

Appling County Schools

Grades Pre-K through Five

Parent/Student Handbook of Information

2021-2022



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Visitors

Appling County Schools welcome parents and patrons who wish to visit. Visitors are required to check in at the front office and **present a driver's license or governmental identification**. This procedure protects the classroom instructional process from undue interruption and assures visitors of efficient response to their school needs. Students are not permitted to bring relatives or friends to visit during the school day.

Photocopy/Video Release

Parents/guardians must provide permission to Appling County Schools to publish photographs/videos of their children. The photographs and/or videos become exclusive property of Appling County Schools.

Communication System

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

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VISION

Appling County Schools will be schools of excellence for all learners.

MISSION STATEMENT

We are committed to providing a quality education that promotes maximum individual achievement and social responsibility.

OUR BELIEFS

1. All individuals are valued and treated with dignity.
2. Quality education addresses individual needs and increases student achievement.
3. Effective teachers are the foundation of quality instruction.
4. Effective teachers use differential instructional strategies to address the needs of all learners.
5. High expectations, in an organized environment, are essential for optimal learning.
6. An emotionally and physically safe environment promotes learning.
7. A strong partnership among home, school, and community increases student achievement.
8. Well-maintained facilities and equipment and the use of appropriate technology enhance the learning environment.
9. Modeling and teaching character values promote social responsibility and citizenship.
10. Extracurricular activities promote school and community involvement and personal and social development.
11. A continuous process of improvement is based on research and best practices.
12. All students have the ability to learn and share responsibility for learning.
13. A variety of assessments will drive instructional decisions.

2020-2021 BELL SCHEDULES FOR AC ELEMENTARY SCHOOLS

MORNING BELLS

Homeroom Bell: 7:45 a.m.

Tardy Bell: 7:50 a.m.

AFTERNOON DISMISSAL

See school newsletter or Website

ADMISSIONS POLICY: JBC

I. Definitions

The terms used in this policy shall be defined as such terms are defined in State Board of Education Rule 160-5-1-.28 Student Enrollment and Withdrawal (“state enrollment rule”) or applicable state or federal law or regulation.

II. Age Eligibility for Enrollment - The following individuals are eligible for enrollment in the school system:

1. Students who have attained the age of five by September 1, unless they attain the age of 21 by September 1 or they have received high school diplomas or the equivalent, provided they have not dropped out of school for one quarter or more as prescribed in O.C.G.A. § 20-2-150. Students who have dropped out of school for one quarter or more are eligible to enroll unless they attain the age of 20 by September 1.
2. Special education students with IEPs may attend through the age of 21 or until they receive a regular high school diploma.
3. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in an public kindergarten or first grade accredited by a state or regional association or the equivalent thereof, may be enrolled if they will attain the age of five for kindergarten or six for first grade by December 31 and are otherwise eligible for enrollment.

III. Authorization to Enroll Eligible Students

1. The student’s parent, legal guardian, or other person enrolling the student under the provisions of O.C.G.A. 20-2-690.1 (or the student in the case of an emancipated minor) must be a resident of the school district.
2. Unless otherwise provided for by this policy or state law or rule, if the person enrolling a student is not the parent and does not hold legal guardianship, the person enrolling the student must complete a Kinship Caregiver Affidavit specifying the reasons why the student is living with the “other person”.
3. A non-custodial parent or registering person acting in loco parentis under the authority of a power of attorney properly executed by a parent or guardian serving in the military shall be allowed to enroll a transitioning military child and perform all other actions requiring parental participation and consent. Children of transitioning military families shall be enrolled and placed in accordance with the requirements specified in the state enrollment rule.
4. A grandparent who resides in the school district and who has a properly executed power of attorney for a minor child may enroll such grandchild, without court approval, if the specific conditions set forth in state law are met. The grandparent empowered to enroll the child shall have the same rights, duties, and responsibilities that would otherwise be exercised by the parent, except where limited by the executed power of attorney or federal law.
5. Homeless children and unaccompanied youth, as defined in the state enrollment rule and the McKinney-Vento Act, shall be enrolled immediately with the assistance of the district’s homeless liaison, as needed, and placed in accordance with the requirements specified in the state enrollment rule.
6. Students in the physical or legal custody of the Department of Human Services (DHS) or the Department of Juvenile Justice (DJJ), students placed by DHS or DJJ in a residential facility within the school system, foster children awaiting permanent placement, immigrants, non-visa-holders, and non-immigrant, foreign students on various visas who meet age and residency requirements will be enrolled and placed in accordance with the requirements specified in the state enrollment rule. The school system is not responsible for making determinations regarding students’ immigration and visa status.

IV. Required Enrollment Documentation

1. Age Verification - The school system requires evidence of the student’s date of birth and accepts as evidence a certified copy of a birth certificate, a certified hospital issued birth record or an alternate document from the prioritized list in the state enrollment rule.
2. Immunization Certificate – The school system requires proof of immunization as required by O.C.G.A. 20-2-771, which includes an exemption for religious grounds.
3. Nutritional Screening and Eye, Ear and Dental Exam Certificate - The school system complies with the provisions of O.C.G.A. 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students entering the first grade.

4. **Social Security Number** - The school system complies with the provisions of O.C.G.A. 20-2-150, which requires a person enrolling the student to provide a copy of the student's social security number or to sign a form stating that the person does not wish to provide the social security number.
5. **Academic and/or Transfer Records, if applicable** – Student enrollment and placement decisions are based on performance in previous schools or programs. A transferring student in a grade higher than the sixth grade must present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.
6. **Documentation for Homeless Students** - Homeless students, as defined by the McKinney-Vento Act, shall be enrolled immediately with full participation in school activities, regardless of whether required documentation can be provided at the time of enrollment. The designated employee responsible for care of homeless students shall assist the person enrolling the homeless student or the unaccompanied youth in acquiring the necessary documents for enrollment in accordance with the requirements of the state enrollment rule and the Act.
7. **Proof of Residence** shall be required in accordance with regulations developed by the superintendent or designee.

V. Provisional Enrollment

A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements, unless enrollment may be properly denied in accordance with a provision of law or the state enrollment rule. If evidence is not provided within 30 days, the superintendent or designee shall withdraw the student at the end of the 30th day. The 30-day period may be extended for extenuating circumstances in the discretion of the superintendent or designee. Prior notice of withdrawal to the parent or registering person and, as appropriate, reports to appropriate agencies of non-compliance with attendance laws shall be provided in accordance with the requirements of the state enrollment rule.

VI. Student Withdrawal

All student withdrawals shall be made and documented in accordance with the requirements of the state enrollment rule and associated guidelines and resources.

ADMISSIONS POLICY FOR NONRESIDENT STUDENTS: JBCB

Except as otherwise provided by state or federal law or this policy, it shall be the policy of the Appling County Board of Education to charge **nonresident students** tuition for enrollment in the Appling County schools.

