

# *Appling County High School*

Parent/Student Handbook of Information

2021-2022

482 Blackshear Highway

Baxley, GA 31513

(912) 367 – 8610

(912) 366 – 9877

[www.appling.k12.ga.us/achsweb](http://www.appling.k12.ga.us/achsweb)



**Principal: Dr. Gene A. Starr, Jr.**

**Assistant Principal/Director of Instruction: David A. Williams**

**Assistant Principal/Director of Safety: Rufus McDuffie**

**CTAE Director: Dr. Ryan Flowers**

**AN ACCREDITED HIGH SCHOOL**

Appling County High School is accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission

## Table of Contents

ADMISSIONS.....	10	HOPE PROGRAM.....	24
ALTERNATIVE NIGHT SCHOOL.....	52	HOSPITAL HOMEBOUND .....	25
ASBESTOS MANAGEMENT PLAN.....	8	INCOMPLETE WORK .....	26
ATHLETIC/EXTRACURRICULAR PROCEDURES .....	38	IN SCHOOL SUSPENSION.....	51
ATTENDANCE POLICIES .....	11	LATE BUS.....	26
BELL SCHEDULE .....	7	LOCKERS.....	26
BUS REGULATIONS.....	13	MEDIA CENTER .....	26
CAFETERIA.....	14	MESSAGES .....	26
CALENDAR HIGHLIGHTS .....	4	MISSION STATEMENT .....	3
CERTIFICATE OF ENROLLMENT .....	12	MOMENT OF SILENCE.....	26
CHECK-IN/CHECK-OUT POLICY .....	12	OFF CAMPUS BEHAVIOR.....	27
CHILD FIND.....	14	OFF LIMITS AREAS.....	27
CLASS BEHAVIOR.....	15	OMBUDSMAN.....	52
CLASS DUES .....	15	OUT OF SCHOOL SUSPENSION.....	52
CLUBS/ORGANIZATIONS .....	15	PROM/SENIOR WALK.....	17
CODE OF DISCIPLINE .....	41	PROMOTION POLICY.....	20
COUNSELING DEPARTMENT .....	17	REPORT CARDS .....	21
CTAE OPPORTUNITIES.....	9	SATURDAY SCHOOL .....	51
DIPLOMAS .....	21	SCHOLARSHIPS.....	27
DIRECTORY INFORMATION .....	8	SCHOOL NURSE.....	27
DISCIPLINARY PROGRAMS .....	51	SCHOOL NUTRITION PROGRAM .....	40
DISCIPLINE FOR EXTRACURRICULARS .....	53	SEARCH AND SEIZURE.....	27
DRESS CODE .....	18	SECTION 504 .....	32
DRIVER'S LICENSE.....	12	SEMESTER SYSTEM .....	27
DRIVING/PARKING .....	17	SENIOR SUPERLATIVES.....	27
DUAL ENROLLMENT .....	20	SEXUAL HARRASSMENT .....	28
ELIGIBILITY FOR ATHLETICS.....	18	SOFTBALL SCHEDULE .....	6
EMERGENCY DRILLS .....	19	SHOUTPOINT CALL OUT SYSTEM .....	28
END OF COURSE TESTS.....	22	STAR STUDENT/TEACHER .....	28
EXAM EXEMPTION.....	21	STUDENT DRUG TESTING PROGRAM.....	34
FIELD TRIPS.....	19	STUDENT EDUCATIONAL RECORDS .....	8
FOOTBALL SCHEDULE.....	5	TARDINESS .....	28
FUNDRAISING.....	20	TEACHER QUALIFICATIONS/RIGHT TO KNOW..	9
GEORGIA SPECIAL NEEDS .....	20	TECHNOLOGY USE .....	29
GOAL CARD .....	21	TEXTBOOKS.....	30
GOVERNOR'S HONORS PROGRAM.....	21	TITLE IX.....	31
GRADING POLICY.....	21	TRANSCRIPTS .....	31
GRADUATION EXERCISES .....	22	TRANSFERS AND WITHDRAWALS .....	31
GRADUATION REQUIREMENTS .....	23	VALEDICTORIAN/SALUTATORIAN .....	24
HELP LINES .....	25	VISITORS .....	31
HOMECOMING COURT .....	25	WORK BASED LEARNING .....	31
HOMESCHOOL .....	..	ZELL MILLER .....	24
HONOR GRADUATE.....	24		
HONOR ROLL.....	25		
HONORS AND AWARDS .....	25		

## ***Our Mission***

*The mission of ACHS is to provide opportunities for student success in academic, extracurricular, and personal development through a school characterized by quality resources, exemplary staff, community and parental involvement, and a safe and caring environment to grow work-ready students for their future endeavors.*

## ***CREED: A Promise to Myself***

*"I promise to work hard to take advantage of the learning opportunities that are available to me each minute of every minute of every school day. I realize that developing discipline, as part of my personality requires making a choice to work hard. Others, including my friends, may take the easier road, but I know that I must not waste this opportunity to become a better person."*

## ***Alma Mater***

*From the sands of  
Georgia's Southland  
Beams thy noble brow,  
And the heirs of  
Appling rising  
Pledged with sacred  
VOW.*

*Alma Mater, thee  
we'll honor True and  
loyal be,  
Ever crown with praise  
and glory Appling hail to  
thee.*

## Calendar Highlights 2021 – 2022

Preplanning .....	July 27 – July 30
<b>First Day of School</b> .....	<b>August 2</b>
<b>Labor Day Holiday</b> .....	<b>September 6</b>
Progress Reports Issued .....	September 9
Homecoming Football Game.....	September 17
Blood Drive.....	October 1
Progress Reports Issued .....	October 8
<b>Fall Break</b> .....	<b>October 11-13</b>
ASVAB Test .....	October 19
PSAT (10 <sup>th</sup> grade).....	October 26
Progress Reports Issued .....	November 10
<b>Veteran’s Day Holiday/Parade</b> .....	<b>November 11</b>
<b>Thanksgiving Holidays</b> .....	<b>November 22-26</b>
Final Exams (Exam Exemptions) .....	December 16 & 17
<b>End of 1<sup>st</sup> Semester/Early Release (1/2 Day)</b> .....	<b>December 17</b>
<b>Christmas Holidays</b> .....	<b>December 20-31</b>
<b>In-Service (Student Holidays)</b> .....	<b>January 3-4</b>
<b>2<sup>nd</sup> Semester Begins</b> .....	<b>January 5</b>
Report Cards Issued .....	January 6
<b>Martin Luther King Holiday</b> .....	<b>January 17</b>
Progress Reports Issued .....	February 9
ASVAB Test .....	February 16
Miss Pirate.....	February 19
<b>Winter Break</b> .....	<b>February 21-25</b>
Region Literary.....	March 4
Military Ball.....	March 5
PSAT (9 <sup>th</sup> grade) .....	March 15
<b>In-service (Student Holiday)</b> .....	<b>March 17</b>
<b>Holiday</b> .....	<b>March 18</b>
Progress Reports Issued.....	March 22
Blood Drive.....	April 8
<b>Spring Break</b> .....	<b>April 11-15</b>
Prom.....	April 23
Progress Reports Issued .....	April 27
Grad Bash (seniors).....	April 29
AP Exams .....	May 2 – 13
Military Honor’s Night.....	May 5
Baccalaureate Service.....	May 18
Senior Honors Night .....	May 19
Honors Day (9 <sup>th</sup> – 11 <sup>th</sup> Graders).....	May 20
Senior Finals (Exam Exemptions).....	May 23-24
Final Exams (9 <sup>th</sup> -11 <sup>th</sup> Exam Exemptions).....	May 26-27
<b>Early Release (1/2 Day)</b> .....	<b>May 27</b>
<b>End of 2<sup>nd</sup> Semester/Last Day of School/Graduation</b> .....	<b>May 27</b>
Post Planning.....	May 31-June 2
Final Report Cards.....	June 2

# Appling County High School 2021 Varsity Football Schedule

<b>Aug. 13</b>	<b>Bacon County***</b>	<b>AWAY</b>	<b>7:30</b>
<b>Aug. 20</b>	<b>Monroe Heights**</b>	<b>HOME</b>	<b>7:30</b>
<b>Aug. 27</b>	<b>Clinch County**</b>	<b>HOME</b>	<b>7:30</b>
<b>Sept. 03</b>	<b>South Effingham**</b>	<b>HOME</b>	<b>7:30</b>
<b>Sept. 10</b>	<b>Tift County **</b>	<b>AWAY</b>	<b>7:30</b>
<b>Sept. 17</b>	<b>Bradwell Institute **(HC)</b>	<b>HOME</b>	<b>7:30</b>
<b>Sept. 24</b>	<b>Wayne County**</b>	<b>HOME</b>	<b>7:30</b>
<b>OCT. 1</b>	<b>OPEN</b>	<b>HOME</b>	<b>7:30</b>
<b>Oct. 8</b>	<b>Long County*</b>	<b>AWAY</b>	<b>7:30</b>
<b>Oct. 15</b>	<b>Tattnall County*(SR Night)</b>	<b>HOME</b>	<b>7:30</b>
<b>Oct. 22</b>	<b>OPEN</b>		
<b>Oct. 29</b>	<b>Brantley* -</b>	<b>AWAY</b>	<b>7:30</b>
<b>Nov. 20</b>	<b>Pierce County*</b>	<b>AWAY</b>	<b>7:30</b>

**\*\*\*Scrimmage Game**

**\*\*Non-Region Game**

**\*Region Game**

Principal: Dr. Gene A. Starr, Jr.

AD/Head Coach: Jordan Mullis

**Appling County High School  
Lady Pirate Softball  
2021 Schedule**

						<b>Varsity</b>	<b>JV</b>
Friday	August	6	Brunswick	Tattnall Tournament	Rusty Pig	4:00	
Friday	August	6	Apalachee	Tattnall Tournament	Lions Field	6:00	
<b>Wednesday</b>	<b>August</b>	<b>11</b>	<b>Long</b>		<b>Home</b>	<b>6:00</b>	
Thursday	August	12	Jeff Davis		Away	6:00	
Monday	August	16	Vidalia		Away		4:30
Tuesday	August	17	Tattnall		Away	6:00	4:00
Thursday	August	19	Wayne		Away	6:00	4:00
<b>Tuesday</b>	<b>August</b>	<b>24</b>	<b>Pierce</b>		<b>Home</b>	<b>6:00</b>	<b>4:00</b>
Thursday	August	26	Brantley		Away	6:00	4:00
Tuesday	August	31	Long		Away	5:30	4:00
<b>Thursday</b>	<b>September</b>	<b>2</b>	<b>Tattnall</b>		<b>Home</b>	<b>6:00</b>	<b>4:00</b>
<b>Wednesday</b>	<b>September</b>	<b>8</b>	<b>Jeff Davis</b>		<b>Home</b>	<b>6:00</b>	
Friday	September	10	Lanier	Jeff Davis Rec. Dept. Field 3	Away	4:15	
Friday	September	10	Telfair	Jeff Davis Rec Dept. Field 2	Away	6:30	
<b>Monday</b>	<b>September</b>	<b>13</b>	<b>Vidalia</b>		<b>Home</b>		<b>4:30</b>
Tuesday	September	14	Pierce		Away	6:00	4:00
<b>Thursday</b>	<b>September</b>	<b>16</b>	<b>Brantley</b>		<b>Home</b>	<b>6:00</b>	<b>4:00</b>
Friday	September	17	Morgan/Duluth	Morgan Co Tournament	Away	Morgan/4:15 Duluth/6:15	
Saturday	September	18	Newton/Eastside	Morgan Co Tournament	Away	Newton/10:45 Eastside/12:30	
<b>Tuesday</b>	<b>September</b>	<b>21</b>	<b>Long</b>		<b>Home</b>	<b>6:00</b>	
Thursday	September	23	Tattnall		Away	6:00	4:00
<b>Thursday</b>	<b>September</b>	<b>30</b>	<b>Pierce</b>		<b>Home</b>	<b>6:00</b>	<b>4:00</b>
Tuesday	October	5	Brantley		Away	6:00	4:00

(\*) Region

**Principal:** Dr. Gene A. Starr, Jr.  
**Athletic Director:** Jordan Mullis  
**Head Varsity Coach:** Linsey Tillman  
**Asst. Coaches:** Bryan Weaver & Belinda Horne

## Bell Schedule

<b>FIRST MORNING BELL</b> STUDENTS MAY ENTER HALLS	<b>7:45</b>
<b>1<sup>st</sup> BLOCK</b> ANNOUNCEMENTS Snack	<b>7:50 – 9:28</b>
<b>2<sup>nd</sup> BLOCK</b>	<b>9:35 – 11:05</b>
<b>A LUNCH</b>	<b>11:05 – 11:30</b>
<b>3A BLOCK</b>	<b>11:35 – 1:15</b>
<b>3B BLOCK</b>	<b>11:10 – 11:40</b>
<b>B LUNCH</b>	<b>11:40 – 12:05</b>
<b>3B BLOCK</b>	<b>12:10 – 1:15</b>
<b>3C BLOCK</b>	<b>11:10 – 12:15</b>
<b>C LUNCH</b>	<b>12:15 – 12:40</b>
<b>3C BLOCK</b>	<b>12:45 – 1:15</b>
<b>3D BLOCK</b>	<b>11:10-12:50</b>
<b>D LUNCH</b>	<b>12:50-1:15</b>
<b>4<sup>th</sup> BLOCK</b>	<b>1:20 – 2:50</b>



## **STUDENT EDUCATIONAL RECORDS**

As a parent, you have the right to (1) inspect and review your child's records; (2) request the amendment of your child's records which you believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights; (3) provide consent to disclosures of personally identifiable information contained in the records except those disclosures which are allowed by law without parent permission; (4) file with the U.S. Department of Education a complaint concerning alleged failures of the school or system to comply with these requirements. School officials defined as certificated employees of the school system may have access to records on a need to know basis. If you wish to review, inspect, or request an amendment of your child's educational records you should contact your child's principal. When a student reaches 18 years of age or is attending an institution of postsecondary education these parent rights transfer to the student.

## **NOTICE OF DIRECTORY INFORMATION**

The Appling County School System, with certain exceptions, must obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Appling County Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the school system to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs, school's interest website, and sports activity sheets, such as for wrestling, showing weight and height for team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Schools must provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without their prior written consent.

If you do not want the Appling County School System to disclose directory information from your child's education records without your prior written consent, you must notify your child's Principal in writing within ten (10) school days of receipt of this notification. The following information has been designated as directory information: student's name, address, telephone listing, photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

## **ASBESTOS MANAGEMENT PLAN**

Annual notification relative to asbestos management plans is hereby provided for parents/guardians of all students who attend classes in Appling County Schools. Each school has an Asbestos Management Plan that shows the location of materials that contain asbestos or materials that are assumed to contain asbestos. The plan is on file in the principal's office and may be reviewed or obtained during normal business hours. Annual notification is required even if the school contains no asbestos.



## Right to Know Professional Qualifications of Teachers and Paraprofessionals

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Appling County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact **Dr. Gene A. Starr, Jr.** at **912-367-8610**.

Sincerely,

*Gene A. Starr, Jr.*

Gene A. Starr, Jr., Ed D.

Principal

## ADMISSIONS

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

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

In this event, schools must accept a notarized Power of Attorney "that substantially complies" with the form included in the Official Code of Georgia 19-9-151. Kinship Caregiver Affidavit should be completed by the adult with whom the student is residing. This form shall be completed for students living in the Appling County School District who do not live in the home of their parents or guardians. (Refer to District Site, Student Services Department to find Power of Attorney form to be notarized.)

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

A birth certificate, acceptable transfer papers, immunization certificate, and any other additional documents as required by statute or School Board policy shall be required of each student prior to formal school admission. Out of state students who produce transfer papers without a certificate of immunization will have 30 school days to produce this certificate, and if at the end of this 30-day period such papers

have not been produced, the student will be dropped from school until this requirement has been met.

