistline. Belts are to be worn through belt loops and properly buckled at all times.
8. **No** spandex shorts or pants, pajama/lounge pants, Jeggings, Leggings (unless worn with skirt or dress that meets dress code), or athletic/gym shorts.
9. **No** dress or skirts are to be worn which are more than **3 inches above the knee as measured from the back crease of the knee**. Shorts must be hemmed and may not be more than **3 inches above the knee as measured from the back crease of the knee**.
10. **No** transparent wind pants are to be worn. (Non-transparent are acceptable).
11. **No** bedroom type slippers are to be worn. Shoes are required by law.
12. **No** bare midriffs (skin visible at waist), low necklines (no cleavage), or clothing of a revealing nature are to be worn.
13. **No** curlers, combs, head rags, etc., are to be worn in the hair or on the head.
14. **No** trench coats are to be worn.
15. **No** bandanas, handkerchiefs or shoestrings may hang from pockets.
16. **No** plain white undershirts are to be worn as one's shirt.
17. **No** gloves are to be worn. **No** chains are to be worn or possessed.
18. Students are **NOT** permitted to wear headphones/earbuds in the building.
19. Blankets are **NOT** permitted on SCMHS Campus.

NO BOOKBAGS or ATHLETIC BAGS WILL BE ALLOWED IN the lunchroom or in classrooms. All bags must be kept in locker or stored in a designated area.

Dress Code Offenses Procedure

1st Offense: Student will be sent to the office. The offense must be documented in the Infinite Campus contact log by the teacher. Student will be allowed to call parent/guardian and request a change of clothes. Students will be allowed no more than 15 min to wait on their change of clothes. If the student is not back in dress within 15 min, the student will report to ISS until they are back in dress code. If a student is not able to return to dress code, the student will spend the remainder of the day in ISS.

2nd Offense: Student will be sent to the office. The offense must be documented in the Infinite Campus contact log by the teacher. Students will be allowed to call parent/guardian and request a change of clothes. Students will be allowed no more than 15 min to wait on their change of clothes. If the students not back in dress code within 15 min the student will report to ISS until they are back in dress code. If a student is not able to return to dress code, the student will spend the remainder of the day in ISS.

3rd Offense: Student will be sent to the office. The offense must be documented in the Infinite Campus contact log by the teacher. Students will not be allowed to return to class and a discipline referral will be issued.

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>
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/VAPE or VAPING products 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.
Discipline	Level I	Level II	Level III	Level IV	Comments
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 other school members.	X	X	X	X	May require law enforcement.
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 (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 cell phone, or electronic communication device, except for health or other unusual reasons approved by the Board of Education	X	X	X		
Inappropriate public displays of affection;	X	X			
Gambling or possession of gambling devices	X	X	X	X	May require law enforcement.
Moving and non-moving driving violations	X	X			May require law enforcement.
Giving false information to school officials	X	X	X	X	

Cheating on school assignments	X	X			
Unexcused absences, chronic tardiness, truancy, skipping class, in unauthorized area, leaving campus without permission (leaving campus without permission begins at a level II offense).	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	

Use of Technology in Schley County School System

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. It is also acknowledged that students' ability to "Bring Your Own Device" can be a valuable instructional tool under guidelines that will be set forth by each individual teacher. Their syllabus will explicitly state their expectations for the proper use of technology in their respective classrooms.

Definition of "Device"

For purposes of B.Y.O.D. (Bring Your Own Device), "device" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. **Students are prohibited from taking pictures or filming any event or happening at school – includes, but not limited to, classroom disturbances, hallways, practices, cafeteria, etc. - with a personal device without prior permission from the office or the classroom teacher.**

**Students are prohibited from displaying them or having them in use on the bus at any time. Students found using/misusing these devices while on the bus will face disciplinary consequences.

Cell Phone/Personal Device Policy:

Any "device" that is a privately owned wireless and/or portable electronic hand held equipment that can be used for talking, word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing etc.