The tuition shall be set by the Board of Education on an annual basis and may not exceed the maximum amount allowed by law. Tuition payments must be paid to the Appling County Board of Education on a semester basis, and must be paid at least one week prior to the beginning of each semester. Nonresident students who wish to enroll at any time after the beginning of each semester must pay the full tuition at the time of enrollment. Full tuition will be refunded if a student never attends class and the refund is requested within the first ten days of school. Students who withdraw from school after the semester begins will receive no refund of tuition fees.

A nonresident student whose parent or guardian is a full-time employee of the Appling County School System may attend school in this system without payment of tuition as long as the parent or guardian is a full-time employee of the Appling County School System.

A resident student whose residence changes from Appling to another county, and whose enrollment and attendance in the Appling County School System is continuous (student has not withdrawn), may continue attendance and the tuition is waived.

A non-resident student seeking enrollment may not have pending any disciplinary proceeding in the school where the student was previously enrolled and must otherwise be in good standing with the school the student last attended. Students who have withdrawn from a previous school district to avoid disciplinary action or who are under suspension, expulsion or other disciplinary action in a previous district may not enroll in the Appling County School System.

A nonresident student is admitted conditioned upon the student's good behavior and willingness to abide by the school system's rules for attendance and tardiness. Any violation of the student discipline code by a nonresident student may result in the revocation of the student's privilege to attend an Appling County school. The admission of non-resident students and the continued enrollment of such students is a privilege, not a right. Decisions regarding revocation of this privilege may be made by the principal without convening a student disciplinary tribunal. A student may appeal the principal's decision to the Superintendent, whose decision shall be final. The Appling County

School System does not discriminate on the basis of race, color, national origin, sex or disability in determining the admission of students who reside outside of Appling County. All local policies in conflict with this policy are rescinded.

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.

ATTENDANCE

Arrival at School:

- Students who arrive **by early bus** before 7:15 a.m. should go directly to the school's designated area.
- **Students who arrive by car are not allowed to be dropped off before 7:15 a.m.**
- 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 to pick up a to-go breakfast.

Attendance Policy for Students: JB

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rule, 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.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Appling County Board of Education will allow two absences resulting from students visiting prospective colleges to be counted as excused absences if the student receives approval from school administrators prior to the visitation.
7. 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.

Students shall be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care shall be counted present when they attend court proceedings related to their foster care.

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.

A parent may request Administrative approval for up to two (2) days of Family Leave Absence (FLA) per semester. The FLA will be considered an unexcused absence but the student may make up missed work for a grade. This request must be made prior to a planned FLA or upon the return to school for an emergency FLA.

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.

Hospital Homebound

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 10 school days), will be eligible for services of an itinerant hospital-homebound instructor. The counseling office should be contacted to plan for this program. **Students are not eligible to participate in school or extracurricular activities while on Hospital-Homebound instruction.**

Perfect Attendance

For the purposes of determining **perfect** attendance for the year, students shall be present when they are: (1) in attendance at least one half of the instructional day and have no more than a **total of four** unexcused tardies and/or early sign outs.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written notice of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via first class mail or certified mail with return receipt requested. Before truancy charges are initiated in court, notice will be sent to the parent or guardian by certified mail with return receipt requested.
3. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for children in need of services and the possible denial of a driver's license.

Procedures for Excessive Absences

Appling County Schools shall work to enforce the compulsory attendance laws by referring students with excessive absences to the Student Service Coordinator. A student should be referred by the time he or she has accumulated **fifteen (15) absences. A student with a history of absenteeism may be referred earlier.**

The Student Services Coordinator, as attendance officer for the system, will work with the family of the students having attendance problems. Efforts will be made to help the family resolve attendance problems. In cases where satisfactory resolution of attendance problems does not occur, it shall be the duty of the Student Services Coordinator to file proceedings in **Juvenile and/or Magistrate Court to ensure compliance with compulsory attendance laws.**

The student's parent or guardian shall submit to the principal or principal's designee a written notice stating the specific date(s) and reason(s) for a student's absence from school. The notice must be signed by the parent or guardian and must be presented to the principal or principal's designee **within three (3) school days** after the student returns to school. An absence for which a written notice is not received from the student's parent or guardian, or is received after the three-day time limit, will be considered an unexcused absence.

The principal or his/her designee will evaluate all absence notices to determine if the absence is excused or unexcused. Students shall be permitted to make up work when an absence is excused. An absence due to out of school suspension shall be unexcused, but shall not count as an unexcused day for the purpose of determining truancy.

Kindergarten - Eighth Grade: The principal or his/her designee shall determine if work missed due to a student's unexcused absence may be made up for a student in kindergarten through eighth grade.

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 are all other absences that are not defined as excused by Policy JB.

Truant is defined as any student subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Present is defined as being in the assigned class, or away from the assigned class for a reason approved by school personnel.

For purposes of determining perfect attendance, students shall be counted as present when they are in attendance at least one half of the instructional day.

Sign-In Procedures

The first bell rings at 7:45 a.m. The tardy bell rings at 7:50 am, and all students are expected to be in class at this time. Any student who arrives at school anytime past 7:50 am must be accompanied by a parent/guardian and signed 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 tardiness record. Students arriving on late buses will be issued excused admission slips. **STUDENTS WILL NOT BE ADMITTED TO CLASS WITHOUT AN ADMITTANCE SLIP.** Examples of excused tardies are: visits to doctor, accident, court appearance, emergencies, or unexpected events as approved by the administration.

Sign-Out Security Procedures

- **A DRIVER'S LICENSE OR GOVERNMENTAL IDENTIFICATION MUST BE PRESENTED IN ORDER TO SIGN OUT A STUDENT.**
- **Students are not allowed to leave with anyone that is not listed on the student sign out card.**
- Once security measures are met, student(s) will be called to the office and released by office staff.
- Students must attend a minimum of three and a half instructional hours to be counted present.
- Student must bring a written excuse within three (3) school days. If an excuse is not received within the three days, the absence will be unexcused.
- A student, who returns to school after signing out for any portion of the school day, must sign in with the front office staff upon return to the campus.
- **Parents/guardians cannot sign out students after 2:00 pm.**

Tardiness/Early Sign-Out

Tardiness is defined as arriving at an assigned place after the designated time. Early Sign-Out is defined as signing out of school prior to the designated time of official school dismissal. Tardiness and early sign-out may result in a variety of intervention strategies, disciplinary actions and/or referral to the Student Services Coordinator.

HONOR/AWARD'S DAY

Honor/Award's Day will be held at the end of the school year to recognize students for excellent attendance, academics and behavior.

BEHAVIOR AND EXPECTATIONS RULES, OFFENSES, AND DISCIPLINARY ACTION

Anti-Gang Guidelines

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 guidelines of the Board of Education that **gangs and gang activities are prohibited in the Appling County Public Schools**. 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 guidelines
- 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 these guidelines. 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 these guidelines 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 Policy - JCDAG

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

Bullying is defined as follows: An act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic

communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

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

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

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

Cafeteria / Lunchroom Conduct

The school cafeteria is a vital part of the health program of elementary schools. To encourage good nutrition, a well-balanced breakfast and lunch are offered.