A transferring student applying for admission to ACHS must provide a certified copy of his/her disciplinary record from the school previously attended. In lieu of complying with this condition, a transferring student may be admitted on a conditional basis if he/she and his/her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administrators. The student or his/her parent/guardian shall also disclose on the same document as the release disclosure whether the child has ever been adjudicated guilty of the commission of a designated felony act as defined in Code Section 15-11-37 and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed. The student or parent/guardian shall also disclose whether the student is presently serving a suspension or expulsion from another school, the reason for the discipline, and the terms of the discipline.

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

Students who have not attained the age of 20 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Students who have not dropped out of school for one quarter or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Special education students are eligible for enrollment in appropriate programs through the age of 21 unless they have received a high school diploma, special education diploma or the equivalent, provided they were enrolled during the preceding school year and had an approved IEP which indicated that a successive year of enrollment was needed.

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

## ATTENDANCE POLICIES AND PROCEDURES

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rules, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.

Students are expected to be in attendance in Appling County Schools in accordance with compulsory attendance laws and for the number of full-length days prescribed by law. A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

Absences will be considered either excused or unexcused.

### Georgia Code 20-2-690.1

Parents/guardians of students who miss more than five (5) days unexcused absences shall be considered in violation of Georgia Code 20-2-690.1 and upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court.

A student must be present for **75 of 90** minutes of each class block to be counted present for that class block. "Present" is defined as being in the class, or away from the assigned class for a reason approved of by school personnel. **A student must be present at least one-half day in order to participate in an extracurricular activity unless he/she has prior administrative/head coach approval.** State policy requires students to be enrolled for a full class load (3.5 blocks) unless they are fifth year seniors.

### Excused Absences

A student who is absent from school should bring a written excuse from his/her parent/guardian for the absence on his/her first day back to school. Excuses for absences shall be furnished in writing, signed by the student's parent or guardian, and shall specifically state the reason(s) for the absence. All excuses will be evaluated by the principal or his designee to determine if the absence is excused or unexcused. **Excuses are to be placed in the box provided in the front lobby within three days of the absence.** Excuses, which are received after the third day back to school, shall not be accepted and the absence shall be considered unexcused.

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

- Personal illness or attendance in school that endangers a student's health or the health of others,
- A serious illness or death in a student's immediate family necessitating absence from school,
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- The observance of religious holidays, necessitating absence from school, and/or conditions rendering attendance impossible or hazardous to student health or safety.
- Students shall be counted present when they are serving as pages of the Georgia General Assembly.
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

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

### Unexcused Absences

Absences that are not defined as excused by Policy JB will be marked unexcused. Students will be allowed to make up work for 50% of a grade missed during an unexcused absence. Suspension days are unexcused and work may be made up for 50% of a missed grade.

### Family Leave Absences

A parent may request Administrative approval for up to two (2) days **Family Leave Absence (FLA)** per semester. The FLA will be considered an unexcused absence and the student may make up missed work for a 100% of the grade. This request should be made prior to a planned FLA but must be requested within three days upon returning to school.

## Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences were completed satisfactorily.

## College Visitation

The Appling County Board of Education will allow two absences resulting from students visiting prospective colleges to be counted as **school related absences** if the student receives approval from school administrators prior to the visitation. Seniors are allowed two (2) absences and juniors (1) per semester for visiting perspective colleges. The absence will be counted as a school related absence provided the student brings in signed documentation of the visit. *The student may not have more than five (5) absences in the current semester in order to be excused for a college visit.*

## Perfect Attendance

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

Superior attendance certificates will be given to students who have not missed a day of school, have not received a tardy, and have not been assigned to ISS

## School And Your Driver's License Certificate of Enrollment:

Any applicant younger than 18 years of age must be enrolled in and not under expulsion from public or private school. Students may sign up in the Guidance Office for a certificate of enrollment and/or ADAP certificate, providing their name and date of birth.

Certificates of enrollment and/or ADAP certificates will not be mailed or faxed. These certificates must be picked up in the Guidance Office by the student and/or parent or guardian. Students should not pick up certificates during class time. Students will not be called and reminded to pick up their certificate. We will not sign students up for documentation over the phone –to sign up for the certificate use the QR Code that is located on the school's website. Student will be notified via their email account when their certificate is ready for pick up. Twenty-four hour notice is required. Certificates are good for 30 days. Students are provided one certificate of enrollment/ADAP each academic year at no charge. Additional certificates are \$5.00 each.

## Check-In Policy

Any student who arrives at school any time past 7:50 AM must sign in through the Front Office. Students will be issued an Admittance Slip denoting excused or unexcused tardy and time of arrival. If the slip is marked unexcused, the admitting teacher will include the tardy in the student's tardy record. Students arriving on late buses will be issued excused admission slips. **STUDENTS WILL NOT BE**

## ADMITTED TO CLASS WITHOUT AN ADMITTANCE SLIP.

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

NOTE: A student may be marked tardy or absent from class depending on check-in time. This is because board policy stipulates that a student must be in attendance a minimum of 75 out of 90 minutes to be counted present for a class.

## Sign Out Procedures

- Report to front office prior to 1st period.
- Present a request in writing from a parent/guardian stating the reason for signing out. Also, state if the student drives to school or if he/she will be picked up and who will pick them up.

## **Check-Out Policy**

The ACHS clerical and administrative staff may not release students to anyone other than a parent or legal guardian or to those adults designated on the student information form in cases where the student becomes ill and the parent/guardian cannot be reached. This policy reflects ACHS concerns for the safety and well-being of our students. ONLY in situations involving emergencies at home or sickness of the student at school will the policy be waived.

Students who become ill at school will be sent to the school nurse prior to the office staff contacting the parent to sign the student out.

Students may not sign out at lunch/homeroom unless a parent or guardian comes to campus and signs them out or the student has brought a verified doctor or dentist's appointment notice to the office. Students will not be called from class during the last 15 minutes of school. The only checkouts permitted during the last 15 minutes of the day are those who have a verified checkout note in the front office. A student will receive one absence for class after he/she has checked out early seven times and each seven thereafter.

A student who returns to school after signing out for any portion of the school day, must sign in with the front office upon return to the campus. Any student who is absent from school or who signs out of school and comes on the campus and does not sign in with the office may be considered truant at the discretion of the administration.

## **BUS REGULATIONS**

### **Conduct**

All ACHS rules and policies are in effect while students are loading, unloading, being transported, and at bus stops. See Rule 11 Bus Conduct

Students are expected to follow behavior guidelines posted on Appling County school buses and any other reasonable requests made by bus drivers. Failure to cooperate with the driver may endanger other riders and result in suspension from the bus as outlined in the ACHS Code of Discipline.

Bus Loading Zone: Students riding afternoon buses are to wait in the breezeway on the back bus ramp. All other areas are off limits, including the field house, weight room, parking lots and classroom building.

### **Bus Service:**

Bus service is available for all students. The routes are not interchangeable and students must ride the bus at the time designated.

### **Early/Late Buses:**

Early buses will begin dismissal at 3:05 pm in the afternoon at the Middle School for Altamaha School District transfer students.  
Late buses will begin dismissal at 3:30 pm

### **Arrival at School:**

Students who arrive by bus before 7:10am should go directly to the school atrium or cafeteria. Students arriving after 7:45 should go directly to the front office for a pass to their classrooms or get permission to go to the cafeteria if eating breakfast.

### **Change in Transportation Method:**

If your child will go home a way other than what is designated on the enrollment card, a note must be delivered to the teacher. Any and all changes must be in writing. We cannot accept phone calls or facsimiles, emails or texts. Bus changes will be sent to the office for approval and returned to the teacher. A student must have this note with office approval, in order to ride his or her secondary bus to get off at a different stop other than their primary address. No changes will be made after 11:00 am unless there is an emergency. Students will be allowed only one additional bus change per year (i.e., a student cannot be given a note each day to five different locations to get off in the afternoon. There must be someone to receive the child at the permanent or the secondary address, if the child is under the age of 12 years old.)

### **Dress Code:**

Please refer to the Appling County Code of Conduct for minimum requirements. These following items are not permitted: Roller shoes or Heelys, flip-flops, spaghetti straps, halter tops, or tube tops. All shorts and skirts must be an appropriate length.

## **Bus Schedule:**

Should you need further assistance, please contact the bus shop at 912-367-8609 or 912-367-8600 ext. 147. We love our students and want them to be certain they arrive at school and back home safely. For that reason, the following rules along with the other school/bus rules that have been given to your child for the bus stops and bus safety are necessary.

## **Bus Stop Rules:**

1. There will be set bus stops at a safe location that a student must be at in order to be picked up by the bus. Students are not to cross the highway to catch a bus for any reason unless they have been made an authorized stop by the driver and not on a four-lane highway. The designated stop will be placed at a safe location and located twelve feet off the roadway. Student must be at the bus stop 10 minutes before the scheduled arrival time. The bus cannot wait for a student. If the student is not present at the stop and the driver activates their eight-way lights they will precede to the next stop and the parent is responsible for getting their child to school. Do not follow a bus to the next stop to put your child on the bus in the am, you must bring your child to school also do not follow the bus in the pm to get your child(ren) off the bus. If no one is home the child will be returned to the school.
2. Stay off the road at all times while waiting for the bus.
3. No horseplay at the bus stop.
4. Do not move toward the buses at the loading zone until buses have been brought to a complete stop.
5. Student should be careful when approaching the bus stop. Do not approach the bus until the driver motion you to do so.
6. On roadways where there are no sidewalks, walk single file facing the traffic.
7. At the designated bus stop, remain on the side of the road where you live twelve feet away from the roadway. When the bus comes to a complete stop, and the driver motions that it is safe to cross the street, cross the road in front of the bus, then board the bus.

## **While on the Bus:**

1. Obey instructions given by the driver.
2. Please be courteous to fellow pupils and the bus driver. (Annoying the driver or other students will not be tolerated.)
3. Horseplay, threats, and fighting are not permitted on or around the bus or at bus stops.
4. Remain silent when approaching and crossing railroads.
5. Talk only in a normal voice and do not use profane or obscene language.
6. Remain properly seated, do not change seats, and keep head and hands inside the bus.
7. Eating is not allowed during daily routes. Students is allowed to eat on the bus during Field Trips ONLY however all drinks must have a screw on lid (no Fountain Drinks). All paper must be put into the trash located at the front and rear of the bus. Students can lose their privilege for not following the rules.
8. Do not carry weapons of any kind while riding a bus.
9. Do not tamper with any of the equipment on the bus, especially the emergency door or windows for any reason.
10. Do not litter on the bus, or throw objects within or outside the bus.
11. Do not leave the bus except at your regular stop without written permission from the administration.
12. Do not bring glass or possible dangerous items on the bus.
13. Books, packages, coats, band instruments, and other items should not be in the aisles or in the driver compartment and should not be left on the bus. These items must be held in the child's lap and must not occupy the seat of another child.
14. Students are not allowed to transport prescription or non-prescription medications on the bus except emergency medications and approved medications prescribed for self-administration.
15. Due to the possible distraction to the bus driver by the use of cell phones, beepers, or other personal electronic communication devices, the use of these items will not be allowed on the school bus if the driver deems that the student is misusing the device. The devices are to be used in emergency situations (i.e., mechanical break-down of the school bus, accidents, or other possible safety issues) the use of these items may be allowed or allowed at this time.

## **CAFETERIA**

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free, nutritious meals to all students in the Appling County School System. Appling County School Nutrition meals adhere to the USDA dietary guidelines and requirements. Monthly menus are available on the Appling County School District website ([www.appling.k12.ga.us](http://www.appling.k12.ga.us)) and can be accessed under the Department Tab by selecting School Nutrition. We are pleased to inform you that Appling County School System will continue to operate under the National School Lunch and School Breakfast Programs and participate in Community Eligibility Provision (CEP). What does this mean for you and your children enrolled in the Appling County School System? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. Students will be required to pay for extra items and second meals. Meal accounts will be used by students who wish to purchase extra items in the cafeteria. Students can put money in their accounts by giving it to a cashier or by visiting [www.k12paymentcenter.com](http://www.k12paymentcenter.com). Adult/visitor meal prices are \$2.90 for breakfast and \$3.75 for lunch.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, you may write to the Secretary of Agriculture, Washington, D.C. 20250. The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but no fast food is to be delivered to a student and consumed in the cafeteria during serving times. The school cafeteria is maintained as a vital part of the health program of the school. If we can be of any further assistance, please contact the Appling County School Nutrition Program at (912) 367-8600.

## **CHILD FIND**

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

## **CLASS BEHAVIOR AND EXPECTATIONS**

ACHS students are expected to exhibit appropriate behavior in the classroom and on campus. They are to show respect to teachers, classmates, administrators and visitors.

Students should follow all class rules and policies established by the teacher. If a student has a grievance about a class policy, procedure or rule, he/she is expected to discuss the issue with the teacher in an appropriate manner, tone, and at the appropriate time (after class).

Students should not sleep in class. Students should not lay their heads down on the desk. The classroom is a working, learning environment, and the student is an active participant in the learning process. If a student has a health problem that causes sleepiness, he/she should see the school nurse and/or sign out. Otherwise, the student should be alert. Students, who do not meet this expectation, can expect teacher interventions, which may include student/teacher conferences, parent conferences, or referral to an administrator to be sent home for the remainder of the day.

Students are expected to come prepared for class. They should bring textbook, notebook, pencil and paper, and other supplies to each class and homework when it is due. When in class, students should pay attention to instruction, cooperate in classroom activities, and help create a learning environment for themselves and their classmates. Teaching and learning are interdependent activities. In order for learning to occur, the student must be willing and ready to do his/her part. Even the best teacher cannot teach an unwilling student, one who talks and disrupts class, sleeps in class or daydreams, or never comes to class with materials and homework.

## **CLASS DUES**

Each student is responsible for paying class dues in the fall of each year. All class dues must be paid before students can attend Prom or graduate. The following dues are charged to students each year to help pay for class expenses.

- Freshmen- \$10
- Sophomores- \$10
- Juniors- \$22
- Seniors- \$14

## **CLUBS – ORGANIZATIONS**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction, and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs as well as those described in the ACHS Student Handbook will be in operation during this school year. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. If you do not wish for your child to participate in a club or organization, please send a signed and dated letter to the main office indicating your student's name and the club(s) you do not want him/her to participate in. 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.

ACHS has a variety of clubs and organizations offering students an opportunity to build on personal and vocational interests and community service. Clubs will have two scheduled meetings each semester during the school day; all other meetings will be held after school. Please see club sponsors about membership, meeting times and places.

### **Art Club**

Art club is an organization for those who value and appreciate art. We encourage all students with artistic talents, skills, and knowledge to join Art Club, but artistic abilities are not required for membership in the Art Club. The Art Club promotes creative endeavors involving visual arts, including creating art, encouraging artistic representation in our community, and supporting budding artists through instruction and experiences rooted in art. This organization is open to all grades at ACHS. Advisor: K. McLeod

## **Beta Club**

The Senior Beta Club is an affiliate of the National Beta Club and is composed of students who have demonstrated scholastic excellence. Students must have a 90 average for two successive semesters and be enrolled in at least one honors level course in order to be nominated. The purpose of the Beta Club is to promote scholarship, leadership, and good citizenship at Appling County High School. Advisors: S. Ratliff/D. Wildes

## **DECA (An Association of Marketing Students)**

DECA is an international organization for students who are enrolled in marketing education classes. DECA prepares students to be emerging business leaders and future entrepreneurs in the fields of marketing, finance, hospitality, sales, and management in high schools and colleges around the globe. DECA enhances preparation for college and careers by providing a co-curricular program that integrates classroom instruction, applied learning projects in the context of business, community connections, and student competitions in state, region, and national DECA events.

Advisor: G. Smith

## **Drama Club**

Drama Club is an organization for those interested in acting techniques. It promotes producing, writing and attending plays.