Devices may only be used until the teacher begins instruction; after the teacher begins instruction (unless there is teacher direction for instructional purposes), students must not use their device for the remainder of the class period. Students are NOT allowed to wear headphones/earbuds in the building.

Students may NOT use devices in the hallways or bathrooms.

1st Offense = Device is given to the teacher, the device will be given back at the end of the day, and the parent/guardian is contacted by the teacher to notify them about the device misuse.

2nd Offense= Device is given to the teacher, the device will be given back at the end of the day, and the parent/guardian must come to pick up the device.

3rd Offense= Device is given to the teacher, a referral is written for the misuse, parent/guardian must come pick up the device and is contacted by an administrator. The student will lose personal technology privileges for 2 weeks.

4th Offense= Device is given to the teacher, a referral is written for the misuse, parent/guardian must come pick up the device and is contacted by an administrator. The student will lose personal technology privileges for 4 weeks.

5th Offense= Revocation of personal technology privileges for the remainder of the school year.

SCMHS IS NOT RESPONSIBLE FOR THESE ITEMS WHEN LOST OR STOLEN.

Transportation

Parents who transport students to and from school should have the students at school no later than 8:00 a.m. Students in grades 6-12 should be picked up no earlier than 3:05 but no later than 3:30. Those unable to adhere to the indicated time frames will be subject to the child being placed on a bus if in county. Out of county students in violation will be subject to revocation of enrollment at Schley County Middle/High School.

The loading and unloading zone for students transported by parents will be in the front of the building. Additionally, the handicap loading and unloading zone for students transported by parents will also be located in the front of the building in the handicap parking area. **Parents are urged not to stop in the parking area in the front for the safety of their child. Please restrict pickup and drop off to the 2 drive through lanes adjacent to the building. No parent pick up or drop off of students is allowed in the teacher or student parking lots. This is for the safety of all students.**

Transportation (Student)

Motor Vehicles/Student Parking Lot

During school hours, students are not allowed in the student parking lot unless they are arriving to school tardy or have permission to leave school or are post-secondary option students who leave early. There is to be no loitering in the student parking lot. Upon arriving, students are to enter the school building. Permission must be granted by an administrator for a student to go to his/her vehicle during school. Students who violate this rule are subject disciplinary action depending on the nature of the violation.

Parking on the school campus is a privilege extended to SCHS students who voluntarily follow school rules and regulations; however, SCHS reserves the right to prohibit a student from bringing a vehicle on campus or suspend the privilege. Vehicles should be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. The term vehicle includes motorcycles.

Parking Regulations

- 1) A parking permit is mandatory to park on the school campus. Parking permits will be sold at the beginning of the school term to eligible students for fifteen (\$15) dollars. At the beginning of second term, parking permits will be ten (\$10) dollars. Lost permits may be replaced at a cost of five (\$5) dollars.
- 2) Students are allowed to park only in the student parking lot. Students who park in the front lot, or other unauthorized areas may have their vehicles towed at the owner's expense. A warning may not be issued. Vehicles parked in handicapped spaces may be towed and/or parking permit suspended for an indefinite period of time or revoked.
- 3) SCHS understands that there may be days that a student will not drive his/her vehicle due to accidents, mechanical problems, etc., so **moveable permits will be issued. It is the individual student's responsibility to move the permit to the car driven on campus.**
- 4) The speed limit on campus is 5 MPH.
- 5) Traffic flow should always follow arrows.
- 6) Do not cut across spaces.
- 7) Exit only at the end of parking aisles.
- 8) All accidents are to be reported to the teacher on duty or to the office.
- 9) Riding on the hood, tailgate, or in the back of trucks is strictly prohibited.
- 10) Students must remain in vehicles when leaving the school campus. No one is to get out of a vehicle when traffic is stopped or moving.
- 11) No squealing/spinning of tires, racing of engines, speeding, reckless driving, or etc. will be permitted.
- 12) SCHS may conduct routine parking lot searches. Any reasonable suspicion of drugs or a weapon will mandate a search of the vehicle.
- 13) Students are required to stop before entering a public road upon exiting the campus.