Cafeteria Rules

1. Students are to stay in their respective area during breakfast and lunch.
2. Students should remain seated while in the lunchroom and refrain from walking around "visiting" other tables.
3. Students will use good table manners and use quiet voices during breakfast and lunch.
4. Students will carry their own trays and milk cartons to their table and to the disposal area.
5. Students are responsible for cleaning up their own spills and messes.
6. Students will be respectful to lunchroom staff and staff on duty during lunch.
7. **Students cannot have soft drinks in the lunchroom.**
8. **Students cannot receive take-out orders from restaurants.**

Campus Conduct

HAVE PRIDE IN YOUR SCHOOL. SINCE WE ARE ALL JUDGED BY THE APPEARANCE OF OUR "HOUSE", LET'S KEEP THE CAMPUS AND GROUNDS LITTER FREE. PLEASE THROW ALL TRASH IN CANS.

- Tackle football and wrestling are strictly prohibited during the regular school day.
- Students are not to bring bats and/or balls to school, unless otherwise instructed.
- **Drop-off students are not to be on campus before school is officially opened for the day (7:15 a.m.) or after it is officially closed for the day (3:30 p.m.), unless under direct supervision of school personnel.**
- Students are not to congregate on sidewalks and hallways in large groups to disrupt traffic flow.
- **Students will not be called from class to answer telephone calls.** Emergency messages will be delivered to them. The telephone is to be used only in emergency situations and then only with permission from the secretary or principal.
- The business office is for business and not a place for loitering, leave as soon as you have completed your business and do not bring others into the office with you.
- You are not to bring special personal items/equipment to school with you, unless approved by school administration. Articles covered include, but are not limited to, radios, tools, hobby materials, cameras, toys, stuffed animals, caps, hats, blankets, pillows, sunglasses, bandannas, scarves, combs, picks, animals, skateboards, fidget spinners, sports equipment, or antique weapons. Weapons are not allowed, which includes knives, toy guns, or any item that looks like a weapon (toy).
- Bicycles and skateboards are not permitted on school campus at any time.

Classroom Conduct

- Each teacher has full authority over conduct rules in his or her individual classroom.
- It is up to each student to obey the classroom rules. If you do not understand, respectfully ask the teacher for clarification.
- While class is in session, you may leave only with permission of the teacher in charge. You are not to leave the classroom without an official pass. No student should ask for a pass without a good reason.
- Show respect to all teachers, paraprofessionals, other students, and substitutes.

Code of Conduct Based on Policy - JCDA

The purpose of this code is to provide students in the Appling County Elementary Schools an effective and safe learning environment. This code contains information for school personnel, students, and parents. Included in the code is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. Appling County Elementary Schools will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

Students SHOULD:

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

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Parents are expected to follow appropriate codes of conduct and appearance on school campus.

Georgia Law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal or designee shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia Law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference

requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Code of Conduct - Use of force in defense of self... based on Georgia Law Section 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; however, except as provided in Code Section 16-3-23, a person is justified in using force which is intended or likely to cause death or great bodily harm only if he or she reasonably believes that such force is necessary to prevent death or great bodily injury to himself or herself or a third person or to prevent the commission of a forcible felony.
- (b) A person is not justified in using force under the circumstances specified in subsection (a) of this Code section if he:
 - (1) Initially provokes the use of force against himself with the intent to use such force as an excuse to inflict bodily harm upon the assailant;
 - (2) Is attempting to commit, committing, or fleeing after the commission or attempted commission of a felony; or
 - (3) Was the aggressor or was engaged in a combat by agreement unless he withdraws from the encounter and effectively communicates to such other person his intent to do so and the other, notwithstanding, continues or threatens to continue the use of unlawful force.
- (c) Any rule, regulation, or policy of any agency of the state or any ordinance, resolution, rule, regulation, or policy of any county, municipality, or other political subdivision of the state which is in conflict with this Code section shall be null, void, and of no force and effect.
- (d) In a prosecution for murder or manslaughter, if a defendant raises as a defense a justification provided by subsection (a) of this Code section, the defendant, in order to establish the defendant's reasonable belief that the use of force or deadly force was immediately necessary, may be permitted to offer:
 - (1) Relevant evidence that the defendant had been the victim of acts of family violence or child abuse committed by the deceased, as such acts are described in Code Sections 19-13-1 and 19-15-1, respectively; and
 - (2) Relevant expert testimony regarding the condition of the mind of the defendant at the time of the offense, including those relevant facts and circumstances relating to the family violence or child abuse that are the bases of the expert's opinion.

Hall Conduct

- Upon entering the hall, walk (never run) and always keep to the right.
- Do not litter in the school building or school grounds.
- There will be no standing around in the halls while classes are in session. Be where you are scheduled to be.
- Students are only allowed on designated or grade-level hallways unless with special permission and/or a pass.
- When changing classes, keep moving and do not block halls or doorways.
- If you are not using the restroom, do not linger in or around them.

Harassment Policy - GAEB

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

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

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this

policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy GAAA/JAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Off Campus Behavior

Students who engage in an off-campus behavior, which could result in the student having DJJ charges 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 Limit Areas

The following areas are off limits unless part of a school-related activity that the student is part of: (1) any part of the school a student does not have a class or permission to be in while classes are in session; (2) any construction area; (3) **parking lots**; (4) **teacher's lounge**; (5) anywhere on campus after school hours. A student is considered off-limits if he/she is in the bus loading area and does not ride a bus or is in the parent pick-up area and is not a pick-up student.

Weapons – GA. Code Section 16-11-127.1 Knife (22), Other (23), Handgun (25), Rifle (26)

Students shall **NOT** possess, use, handle, or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by the school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

- Any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or any other dangerous weapon as defined in **O.C.G.A. § 16-11-121.1**, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- Any hazardous object, including 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, knuckles, whether made from metal, thermoplastic, wood, or other similar material, 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, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having a 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 instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the superintendent. The Tribunal shall also have the authority to modify such expulsion on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction of any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Reporting Requirements:

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in the above paragraphs, is involved in using a weapon as described above, or is involved in a second offense with a weapon on campus must report such violation to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the

Superintendent and the appropriate law enforcement authority and district attorney. The student's parent or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Recommended Dispositions:

- The penalty for violation of this policy by bringing to school a weapon 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 **O.C.G.A. § 16-11-127.1** shall be subject to the provisions of **O.C.G.A. § 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.)

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.

DISCIPLINARY PROTOCOL AND PROGRAMS

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 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 if parent consent is in place.

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.

Corporal Punishment (Paddling)

In compliance with the policy of the Appling County Board of Education and the Official Code of Georgia Annotated, Appling County Schools use corporal punishment as a secondary punishment. As such, the intent is not to use corporal punishment unless other means of discipline are used and are unsuccessful. Other means of discipline may be something as simple as eye contact, proximity control, a verbal warning, or other attempts to modify the child's behavior. Corporal punishment, when used, will be in the presence of a witness who has been advised of the violation that occurred. The witness will be the principal or a certified teacher. The child is given an opportunity to express him/herself relative to the disciplinary infraction prior to the paddling. Parents are notified of paddling through the student taking the discipline form home or through mailing the form to the address on file in the office. Parents may exempt the corporal punishment by indicating such in writing.