Advisor:

## **4-H Club**

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

## **Future Business Leaders of America**

FBLA is open to students who have had or are enrolled in at least one business course. Students in the club have an opportunity to compete in many events on the local, regional and state levels. The club sponsors service projects for the school and community.

Advisors: J. Cranford/A. Lamb

## **Future Farmers of America**

The FFA is a national organization of students enrolled in Vocational Agriculture and Agri-Business in 50 states and Puerto Rico. The primary aim is the development of agricultural leadership, cooperation and citizenship. The local chapter assists in this development by holding and participating in the various FFA events and competitions.

Advisors: J. Galvin/T. Harrison

## **Family, Community and Career Leaders of America**

The FCCLA Club provides opportunities for making new friends, developing leadership skills, having fun and getting involved in projects that will help others. Male and female students enrolled in home economics classes and students who have completed one or more home economics courses are welcome. Chapter meetings are held monthly, district meetings twice a year, and State meetings once a year.

Advisors: B. Bennett/J. Stone

## **Fellowship of Christian Students**

The FCA Vision: To see the world influenced for Jesus Christ through the influence of athletes and coaches. The FCA Mission: To present to athletes, coaches, and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Advisor: R. Stone

## **Science Team**

The purpose of the Science Team is to provide extracurricular activities for students enrolled in science courses. Activities include science competition and working with science teachers to develop classroom activities.

Advisor: A. Smith

## **Spanish Club**

The ACHS Spanish Club provides its members with numerous opportunities to participate in activities that highlight Hispanic culture. Activities include trips to plays, restaurants and foreign language competitions. The club also sponsors Spanish dinners and movies throughout the year for its members.

Advisor: A. Crosby/S. Harris

## **TSA Club**

The mission of the Technology Student Association (TSA) is to prepare our membership for the challenges of a dynamic world by promoting technological literacy, leadership, and problem solving, resulting in personal growth and opportunity.

Advisor: R. Taylor



## **Student Council**

The ACHS Student Council is a body of elected members who help serve the school and community, promote school spirit, and make decisions on behalf of their individual classes. The Student Council consists of a president and vice-president from each grade. Officers are elected in the fall and serve one school year. Students may be considered for Student Council by filling out an application, getting teacher recommendations, and campaigning for election by their classmates. Anyone interested in joining Student Council should see an advisor.

Advisors: A. Livingston/J. Rentz

## **COUNSELING DEPARTMENT**

Counseling services are available to every student at ACHS. Services include assistance with educational planning such as college applications, scholarships and financial aid information; interpretation of test scores; academic counseling; occupational and career information; and help with home, school or social concerns. Students who need assistance in any of these areas should make an appointment with a counselor and secure permission before leaving his/her class. Students who are experiencing a crisis may be seen at any time. Counseling is strictly confidential.

## **PROM/SENIOR WALK**

### **Prom Guidelines**

ACHS Prom is a parent/community event held off campus in the spring of each year for junior and senior students. The following guidelines apply to all people wishing to attend Prom:

1. Prom tickets are \$20 for each person and can be purchased two weeks prior to Prom by a current junior or senior.
2. All dues must be current in order to purchase a Prom ticket. Dues are:
  - a. Freshmen- \$10
  - b. Sophomores- \$10
  - c. Juniors- \$22
  - d. Seniors- \$14
3. Tickets can be purchased at the door for a cost of \$30 for each person.

## **DRIVING - PARKING**

Students who are 16 years of age or older with a valid driver's license who drive to school must obtain a parking decal from the school bookkeeper in the front office. The cost of the decal is \$10.00 and a copy of a valid driver's license and a signed parent consent form for Drug Testing must be on file. The parking decal must be displayed on the window at all times. Applying County High School students are expected to obey driving rules and safety rules while on campus. Driving too fast for conditions, reckless driving, improper parking, or parking without a decal and /or in the assigned parking space will not be permitted. Students not of age or without a license will be reported to school law enforcement.

Students may not park at the Elementary Complex or other areas adjacent to campus. Students are not to remain in their cars or trucks upon arrival nor go to their vehicle during the day without administrative approval. Illegally parked cars may be towed at the owner's expense.

Note: Violations of driving/parking rules and regulations will be handled as outlined in the Code of Discipline.

## **DRESS CODE**

The following dress code is the result of a collaborative effort between ACHS class officers and the administration. As one student remarked during a meeting, "if in doubt, don't wear it." Schools are not only responsible for teaching content to students they also play an important role in developing character. This character development will translate into a more successful career and responsible citizen. A student's appearance reflects the image of Applying County High School, therefore appropriate attire is expected at all times.

All students shall be modestly dressed and groomed so as not to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted (example: a long coat in 80-degree weather).

It is necessary that students adhere to the following guidelines.

- Skirts, dresses, shorts, skorts, and other similar attire must be no shorter than the top of the knee all the way around.
- Splits and slits may be no higher than four (4) inches above the top of the knee.
- There shall be no holes in any attire revealing undergarments or skin four (4) inches above the top of the knee.
- Pants and shorts must be of appropriate size and fit and worn around the natural waistline.
- Pajama style pants are not permitted.

Shirts and tops:

- Shirts must be appropriate size and natural fit. No oversized large shirt.
- Any shirt or top that exposes the midriff when the student's arms are outstretched from the sides and raised to shoulder height is prohibited.
- Low cut shirts/tops are not permitted. Shirts/tops must be made or buttoned to cover the cleavage area.

- No bare midriffs or bare backs.
- Leggings, colored panty hose or tights are permitted and covered with the appropriate length dress, shirt or shorts.
- Dresses, blouses, and tops may be sleeveless as long as the strap is a minimum of 3 inches wide. Tank tops, spaghetti straps, tube tops, halter-tops, and similar style straps are not acceptable. See-through garments are not permitted.
- Males are not permitted to wear sleeveless shirts, tank tops, or sleeveless t-shirts.
- Caps, hats, sweatshirt hoods, sunglasses, and hair. (Caps, hats, sweatshirt hoods, sunglasses, bandannas, scarves, stockings, or any kind of headdress are not permitted in buildings. The headdress or sunglasses will be confiscated and returned when the student reports to the administrator's office at the end of the day.)
- Combs, picks, curlers, etc. are not to be worn in the hair.
- Sunglasses may be worn for medical reasons if the student has a doctor's note.

Shoes:

- Shoes must be worn at all times. Bedroom slippers and cleats are not permitted

General:

- There shall be no attire displaying: suggestive or profane wording, symbols, or gestures; sexual, violence, gang, or weapons connotations or references; advertising for or references about tobacco, alcohol, or drugs. This includes but is not limited to; clothes, shoes, hats, tote bags, notebooks, backpacks, and jewelry.
- Undergarments are not to be visible.
- Stuffed animals, blankets, pillows, etc. are not permitted.
- Clothing and other attire shall be free from offensive racial slogans or symbols.
- Body piercing jewelry that is visible other than in the ear is not permitted.
- Non-jewelry and link chains, dog collars, and items with spikes/protrusions are not permitted
- Belts and overalls must be buckled with both shoulder straps over the shoulder.
- Belt buckle must be no larger than a deck of cards.
- Except under a doctor's order canes are not permitted on campus. This includes all school-related activities.

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

## **ELIGIBILITY FOR ATHLETICS**

Appling County High School follows all rules and regulation for athletics as governed by the Georgia High School Association (GHSA).

### **Certification of Eligibility**

Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

- academic requirements
- age
- semesters in high school residence in the school's service area
- transfer rules

Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

### **Enrollment and Team Membership**

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

- Enrollment is defined as follows:
  - Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
  - Spring Semester: when the student attends classes.
  - A student may be enrolled in only one (1) high school at a time.
- The student must be in regular attendance.
- The student must be taking courses that total at least 2.5 Units that count toward graduation.
- All or part of the course load of a student may be taken online through a virtual school as long as the student's grades are being kept at the school in which the student is enrolled. Grades from virtual school courses must be on file at the school by the first day of the new semester for the student to be eligible.

NOTE: If an eligible student transfers from a school on a block-schedule format to a school using a traditional format (or vice versa) and cannot get a full schedule of classes with equivalent credit, the school may petition the Executive Director for a waiver of this rule for the semester the transfer occurs

### **Limits of Participation**

Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices, voluntary workouts or games that indicate the students are physically approved for participation. (a) Physical examinations A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

## Scholastic Standing

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Units counting toward graduation the semester immediately preceding participation.

Exception 1: First semester ninth grade students

Students must accumulate units towards graduation according to the following criteria:

- (a) **First-year students** (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
- (b) **Second-year students** must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
- (c) **Third-year students** must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.
- (d) **Fourth-year students** must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.
- (e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Appling County School System does not discriminate based on gender in its athletic programs. The sports equity coordinator for this school system is, Appling County Board of Education, 249 Blackshear Hwy., Baxley, GA 31513, (912)367-8600. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

## EMERGENCY DRILLS

Fire drills and tornado drills are required by state law. Practice drills for fire and other emergencies are part of the ACHS Emergency Preparedness Program. Students will be provided information and practice on how to respond to each type of emergency. Evacuation routes, fire alarm and extinguisher locations, and information on tornado protection are posted in each classroom.

## FIELD TRIPS

Students who have more than (5) unexcused absences or (7) total absences may not participate in field trips without administrative approval. Students may participate in after school activities. Students assigned ISS, OSS, or Alternative School may not participate in a field trip including Grad-Bash. Students who do not receive permission or are not in good academic standing in all classes will not be allowed to attend the field trip.

## FUNDRAISING DRIVES

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

## GEORGIA SPECIAL NEEDS SCHOLARSHIP

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

## DUAL ENROLLMENT (DE)

The purpose of the Dual Enrollment program is to promote and increase access to postsecondary educational opportunities for Georgia high school students while increasing high school graduation rates, preparing a skilled workforce, and decreasing time and cost to postsecondary credential completion. Georgia's Dual Enrollment Program provides funding for students who are dually enrolled in a participating public high school and post-secondary institution in Georgia. Students take postsecondary coursework for credit towards both high school graduation requirements and postsecondary certificates, diploma or associate degree requirements. Students may enroll on a part-time or full-time basis as a Dual Enrollment student and take college courses at their high school or a postsecondary campus or online. Students will receive high school and college credit simultaneously when attending and passing eligible dual enrollment college classes.

House Bill 444 allows funding for 30 semester hours or 45 quarter hours of attempted college credit.

Who is eligible to participate in the Dual Enrollment funding Program?

9th Graders: 9th graders are not eligible to participate in the Dual Enrollment funding Program.

10th Graders: Eligible students may enroll in any approved Career, Technical and Agricultural Education (CTAE) courses listed on the

Course Directory at a participating TCSG institution. 10th Graders with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution.

11th & 12th Graders: Eligible students may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution (USG, TCSG or private), providing they meet admissions requirements. Core and CTAE courses are eligible for Dual Enrollment funding. Fine Arts and Physical Education courses are not eligible for DE Funding.

ACHS requires a 3.0 cumulative GPA to enroll in academic coursework.

College grades that are submitted as letter grades rather than numeric grades will be converted according to the Appling County Grading Policy. (Policy IHA)

- Eligible students must go through the Dual Enrollment coordinator (Tamela Folsom) at ACHS in order to participate.
- Eligible students must apply and be accepted to a participating eligible postsecondary institution (USG, TCSG or private institutions) to participate
- Eligible students are subject to the 30-hour funding cap
- Eligible students and parents must sign a participation agreement
- Eligible students must complete a dual enrollment funding application each year through [www.GAFutures.org](http://www.GAFutures.org)
- Eligible students may participate in high school competitive and other extracurricular events
- Dual enrollment courses do not count against any maximum hourly caps for the HOPE scholarships or grants
- Dual enrollment funding is available for up to 15 hours per semester
- Tuition, mandatory fees and books will be funded up to 30 hours of courses – there may be outside costs for course specific items
- Dropping a course or not following program rules and regulations may result in students losing credit, receiving a failing grade and/or being removed from Dual Enrollment; thus, affecting their high school graduation requirements and GPA
- Withdrawal from two (2) courses will make a student ineligible to continue receiving dual enrollment funding
- Students may not receive funding for a repeated course
- Students must make annual progress towards graduation to continue participation the Dual Enrollment program.
- ACHS requires a 3.0 cumulative GPA to enroll in academic coursework
- College grades that are submitted as letter grades rather than numeric grades will be converted according to the Appling County Grading Policy. (Policy IHA)
- Any student who drops a class and does not replace the class with a corresponding high school level course will receive a grade of 55 for the course, even though the college posts a W or WF
- Courses dropped during the summer term after the drop/add date will be recorded as a 55 on the transcript.

**PROMOTION POLICY**

A student’s grade level classification is based on the number of Carnegie units earned:

	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Total Required
Class of 2017 & Beyond	5 units	11 unit	17 units	24 units

**REPORT CARDS**

Report cards are issued at the end of the eighteen-week grading period (one time per semester). The semester grade is the total semester grade and a semester exam. The semester exam is worth 20% of the final grade. Teachers will be using a computerized grading program called Infinite Campus. Each teacher will issue a formal Infinite Campus progress report to all students at the 4 ½, 9, and 13 ½ week points of the semester.

## GOAL CARD

Any student who meets the established criteria (90 or above in each subject) will be presented with a Pineland Bank Goal Card. Goal card holders are entitled to free admission to all school sponsored activities, i.e. football games, basketball games, baseball games, etc. Events that are club-sponsored fund-raisers such as Miss Pirate will not be covered under the Goal Card Program. Seniors who have been Goal Card recipients during their senior year may compete for a Goal Card scholarship. Goal Cards will be awarded at the end of each semester based on final averages.

## DIPLOMA TYPES

Diploma - Awarded to students who meet all graduation requirements (Carnegie units, and High School Graduation Assessment.)

Performance Certificate - Students who meet IEP Goals.

Certificate of Performance - Awarded to students who meet all Carnegie Unit requirements but do not meet graduation assessment requirements.

## Governor's Honors Program

The Georgia Governor's Honors Program (GHP) is a residential summer program for gifted and talented high school students who will be rising juniors and seniors during the program. The program offers instruction that is significantly different from the typical high school classroom and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders. Sophomores and Juniors are eligible to apply to be nominees in various categories for ACHS. If selected as nominees, students will then apply to be selected to this elite program at the state level.

## GRADING POLICY

### Awarding Units and Transferring Credit

Letter grades from transferred courses will be converted to a numerical grade using the procedure listed below. The letter grade will be converted to the numerical grade obtained by averaging all the numerical grades contained in the letter grade span in the school in which the grade was earned.

Progress reports will be issued at 4 ½, 9, and 13 ½ weeks. A report card will be issued at 18 weeks/end of the semester. Student grades will continue to average until week 18 for a final average.

Ex.:  $A=93$  to  $100$  ( $93+94+95+96+97+98+99+100$ ) =  $772$

$772/8 = 97$

The letter grade "A" would be converted to the numerical grade of "97".

Fractions of .50 or higher will be rounded up to the next highest whole number.

If no numerical equivalent scale is available for the school in which the grade was earned, the Appling County School Grading System scale listed below will be used to calculate the average numerical grade.

Appling County Grading System (Policy IHA)

A = 90-100

B = 80-89

C = 70-79

F = below 70 (Failing)

Calculated numerical grades based on the Appling County Grading System

A- = 90 A = 95 A+ = 100

B- = 80 B = 85 B+ = 89

C- = 70 C = 75 C+ = 79

F = 65

Students who transfer in a letter grade of "D", for which no numerical equivalent is available from the transferring school, will be assigned the numerical grade of "70".

## EXAM EXEMPTIONS

Exam Exemption is an opportunity to reward students for academic achievement, good attendance, and good behavior. Students may be exempt from semester finals provided the following requirements have been met:

1. The student has not missed more than 4 days from any class (excused and/or unexcused). School sponsored functions are not included.
2. The student has an average of 85 or higher for the semester in each class.
3. The student has not been suspended (ISS or OSS).