***Violations of parking regulations may result in temporary or permanent driving privilege revocation and or other disciplinary action(s) depending on the nature and the severity.**

Transportation (Bus)

All students transported by Schley County School System transportation will abide by all policies and procedures implemented by the SRP (Safe Rider Program)

Riding the school bus is a privilege. It is not a guaranteed right. Students and parents must realize the safety of our children is most important. Everyone's cooperation is necessary to help ensure this safety.

The bus driver is to be obeyed at all times. It is necessary that the driver's attention be primarily directed toward the road and other traffic. Every parent's cooperation is necessary in impressing upon their children the importance of the following rules:

1. Students should enter and leave the bus in an orderly manner. There will be no running, shoving, pushing, throwing/shooting objects or approaching the bus before it has come to a full stop and the door has been opened by the driver.
2. Students will not play on the bus.
3. Students may talk in normal tones to the persons sitting next to them. Yelling, screaming, making loud noises, or using profanity will not be tolerated.
4. Students will not extend anything out of the bus window. This includes body parts or any other objects.
5. Students will remain stationary while the bus is in motion. No standing, walking around, or changing seats is allowed.
6. Consuming any food substances or drinks on the bus is prohibited.
7. Students need to be at their appropriate bus stop at least five (5) minutes before the arrival of the bus is expected.
8. Students need to stand away from the road while waiting for the bus.
9. The main office of each school must approve any friends wanting to ride the bus with the regular assigned students. Additionally, the student must have written parent/guardian permission to ride a non-assigned bus. If a driver's bus is unable to accommodate extra students, the main office has the right to refuse to allow a student who is not on that route a ride home with the friend.
10. Students and parents are responsible for anything on the bus that the student destroys or defaces.
11. The following items are prohibited on the bus:
 - a) knives or any other type of weapon
 - b) food
 - c) animals (pets)
 - d) Balloons
 - e) Electronic devices including but not limited to cell phones or any other such device which might interfere with the driver's operation of the bus or the communication equipment on the bus. **Cell phones are not to be in use (turned on) on the bus. NO EXCEPTIONS.**
 - f) any glass items
 - g) other dangerous or disruptive items to include but not limited to mirrors, lenses, flash cameras, or any other lights or reflective devices that might interfere with the driver's operation of the bus.
12. **Any act of physical violence against others is strictly forbidden.**

Violation of correct school bus behavior can result in suspension from riding the school bus or school suspension. Please note when suspended from the bus it is the parents' responsibility to bring and pick up the child at the appropriate times.

Bus students will be picked up at their regular designated areas and discharged at the same designated area. **In order for a student to deviate from this plan, he/she must bring WRITTEN permission from a parent or guardian stating an alternative destination. These permission slips must be submitted to the office and a bus permission slip issued. The student must give this bus permission slip to the bus driver in order to be able to ride for the day. Parents should not telephone messages to the school concerning changes in their child's destination. In an emergency situation when this might be necessitated, calls must be received by 2:00.**

Parents and students are expected to sign the form at the back of this handbook which indicates bus agreement in order for their child(ren) to ride the bus. Please sign and return the form to school promptly.

School Bus Safety Rules

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.

1. **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's 12 feet in front, 12 feet in back, and 12 feet on each side of the bus.

2. **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.

3. **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.

4. **Stay Safe On The Bus**

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

Stay quiet at all railroad crossings.

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

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.

Keep your feet and bags out of the aisles.

5. **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, and 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.**

Bus Code of Conduct

The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to impress on their children the importance of obeying these rules so that all students may be transported safely and comfortably. The bus stop and the school bus is an extension of the classroom. All rules, policies, and procedures included in the Board of Education policy manual or a school's student handbook are enforced while boarding the bus at school, while riding the bus to or from school, on a field trip, or traveling to or from an athletic or extra-curricular activity, and while waiting at a designated school bus stop.