Lunchroom Detention/Extended Learning

Lunchroom detention may be assigned by an administrator for punishment. Students will be given time to eat and complete an assignment.

Students assigned Lunch Detention will:

1. Report at the beginning of his/her lunch period
2. Complete assignment
3. Remain the entire lunch period
4. Be quiet
5. May not sleep or lay head down
6. Follow all rules
7. NOTE: Failure to follow detention rules will result in additional lunch detention days or other disciplinary actions.

Out-of-School Suspension (OSS)

Students who are chronically disruptive from year to year accumulate cumulative records. Charges may be filed in court under the code section of the law for unruly/disruptive persons. Consequences may include suspension or other punishment at the discretion of the administrator. Some rule violations might result in a student being suspended from school. The administrator may exercise his discretion in matters that may/can result in out of school suspension. A student will receive zero(s) for any class missed while he is in 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. Days missed during Out-Of-School Suspension will be considered unexcused.

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 may be made in the presence of at least one witness except in emergencies, or if dangerous or illegal materials are present. Discovery of dangerous or illegal materials shall be reported to proper authorities. Random searches may be conducted during the school year.

Seclusion and Restraint for all Students (O.C.G.A. §20-2-240)

(1) DEFINITIONS

(a) **Chemical restraint** - any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition. Use of chemical restraint is prohibited in Georgia public schools and educational programs. (b) **Mechanical restraint** - the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. Use of Mechanical restraint is prohibited in Georgia public schools and educational programs. (c) **Physical restraint** - direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. (d) **Prone restraint** - a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position. Use of prone restraint is prohibited in Georgia public schools and educational programs. (e) **Seclusion** - a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others. The seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion may also be referred to as monitored seclusion, seclusion timeout, or isolated timeout. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student, time-out as defined in paragraph (1)(g) of this rule, in-school suspension, detention, or a student-requested break in a different location in the room or in a separate room. Use of seclusion is

prohibited in Georgia public schools and educational programs. (g) **Time-out** – a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined

(2) REQUIREMENTS

(a) The use of seclusion is prohibited in Georgia public schools and educational programs. (b) The use of prone restraint is prohibited in Georgia public schools and educational programs. (c) The use of mechanical restraint is prohibited in Georgia public schools and educational programs. (d) The use of chemical restraint is prohibited in Georgia public schools and educational programs. (e) The use of physical restraint is prohibited in Georgia public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. 1. Notwithstanding the foregoing, physical restraint is prohibited in Georgia public schools and educational programs: (i) as a form of discipline or punishment, (ii) when the student cannot be safely restrained, and (iii) when the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records. (f) All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress. (g) Schools and programs that use physical restraint in accordance with paragraph (2) (e) of this rule must develop and implement written policies to govern the use of physical restraint. Parents must be provided information regarding the school or 3 program's policies governing the use of physical restraint. The written policies must include the following provisions: 1. Staff and faculty training on the use of physical restraint and the school or programs policy and procedures, 2. Written parental notification when physical restraint is used to restrain their student within a reasonable time not to exceed one school day from the use of restraint, 3. Procedures for observing and monitoring the use of physical restraint. 4. The use of physical restraint to be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. 5. Procedures for the periodic review of the use of restraint and the documentation described in paragraph (2) (g) (4). (h) Schools and programs that use physical restraints in accordance with paragraph (2) (e) of this rule, must ensure that staff and faculty are trained in the use of physical restraint. This training shall be provided as a part of a program which addresses a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques. Schools and programs must maintain written or electronic documentation on training provided and the list of participants in each training. Records of such training must be made available to the Georgia Department of Education or any member of the public upon request. (i) Nothing in this rule shall be construed to interfere with a school system, school or program, or school or program employee's authority to utilize time-out as defined in paragraph (1)(g) of this rule or any other classroom management technique or approach, including a student's removal from the classroom, that is not specifically addressed in this rule. (j) Nothing in this rule shall be construed to prohibit a school system, school, or program employee from taking appropriate action to diffuse a student fight or altercation. (k) Nothing in this rule shall be construed to eliminate or restrict the ability of an employee of a school system, school or program to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this rule shall be construed to impose ministerial duties on individual employees of a school system, school or program when acting to protect students or others from imminent harm or bodily injury.4 (l) In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in these rules shall be construed to interfere with the duties of law enforcement or emergency medical personnel. 1. Parents must be immediately informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Student Removal from Class – Teacher Reporting Requirement

Teachers should make administrators aware of teacher discipline policy, such as what has been done to/for the child in the past. Teacher Authority: HB 605. OCGA 20-2-737/O.C.G.A. 20-2-738 A teacher shall have the authority through procedures outlined in the law to remove from his/her class a student who repeatedly interferes with the teaching or learning process in the classroom. The student may be placed in an alternative setting.

DISCIPLINE TIERS

Tier 1 Discipline

Tier 1 discipline is used for minor acts of misconduct, which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Possession of a cell phone or iPod is prohibited. First offense, devices will be confiscated by teacher, and parents will be required to retrieve the device from administration.

Tier 2 Discipline

Tier II discipline offenses are serious acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated unrelated acts of misconduct and misbehaviors directed against persons or property. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three (3) school days, pending disciplinary investigation of the allegations. Offenses in this category must be reported to administration. Student and parent/guardian participation in a conference with an administrator is an element of all discipline action in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided.

Tier 3 Discipline

Tier III discipline offenses represent the most serious acts of misconduct. These offenses must be immediately reported to an administrator. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with an administrator and Student Resource Officer is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided.

DISCIPLINE TIERS AND VIOLATIONS

Violations	Tier 1 Teacher	Tier 2 Administrator	Tier 3 Administrator & SRD
Classroom disruption	X		
Failure to complete work	X		
Playground misconduct	X		
Rude or Disrespectful Behavior to Staff or Students profanity, vulgarity, obscene language, writing, materials, etc. (School Grounds or School Related Functions)	X		
Refusal to follow directions	X		
Confrontation or tussles	X		
Bothering others	X		
Cheating	X		
Inappropriate dress	X		
Violations	Tier 1 Teacher	Tier 2 Administrator	Tier 3 Admin & SRD
School disruptions-arson, rioting, false emergency alarms, etc.		X	X
Threatening Staff or Students verbal assault, threatening violence or sexual harassment		X	X
Destruction, damage, defacing or theft of school or private property willful or malicious		X	X
Sexual offenses		X	X
Assault and/or Battery of Staff or Students		X	X
Bullying		X	X
Gang activity		X	X
Fighting or instigating a fight		X	X
Drugs & drug paraphernalia, vaping & vaping paraphernalia		X	X
Weapons and related objects		X	X
Tobacco, products, paraphernalia vaping, products & paraphernalia		X	X
Alcoholic beverages possession, use or being under the influence		X	X
Conduct outside of school time/away from school that poses a threat to the school		X	X
Theft		X	X
Disruptive behavior on bus or failure to follow bus rules		X	X
Misuse of technology cell phones and iPods are not allowed , destruction of any school devices, inappropriate sites/content		X	X
Repeated offenses (same offense 3 times in a 1 - week period)		X	X
Any other conduct considered by the principal to be disruptive willful and persistent		X	X
Inciting, inviting, or counseling others in prohibited acts		X	X