Students meeting the above criteria will be exempt from all NON-End of Course (EOC) exams. Students not meeting all requirements will be required to attend school and take all exams. The student MUST be at school on the day the Exam Exemption forms are distributed in order to be eligible for exemption status. The student will receive their semester course average for their final exam grade except for courses which have an EOC. Students are not required to participate in Exam Exemption and may report to school and take their finals. Exam Exemption eligibility will be determined at the end of each semester.

## GRADUATION EXERCISES

### Early Graduation:

Those seniors who complete graduation requirements and do not attend school during second semester may participate in the following activities only: Graduation Exercises, Honors Night, Grad Bash and the Junior-Senior Prom.

Note: In order to receive credit for 12 years perfect attendance, a student must attend 12 complete years without missing a day.

### Graduation Practice and Dress:

Graduation practice is mandatory for those students who plan to march at commencement exercises. Seniors will be notified in advance of practice time. Teachers and representatives of the senior class will establish graduation dress each year. Those graduates who intend to participate in graduation exercises must abide by the guidelines.

### Graduation:

Seniors are encouraged but not required to participate in graduation exercises. The administration and faculty of Appling County High School feel that graduation is a dignified and honored event. One who cannot maintain the tradition and dignity of graduation may not take part in the commencement exercises. Those who choose not to participate may pick up their diplomas the week following graduation exercises. To participate in graduation exercises, a student must have completed all requirements for a Georgia High School Diploma. All required Carnegie units must be earned and all financial obligations must be met. A student who fails to meet these requirements will not be allowed to participate in graduation exercises. Students who earn a high school certificate or an OMBUDSMAN diploma will be allowed to participate in graduation ceremonies.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment. Students, who enroll in the ninth grade for the first time during the school year and then withdraw, must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

## END OF COURSE TESTS/GEORGIA MILESTONES

The A+ Educational Reform Act of 2000, O.C.G.A.20-2-281, mandates that the State Board of Education adopt end-of-course assessments in grades nine through twelve for core subjects to be determined by the State Board of Education. The implementation of these tests is currently under review by the Georgia Department of Education. The End-of-Course Testing program is comprised of the following eight content area assessments:

### Mathematics

Algebra I

### Social Studies

United States History

Literature and Composition

### Science

Biology

### English Language Arts

American

**TESTING REQUIREMENTS:**

Students who enter the 9th grade for the first time in August 2011, or after...

- Are required to pass courses associated with End of Course (EOCT), with EOCT contributing 20% to course grade.
- **Class of 2019 and Beyond Requirements for Graduation**

<b>Required Areas of Study</b>	<b>General Diploma</b>	<b>Credits</b>
<b>English/Language Arts</b>	Honors 9th English or 9th English Honors World Literature or World Literature Honors American or American Literature, AP Literature or British Literature or dual enrollment English	4
<b>Mathematics</b>	Foundations of Algebra [prequalified students] Honors Algebra or Algebra w/Support, Honors Geometry or Geometry w/Support, Honors Algebra II or Algebra II w/Support, Pre-Calculus or AP Calculus or other approved 4 <sup>th</sup> Math or dual enrollment Math course	4
<b>*Science</b>	Honors Biology or Biology, Honors Physical Science or Physical Science Environmental Science or Chemistry or Hon. Chemistry, Anatomy, Forensics, or AP Biology or Physics or other approved 4 <sup>th</sup> Science or dual enrollment Science	4
<b>Social Studies</b>	Honors World History or World History AP US History or US History Honors American Government/Economics or American Government/Economics	3
<b>Health/Physical Education</b>	Health Personal Fitness	1
<b>CTAE</b>	Introduction to Business and Technology	1
<b>CTAE and/or Modern Language/Latin, and/or Fine Arts</b>	***Pathways (BRIDGE ACT - H.B. 400) Spanish I and Spanish II	3
<b>Electives (8 units)</b>	4 Units	4
<b>TOTAL UNITS</b>	24 Units	24

\*Science may be used to meet both the required science and required elective in CTAE sequence of courses.

\*\*Student planning to enter or transfer into a University System of Georgia Institution after graduation MUST take two units of the same foreign language.

\*\*8 “Focused program of study” is a rigorous academic core combined with a focus in mathematics and science; a focus in humanities, fine arts, and foreign language; or a coherent sequence of career pathway courses that is aligned with graduation requirements established by the State Board of Education and curriculum requirements established pursuant to Part 2 of H.B. 400 that prepares a student for postsecondary education or immediate employment after high school graduation.

## HOPE PROGRAM

- Requires that students graduating must pass academically rigorous courses from an approved list provided by Georgia Student Finance Commission according to the following guidelines:  
2017 and beyond - Four academically rigorous courses.
- For a list of approved courses and updated information visit: [www.gafutures.org](http://www.gafutures.org)
- Check with Guidance Counselors for more details.

## ZELL MILLER SCHOLARSHIP:

To qualify for the Zell Miller Scholarship, you must meet the following criteria:

- A student must meet all the requirements to be eligible for the HOPE Scholarship
- Graduate from an eligible high school with a grade point average of at least a 3.7 as calculated by GSFC and having received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT score of at least 26
- Or Graduated from an eligible high school as the valedictorian or salutatorian

*For continuous updated information visit: [www.gafutures.org](http://www.gafutures.org)*

Check with Guidance Counselors for more details.

## HONOR GRADUATE CRITERIA (Class of 2022 – 2024)

**Valedictorian:** will have the highest HOPE cumulative grade-point average, taken twelve of the most rigorous classes and taken or have enrolled in a minimum of (3) AP classes offered by the end of Q3 of their senior year.

**Salutatorian:** will have the second highest HOPE cumulative grade-point average, taken twelve of the most rigorous classes and taken or have enrolled in a minimum of (3) AP classes offered by the end of Q3 of their senior year.

Valedictorian and Salutatorian status will be computed at the end of the first semester of the senior year. The Valedictorian and Salutatorian must be enrolled at ACHS the previous three semesters. If the cumulative averages are tied to the ten thousands place as determined by the student information system, there will be co-valedictorians and no salutatorian.

**Summa Cum Laude** for an overall HOPE cumulative grade-point average of 95.00 – 100.00 and have taken 12 of the most rigorous classes.

**Magna Cum Laude** for an overall HOPE cumulative grade-point average of 90.00 – 94.99 and have taken 12 of the most rigorous classes.

**Cum Laude** for an overall HOPE cumulative grade-point average of 85.00 – 89.99. Additionally, all students who have an overall HOPE cumulative grade-point average of 85 or higher and who did not meet the academic rigor requirement will receive the Cum Laude Honor.

Honor graduate status will be determined at the end of the first semester of the senior year. Classes taken the second semester of the senior year that are not satisfactorily completed may affect honor graduate status. **Students will be listed in each category alphabetically for any and all publications and at graduation.**

\*Rigorous Academic Classes include

<b>Language Arts</b>	Honors 9th Literature, Honors World Literature, Honors American Literature, AP 12th Grade Literature, Writer's Workshop, Literary Composition, Advanced Composition, Spanish 3, Spanish 4, Spanish 5, and any Advanced Placement and/or Dual Enrollment English, or Foreign Language
<b>Social Studies</b>	Honors World History, AP U.S. History, Honors Government/Economics, AP Psychology, AP Human Geography and any Advanced Placement and/or Dual Enrollment Social Studies.
<b>Science</b>	Honors Physical Science, AP Biology, Honors Biology, Honors Chemistry, Anatomy, Physics, and any Advanced Placement and/or Dual Enrollment Science
<b>Math</b>	Honors Algebra I, Honors Algebra, Honors Geometry, Honors Algebra II, Calculus, Advanced Placement Calculus or any Advanced Placement and/ or Dual Enrollment Math.

(This list may change due to state and system course availability. Their counselor will notify students of available rigorous academic classes.)



## Honor Graduate Criteria (Class of 2025 and beyond)

**Valedictorian:** will have the highest HOPE cumulative grade-point average, taken twelve of the most rigorous classes and taken or have enrolled in a minimum of (2) AP classes offered by the end of Q3 of their senior year.

**Salutatorian:** will have the second highest HOPE cumulative grade-point average, taken twelve of the most rigorous classes and taken or have enrolled in a minimum of (2) AP classes offered by the end of Q3 of their senior year.

Valedictorian and Salutatorian status will be computed at the end of the first semester of the senior year.

The Valedictorian and Salutatorian must be enrolled at ACHS the previous three semesters.

If the cumulative averages are tied to the ten thousands place as determined by the student information system, there will be co-valedictorians and no salutatorian.

**Summa Cum Laude** for an overall HOPE cumulative grade-point average of 95.00 – 100.00 and have taken 12 of the most rigorous classes.

**Magna Cum Laude** for an overall HOPE cumulative grade-point average of 90.00 – 94.99 and have taken 12 of the most rigorous classes.

**Cum Laude** for an overall HOPE cumulative grade-point average of 90.00 – 100.00 without the academic rigor requirement.

Honor graduate status will be determined at the end of the first semester of the senior year. Classes taken the second semester of the senior year that are not satisfactorily completed may affect honor graduate status.

Students will be listed in each category alphabetically for any and all publications and at graduation.

\*Rigorous Academic Classes include

<b>Language Arts</b>	Honors 9th Literature, Honors World Literature, Honors American Literature, AP 12th Grade Literature, Writer's Workshop, Literary Composition, Advanced Composition, Spanish 3, Spanish 4, Spanish 5, and any Advanced Placement and/or Dual Enrollment English, or Foreign Language
<b>Social Studies</b>	Honors World History, AP U.S. History, Honors Government/Economics, AP Psychology, AP Human Geography and any Advanced Placement and/or Dual Enrollment Social Studies.
<b>Science</b>	Honors Physical Science, AP Biology, Honors Biology, Honors Chemistry, Anatomy, Physics, and any Advanced Placement and/or Dual Enrollment Science
<b>Math</b>	Honors Algebra I, Honors Algebra, Honors Geometry, Honors Algebra II, Calculus, Advanced Placement Calculus or any Advanced Placement and/ or Dual Enrollment Math.

(This list may change due to state and system course availability. Their counselor will notify students of available rigorous academic classes.)

## Requirements for 9th grade honors classes at Appling County High School

Honors/Gifted classes are open to all students. Students are encouraged to stretch their learning by taking on more rigorous courses. However, the courses are designed to accelerate learning by providing more rigorous and demanding course work. Students will be evaluated at the 2 ½ week mark to determine if the student needs to remain in the honors class.

## HELPLINES

HELPLINE 1-800-338-6745

The Governor of Georgia has a toll-free helpline designed to meet the needs of persons who are experiencing difficulty in their lives because of substance abuse, or other related problems, which may require assistance. Manned twenty-four hours a day, seven days a week, trained counselors are available to provide support and referral information. If you have a drug or alcohol problem, or you or someone you know may need to talk, please call this toll-free number.

1-877-SAY-STOP (1-877-729-7867)

This is a toll-free hotline located at the Georgia Department of Education intended to make schools safer. Students are encouraged to report anyone who has brought or has threatened to bring a weapon to school. Callers will not be asked to reveal their identities.

## **HOMECOMING QUEEN AND COURT**

Seniors will vote to determine the ten female seniors who will represent Appling County High School on the Homecoming Court. The entire student body will vote for the Homecoming Queen from the ten girls elected to the Homecoming Court by the seniors. The Homecoming Queen will be crowned at half time of the Homecoming game.

## **HOME SCHOOL PARTICIPATION**

1. One course facilitated by the school must be taken by the home school student during the semester in which the student participates. The approved course may be face to face, virtual or dual enrollment. The student must be registered 30 days prior to participation.
2. The student must meet the same eligibility requirements as the public-school students (accumulated units, units passed the previous semester, etc.)
3. The student must live in the service area in which he/she participates, residence information must be provided.
4. The student must provide the home school curriculum used and upload a transcript.
5. Beginning and ending dates the school attended beginning with the 9th grade

Additionally, the bill specifies that a student that withdraws from a public school to home school will be ineligible for one calendar year. Home school students must meet all requirements public school students meet in order for enrollment including a current physical examination. They must try out, pay participation fees and meet any other requirements all students must meet

## **HONORS AND AWARDS**

Some of the major honors, awards, and other recognition of student achievements are given below. Contact the Counseling Office for additional information on any award presented through Appling County High School.

### **Senior Science Award**

### **J. H. Highsmith High Achievement Award**

### **J. P. Morris Math Award**

### **McDowell Music Club Music Award**

### **McDowell Speech and Drama Award**

### **Pineland Bank Social Studies Award**

### **Peyton Miles English Award**

## **HONOR ROLL**

The Honor Roll will be announced at the end of each grading period. To be listed on the Honor Roll a student must have a 90 or above average for the current grading period.

## **HOSPITAL-HOMEBOUND INSTRUCTION**

A student with a medically diagnosed physical condition that is non-communicable and restricts him/her to home or to a hospital for a period of time, which will significantly interfere with the student's education (a minimum of 5 school days), will be eligible for services of an itinerant hospital-homebound instructor. Pregnant students are NOT eligible for hospital-homebound services in cases of normal pregnancy. The counseling office should be contacted to decide for this program. Students are not eligible to participate in school or extracurricular activities while on Hospital-Homebound instruction.

## **INCOMPLETE WORK/MAKE-UP WORK**

It shall be the responsibility of the student to get assignments within 3 school days from his/her teacher and complete all work, within a time frame determined by the teacher. Students will make up work at the teachers' convenience (for example; before or after school). Many students assume they will make it up the next day during class. Allowing this causes them to miss two days of instruction instead of one. Work that a student knew about prior to being absent should be completed the day that the student returns to school. Students may not receive a grade higher than 50% for unexcused absences and out-of-school suspensions.

## **LATE BUS**

If a bus comes in late, the bus student must check in with the front office for an excused admission slip. An announcement will be made from the Principal's office giving the bus number of the late bus(es).

## **MEDIA CENTER**

HOURS OF OPERATION: 7:30-3:30 PM

The Appling County High School Media Center is designed to locate, organize and disseminate all media in the way that will best serve the students, teachers and administrators. The key word is "Serve". The Media Center must serve as a teaching instrument within the overall framework of the school. The media staff welcomes the opportunity to be of service.

In order to give better service, certain regulations govern the Media Center's operation:

- (1) Students must have a Media Center permit signed by subject teacher;
- (2) Books are normally checked out for two weeks;
- (3) Appropriated charges will be made for damaged books;
- (4) Overdue fines are five cents per school day excluding Saturday, Sunday and holidays;
- (5) Magazines are used only in the Media Center;
- (6) Books, magazines and Media Center facilities may be used by many students--do not limit their usefulness by marking, tearing, or damaging them in any way;
- (7) Students causing a disturbance will be suspended by a media specialist;
- (8) Students using the Media Center do not talk, eat, chew gum, or cause disturbances.

Students who have outstanding fines or overdue books on the day report cards go out will not be allowed to receive their report cards. Ample notice will be given to students through homeroom teachers when books are overdue. It is the responsibility of the student to notify the media staff of any discrepancies in overdue notices.

Note: Each student is responsible for the books he/she checks out. See heading "Textbooks, Library Books, and other Financial Obligations."

## **MESSAGES**

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

## **MOMENT OF SILENCE**

State law requires each public school to conduct a moment of silence during the school day to give students an opportunity to reflect on anticipated activities of the day. A moment of silence and the pledge of allegiance will be observed at the beginning of the school day.

## **OFF-CAMPUS BEHAVIOR**

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

## **OFF LIMITS AREAS**

The following areas are off limits unless part of a school-related activity that the student is part of:

- (A) Any part of the school a student does not have a class or permission to be in while classes are in session;
- (B) Any construction area;
- (C) Football practice and playing field;
- (D) Track;
- (E) Baseball/Softball field;
- (F) Area behind school;
- (G) Parking lots;
- (H) The Fine Arts Center;
- (I) Teacher's lounge;
- (J) Anywhere on campus after 3:30.