Riding a school bus is a **privilege** which can be lost if a student's behavior is disruptive or dangerous. Specific provisions of current Georgia law that require specific penalties include:

1. Students are prohibited from acts of physical violence or bullying as defined in Official Code of Georgia, Annotated (O.C.G.A.). This shall include physical assault or battery against the bus driver, other students on the bus, or any other persons on a school bus.

Physical violence is defined as intentionally making physical contact of an insulting or provoking nature, or intentionally making physical contact which causes physical harm to another unless in defense of himself or herself as provided in Code Section 16-3-21. Bullying is defined as any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so, or any

intentional display of force such as would give the victim reason to fear or expect immediate bodily harm (Code Section 20-2-751.4).

2. Students are prohibited from using any electronic devices during the operation of the school bus, including but not limited to cell phones, pagers, radios, tape players or compact disc players without headphones, or any other electronic device that might interfere with the school bus communications equipment or operation of the school bus.
3. Students may not use mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.
4. Students must remain seated whenever the bus is in motion.
5. Students must be silent at railroad crossings.
6. Students must refrain from disrespectful language or behavior toward the bus driver or other students.

Bus Discipline

- . **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 of 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.

Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Schley County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as “Directory Information.” Directory information may be released by the school district without consent of a parent or student.

- Student’s name, address, and telephone listing;
- Date and place of birth
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;

- Photographs;
- Video and audio images and records;
- Diplomas and awards received;
- Major field of study;
- The name of the most recent previous educational agency, institution, or school attended by the student.

A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to the Schley County School District, Attention: Superintendent, PO Box 66, Ellaville, Georgia 31806 by no later than September 1, 2019.

Military Recruitment Provisions

School districts receiving federal funding provide student names, addresses, and phone numbers on request to the United States military for recruiting purposes. In addition, school must allow military recruiters the same access to students as they do institutions of higher education and employers. At the same time, the law requires that schools give students and parents the clear opportunity to opt-out of this information release.

Parents, as well as students 18 or older, can choose to withhold their contact information from recruiters without prior parental consent.

Should you desire to have such information withheld from release to the United States Military complete the applicable opt-out form and return it to the guidance counselor.

**Student Information Release to Military
Parent Opt-Out Form**

Under current federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U.S. military recruiters.

Under current federal law, you do not have to allow your child's information to be shared if you choose to opt-out.

Please initial below if you do not want your child's name, address, and telephone number disclosed to U.S. military recruiters.

_____ DO NOT DISCLOSE my child's contact information without my prior
Initial here permission

Student's Name (Please Print) _____

Student's Date of Birth _____

Parent Signature _____

**Student Information Release to Military
Student Opt-Out Form
*** (Only for Students age 18 or older)**

Under current federal law all schools must, if requested, provide the names, addresses, and telephone numbers of high school students to U.S. military recruiters.

Under current federal law, if you are a student you have the right to request that the information not be released if you are 18 years of age or older.

Please initial below if you do not want your name, address, and telephone number disclosed to U.S. military recruiters.