Tier 1 Consequences Implemented by Professional Staff	Tier 2 Consequences Implemented by Administrator	Tier 3 Consequences Implemented by Administrator/SRD
<ul style="list-style-type: none"> • Loss of DoJo Points 		
<ul style="list-style-type: none"> • Loss of free-choice time 	<ul style="list-style-type: none"> • Restriction from school programs and special assemblies 	<ul style="list-style-type: none"> • Extend loss from school programs and special assemblies
<ul style="list-style-type: none"> • Isolation during lunch 	<ul style="list-style-type: none"> • Assignment to lunch detention 	
<ul style="list-style-type: none"> • Classroom isolation from peers 	<ul style="list-style-type: none"> • Suspension from school for up to three (3) school days, which shall include any time during which the student was subject to suspension pending investigation. 	<ul style="list-style-type: none"> • Suspension from school for up to ten (10) school days, which shall include any time during which the student was subject to suspension pending investigation.
<ul style="list-style-type: none"> • Student participation in conference with parent/guardian and teacher 	<ul style="list-style-type: none"> • Student participation in conference with parent/guardian, teacher, and principal 	<ul style="list-style-type: none"> • Student participation in conference with parent/guardian, teacher, principal, and Student Resource Officer
<ul style="list-style-type: none"> • Participation in a school service project which enables the student to be engaged in the desired character trait(s) 	<ul style="list-style-type: none"> • Participation in a school service project which enables the student to be engaged in the desired character trait(s) 	<ul style="list-style-type: none"> • Participation in a school service project which enables the student to be engaged in the desired character trait(s)
<ul style="list-style-type: none"> • Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s) 	<ul style="list-style-type: none"> • Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s) 	<ul style="list-style-type: none"> • Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s)
<ul style="list-style-type: none"> • Corporal punishment 	<ul style="list-style-type: none"> • Corporal punishment 	<ul style="list-style-type: none"> • Referral to law enforcement for appropriate resolution
<ul style="list-style-type: none"> • Participation in the cleaning/repair of any damage caused to the school-related environment 	<ul style="list-style-type: none"> • Participation in the cleaning/repair of any damage caused to the school-related environment. 	<ul style="list-style-type: none"> • Participation in the cleaning/repair of any damage caused to the school-related environment.
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Financial restitution for the repair of any damage caused to technology or school-related environment 	<ul style="list-style-type: none"> • Financial restitution for the repair of any damage caused to technology or school-related environment

DISCIPLINE - VIOLATION CONSEQUENCES

Parent Notification

The student's copy of his/her Discipline Report serves as parental notification. Disciplinary actions involving Home-Time-Out or Out- of-School Suspension will also include parent notification by phone and/or mail.

DRESS AND APPEARANCE

Primary – Pre-K, K, 1, 2

Appropriate dress and manner are the accepted standard for all students. Students may wear shorts in warmer weather as long as they are of appropriate length. **(The attire needs to go pass the finger tips or longer when standing with straightened arms.)** Tennis shoes are required for P.E. **Hats, bandanas, do-rags inappropriate language on clothing, pants with holes or splits, pants with writing on the seat, oversized baggy pants, oversized shirts, dangling overall straps, eye contacts that alter eye color or pupil, dangling earrings/long earrings, shirts with the midsection showing, and cleats are not permitted.** No visible underclothing or body piercings (excluding ear piercing). We request that names be written in jackets and encourage children to keep up with their possessions. Parents may be contacted when their child is inappropriately dressed.

Elementary - 3, 4, 5

Appropriate dress and manner are the accepted standard for all students. Students may wear shorts and skirts as long as they are of appropriate length. **(The attire needs to go pass the finger tips or longer when standing with straightened arms.)** Sleeveless shirts must have at least a 2 - inch wide strap. Undergarments must not be visible. Students should wear clothing of sufficient length and fit to perform normal school activities without appearing immodest. **Leggings must be covered by long shirts, dresses, skirts, or shorts. Hats, bandanas, do-rags inappropriate language on clothing, pants with holes or splits, pants with writing on the seat, oversized baggy pants, oversized shirts, eye contacts that alter eye color or pupil, dangling overall straps, sundresses without jackets, halter-tops/spaghetti straps, shirts with the midsection showing, and cleats are not permitted.** No visible body piercings (excluding ear piercing). **NO** spray colored hair or face paintings are permitted. Tennis shoes are required for P.E. Dangling earrings must be removed during P.E. and recess. We request that names be written in jackets and encourage children to keep up with their possessions. Parents may be contacted when their child is inappropriately dressed.

All Students

“Clothing and other attire shall be free from offensive racial slogans or symbols.” (This would include anything drawing attention to race such as “BLM” or even “White Lives Matter.”)

“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.” **Also, MASKS (with inappropriate logos to incite racial issues or violence).

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 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 record 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. **THE APPLING COUNTY SCHOOL SYSTEM FORWARDS EDUCATION RECORDS TO OTHER SCHOOLS THAT HAVE REQUESTED THE RECORDS AND IN WHICH THE STUDENT SEEKS OR INTENDS TO ENROLL.**

EMERGENCY DRILLS

Fire drills, tornado drills, lock downs, and emergency evacuations are required by state law. Practice drills for fire and other emergencies are part of the Appling County Schools’ 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

Field trips are activities sponsored by individual teachers or teams in order to enhance classroom instruction. Students involved may be asked to share the expense of the trip. Teachers will send an Appling County Schools Permission form home to be signed by the parent/guardian and returned to school prior to every field trip. Students participating in a fieldtrip **MUST** travel using LEA approved transportation to and from the destination. Parents will

not be allowed to sign students out of school during the course of the fieldtrip. Any exception must be approved by administration prior to the fieldtrip.

- **Students will not be allowed to participate in the activity or field trip without written consent by parent.**
- **Students who exhibit chronic discipline problems or owe fines may not be allowed to go on field trips.**
- **Students who do not meet attendance requirements (missing five or more days per semester) may not be allowed to go on field trips.**

FINES

Students who owe any school fines and/or financial restitution will **NOT be allowed** to go on field trips, participate in reward days, enter beauty pageants, or any other extracurricular activities. Report cards will not be issued until the student’s fines are paid in full.

FUND-RAISING 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 for approval.

GEORGIA MILESTONES ASSESSMENTS (GMAS)

The main purpose of Georgia Milestones is to inform efforts to improve student achievement by assessing student performance on the standards specific to each course or subject/grade tested. Specifically, Georgia Milestones is designed to provide students and their parents with critical information about the students’ achievement and, importantly, their preparedness for the next educational level. The assessment system is a critical informant of the state’s accountability measure, the College and Career Ready Performance Index (CCRPI), providing an important gauge about the quality of the educational services and opportunities provided throughout the state. The ultimate goal of Georgia’s assessment and accountability system is to ensure that all students are provided the opportunity to engage with high-quality content standards, receive high-quality instruction predicated upon those standards, and are positioned to meet high academic expectations. Features of the Georgia Milestones Assessment System include:

- open-ended (constructed-response) items in Language Arts and Mathematics (all grades and courses);
- a writing component (in response to passages read by students) at every grade level and course within the Language Arts assessment;
- norm-referenced items in all content areas and courses to complement the criterion-referenced information and to provide a national comparison; and
- a transition to online administration over time, with online administration considered the primary mode of administration and paper/pencil as a back-up until the transition is complete.