If a student needs to go to any area that is considered off limits, they must receive permission from an administrator. A student is considered off-limits if he/she is in the bus loading area and does not ride a bus.

## **SCHOLARSHIPS**

The Counseling Office publicizes all scholarship information received by the school. Most colleges, however, offer scholarships which do not come through the Counseling Office. Students should check the catalogs of the colleges to which they plan to apply for information pertaining to scholarships for which they may qualify.

## **SCHOOL NURSE**

Students may visit the nurse by appointment or in cases of injury or illness at school. The nurse will also provide health counseling, dispense medication and monitor students who have medical conditions such as asthma, diabetes or sickle cell anemia. A health information form must be completed and on file before a student can be administered medication (prescribed or over-the-counter).

## **SEARCH AND SEIZURE**

According to law and board policy, delegated school officials may have access to student lockers, automobiles and personal belongings while under school supervision, and when there is reason to suspect the welfare of students and other personnel may be threatened, or when the violations of school rules are involved. Searches shall be made in the presence of at least one witness except in emergencies, or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities. Random searches may be conducted during the school year.

Delegated Search Officials:

- (1) Principal and/or assistant principals during both regular school hours and/or any function under school jurisdiction.
- (2) Certified school personnel who have responsibility for students who are required to be away from school before or after regular school hours.
- (3) School resource officer.

## **SEMESTER SYSTEM**

Appling County High School operates on a two-semester 4X4 block schedule. Each semester is 18 weeks long. The school day is divided into four blocks with each block lasting 90 minutes. Credit is granted in one-unit increments. Each student who passes a one-block course will receive one unit of credit.

## **SENIOR SUPERLATIVES**

Senior superlatives will be selected by the senior class. A student is allowed only one "superlative" designation. Ballots are counted by senior sponsors. The valedictorian and salutatorian will automatically be "Most Intellectual" and be eligible to be chosen for an additional superlative designation.

## **SEXUAL HARASSMENT - MISCONDUCT**

No ACHS student, employee, or visitor, male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or nonverbal. Sexual harassment is a violation of Appling County Board of Education policy (GAF/JP, 12-9-93). This policy protects students from sexual harassment by other students, teachers, administrators, other school personnel, visitors, or independent contractors. It also protects teachers and other school staff and employees from harassment by students, other school employees, or visitors to campus.

Examples of sexual harassment include verbal harassment or abuse, including jokes, name-calling and sexual rumors; repeated remarks to a person, with sexual or demeaning implications; unwelcome rubbing, touching in a provocative way, or pulling clothes; pictures, illustrations, or drawings with explicit sexual acts, suggestions, or other meanings; pressure for and/or soliciting sexual activity accompanied by implied or explicit threats concerning grades, job, evaluation, assigned duties, etc.

Instances of sexual harassment should be reported immediately to teachers, administrators, or other appropriate school officials. If a student is being subjected to sexual harassment by an adult, or school employee, or official, such instances should be reported to the principal or the superintendent. Sexual misconduct is subject to discipline as outlined in the ACHS Code of Discipline and/or Appling County Board of Education policy. All acts of sexual misconduct will be reported to the Student Services Coordinator for review and referral to the Department of Family and Children Services (DFACS).

Because of the serious nature of sexual harassment, any person who intentionally or knowingly makes false allegations of sexual harassment is subject to severe disciplinary penalties.

## **MESSENGER CALL OUT SYSTEM**

Appling County School System will utilize a communication system with any available contact information that is linked to a student. This includes email, home phone, cell phone, etc. Changes in student contact information should be reported to the child's school immediately.

## **STAR STUDENT AND TEACHER PROGRAM**

Georgia Chamber of Commerce sponsors STAR student and teacher program. The STAR student is the senior receiving the highest SAT score who also meets the following requirements:

1. Be among those students in the upper 10 percent or top 10 students scholastically, of his/her class at the end of second semester of the junior year.
2. Be a legally enrolled senior. Legally enrolled is defined as meeting average daily attendance requirements and physically

attending classes at a high school for the entire school year. Joint enrollees are eligible for the STAR honors if they meet the responsibilities of the STAR awards.

3. Attend a public or private Georgia high school that is fully accredited by the Georgia Accrediting Commission or the Southern Association of Colleges and Schools or meets all standards set by the Georgia Department of Education for secondary schools.
4. Take the College Board Scholastic Aptitude Test (SAT) in Georgia on a national testing date between March 2005 and November of the student's senior year.
5. Exam scores greater than or equal to the latest available national high school average. Verbal, math, and writing scores from any qualified SAT taken at one sitting will be used to determine eligibility.

## **TARDINESS**

Students are expected to be on time to all classes. Teachers will be at their door and will close door when the tardy bell has finished ringing. Any student not in class at this time will be marked tardy, unless they have an excused tardy slip from the office or an excuse note from another teacher. An individual teacher may have additional stipulations such as requiring students to be in his/her seat. Students are not to argue with teachers about whether or not they are tardy. If they have questions or concerns, they may take these up with the teacher at the end of class. Tardies to School are handled as outlined in the Check-In Policy and Rule 24b. **TECHNOLOGY**

## **(BYOT) USE**

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

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

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

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

### **Internet**

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

### **Security and Damages**

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

## **Bring Your Own Technology (B.Y.O.T)**

### **Appling County Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG).

Additionally, technology:

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

Students acknowledge that:

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

- Printing from personal laptops will not be possible at school.
- Personal technology is charged prior to bringing it to school and runs off its own battery while at school.

In addition to the ACHS policy, each classroom teacher has individual procedures and expectations to be followed.

### **Board Policy Descriptor Code: IFBG Internet Acceptable Use**

**1. Acceptable Use** - The purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the Appling County School System.

**2. Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Students will have access privileges only at school under the supervision of a teacher. The system administrators will deem what is inappropriate use and their decision is final. There is no appeal process. The system administrators may deny access at any time, as required. An administrator, faculty member or staff member of the Appling County System may request denial, revocation, or suspension of a specific user.

**3. Guidelines for Use** - The following guidelines shall be observed when using the Internet service through the school: These guidelines apply to all faculty, staff, and students.

- Users shall be polite, courteous and respectful during all sessions on the internet, including use of e-mail. Users must use appropriate language. Cyber bullying will not be tolerated.
- Profanity, obscenity, vulgarity or other illegal activity is strictly prohibited. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, inappropriate adult sites, or material protected by trade use.
- Electronic mail (e-mail) and telecommunications are not to be utilized to share unauthorized confidential information about students and other employees.
- Electronic Mail is NOT private, and inappropriate or illegal messages will be reported to the authorities.
- The unauthorized disclosure, use, and dissemination of personal information such as mailing address, phone number, or social security number, etc. are prohibited.
- Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.
- Attempts to obtain access to restricted sites, servers, files, and databases are prohibited.
- Use of the network which causes disruption to others is prohibited.
- All communications and information accessible via the Internet should be assumed to be subject to copyright law.

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

**4. Warranties** - The Appling County School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet service.

**5. Accountability** - All users are fully responsible for their own actions, including legal, financial, or otherwise. Teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held accountable for what the student may access through the Internet beyond instructional directives. All users must also abide by the terms and conditions in the Appling County Acceptable Use Policy. Any violation of this policy may be unethical, a breach in the Code of Ethics for Educators, and may constitute a criminal offense.

**6. Security** - Security on any computer system is a high priority, especially when the system involves many users. If you suspect a security problem on the school network or Internet, you are required to notify the principal or system administrator. Do not demonstrate the problem to other users. Never use another individual's account. Attempts to log on to the school network or Internet as a network administrator will result in cancellation of user privileges. Any user(s) identified as a security risk or having a history or problems with other computer systems may be denied access to the school network or Internet.

**7. Vandalism** - Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, on the internet, or on other networks that are connected to any other network. This includes, but is not limited to, uploading or creation of computer viruses. Vandalism will result in immediate disciplinary action.

**8. Enforcement** - Violating any of the guidelines may result in access privileges being revoked, disciplinary action being taken and/or appropriate legal action being initiated.

**9. Permission for Use** - The school system shall have in operation procedures or guidelines concerning online activities of students, developed by the Superintendent, administrators, and/or other appropriate personnel. Such guidelines or procedures shall be designed to provide for students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying. Any computer that provides access to the Internet will have filtering software installed to block or filter access to content that is obscene, pornographic, or harmful to minors on internet-connected computers used by minors.

- Users will be required to obtain permission from a teacher before using the Internet.
- All student users and their parents/guardians will be required to review the Appling County Acceptable Use Policy and school handbook prior to use.
- Those that do not agree with the procedures and/or guidelines and choose not to allow their child to use technology in the Appling County School System must submit a signed letter of non-agreement to the school media specialist.

## **Digital Learning Platforms**

At Appling County Schools, we use various Digital Learning Platforms. Students will be provided with an account(s) for grade/age appropriate learning digital platforms to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Please read the Appling County Schools Acceptable Use Policy. Let us know of any questions, and then sign the handbook consent form to indicate that you've read the notice and give your consent for your child to use Digital Learning Platforms. If you don't provide your consent, you will need to provide a letter stating that you do NOT give permission for the Appling County School District to create/maintain digital accounts for your child. Students who cannot use digital services may need to use other software to complete assignments or collaborate with peers.

## **TEXTBOOKS, LIBRARY BOOKS, AND FINANCIAL OBLIGATIONS**

Textbooks and library books that are issued to or checked out by students must be returned to the teacher who issued the book or returned to the library and checked in accordance with library regulations. Any and all books that are not returned must be paid for. Substitute books are unacceptable. Those students who do not return property that belongs to the school or Board of Education must pay for the books, other property, or damages. The student must clear all financial responsibilities each semester. For those students who fail to meet their financial obligations, the following actions will be taken until payment is made, students will not be able to: (1) receive a report card; (2) be promoted to the appropriate homeroom; (3) obtain a copy of their permanent record; (4) have a transcript mailed from the school office; (5) participate in graduation exercises (even though otherwise eligible); and (6) receive an Appling County High School diploma (even though otherwise eligible for a diploma). Once these books are returned and all financial obligations are met, then these restrictions will be removed. It is important to remember that school property is public property and must be used with care. A \$5.00 fee will be charged to reprint lost or extra report cards.

## **TRANSCRIPTS**

Transcripts will be sent to one school at no charge. Students must pay a fee of \$2.00 for each additional transcript.

## **TRANSFERS AND WITHDRAWALS**

A student transferring or withdrawing from Appling County High School must notify the guidance office immediately. Transfer/Withdrawal forms will be sent to subject teachers, media specialist, lunchroom, club sponsors, and an administrator to show that all responsibilities have been cleared.

Student and parents are hereby notified that Appling County High School, in compliance with Georgia House Bill 180, will send all academic and disciplinary records of students who transfer to other schools or districts.

## **VISITORS**

Appling County High School welcomes parents and patrons who wish to visit the school. ALL VISITORS ARE REQUIRED TO CHECK IN AT THE PRINCIPAL'S OFFICE. Students are not permitted to bring relatives or friends to visit during school day; nor will they be allowed to meet with persons in vehicles in parking lots.

## **WORK-BASED LEARNING**

Work-based learning at Appling County High School is an integral part of the cooperative education program and limited to students in grades eleven and twelve. Work-based learning is coordinated with classroom instruction to facilitate skill development at an off-campus training station. This program provides cooperative students a chance to learn while earning credit and receiving income for their employment. Applications for work-based learning can be obtained from the work-based learning coordinator. Work-based learning students must make passing grades and comply with attendance policy in their work-study class in order to receive credit for the work.

## **TITLE IX AND OTHER FEDERAL PROGRAMS AND ACTS**

### **Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."  
In order to comply with Title IX, the Appling County Board of Education has appointed Donna Wood to coordinate its Title IX Program. Mrs. Wood will be available in reference to any grievance, questions or complaints dealing specifically with Title IX. Normal channels of communications, from student to teacher to administrator to Board of Education are to be completed before the student grievance procedure is utilized. This policy is located in the Appling County Board of Education Office and BOE website.  
Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

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

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

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

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

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

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

**Section 504 Appling County School**

**System**

**Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address: Patrice Nelson (System 504 Coordinator) 249 Blackshear Hwy. Baxley, GA 31513.

[patrice.nelson@appling.k12.ga.us](mailto:patrice.nelson@appling.k12.ga.us) 912-367-8600

School 504 Coordinator	Address	Phone Number	Email
Altamaha Elementary Simikia Wright	344 Altamaha School Rd. Baxley, GA 31513	912-3673713 Ext. 244	simikia.wright@appling.k12.ga.us
Appling County Elementary Mallory Bonner	680 Blackshear Hwy. Baxley, GA 31513	912-367-8640 Ext. 617	<a href="mailto:mallory.bonner@appling.k12.ga.us">mallory.bonner@appling.k12.ga.us</a>
Appling County High Amanda Towns	482 Blackshear Hwy. Baxley, GA 31513	912-367-8610 Ext. 421	amanda.towns@appling.k12.ga.us
Appling County Middle Erin Thomas	2997 Blackshear Hwy. Baxley, GA 31513	912-367-8630 Ext. 530	erin.thomas@appling.k12.ga.us
Carmen Spell Appling County Primary	678 Blackshear Hwy. Baxley, GA 31513	912-367-8642 Ext. 777	carmen.spell@appling.k12.ga.us
Fourth District Elementary Kristy Garner	13396 Blackshear Hwy. Surrency, GA 31563	912-367-3250 Ext. 321	kristy.garner@appling.k12.ga.us

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

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



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

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

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

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

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

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

**4. Hearing Procedures:**

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

# **Appling County Board of Education Student Drug Testing Program Approved May 15, 2017**

## **Purpose and Intent**

The Appling County Board of Education encourages students to participate in school-sponsored extracurricular activities but believes that the opportunity to participate is a privilege offered to eligible students on an equal opportunity basis. The use of alcohol or other drugs by students participating in school-sponsored extracurricular activities presents a hazard to the health, safety, and welfare of the student participant. The Board recognizes that the unlawful use of alcohol and drugs seriously impairs the health, safety, education, and future success of students engaged in that use. The Board further recognizes that while the unlawful use of alcohol and drugs is a potential problem for all students, students engaged in school-sponsored extracurricular activities are confronted by special risks which make them particularly vulnerable to the harms presented by that use. Finally, the Board also recognizes that students engaged in school-sponsored extracurricular activities are often viewed by fellow students as holding or enjoying positions of notoriety, such that the unlawful use of alcohol and drugs by students engaged in school-sponsored extracurricular activities may impact or influence the attitudes and actions of other members of the student body. Thus, the Board believes that testing student participants in school-sponsored extracurricular activities serves the important purpose of detecting and preventing illegal drug and alcohol use among all students in the system.

This program is intended to support the comprehensive educational policies and programs of the Appling County School System in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of alcohol and drugs. The program is further intended to provide incentives to high school students engaged in school-sponsored extracurricular activities to avoid such use and to strive for effective rehabilitation when such use has occurred. The results of any drug test administered under this program will be used only to determine eligibility for participation in school-sponsored extracurricular activities. This program is not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for the prosecution of the student.

The Superintendent or his/her designee is authorized to develop procedures as necessary for implementation of this drug testing program and applicable state laws.

## **Applicability**

This program applies to all high school students (grades 9-12) who participate in a school-sponsored extracurricular activity within the Appling County School System. To be eligible to participate in any school-sponsored extracurricular activity, these students must agree to participate in a drug-testing program that includes random drug testing during the school year.

A "school-sponsored extracurricular activity" means, without limitation, all interscholastic athletics, cheerleading, band, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, and any other activity or group that participates in contests, competitions or community service projects on behalf of or as a representative of the school system. "School-sponsored extracurricular activity" also specifically includes parking a vehicle on school property.