_____ DO NOT DISCLOSE my contact information without my prior
Initial here permission

Student's Name (Please Print) _____

Student's Date of Birth _____

Student's Signature _____ Date _____

Dear Parent

State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

<u>Club</u>	<u>Sponsor</u>	<u>Purpose/Activities</u>
FFA	Mr. Eric Sellers	To enhance the objectives of the agricultural experience, i.e. projects, agricultural field experience, etc.
FCCLA	Mrs. Jennifer Driver	To enhance the objectives experienced in the academic family and consumer science classes, i.e. plan, cook and serve meals for school functions, etc.
FBLA	Mrs. Tera Cheek	To encourage and promote student's interest in becoming future business leaders, i.e. projects such as planning and developing a cookbook, etc.
4-H	Mrs. Brenda Welch	To promote and to make students aware of professions, opportunities, scholarships, competitions, etc. available through the University of Georgia Extension Service, i.e. District projects, Pages for the General Assembly, agricultural scholarships, etc.
Prom	Mrs. Addie Hart	To plan, raise funds, promote and decorate for the annual Junior-Senior prom
Science	Mrs. Tina Williams	To promote awareness of and encourage students to explore professions in science field and participation in science based projects.
Student Council	Mr. William Rooks	To promote and encourage student citizenship and leadership i.e. fundraising for philanthropy, student elections, mock elections, etc.
Beta	Mrs. Sonia Harnage	To recognize, promote and encourage academic excellence and good citizenship

The above is a very brief and general description of each club's purpose. Should you have any questions you are encouraged to contact the club sponsor for more detailed information. If you have any objections to your child's participation in any club described above, please complete the Club Option-out form in this handbook. These clubs are subject to change as there could be an addition or cancellation of a club due to interest/participation.

Club Option-Out Form

Dear School Official:

It is my desire that my child not participate in certain club activities as listed in the student handbook.

Name of Club _____

Student Name _____

Parent/Guardian Name _____

Date _____

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:** _____

Middle/High School Parent & Family Engagement Policy

2020-2021

Revised: May 14, 2019

In support of strengthening student academic achievement, Schley County Middle/High 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 Middle/High 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 Middle/High 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.

- A Planning Committee, to include teachers and parents, will plan, review, and complete an evaluation for improving the SCMHS Title I program, to include budgetary expenses for promoting and maintaining parent involvement.

- Implement needs assessment surveys on a regular basis.
- Conduct parent surveys and utilize results for program improvement.
- Distribute Title I program information to Leadership Team, School Council, etc.

ANNUAL TITLE I MEETING

Schley County Middle/High 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.

- Publish date and time of meeting through home notes to parents of participating students, school website, email (when available), local newspapers and school marquee sign.
- Notify Planning Committee of meeting date and time.
- Utilize parent needs assessment results to determine a convenient time
- Incorporate PowerPoint program detailing various aspects of the overall Title I program, School-Wide Plan, the School-Parent Compact, and School Parent and Family Engagement policy.
- Provide required documents to parents to include School Parent and Family Engagement Policies, School-Parent Compact
- Maintain agendas, minutes, and sign-in sheets for all meetings.

COMMUNICATIONS

Schley County Middle/High 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.

- Coordinate parent conferences for the convenience of parents.
- Coordinate differing locations for meetings if the need arises.
- Provide transportation to and from meetings for parents if the need arises.
- Timely information about the Title I programs;
- 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;
- 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;
- Schedule meetings at different times during the day to accommodate parent's needs.
- Provide Title I program information to parents in the Parent-Student handbook
- Conduct grade level parent nights to inform and explain Georgia Milestones assessments, their results and meanings.
- Convene an Annual meeting to explain the Title I program, the school's curriculum, academic assessments to measure student progress, and expected proficiency levels.
- Encourage and conduct multiple parent-teacher conferences to discuss student achievement and plans for improvement.
- Conduct a 6th and 9th grade orientation for parents of 5th and 8th graders respectfully, to explain the

- curriculum, expectations, and requirements for the next year.
- Make accessible to parents the Title I monthly parent newsletter in English and Spanish in paper and/or website form
- Make accessible to parents school forms in English and Spanish in paper and website form
- Provide translator contact information in the Parent-Student handbook

SCHOOL-PARENT COMPACT

Schley County Middle/High 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.

- Combine the efforts of the Title I planning committee and/or the School Improvement committee to review and make necessary changes to the current school-parent compact
- Invite participating parents in the planning and review process and to make necessary changes to the current school-parent compact
- Maintain and have readily available all agendas, minutes, and sign-in sheets for any and all meetings that involve the current school-parent compact
- Encourage and record any feedback or comments from parents for all meetings

COORDINATION OF SERVICES

Schley County Middle/High 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.