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**.

GRADE REPORTING

In order to report the progress of the student to himself and to his parents, progress reports go home during the middle of the 9-week period. Report cards are issued at the end of each 9 weeks grading period. The progress reports and report cards are signed by the parent or guardian and returned the following day to the homeroom teacher. At the end of the school year, report cards are issued to the students. No student will receive a final report until all outstanding fees are paid and all books returned to the school.

GRADING SYSTEM

Excellent	A	90 - 100
Good	B	80 – 89
Average	C	70 – 79
Failure	F	Below 70
Incomplete	I	

HONOR ROLL (GRADES 3-5)

HONOR ROLL	90 OR HIGHER
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HEALTH

Bedbugs

Effective March 12, 2012, Appling County schools initiated a procedure regarding bed bugs. The procedure read, in part as follows:

- When bedbugs or what appears to be bedbug bites (unexplained rash) are found on a child, that child will be immediately sent home for medical evaluation/treatment.
- The child will be allowed to return to school only under the direction of a Physician or Physician's designee with documentation of treatment.

Immunization Records

It is a state law that a student cannot attend school without the proper immunization. Those students who are entering the school system from another system will be given 30 days to bring the proper certificate of immunization to school. After this time, the student cannot continue in school. Please note: all students must present a statement from the Health Department or a doctor indicating that all immunizations are up-to-date, or they will be unable to enter school.

Insurance

School time insurance will be available to all students enrolled in Appling County Elementary Schools. Twenty-four hour insurance coverage is also available to all students and is the same as school-time coverage but is extended to provide protection "Round-the-Clock", all year including times when school is not in session at home, on weekends, holidays, and during vacation periods. Applications are available on our school Website.

Medication Policy -JGCD

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

No Nit

Effective April 7, 1997, Appling County schools initiated a **NO NIT** procedure regarding lice/nits. The procedure reads, in part, as follows:

- When lice or nits are discovered in a child's hair, that child will be immediately sent home for treatment.
- Treatment will consist of a regimen as directed by the school. The regimen will be given to the parent/guardian when the child is picked up.
- The child will be allowed to return to school only after it is determined by school personnel that the child's hair is free of lice and/or nits.

HEARING POLICY, ACBOE'S – JCEB

Appling County Schools Shall Comply With the Appling County Board of Education's Hearing Policy - JCEB

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent shall convene a hearing in the following cases:
 - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
 - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.
4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver

shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

HELPLINE

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.

INSTRUCTIONAL PROGRAM FOR AC ELEMENTARY SCHOOLS

Gifted

Students identified for the gifted program should receive a challenging and diverse curriculum, which provides opportunities to enhance and maximize the high ability levels of students through acceleration, critical thinking, and real world problem solving activities. These identified gifted students exist within the student body population and are found within all socioeconomic, gender, and ethnic groups. Because these students display exceptionally high abilities in academics, creativity, and/or leadership areas, a differentiated curriculum is provided to gifted students through an advanced content class delivery model or cluster grouping model. Students are provided a course syllabus or contract to document differentiation and outcomes.

Students may be referred for consideration to receive gifted services by counselors, school administration, teachers, parents or guardians, peers, or others with knowledge of the student's advanced performance in specific areas. Students who score at specific levels on norm referenced tests are considered automatically for further assessment to determine eligibility for gifted services. Written consent is obtained prior to testing or placement into the gifted program (160-4-2-38).

Health and Physical Education

The physical education program stresses the importance of physical activity as a worthwhile use of leisure time throughout life. It helps students develop the ability to set personal fitness goals, develop a fitness program, and carry out the program and evaluate the results. The program also helps students understand the basics of cooperation, competition, and leadership by providing a variety of opportunities for participation in individual, dual and team sports. Students are required to wear tennis shoes for physical education, so that they can be active participants in the program. The Georgia Performance Standards for Health Education are based on the eight National Health Education Standards, copyright 2007, developed by the Joint Committee on National Health Education Standards which consisted of representatives from the following organizations and agencies: American Association for Health Education, American School Health Association, American Public Health Association, and the Society of State Directors of Health, Physical Education, and Recreation and sponsored by the American Cancer Society.

Language Arts/Reading

The English/language arts and reading course involves the development of skills in reading, writing, listening, speaking and viewing. Students are instructed in reading, literature, the writing process, grammar, spelling, speaking and listening skills, and vocabulary development. Our approach to the ELA program is an integrated one based on the philosophy that effective communication is one of the most important skills a person learns. Writing instruction will include accuracy in usage, punctuation, and spelling as students write for real purposes and real audiences. Writing instruction will be aimed at developing fluency, appropriateness, depth, and effectiveness. The study of novels will enhance the reading text and allow students to view authors' techniques of writing for appreciation and as a means to improve written expression. Schools adhere to the Georgia Standards of Excellence in English/language arts.

Mathematics

The mathematics program adheres to Georgia Standards of Excellence. The program focuses on engaging the students in the development of mathematical understandings, comprehension of mathematical concepts, and critical thinking. The primary emphasis will be on helping students realize connections between mathematical concepts and solving real world problems and explaining these connections in writing. The math program is characterized by an increased rigor which sets high expectations for all students.

Media Center

The school library media program supports and strengthens the curriculum, bridges the digital divide, and puts state standards into action. The school library media specialist encourages reading for learning, reading for pleasure, and reading for life. School library media specialists directly affect student achievement by collaborating and planning with teachers, teaching information literacy, designing assessment procedures, and providing supplemental curriculum material. The media center is an extension of the classroom; therefore, it remains open during academic school hours.

Planners/Homework Folders – Teacher Discretion

Students are to carry Student Planners/Homework Folders with them to class and take them home each night. If a student misplaces his/her planner, a new planner can be purchased in the front office of the school. School supplies may be purchased in the media center before school.

Science

The Science Georgia Standards of Excellence are designed to provide students with the knowledge and skills for proficiency in science. The science standards are aligned to the National Research Council's National Science Education Standards. Students will be introduced to skills and concepts in Life Science, Physical Science, and Earth Science.

Social Sciences

The Georgia Standards of Excellence for Social Studies were designed to develop informed Georgia citizens who understand the history of the United States and our place in an ever-increasing interconnected world. It is essential that students understand their past and how that past influences the present day and the future. Social studies lessons incorporate literacy skills in both reading and writing.

Digital Learning Platforms

Appling County Schools 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.

INTERNET ACCEPTABLE USE DESCRIPTOR CODE: IFBG

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, 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/ren to use technology in the Appling County School System must submit a signed letter of non-agreement to the school media specialist.

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.

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; 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.

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.

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) 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. 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.