## **Consent**

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall sign a consent form agreeing to participate in the drug-testing program. If the student or his or her parent or guardian declines to sign the consent form, the student will not be permitted to participate in school-sponsored extracurricular activities. Consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities.

## **Testing Program**

The Board hereby authorizes the Superintendent and his or her administrative staff to develop and implement drug screening procedures for all high school students who wish to participate in any interscholastic athletic activity or any student who applies for a parking permit and intends to park a vehicle on the school grounds. Any student who refuses to be tested as required under this program, or who alters or falsifies or attempts to alter or falsify a test, shall be removed from all school-sponsored extracurricular activities. Flushing the toilet or leaving the testing room will result in the student being retested. Collections and testing procedures shall be established, maintained, and administered to ensure (A) randomness of selection procedures, (B) proper student identification, (C) that each specimen is identified with the appropriate student participant, (D) maintenance of the unadulterated integrity of the specimen, and (E) the integrity of the collection and test process as well as the confidentiality of test results. The specimens of participating students shall be tested for all substances which are illegal to buy, possess, use, sell or distribute under state or federal law, including the following substances: (A) amphetamines, (B) marijuana (THC), (C) cocaine and its derivatives, (D) opiates, (E) phencyclidine (PCP), (F) benzodiazepine, (G) barbiturates, (H) Methadone, (I) methaqualone, (J) LSD, (K) alcohol, and (L) performance enhancing substances, including anabolic steroids.

## **Sanctions**

Failure to Report for Testing- If a student is present at school and fails to report when called to be tested they will be required to arrange for testing at the lab within 48 hours. In such cases the parents will be responsible for the cost of the testing. Failure to complete the testing within 48 hours will result in the test being considered a positive result and the student will face the consequences for a first violation.

Any participating student whose drug test administered pursuant to this program renders a positive test result as indicated by the testing facility shall be subject to the following consequences:

First Positive Drug Test Result - The participating student and his or her parent or legal guardian will be required to attend a conference with a representative of the Appling County School District designated by the Superintendent. The student and his or her parent or legal guardian shall be required to attend a program of counseling regarding substance abuse for a period of at least forty-five (45) days. The expense of said program of counseling shall be the responsibility of the student. The student will be subject to recurring drug tests, not

random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Second Positive Drug Test Result - The participating student will be suspended from participating in any school-sponsored extracurricular activities for one (1) calendar year. The student will be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Third Positive Drug Test Result - The participating student will be prohibited from participating in any school-sponsored extracurricular activities for the remainder of the student's eligibility.

### **Drug Testing Procedures**

All students participating in school-sponsored extracurricular activities shall be subject to random drug testing at any time during the school year. Students eligible for testing will be determined by a roster which compiles the names of all students who have completed the required consent form and notification of drug testing policy.

The school administrator (or designees) and one witness shall determine the student participants to be tested by using a random selection procedure from among all student participants in the school-sponsored extracurricular activities. The participating student's parent or legal guardian shall be notified on any day the student is selected for testing. Collection procedures for drug testing shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a test specimen and maintain complete confidentiality of test results. Written confirmation of all test results shall be forwarded by the testing laboratory to a representative of the Appling County School System designated by the Superintendent.

In the event that a participating student's test specimen produces a positive result, a representative of the Appling County School System designated by the Superintendent shall meet with the student and the student's parent or legal guardian to disclose and discuss the test results. Any student participant who has tested positive, or the student's parent or legal guardian, may contest the test result by informing the representative of the Appling County School System designated by the Superintendent of their wish to have a meeting within seventy-two hours of receipt of notice of the positive test result. The student participant and his or her parent or guardian shall be entitled to present any evidence they desire to defend the charge, prior to the implementation of sanctions. The designated school representative before whom the meeting is conducted may require written documentation (such as a doctor's statement) of any evidence the student or his or her parent or legal guardian may wish to present. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided under the program for a positive test result. Any further laboratory analysis shall be conducted with the student's remaining test specimen preserved by the testing laboratory and shall be conducted at the student's expense. A final decision of the designated school representative shall be made within five (5) days of receiving notice to contest the test result. If the student participant chooses to appeal the decision of the representative of the Appling County School System designated by the Superintendent, the student may appeal to the Superintendent within three (3) days. The Superintendent shall issue a final decision on the appeal. The appealing student shall be ineligible to participate in school-sponsored extracurricular activities during the pendency of the appeal.

If a participating student is 18 years of age or turns 18 years of age during the school year, the student must agree to release all test results to the student's parent or legal guardian.

One (1) year after the participating student turns 18 years old or one (1) year after the student's graduation, whichever is later, all records in regard to this policy concerning each student shall be destroyed. At no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein.

### **Confidentiality**

The results of any drug test conducted pursuant to this policy will be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the Superintendent. Said results shall be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

### **Notice**

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall also sign a consent form indicating that the student and the student's parent or legal guardian have received, read and understand the guidelines of the drug testing program. If the student or his or her parent or guardian declines to sign the consent form, the student will not be permitted to participate in school-sponsored extracurricular activities. Consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities.

**APPLING COUNTY BOARD OF EDUCATION**  
**Student Drug Testing Program**  
**School-Sponsored Extracurricular Activity Privilege**

**CONSENT AND RELEASE FORM**

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall sign a consent form agreeing to participate in the drug-testing program that includes random drug testing. If the student or his or her parent or guardian declines to sign a consent form, the student will not be permitted to participate in school-sponsored extracurricular activities. "School-sponsored extracurricular activity" includes parking a vehicle on school property.

I have read and understand the Appling County School System's Student Drug Testing Program information and agree to abide by its terms and conditions. I understand that the program prescribes a testing procedure and I agree to submit to those tests at any time as a condition for my participation in extracurricular activities or to utilize parking privileges. I specifically consent and agree to submit a specimen for testing to determine the existence of prohibited substances. I authorize the designated drug testing agent or medical provider to release test results to persons providing counseling as required by the testing program and local school officials who have a need to know.

I understand that it is a privilege, not a right, to be allowed to operate a motor vehicle, park on Appling County School System properties and to participate in extracurricular programs offered by the Appling County School System. I understand that I must comply with the terms and conditions of the program in order to be offered the privilege to participate in these activities. I understand that my refusal to submit to testing under the program will prohibit me from participation and will render me ineligible for these privileges. I further understand that any student who is in the pool for random testing and refuses a test will be viewed as testing positive.

The results of any drug test conducted pursuant to this program will be kept confidential and disclosed only to the student, his or her parents or legal guardians and school officials designated by the Superintendent. Results shall be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

Consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities, unless revoked by the student and their parent or legal guardian in writing.

If a participating student is 18 years of age or turns 18 years of age during the school year, the student must agree to release all test results to the student's parent or legal guardian.

***I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.***

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<b><i>Student Name (Printed)</i></b>	<b><i>Student Name (Signed)</i></b>	<b><i>Date</i></b>
<b><i>Parent Name (Printed)</i></b>	<b><i>Parent Name (Signed)</i></b>	<b><i>Date</i></b>

**APPLING COUNTY BOARD OF EDUCATION  
Student Drug Testing Program  
School-Sponsored Extracurricular Activity Privilege**

**STUDENT DRUG TEST DATA FORM  
(To be completed by student on the day of specimen collection)**

I have read and understand the Appling County School System's Student Drug Testing Program information and I have previously signed a Consent and Release Form giving the Board of Education and its agents permission to collect a test (urine) specimen to perform appropriate tests thereon to identify the presence of prohibited substances.

I agree for the Board of Education and the drug testing agent to release any and all information concerning the results of any drug/substance screening to the Board of Education's Medical Review Officer.

As a further condition of my participation in Appling County School System sponsored extracurricular activity activities, I authorize the Appling County Board of Education, its agents, employees, and its Medical Review Officer to release any and all information concerning the results of any drug/substance screening to my parent(s) or legal guardian(s).

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<b><i>Student Name (Printed)</i></b>	<b><i>Student Name (Signed)</i></b>	<b><i>Date</i></b>
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***Parent or Guardian Name (Printed)***

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**The following section should be completed by the school administrator.**

The participating student's parent or legal guardian shall be notified on any day that the student is selected for testing.

- Verbal Contact with ***Parent or Guardian***
- Certified Mail Notification sent to ***Parent or Guardian***
- Search for physical evidence of controlled substance/ alcohol, in the event of reasonable suspicion.

**Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Procedures to Participate in Athletic and Extracurricular Activities**

All school events (banquets, concerts, practices, fund raisers and etc.) including booster groups that use the high school facility during the school week (Sunday-Thursday) will start by 6:30 PM. The exceptions are for GHSA competitions.

All school activities (banquets, camps, concerts, and/or practices) will end by 8:30 PM during the school week. Practice may be extended until 9:00 PM one (1) night each week. Failure to comply with the dismissal time will result in the loss of the opportunity for an extended night for that individual group.

All school activities (banquets, camps, concerts, and/or practices) will end by 6:00 PM on Wednesday. The exceptions are for GHSA Playoff Competitions that mandate a date and time.

All events that require an overnight stay and the competition is not until the next day, will not depart from school until school is dismissed (unless administratively approved).

Camps, practices, rehearsals and/or other non-competition type activities will not be held during the school day.

Students must be in school for ½ of the school day to be eligible to participate in school activities. The exceptions are (doctor's notes, funerals and/or court, or principal's prior approval).

Students who are assigned to ISS are not allowed to attend any activity that would keep them from serving their assigned ISS day(s). Students who do will not be eligible to participate in the group's next activity.

Students who are assigned OSS are not eligible to participate in school related activities (banquets, camps, competitions, concerts, and/or practices) until the day after their OSS is completed. Students who do will not be eligible to participate in the group's next two activities.

Students have a signed parent consent form for Drug testing.

**The sponsor or head coach will be responsible for making sure these procedures are followed without exception.**

**Annual Public Notice of Career Technical and Agricultural Education (CTAE) Opportunities:**

The Appling County School District offers classes in the following CTAE pathways and programs with college and career ready student credentialing opportunities at Appling County High School:

Army JROTC	Business & Technology	Graphic Design
Agriculture Leadership in Forestry	Culinary Arts	Horticulture/Mechanical Systems
Agriculture Leadership in Horticulture	Early Childhood Care & Education	Marketing Communications & Promotion
Agricultural Mechanics Systems	Engineering & Technology (STEM)	Plant & Landscape Systems
Allied Health & Medicine	Forestry/Mechanical Systems	Welding
Audio-Video Technology & Film	Forestry/Wildlife Management	Work-Based Learning (WBL)

Also, Appling County Middle School offers classes in the following CTAE program areas:

Agriculture	Business & Computer Science	Engineering & Technology (STEM)	Family & Consumer Science
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The Appling County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In accordance with all aspects of this non-discrimination policy, admission and participation in Career Technical and Agricultural Education (CTAE) programs are offered and available to all students regardless of race, color, national origin, sex, disability, or age. In addition, lack of English language proficiency is not a barrier to admission or participation in any CTAE program. The Appling County School District also does not discriminate in its hiring or employment practices. Additional information on CTAE pathways and programs can be found at <http://www.appling.k12.ga.us/ACHS/> under the CTAE link. For general information about these CTAE programs, contact:

Dr. Ryan Flowers, Career, Technical, and Agricultural Education Director  
 Address: 482 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8610

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ellen Carter, Program Director (School Nutrition)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

Norma Cortes, Program Director (Title I Title IVA,)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

Dr. Sandy Dominy, Assistant Superintendent (Title VB)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

Patrice Nelson, School Psychologist (504 Coordinator)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

Norma Cortes, Program Director (Title 1 Part C, Title IIA, Title III)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

Pam Thomas, Program Director (Special Education, Title VI)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

Denise Rentz Program Director (Human Resources, Title IX)  
 Address: 249 Blackshear Highway Baxley GA 31513 Phone: (912) 367-8600

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## Appling County School Nutrition Program

Nutrition is a very important part of the education process since a hungry child cannot learn! It is our privilege to provide free, nutritious meals to all students in the Appling County School System. Appling County School Nutrition meals adhere to the USDA dietary guidelines and requirements.

Monthly menus are available on the Appling County School District website ([www.appling.k12.ga.us](http://www.appling.k12.ga.us)) and can be accessed under the Department Tab by selecting School Nutrition.

We are pleased to inform you that Appling County School System will continue to operate under the National School Lunch and School Breakfast Programs and participate in Community Eligibility Provision (CEP). What does this mean for you and your children enrolled in the Appling County School System? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Students will be required to pay for extra items and second meals. Meal accounts will be used by students who wish to purchase extra items in the cafeteria. Students can put money in their accounts by giving it to a cashier or by visiting [www.k12paymentcenter.com](http://www.k12paymentcenter.com). Adult/visitor meal prices are \$2.90 for breakfast and \$3.75 for lunch.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, you may write to the Secretary of Agriculture, Washington, D.C. 20250.

The cafeteria is a non-profit service for students' convenience and benefit. Students may bring their lunches from home, but no fast food is to be delivered to a student and consumed in the cafeteria during serving times. The school cafeteria is maintained as a vital part of the health program of the school. If we can be of any further assistance, please contact the Appling County School Nutrition Program at (912) 367-8600.



# APPLING COUNTY HIGH SCHOOL CODE OF DISCIPLINE

The home, school, and community must work together to establish a fair and effective discipline program. The Appling County High School Code of Discipline was developed and is annually reviewed by a committee comprised of students, parents, teachers, and administrators. This free communication has led to the development of a student code of conduct that should improve and enhance student behavior and academic performance while dealing effectively with student behavior that detracts from the learning environment. Appling County High School teachers and administrators believe that our students have been taught acceptable behavior at home, and that they know how to behave in a respectful manner. This includes accepting corrections of their behavior with respect. Young people will make mistakes, but it is expected that students will make a good faith effort to correct misbehavior and treat others--teachers, administrators, and classmates--with the same dignity and respect they expect for themselves. Our teachers, administrators and other staff members remain committed to a fair and impartial enforcement of the code.

It is expected that students will behave in such a way as to facilitate a learning environment for themselves and other students. Students are expected to respect each other and school district employees, obey student behavior policies adopted by the Appling County Board of Education and the student behavior rules established by the Appling County High School. Students and parents should become familiar with the school policies, regulations, rules, and disciplinary consequences cited in the code.

All disciplinary options in the code of discipline are at the discretion of administrator or teacher. Individual circumstances, severity of offense, and other factors may be taken into consideration when decisions are made with an attempt to be consistent and fair, and every effort will be made to protect the rights and dignity of the student. Student support services that may help the student address behavioral problems may be utilized. The school, system, or other public entities and community organizations may provide these support services. Teachers are authorized and expected to maintain classroom discipline through student conferences, parent contact and conferences, teacher punishment and if the behavior persists or is severe referral to the administration. It should also be noted that corporal punishment may be administered. Corporal punishment will not be an option, however, if it proves to be ineffective for a particular student. Similarly, teachers may assign after school teacher detention.

**NOTE:** The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA. These procedures apply to all students who have been determined eligible for special education services.

**NOTE:** Teachers and administrators have the authority to take customary and reasonable measures to maintain proper control among students placed under their care and supervision. Such measures may include the use of lawful authority to restrain or correct pupils and maintain order. Surveillance cameras will be used to monitor the campus and/or school buses, and recorded events will be used as evidence for disciplinary procedures.

## Parent Notification

The student's copy of his/her Discipline Report will be considered sufficient parental notification. Disciplinary actions involving In-School, Out- of-School Suspension, or Saturday School will also include parent notification by phone and/or mail. **RULE 1**

## (08): VIOLENCE

Physical assault and/or battery on any person (student or persons attending school related functions) on the school grounds; off the school grounds at a school activity, function, event; or en route to and from school or a school function, activity, or event on system-supported transportation will not be allowed.