- Recruit and coordinate parents for involvement in activities and programs to increase parental educational involvement

BUILDING CAPACITY OF PARENTS

Schley County Middle/High 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:

- 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.
- 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
- 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.

- Annual Title I meeting and other necessary meetings
- Information on school Website and Facebook
- Website link to PIRC resources
- Parent-Teacher conferences
- Access to online Infinite Campus program for progress monitoring of student grades
- Initial Phase of 1 to 1 rollout of student devices involving parent training opportunities
- Title I Annual Meeting to include reading and/or mathematics activity sessions for students and parents
- Access to classroom teacher web pages
- Title I information on the school website
- MOWR parent orientation
- FAFSA parent information meeting

BUILDING CAPACITY OF SCHOOL STAFF

Schley County Middle/High 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.

- Professional learning to include resources from sources such as Safe Schools
- Access to training modules to help build parent involvement capacity from GaDOE website

Schley County Middle/High 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 survey responses from parents
- Provide reasonable support for other parental involvement activities



**SCHLEY COUNTY SCHOOL SYSTEM
LEA Parent and Family Engagement Policy**

2020-2021

May 14, 2019

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
- 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 monthly newsletters in both English and Spanish
- 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 14, 2019 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 04, 2020.

(Signature of Authorized Official)

(Date)

School-Parent Compact



Schley County Middle/High School School Year 2020-2021

Dear Parent/Guardian,

Schley County Middle/High School students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

JOINTLY DEVELOPED

Parents are welcome at all Schley County Schools every day. During Open House and parent conferences, parent input is gained through open communication and conversation. Additionally, Title I parent meetings are held during the year. Parents are encouraged to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual title I parent survey that is used to collect parent feedback regarding the current title I programs and policies. All of this input is utilized to jointly develop the School-Parent Compact.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

SCHLEY COUNTY SCHOOL SYSTEM GOALS:

- We will work to achieve a 5% decrease in developing and below and a 3% increase in proficient and above in Science achievement, for all students in grades 6-12, as measured by the GMAS.*
- We will work to develop a plan for consistent writing efforts across all grades and all content areas, in grades 3-8.*

SCHLEY COUNTY MIDDLE/HIGH SCHOOL GOALS:

- SCMHS will work to achieve a 5% decrease in developing and below and a 3% increase in proficient and above in Math achievement, for all students in grades 6-12*

SCHOOL/TEACHER RESPONSIBILITIES:

Schley County Middle/High School will:

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment.*
- 2. Hold parent-teacher conferences to discuss the individual child's achievement.*
- 3. Provide parents with frequent reports on their child's progress.*

PARENT RESPONSIBILITIES:

We, as parents, will:

- 1. Provide at least 1 hour of quiet study time at home and to encourage good study habits.
- 2. Communicate and work with teachers to support my child's learning
- 3. Stay informed about my child's education by reading all notices from the school or district

STUDENT RESPONSIBILITIES:

- 1. Commit 1 hour each day to completion of assignments or studying
- 2. Share daily what I have learned with my parents
- 3. Ask teachers questions when I do not understand something
- 4. Read for at least 10 minutes each school night

COMMUNICATION ABOUT STUDENT LEARNING:

Schley County Middle/High School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Class newsletters to parents
- Parent Portal
- Teacher websites, Social Media, or other web-based communication resource
- Parent-Teacher conference
- Emails to parents on student's progress
- Text messaging
- Phone calls
- Other

ACTIVITIES TO BUILD PARTNERSHIPS:

Schley County Middle/High School offers ongoing events and programs to build partnerships with families.

- Parent-Teacher Conferences
- Parent Workshops
- Curriculum Night
- Volunteering / Observing
- Open House

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent partnership!

School Representative Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Schley County High School

Home of the Wildcats

Dear Parent,

Student attendance is essential to student learning. A student must regularly be present at school to receive the maximum benefit of the opportunities offered. Student attendance at Schley County Middle/High School is regulated by local, state and legislative policy. Please read page 12 of the student handbook concerning attendance to familiarize yourself with our school policy on attendance.