PROMOTION AND RETENTION POLICY: IHE

The Board hereby authorizes the Superintendent and administrative staff to develop procedures or regulations that specify what (or which) local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades Kindergarten through 8. Such procedures or regulations shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year. Students transferring into Appling County Schools will have grades from their former school averaged with grades earned in Appling County.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain or place the student. For students receiving special education or related services, the Individualized Education Plan committee shall serve as the committee to make grade-level placement decisions. The number of retentions allowable in grades K-5 is two (2) and in grades 6-8 is one (1). There will be no more than one retention in any grade.
4. Prior to a student's retention or placement, the student's parents must be notified of the possibility of retention or placement and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion, retention, and placement decisions may be appealed to a district level committee, whose decision shall be final.

PROMOTION AND RETENTION PROCEDURES

I. Placement Committee Procedures

1. Each school principal shall distribute student data from state-adopted assessments prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.

2. Each school principal or designee shall establish a student placement team which shall:
 - a. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as other student performance assessments;
 - b. Develop a differentiated, additional instruction plan for each student who does not achieve grade level on the reading and/or mathematics sections of the state adopted assessment; and
 - c. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
 - d. Students transferring into Appling County Schools will have grades from their former school averaged with grades earned in Appling County.
 - e. For students receiving special education or related services, the Individualized Education Plan committee shall serve as the committee to make grade-level placement decisions.
 - f. The number of retentions allowable in grades K-5 is two (2). There will be no more than one retention in any grade.
3. The school principal or designee shall notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student and other criteria established in this policy.

II. Promotion Standards and Criteria

1. Promotion standards for grades kindergarten through eight, beginning with the 2020-2021 school year, will be based on a consideration of the following:
 - Teacher recommendation
 - Parent recommendation
 - Reading and/or mathematics placement test results (based on LEA program)
 - Summative and formative assessment results
 - Classroom performance
 - Retention history
 - Pass Reading and Math
 - Attendance

Note: In order to make a district appeal, the parent/Guardian must attend the school level promotion/retention meeting.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The PPRA gives parents certain rights regarding the conducting of surveys, collecting and using information for marketing purposes, and certain physical examinations. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey regardless of funding;
2. Any non-emergency, invasive physical exam or screening as required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law, and;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect Personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

PUBLIC SCHOOLCHOICE – HB 251

Parents of K-12 public school students in Georgia now have the option to enroll their child in any school within the local school district, which they now reside. The law requires, among other things, that each school district implement a universal, streamlined process to manage such transfers by July 1 of each year.

Features of House Bill 251:

- A parent/guardian can elect to send a child to another public school in the same school district as long as there is classroom space available at the school after its assigned students have been enrolled;
- **If a parent elects to exercise this choice option, the parent assumes all costs associated with transporting the child to and from the selected school;**
- A student who transfers to another school pursuant to this law may continue to attend such a school until the student completes all grades of the school;
- If a parent requests a transfer to a school that does not have the services required by the current Individualized Educational Plan (IEP) or Individualized Accommodation (IAP), nothing in the law requires the school to develop those services as long as they are available within the local school district;

Any student transferring under this law shall be subject to the eligibility requirements of the Georgia High School Association.



Fourth District Elementary School

13396 Blackshear Highway, SE; Surrency, GA 31563

912-367-3250 & Fax: 912-367-0992

Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

July 1, 2021

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, FDES 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 **Scott Kirkland, Principal, at 912-367-3250 or scott.kirkland@appling.k12.ga.us**

Sincerely,

Scott Kirkland

Scott Kirkland, Principal



Fourth District Elementary School

13396 Blackshear Highway, SE; Surrency, GA 31563

912-367-3250 & Fax: 912-367-0992

Notificación de Derecho a Información

Derecho a conocer las Calificaciones Profesionales de los Maestros y Paraprofesionales

1 de julio 2021

Estimados Padre de Familia o Tutor Legal:

Conforme a los requisitos de la Ley Para que Todos los Alumnos Tengan Éxito, a la **FDES** le gustaría comunicarle que puede solicitar información sobre las Calificaciones Profesionales del (de los) maestro(s) y/o Paraprofesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el Maestro del Alumno:
 - ha cumplido con la calificación y los requisitos para la Licencia del Estado para los niveles del grado y las asignaturas en las que el Maestro enseña;
 - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
 - está enseñando en el campo de la disciplina de la certificación del Maestro.

- Si son Paraprofesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del Maestro y/o Paraprofesional de su hijo/a, comuníquese con Scott Kirkland, Director al 912-367-3250 or Scott.kirkland@appling.k12.ga.us

Atentamente,

Scott Kirkland

Scott Kirkland, Director

SCHOOL COUNSELOR

The primary function of the elementary counselor is to provide a comprehensive counseling program for all children within the school to support emotional, social, physical, and academic developmental needs. The counselor will collaborate with teachers, parents and staff to enhance their effectiveness in helping students. Furthermore, the counselor will provide help lines and resources for specific needs.

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 -249 Blackshear Hwy. Baxley, GA 31513. 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. 245	simikia.wright@appling.k12.ga.us
Appling County Elementary TBA	680 Blackshear Hwy. Baxley, GA 31513	912-367-8640 Ext. 617	--- @appling.k12.ga.us
Appling County High Amanda Towns	482 Blackshear Hwy. Baxley, GA 31513	912-367-8610 Ext. 440	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
Appling County Primary Carmen Spell	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. 315	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 nondisabled 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.

STUDENT SUPPORT, TESTING AND NOTIFICATION REQUIREMENTS FOR GRADES K-5

- A. School administration shall distribute student data from the state mandated assessment to teachers prior to the beginning of each school year, provided the state mandated assessment data is available from the state. Each teacher shall use data to focus instruction on identified student academic performance in grades K-5.
- B. School administration or designee shall establish a committee to develop an instructional plan for each student who does not achieve grade level on English Language Arts and/or mathematics sections of the state mandated assessment. The instructional planning committee shall:
 - a. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's state mandated assessment performance when required;
 - b. Develop a differentiated or additional instruction plan for each student who does not achieve grade level on the reading and/or mathematics sections of the state mandated assessment; and
 - c. Develop a plan of continuous assessment during the following school year in order to monitor the progress of the student. A referral to RtI (Response to Intervention) may be considered if the student does not make satisfactory progress.
- C. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.
- D. School administration or designee shall notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on state mandated assessments and/or other criteria established in this policy.

TECHNOLOGY

Bring Your Own Technology (B.Y.O.T.) Protocol – Appling County Elementary Schools

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, such as, iPads, tablets, and laptops. Cell phones and iPods are not considered instructional technology at the K-5 level. **Therefore, students are not allowed to school the following items: cell phones, iPods, or devices (watches) that supports texting, photographing, and/or phone calls.** If your child is not able to bring technology, adequate technology is available in all K-5 schools for instructional purposes.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, iPads, tablets, and laptops 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 are 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.

Student Agreement for Appling County School System B.Y.O.T.

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 iPads, tablets, or laptops while at school. When abused, privileges will be taken away. When respected, technology 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 (such as making personal phone calls and text/instant messaging).
- 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.