### Categories:

- 1a: Verbal abuse or intimidation
- 1b: Verbal assault, fighting words, minor push, or other actions that promote violence
- 1c: Fight (physical altercation) (direct or indirect) or battery

**Note:** Students who refuse to retaliate in a fight will not be punished. Students who are hit by another student should report the incident to an adult. When clearly evident, as witnessed by an adult, that a student did not return punches, action taken will be left to the discretion of the administrator. Offenses involving extreme violence or threats to do bodily harm will be referred to tribunal. A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicles for causing substantial physical or visible bodily harm or seriously disfiguring another person, including another student.

### Recommended Dispositions:

#### 1a: Verbal abuse

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

#### 1b: Verbal assault, fighting words, minor push, or other acts that provoke violence

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

#### 1c: Fight (physical altercation) (Cumulative for high school career)

1 <sup>st</sup> Referral	2 Days OSS, 3 Days ISS
2 <sup>nd</sup> Referral	3 Days OSS, 5 Days ISS
3 <sup>rd</sup> and subsequent Referrals of semester.	10 Days OSS and recommendations to tribunal for long-term suspension for the rest

**Note:** Students who violate regulations in the Code of Conduct are subject to consequences by Appling County Schools. 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. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

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

Cyber bullying is defined as the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., SnapChat, Facebook, Twitter, etc.), chat rooms, texts, and instant messaging; using cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online.

The student who is determined to be the primary aggressor by the School Resource Deputy (SRD) will have an arrest or juvenile complaint filed by the SRD on the 3<sup>rd</sup> and subsequent violations under Georgia Code (O.C.G.A. 16-6-23).

O.C.G.A. 16-3-21

(a) A person is justified in threatening or using force against another when and to the extent that he or she reasonably believes that such threat or force is necessary to defend himself or herself or a third person against such other's imminent use of unlawful force.

The recommended dispositions for bullying will be addressed under Rules 1a and 1b in our current Appling County High School Code of Discipline, which is included in the ACHS Student Planner beginning on page 38. The penalties for the first and second violations of Rules 1a and 1b will remain the same and as with other rules are at the discretion of an administrator.

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

### **ANTI-GANG POLICY**

The Board of Education recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. It is therefore the policy of the Board of Education that gangs and gang activities are prohibited in the Appling County Public Schools. For purposes of this policy, a "gang" is any group of two or more persons whose purposes include the commission of illegal acts, or acts in violation of disciplinary rules of the school district. "Gang related

or gang-like activity" includes, but is not limited to, the prohibited conduct set forth below. No student on, about school property, or at school related activities on or off school grounds shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation with any gang
- Engage in any act in furtherance of the interests of any gang or gang activity including but not limited to:
- Soliciting membership in, or affiliation with, any gang
- Soliciting any person, explicitly or implicitly, with violence or with any other illegal or prohibited act
- Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property
- Engaging in violence, extortion, or any other illegal act or other violation of school policy
- Soliciting any person to engage in physical violence against any other person

"Wannabees" are groups of youth not affiliated with recognized gangs but who engage in gang-like activities and/or mimic gang behavior. "Wannabees" will be dealt with as gangs under terms of this policy. In determining whether acts, conduct, or activities are gang related, school officials are encouraged to work closely with local law enforcement officials. Students who violate this policy shall be subject to the full range of school disciplinary measures, including expulsion up to one calendar year, in addition to applicable civil and criminal penalties.

### **BULLYING**

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

## 1d Gang Related Activity

### Recommended Dispositions:

1st Referral	3 days OSS
2nd Referral	5 days OSS
3rd and Subsequent Referrals	10 days OSS and recommendation for a tribunal for long-term suspension for rest of semester.

## **RULE 2: WILLFUL REFUSAL TO CARRY OUT INSTRUCTIONS OR IDENTIFY HIMSELF/HERSELF**

Refusal to carry out instructions of faculty or staff or repeated violations of school and/or class rules will not be allowed. Refusal to identify him/her upon request will not be allowed.

### Recommended Dispositions:

1st Referral	2 days ISS or 2 days ISS for the block in which offense occurred
2nd Referral	3 days ISS or 3 days ISS for the block in which offense occurred
3rd Referral	3 days ISS
4th and Subsequent Referrals	2 days OSS

## **RULE 3: ASSAULT ON FACULTY/STAFF MEMBER**

It is a violation of state law 20-2-751.5 for a student to physically or verbally assault and/or batter a teachers, administrators, other school personnel, or bus drivers.

### Recommended Dispositions:

#### **3a: Verbal abuse**

1st Referral	2 days ISS
2nd Referral	3 days OSS
3rd Referral	2 days OSS, 2 days ISS

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

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

#### **3c: Physical Assault or Battery 20-2-751.6**

The penalty for committing a physical act of violence including making physical contact of an insulting or provoking nature or causing physical harm against a school employee is expulsion for the remainder of the student's school years. Law enforcement authorities may be consulted for possible criminal arrest. The State Department of Public Safety will be notified to revoke driver's license.

## **RULE 4: CLASSROOM/HALLWAY DISTURBANCE OR DISRESPECT/INSUBORDINATION**

Students are not to cause classroom/hallway disturbances or show disrespect or insubordination. Teachers will attempt to resolve minor disturbances. A disturbance will be considered major if there is substantial disruption of learning and/or a threat to others. Disrespectful conduct including the use of vulgar or profane language during school hours and at school related functions directed toward teachers, administrators, students, other school personnel, and other persons will not be tolerated.

### Recommended Dispositions

#### **4a: Minor Disturbances**

1st Referral	3 days LUNCH DETENTION
2nd Referral	5 days LUNCH DETENTION
3rd and Subsequent Referrals	1 day Saturday School

#### **4b: Major Disturbances**

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

## **RULE 5: SCHOOL DISTURBANCES**

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

### Recommended dispositions

5: Major Disturbance	10 days OSS and recommendation to tribunal for long-term suspension. Law enforcement may be consulted for possible criminal arrest.
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## **RULE 6: WEAPONS – GA. Code Section 16-11-127.1 Knife (22), Other (23), Handgun (25), Rifle (26)**

Students cannot supply; possess, handle, use or transmit a knife or other objects that can be considered a weapon on the school grounds; off the school grounds at a school activity or event on system-supported transportation. "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nun chaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

### **Recommended Dispositions**

- The penalty for violation of this policy by bringing to school a firearm as defined above will be a one-year expulsion from school, except that the Board of Education may modify the expulsion requirement for good cause on a case-by-case basis.
- The penalty for violation of this policy, by bringing to school a weapon as defined above, other than a firearm, will be as provided in student disciplinary policies and may result in criminal prosecution.
- Proper legal authorities will be notified, and confiscated weapons may be turned over to legal authorities. A child who violates 16-11-127.1 shall be subject to the provisions of GA. Code Section 15-11-63. A student's instruction permit or driver's license will be suspended by the Georgia Department of Motor Vehicles for possession or use of a weapon on school property or at a school sponsored event.
- Severity of punishment for possession of items, which might be considered weapons but not specifically covered by Georgia or U. S. law (small pocketknives, chains, files, etc.), will be left to the discretion of the administration. (Punishment may include ISS and/or out-of-school suspension.)

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

A student shall not possess, sell, use, transport, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroids, or intoxicant of any kind at school or on school property at any time; Off the school grounds at a school sponsored activity, function, or event; In route to and from school. A student shall not attend school or any school event after having consumed any quantity of alcohol or other illegal substance. Use may be detected by observation, odor, or other means. A student known to be under the influence of such substances at school or school event shall be suspended for a minimum of five days. Students in possession of drug related paraphernalia including but not limited to cigarette papers, pipes, bongs, and scales shall be handled at administrative discretion according to type of contraband. The school is available to assist students who use drugs or abuse alcohol by counseling, drug abuse education, and/or cooperation with other appropriate health care providers.

Note: Use of a drug authorized by a medical prescription from a registered physician in the amount prescribed by the physician shall not be considered a violation of this regulation provided the medication is in its original container and given to the nurse when the student arrives on campus. Inappropriate possession or use of substances that look like or promoted as illegal drugs is a violation of this rule. Punishment for misuse of prescription and over the counter drugs will be based on the severity of the offense and at the administrator's discretion. Students needing to carry prescribed asthma medication must notify the school nurse. In all cases of violation of Rule 7, law enforcement shall be consulted for possible criminal arrest and the State Department of Public Safety will be notified to revoke the student's driver's license.

### **Recommended Dispositions**

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

Possession with alleged intent to sell or distribute

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

## **RULE 8: USE OF PROFANE, VULGAR, OR OBSCENE WORDS, GESTURES, OR OTHER ACTIONS**

Use of profane, vulgar, or obscene words (written, verbal, in music, or drawn), gestures or actions during school, at school events or functions, or while en route to and from school or school events will not be allowed.

### **Recommended Dispositions**

1st Referral	3 Lunch Detention
2nd Referral	1 day Saturday School
3rd Referral	2 days ISS

**RULE 9: TERRORISTIC ACTS, BOMB THREATS, PULLING FIRE ALARMS, FALSE CALLS TO 911, AND FIREWORKS INCLUDING SMOKE BOMBS**

Any student violating or attempting to violate a law of the State of Georgia or the United States of America while on the campus of any Appling County school or at any school function or event shall be subject to disciplinary action. (This includes calling in a bomb threat to any of the Appling County schools.)

**Recommended Dispositions**

Administrative discretion will be used depending upon the severity of the incident. Punishment may include up to 10 days OSS and/or recommendation to Tribunal for long-term suspension or expulsion. Law enforcement may be consulted for possible criminal arrest.

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

Theft of property, fraud or attempt to defraud by deception, willful and/or malicious destruction of, and /or threat to destroy, school property; willful vandalism including marking, defacing, or destroying public or private property while student is on campus and/or under school supervision; destruction or vandalism of any property belonging to any school personnel or any person legitimately at school will not be tolerated. Students are responsible for the security of their personal belongings and school property that has been issued to them. In cases of theft or loss, the administration will attempt to resolve the matter; however, students must be aware that the recovery rate is low. Students are asked to leave large sums of money at home and never leave money or other valuables unattended in dressing rooms, lockers, classrooms, etc.

Students who tamper with technology/computers owned by the Appling County Board of Education will be in violation of this rule. This type of destruction would include loading viruses, unauthorized programs, or any other kind of alterations that interfere with the learning function of the school-owned property.

**Recommended Dispositions**

Administrative discretion depending upon the severity of the offense including up to 10 days OSS and possible recommendation to tribunal for long-term suspension or expulsion. Computer privileges may be restricted or lost at the discretion of the administration. Law enforcement may be consulted for possible criminal arrest.

NOTE: In cases of property damage, restitution will be required.

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

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

**Recommended Dispositions**

All "Recommended Dispositions" listed in 10A plus:

1st Referral: Fine that will be calculated at 5 times the cost of item(s)  
2nd and each subsequent referral: Fine that will be calculated at 10times the cost of item(s)

**RULE 11: BUS CONDUCT**

Students must follow all posted rules and reasonable requests made by the bus driver. Common courtesy in behavior and language should be observed at all times. Students shall be prohibited from acts of physical violence as defined by Georgia Code Section 20-2-751.6 (ACHS Rule 1c), bullying as defined by subsection (a) of Georgia Code Section 20-2-751.4 (ACHS Rule 1a and 1b), physical assault or battery of other persons on the school bus (ACHS Rule 1c), verbal assault of other persons on the school bus (ACHS Rule 1a, 1b, 3), disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior (ACHS Rule 4).

In addition to the normal punishment for fights, students in grades 6-12 who are guilty of fighting on a school bus shall be suspended for the following:

**Recommended Dispositions:**

1st Fight 15 days bus suspension  
2nd Fight 30 days bus suspension  
3rd Fight 45 days bus suspension  
\*Suspended from riding the bus in addition to consequences for Rule 1C: Violence/Fighting

Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devises in a manner that might interfere with the school bus driver's operation of the school bus (ACHS Rule 16).

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

Recommended Dispositions

1st Referral	Penalty at discretion of administrator
2nd Referral	5 days of bus suspension
3rd Referral	10 days of bus suspension
4th Referral	Up to 60 days of bus suspension

**RULE 12 (18): TOBACCO**

Students enrolled in Appling County Schools shall not possess, transmit, or use tobacco, vapes, or juuls (or any paraphernalia such as lighters, matches, etc.) in any form on any school grounds during, before, or after school hours; or on any school grounds being used by any school group; traveling to and from school while on system-supported transportation; off the school grounds while in attendance at any school function; or while otherwise subject to jurisdiction of school authorities. Students with the smell of smoke on their breaths in a smoke-filled environment could be considered in violation of this rule. Any student who warns a smoker(s) or otherwise acts as a "look-out" will be subject to punishment at the administrator's discretion.

Recommended Dispositions:

1st Referral	1 day ISS
2nd Referral	2 days ISS
3rd and All Subsequent Referrals	3 days ISS

**RULE 13A: FAILURE TO PERFORM ASSIGNED CONSEQUENCES**

No student will fail to carry out assigned consequences for misconduct or fail to report to Lunch Detention. Administrative discretion can be used in cases involving extenuating circumstances. Teacher will refer student to administrator for not serving teacher detention, where student will then receive 3 days of lunch detention.

Recommended Dispositions

1st Referral	ISS for number of days not served
2nd and Subsequent Referrals	1 day OSS

**RULE 14: PUBLIC DISPLAY OF AFFECTION**

No inappropriate public display of affection will be allowed during the school day. Display of affection includes but is not limited to holding hands, kissing, and caressing.

Recommended Dispositions

1st Referral	3 days Lunch and parent notification
2nd Referral	5 days Lunch Detention and parent notification
3rd and Subsequent Referrals	1 day ISS and parent notification

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

Unless accompanied by a teacher, students must have an official hall pass whenever they leave a class during the period. There are no exceptions to this rule. Students are not allowed to visit other students during class hours. During lunch students are to remain on campus in assigned areas only. Students are not to go to cars or the parking lot during the day without written permission or adult supervision. Only students who ride a bus are permitted in the bus loading and unloading area. See OFF LIMITS AREAS section.

Recommended Dispositions

1st Referral	3 days Lunch Detention
2nd Referral	1 day Saturday School
3rd Referral	2 days ISS

**RULE 16 a: MISUSE OF PERSONAL TECHNOLOGY**

This includes repeated violations of a teacher's classroom policy for the acceptable use of technology, cell phones, other technology and/or the viewing of pornography and other information or programming that is unacceptable or of no educational value.

Recommended Dispositions for inappropriate use of personal electronics.

1st Referral	Confiscation and returned after 5 days and \$15.00 fee.
2nd Referral	Confiscation and returned after 5 days, \$15.00 fee, and Saturday School.
3rd Referral and subsequent	2 Days ISS

**RULE 16 b: MISUSE OF SCHOOL TECHNOLOGY**

Recommended Dispositions for inappropriate use of school electronics.

1st Referral	1 day ISS
2nd Referral and subsequent	2 days ISS Computer privileges may be restricted at the discretion of the administration.

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, or playback device, etc) during testing .

## **RULE 17: FOOD AND DRINKS**

No students shall have food or drinks in the classrooms or restrooms at any time. No fast foods can be brought to students. Cups, soft drink bottles, and personal sip containers are prohibited in building. Glass containers are not allowed on campus at any time.

### Recommended Dispositions

1st Referral	3 days Lunch Detention	2nd Referral	5 days Lunch Detention
3rd Referral	1 day Saturday School		

## **RULE 18: IMPROPER USE OF MOTOR VEHICLE**

Students are to observe all driving rules and safety rules while on campus. Driving too fast for conditions, reckless driving, improper parking, or parking without a decal will not be permitted. Students must park in the designated areas. No student may park at the Elementary Complex or other areas adjacent to campus. Car will be towed away at owner's expense.