In grades 6-8 a student may have no more than 14 total absences for the year of which no more than 7 may be unexcused. Students in grades 9-12 may accumulate no more than 7 absences per semester of which no more than 4 may be unexcused. Violation of this will result in credit for courses taken being denied regardless of a student's academic average.

However, in grades 6-12, any student who accumulates 5 or more unexcused absences will be reported to the local juvenile authority, and a legal investigation will occur. Please be sure your child is absent only in excused situations (page 5 of the student handbook). Also, be sure to send in an excuse with your child upon his/her return to school. Only three (3) days are allowed in which to bring in an excused absence.

Recent legislation passed to improve student achievement through increased attendance places more rigid requirements for attendance and increased penalties for the lack thereof.

The following is the law verbatim as recently enacted. After reading this, please sign and return to Schley County Middle/High School.

“(b) 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, or 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. After two reasonable attempts to notify parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or to other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. 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. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

Student's Signature _____ Date _____

Parent, Guardian, or
other person in charge
or control of child

Signature _____ Date _____



Schley County High School



Home of the Wildcats

RIGHT TO KNOW LETTER

July 27, 2020

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

Your child attends Schley County Middle/High School, which receives Federal Title I funds to assist students in meeting state achievement standards. At Schley County Middle/High 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 federal 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. 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>

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 teachers or paraprofessional qualifications please contact the Principal at Schley County Middle/High School at 229-937-0560.

Sincerely,

Mr. Harley Calhoun
Principal
Schley County Middle/High School

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 _____

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a directive to any person, business or government agency that receives federal funds to eliminate discrimination against persons with disabilities. Specifically, Section 504 states:

No qualified handicapped person shall, on the basis of a handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which benefits from federal financial assistance.

It is the policy of Schley County Schools to comply with the provisions of Section 504 of the Rehabilitation Act of 1973 in providing a free appropriate public education for students with disabilities who qualify under the definition of the law. No student or other qualified individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity, on the basis of a disability. Any student or other disabled individual who is qualified for services under Section 504 will receive appropriate accommodations providing equal access to educational programs, services, and facilities.

Notice of Rights of Students and Parents Under Section 504

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

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

For more information regarding Section 504, or if you have questions or need additional assistance, contact the Director of Student Services at the following address: **Schley County Schools, 161 Perry Drive, Ellaville, GA 31806, (229) 937-2405, or refer to the following webpage:**

<https://www.schleyk12.org/o/schley-county-schools/page/section-504--13>.

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 complaint 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: the Athletic Director, 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: **Gabe Theiss (229-937-0560)**

Equal Opportunity Employment and Educational Services

It is the policy of the Schley County Board of Education that harassment or discrimination based on racial, color, religion, national origin, age, disability, or gender in employment decisions, or educational programs and activities, including athletic programs is strictly forbidden. Any student, employee, parent or other individual who believe he or she has been subjected to harassment or discrimination by other students or employees of the school district should promptly report the incident to the principal, school counselor, or the school system coordinator. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

Further inquiries should be directed to: **Jim Langley (229-937-2405)**

Student-Parent Handbook Agreement

Dear Parent,

Please sign below indicating that you have reviewed the Student Code of Conduct, Discipline Plan, Parent-Student Handbook, and Bus Transportation Plan and return this form to the school.

If you should have any questions, please talk with your child's Principal or his designee. Thank you for your cooperation in helping Schley County School System provide quality education for all of our students.

Sincerely,

Schley County Schools

My child and I have read and discussed this plan. We support the school's efforts to provide a structured learning environment by maintaining accepted discipline limits.

Parent(s)/Guardian(s):

I will make every effort to see that my child knows, understands and follows these rules and regulations.

Parent/Guardian Signature

Date

Student:

I will make every effort to follow these rules and regulations.

Student Signature

Date