### Recommended Dispositions

1st Referral	\$10.00 fine
2nd Referral	\$15.00 fine
3rd Referral	\$20.00 fine and parent notification
4th Referral	Loss of parking privileges for one calendar year

## **RULE 19: FORGERY/UNAUTHORIZED SIGNATURE**

Parent or guardian signatures on school documents are not to be signed by anyone other than the parent or guardian; records are not to be altered. Unauthorized use of hall passes, notepads, initialing or signing notes, forms and other such documents for teachers' signatures or approval, etc. is prohibited. Administrative discretion may be used depending on the severity of the forgery.

### Recommended Disposition

1st Referral	3 days Lunch Detention and parent conference
2nd Referral	2 days ISS and parent conference
3rd Referral	2 days OSS, 3 days ISS and parent conference

## **RULE 20: LUNCHROOM CONDUCT**

No food, drinks, straws, etc., may be taken from the lunchroom or designated eating area. Appropriate behavior and cleanliness are expected. Students are not to run in the lunchroom or break in the lunch line. Students are expected to return trays, plates, and utensils to the service area. The lunchroom supervisor may assign alternative punishments.

### Recommended Disposition

1st Referral	3 days Lunch Detention
2nd Referral	5 days Lunch Detention
3rd Referral	1 day Saturday School
4th and Subsequent Referrals	2 days ISS

## **RULE 21: CHECK-IN/CHECK-OUT POLICY**

Students who arrive at school after 7:50 must get an Admittance Slip from the Principal's Office. If the slip is marked unexcused, the teacher will include the tardy in the student's tardy record. In addition, a student may be marked both tardy and absent from class because a student must be present in class 75 out of 90 minutes of each block to be counted present. All students except work students must check out through the front office.

### Recommended Dispositions

1st Referral	Verbal/Written Warning
2nd Referral	3 Days Lunch Detention
3rd Referral	1 day Saturday School

## **RULE 22A: LEAVING SCHOOL WITHOUT PERMISSION/TRUANCY**

A student leaving the school grounds during the school day without permission will be considered truant. Recommended

### Dispositions

1st Referral	2 days ISS
2nd Referral	3 days ISS
3rd Referral	3 days OSS

## **RULE 22B: TRANSPORTING STUDENTS OFF CAMPUS**

Students who knowingly transport another student who has not signed out properly off campus will have their parking privileges revoked.

### Recommended Disposition

1st Referral	Parking privileges revoked for 20 days.
2nd Referral	Parking privileges revoked for 41 days.
3rd Referral	Parking privileges revoked for remainder of school year.

## **RULE 23: DRESS CODE**

Students are expected to be in compliance with the guidelines as spelled out in our school dress code. Repeated attempts to disrupt the learning environment with improper dress will be a violation. The student will not be permitted to remain in class while in violation of this policy. A student who refuses to comply with a directive about dress may be insubordinate Rule 2 and placed in ISS for the remainder of the school day. The student will be counted absent from class if more than 15 minutes of class time is missed.

### Recommended Disposition

1st Referral:	3 days Lunch Detention
2nd Referral:	5 days Lunch Detention
3rd Referral:	1-day Saturday School
4th and all Subsequent Referrals:	2 days ISS

## **RULE 24a: EXCESSIVE TARDIES TO CLASS**

Students are to be on time to all classes, assemblies, and advisement meetings. Any student who is not in class when the tardy bell rings will be considered tardy, unless they have a legal excuse from the office or another teacher (See also Rule 21: Check-In Policy).

### Recommended Dispositions

1st Offense	Verbal warning by teacher
2nd - 5th Offense	Referral to administration and 3 days Lunch Detention.
6th - 8th Offense	Referral to administration and 5 days Lunch Detention.
9th - 11th Offense	Referral to administration and 1-day Saturday School.
12th and Subsequent Offense	2 days ISS

## **RULE 24b: EXCESSIVE TARDIES TO SCHOOL**

Students are to be at school on time. Students who are not in 1st Block class when the tardy bell rings must have an Admittance Slip from the front office. The front office will handle the discipline referral for students tardy to school.

### Recommended Dispositions

1st – 5th Unexcused Tardy	Warning
6th – 8th Unexcused Tardy	3 days Lunch Detention and parent notification
9th – 11th Unexcused Tardy	5 days Lunch detention
12th – 14th Unexcused Tardy	1 day Saturday School
15th and each Subsequent Tardy	2 days ISS, plus parent conference

## **RULE 25 a, b, c: PORNOGRAPHY/SEXUAL HARASSMENT & MISCONDUCT**

No student shall sell, distribute, or possess pornographic material (25a); subject another student to sexual harassment or intimidation or giving the appearance of sexual misconduct, including being in areas off limits to the opposite sex (25b); or engage in acts of sexual misconduct (25c). All acts of sexual misconduct will be reported to the Student Services Coordinator for review and possible referral to the Department of Family and Children Services (DFACS).

### Recommended Dispositions

#### **25a: Pornography**

1st Referral	1 day Saturday School
2nd Referral	2 days ISS
3rd Referral	2 days OSS. 2 days ISS

#### **25b (15) & 25c (16): Sexual Harassment & Misconduct**

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



**RULE 26: SKIPPING CLASS/LEAVING CLASS WITHOUT PERMISSION**

Any student who misses more than 15 minutes of a class without a legal excuse will be considered skipping class. Failing to report to, or reporting unacceptably late to assemblies, programs, or other school-sponsored gathering or advisement may be interpreted as a violation of this rule. Students who skip more than one class per day will be violating Rule 22: Truancy. Students who leave class without permission will be in violation of Rule 26, regardless of time missed.

Recommended Disposition

1st Referral	1 day Saturday School
2nd Referral	2 days ISS
3rd Referral and Subsequent Referrals	2 days OSS, 2 days ISS

**RULE 27: CHEATING**

No student will demonstrate academic dishonesty by cheating on tests, class work, or homework. Students who knowingly allow students to copy their work are also considered cheating.

Recommended Dispositions:

1st Offense	A grade of "0" and parent contact
2nd Offense/1st Referral	A grade of "0", 2 days ISS
3rd Offense/2nd Referral	A grade of "0", 3 days ISS

**RULE 28: GAMBLING**

Students shall not engage in games of chance, which involve wagers of money or tokens.

Recommended Dispositions

1st Referral	3 days LUNCH DETENTION, confiscation of tokens, cards, etc.
2nd Referral	2 days ISS, confiscation
3rd Referral	2 days OSS, 2 days ISS, confiscation

**RULE 29: OTHER ACTS OF MISCONDUCT**

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

Recommended Dispositions

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

**RULE 30: REPEAT VIOLATION OF THE CODE OF DISCIPLINE**

Students accumulating 10 or more referrals that result in ISS or OSS in one school year will be considered Chronic Disciplinary Students.

Recommended Dispositions

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

**RULE 31: ILLEGAL ACTS**

Students may not violate, or attempt to violate, incite, advise, or counsel others to violate a law of the State of Georgia and/or the United States of America or school policy or rule.

Recommended Dispositions

Administration discretion based on severity of incident. Incident may merit ISS or Out-of-School Suspension; possible referral to the Appling County Board of Education Tribunal for long-term suspension/expulsion; and, possible arrest and prosecution.

## **RULE 32: ACADEMIC EFFORT**

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

### Recommended Dispositions

1st Offense	1 day of teacher detention/parent notification
2nd Offense	3 days Lunch detention
3rd Offense	1 day Saturday School
4th Offense	2 days ISS & parent conference

Student could be administratively placed for academic purposes in the OMBUDSMAN Program.

## **DISCIPLINARY PROGRAMS**

### **TEACHER DETENTION**

Students may be assigned to Teacher Detention by individual teachers. This detention is typically held in the teacher's classroom in the morning or after school. Detention time, length of stay, etc. is at the discretion of the teacher. Students will be given at least 24-hour (overnight) notification when detention is scheduled after school.

### **LUNCH DETENTION**

Students may be assigned Lunch Detention by an administrator. Students will be given at least 24 hour (overnight) notification.

Students assigned to Detention Center will:

1. Report by the tardy bell
2. Bring work materials (books, paper, pencils, etc.);
3. Remain the entire lunch period; or when released by the administrator in charge.
4. Be quiet; cannot sleep;
5. Complete assignments;
6. School bag lunches and milk/juice at student request are permitted.
7. Follow all rules established by detention coordinator (Failure to follow detention rules may result in further lunch detention days, Saturday School, ISS, or out-of-school suspension).

### **SATURDAY SCHOOL**

The purpose of Saturday School is to be an alternative to In-School Suspension for excessive minor violations of the code of conduct. Attendance is taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel. The Saturday school will be in session from 9:00 a.m. to 12:00 p.m. Assigned students will attend a continuous three (3) hour period during which time they will be permitted one (1) five-minute break. Time will be spent doing work detail in and around the school. Failure to serve Saturday School assignment(s) will lead to a ISS/OSS suspension for a period not to exceed five (5) days.

### **IN-SCHOOL SUSPENSION**

The purpose of the ISS program is to provide an alternative means of modifying unacceptable student behavior in lieu of suspension from school. Students are allowed to complete class assignments in a closely monitored setting and are not counted absent from class/school. Students also receive counseling related to their misbehavior. When it is determined that ISS has not been an effective deterrent or when a student has exceeded his/her quota of ISS days (15 per semester, 20 per year), ISS will no longer be used as a disciplinary option for that student. Students/parents will be given 24-hour (overnight) notice. Emergency situations, as determined by an administrator, may warrant immediate placement in ISS without prior notice to parents. Students do not have the option of ignoring an ISS assignment and choosing a "self-imposed" out-of-school suspension. All absences from ISS must be made-up, and the student cannot return to regular class until he/she has completed the assigned days.

#### **In-School-Suspension (ISS) Rules and Regulations**

1. Will not be able to get into the ISS classroom until 7:40 A.M.
2. Will not be allowed to attend field trips including Grad-Nite during the term of ISS suspension.
3. Students are to report to ISS when the 7:40 bell rings
4. Go directly to the assigned workstation and begin daily assignments or wait quietly for instructions.
- 5. Are not to have electronics devices or cell phones (turned in at beginning of class).**
6. Bring books and materials to ISS center.
7. Talk only when answering a question from the supervising teacher.
8. Raise hands to ask a question and wait to be recognized.
9. Speak in normal voice when permitted to talk.
10. Walk to and from various workstations when permitted to do so
11. Write only on notebook paper.
12. Will not pass notes.

13. Go to the restroom under ISS rules.
14. Always face the front and sit up straight in desk. No leaning back in chairs.
15. Never sleep.
16. Complete all assignments given by teachers.
17. Complete all special assignments given by ISS teacher. May bring lunch or receive school provided sack lunch s. No gum or candy. No soft drinks--only milk, juice or water.
18. Are required to make up time when absent or leave school early for a reason.
19. Tardy 2 times to ISS will result in (1) extra day of ISS time.
20. Are not allowed visitors unless permission is given by the appropriate Principal's office or the ISS staff.
21. Should be aware that violation of rules and regulations of this school will result in (1) notification of the principal and/or (2) notification of proper authorities for your removal.
22. Will have counseling sessions with a school counselor during ISS placement if necessary.
23. The term of ISS ends upon release from ISS the final day and all assigned work is completed.
24. Who leave campus early are assigned to ISS for the periods they are on campus.

\*\*\*\* PENALTIES FOR VIOLATING ISS RULES: (1) additional days in ISS and/or (2) suspension from school when warranted. \*\*\*\*

### **OUT-OF-SCHOOL SUSPENSION**

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

### **EXPULSION (LONG-TERM SUSPENSION)**

Expulsion is suspension from school for more than 10 days, typically for the remainder of an existing semester. A student may also be suspended for several successive semesters or permanently from Appling County Schools. This penalty is taken by a Tribunal or the Board of Education.

### **DISCIPLINARY HEARING PANEL (TRIBUNAL)**

The Appling County Board of Education's Hearing Panel (Tribunal) will hear the following cases:

- Alleged assault or battery by a student upon a teacher, other school official, or employee.
- Alleged assault or battery by a student upon another student if alleged assault or battery justifies expulsion or long-term suspension.
- Substantial damage caused by a student on school premises to personal property belonging to a teacher, other school official, employee, or student, if, in the discretion of the administration, the damage justifies expulsion or long term suspension.
- The student has violated a Student Behavior Contract.
- The student violates the weapons, drug, or alcohol policy.
- Violations of law that require more than 10 days out-of-school suspension.
- Other rule violations that the administration determines merit a Tribunal hearing.

Decisions made by the Tribunal may be appealed to the local Board of Education. Long-term suspension is greater than ten (10) days. Students referred to the Tribunal will be given written notification and a parent conference will be held to outline the purposes and procedures.

### **ALTERNATIVE NIGHT SCHOOL PROGRAM**

Placement in this program can be made by recommendation of the administration of ACHS, tribunal, or by board action. The program provides full-time alternative academic programs on computer based curriculum for students in grades 9 through 12.

### **OMBUDSMAN PROGRAM**

High school students who are unsuccessful in the regular classroom environment may be referred for Ombudsman placement. Placement in this program can be made by recommendation of the administration of ACHS, tribunal, or by board action.

Ombudsman provides full-time alternative academic programs on computer based curriculum for students in grades 9 through 12. Initial academic assessments are administered to all students. When graduation requirements have been met, students may receive a high school diploma. Skill development for all grade levels begins with a careful diagnosis and evaluation of each student's needs by a certified instructor. Through this program, with a low student/teacher ratio, students achieve academic gains.

### **DISCIPLINE FOR EXTRACURRICULAR ACTIVITIES EXTRACURRICULAR ACTIVITY EXPECTATIONS**

Participation in interscholastic athletic competition and/or school sanctioned extracurricular activities is a privilege extended to the students by the Appling County Board of Education. Students participating in ANY extracurricular activities at Appling County High School act as representatives of Appling County Schools. All students are expected to conduct themselves in such a manner as to meet the highest standards of ACS at all times.

The Code of Conduct is designed to establish high expectations and standards for all students participating in all school sanctioned extracurricular activities. All students, parents, coaches, sponsors, directors, and administrations understand that the top priority is academic achievement. The Code of Conduct establishes high expectations regarding behavior and consistent consequences when violations occur.

The Code of Conduct goes into effect on the first day of school at ACHS. The Code remains in effect for the entire school calendar year, including time when school is not in session. The offenses and consequences listed below are in addition to (not in lieu of) any school or criminal consequences associated with the misconduct. All consequences listed in the Code of Conduct are minimum standards. Coaches, sponsors, directors, and school administration have the discretion to set consequences over and above these standards.

#### **Violation A**

Arrest for, or charged with the commission of, any act that is a felony or would constitute a felony if committed by an adult (regardless of location or time of the alleged act; in or out of school).

Consequence: Immediate suspension from ALL participation until such as:

- A. Local prosecutors dismiss or drop all pending charges and petitions;
- B. The student pleads guilty to a misdemeanor charge, in which case refers to Violation B; any suspension/consequences already administered
- C. The student is convicted and sentenced to a felony or is adjudicated delinquent in the Juvenile Court of conduct which is committed by an adult could be charged as a felony and serves any and all portions of the sentence including all periods of probation

For Violation B, school administration must have valid evidence and/or verification of the violation as defined in the following:

- A. Verifiable police report given to the school

#### **Violation B**

Alcohol/Other Drugs (Possession and/or Use) Misdemeanor Criminal Law Violations

Consequence: Coach/Sponsor/Director will meet with the student and parent(s)/guardian(s)

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|--------------------------|---|
| 1 <sup>st</sup> Offense: | 5 consecutive days of work detail, 6:00 a.m. – 7:00 a.m. If refusal or failure to serve, proceed to 2 <sup>nd</sup> offense. Work detail days must be consecutive and no waiver is available. |
| 2 <sup>nd</sup> Offense: | Suspension from ALL extracurricular activities for 20% of the season  |
| 3 <sup>rd</sup> Offense: | Dismissed from ALL extracurricular activities but allowed to try-out for subsequent extracurricular activities after the activity has completed its season                                    |