I understand and will abide by the above protocol. I further understand that any violation is unethical and may result in the loss of my network and/or technology privileges as well as other disciplinary action. Signing the acknowledgement form for student handbook will verify parent/guardian understanding of this protocol.

TITLE I-A PARENT INFORMATION

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) enables the federal government to provide funds to eligible K-12 schools based on the prosperity level of households. These funds are utilized to ensure that students receive a quality education and meet high academic standards. Five schools identified as Title I schools in the Appling County School System are Appling County Primary School, Appling County Elementary School, Fourth District Elementary School, Altamaha Elementary School, and Appling County Middle School. As Title I funding recipients, these schools must set goals for improvement, measure student progress, develop supplemental programs in addition to regular classroom instruction, and involve or inform parents on various aspects of the programs available.

Title I schools can choose to implement what is called a school-wide program or a targeted assistance program. School-wide programs have much flexibility in how to spend their Title I, Part A funds as long as they engage in strategies that improve the quality of the learning environment with a high-quality curriculum for all students. Targeted-assistance programs may use the funds for a smaller number of eligible students who are failing or are at risk of failing to meet state academic content standards through supplementary educational services.

The Appling County Middle School, Appling County Elementary School, Fourth District Elementary School, Altamaha Elementary School, Appling County Primary School and Appling County High School are School-wide programs which means Title I funds are appropriated for each student. These schools are permitted to use Title I funds to provide high-quality educational programs, supplemental resources, well-trained staff, and promote school, family, and community relationships in order to raise the academic achievement of students. However, certain provisions are in place for each school and system that utilize funds from Title I.

Each school must hold an annual meeting to inform parents or guardians of how Title I affects their child's school. Title I's funding, requirements, and the parents' right to be involved are explained. Schools recognized as Title I schools must develop a Parental and Family Engagement Plan. This plan describes what the school will do to involve and inform parents about the Title I program. It states how the school involves parents and how parents are informed on key issues such as the school's performance, student assessment results, and the school curriculum. During the year, the plan is studied and revised as needed. Each school's plan can be viewed at the school's media center, main office, school website, or district website. In addition to a school-level plan, school systems must have a District-level Parental and Family Engagement Policy. The Appling County School System does have such a policy. Parents may request a copy at the board office or find it online at the school system website. This District Parent Involvement Policy is updated and revised by the Parents in the District, Community stakeholders, and a District Parent Engagement Committee. Parents are able to give feedback and input into the compacts, School Plans, and District Policy.

In addition to the School Parent and Family Engagement Plan, each school must develop and distribute a School-Parent Compact. **A copy of each School's Compact is given to the parents/guardians each school year for approval.** It outlines how parents, school staff, and students share responsibility for improved student achievement.

The Parent and Family Engagement Plan and Compact are developed by each School's staff, Parent Engagement Committee District wide Parent Committee, and the stakeholders and parents of each of the Title I Appling County Schools. An Annual Parent Survey is also given during the Spring of each year to assess the strengths and weaknesses of the Parent and Family Engagement program and to get parent feedback about improvements and suggestions needed to guide the Parent and Family Engagement expenditures of 1% of the Title I budget, to provide professional learning, and parent sessions geared to promoting student achievement in the Title I schools. **If you are interested in participating or serving on the School's Title I Parent Engagement Committee, please contact your child's principal.**

Title I schools inform parents or guardians of student performance and progress. This is accomplished through diversified avenues of correspondence such as weekly papers and/or weekly progress reports, planners, mid-semester progress reports, report cards, or summaries of state test results.

Title I schools encourage the involvement of parents. Parents can actively participate in the educational process of their child through varied means such as school committees, PTO/PTA, school meetings, parent/teacher conferences, volunteering, or parent sessions. Parents may monitor their child's progress by checking a planner or weekly progress report, homework, graded work, mid-semester progress reports, report cards, or assessment scores. There are many strategies parents can use to support or enhance their child's learning experience such as using flash cards to remember basic facts, having hands-on materials such as beans to solve problems, or asking the child questions during a story to check for understanding. Additionally, many of these strategies are demonstrated in parent sessions that are offered throughout the school year.

To encourage parental involvement at home, parents also have access to monthly newsletters concerning relevant parenting topics and a parent resource center located in all Title 1 Schools. Supplemental educational materials are available and are provided to assist parents and students in the home.

For more information on Title 1 or parent resources please contact:

- Altamaha Elementary School – (912) 367-3713, Principal; Rhonda Hollis, email: rhonda.hollis@appling.k12.ga.us/
- Appling County Elementary School – (912) 367-8640, Principal; Tammy Pendarvis, email: tammy.pendarvis@appling.k12.ga.us/
- Appling County Middle School – (912) 367-8630, Principal; Cathy Campbell, email: cathy.campbell@appling.k12.ga.us/
- Appling County Primary School – (912) 367-8642, Principal; Shelly Roppe, email: shelly.roppe@appling.k12.ga.us/
- Fourth District Elementary School – (912) 367-3250, Principal; Scott Kirkland, email: scott.kirkland@appling.k12.ga.us/
- Georgia Department of Education – (404) 463-1956 or www.gadoe.org

TITLE IX AND OTHER FEDERAL PROGRAMS AND ACTS

"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 Ms. Donna Wood to coordinate its Title IX Program. Ms. 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:** Dr. Norma Nunez-Cortes, Federal Programs Director, Appling County Board of Education, 249 Blackshear Highway, Baxley, GA 31513 (912) 367-8600.
- **Title II (Perkins Act):** Dr. Ryan Flowers, Appling County High School, 482 Blackshear Highway, Baxley, GA 31513 (912) 367-8616
- **Title V:** Dr. Sandy Dominy, Assistant Superintendent, 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

TRANSPORTATION TO AND FROM SCHOOL

Bus Rider Instructions and Rules:

1. Obey instructions given by the driver.
2. Please be courteous to fellow pupils and the bus driver.
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 are 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.

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 Service:

All students in Appling County are eligible for school transportation **within their zone**, as long as their behavior on the bus is acceptable. Bus transportation is a privilege, not a right. Students must ride the assigned bus at the time designated **because bus routes are not interchangeable.**

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.
2. 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.
3. Stay off the road at all times while waiting for the bus.
4. No horseplay at the bus stop.
5. Do not move toward the buses at the loading zone until buses have been brought to a complete stop.
6. Student should be careful when approaching the bus stop. Do not approach the bus until the driver motions you to do so.
7. On roadways where there are no sidewalks, walk single file facing the traffic.
8. 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.

Change in Bus Transportation Method:

- Each student must go to the primary address on his/her enrollment card.
- **A note must be delivered to the teacher if the student is going to his/her secondary address.**
- 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.
- **No changes will be made after 11:00 am unless there is an emergency.**
- **There must be someone to receive the child at the primary or the secondary address, if the child is under the age of 9 years old.**

*****A letter will be sent home from the transportation department for parent/guardian to sign and return to your child's bus driver.**

Private Car

- Arrival time for student drop off is **7:15 until 7:45.**
- Students are not allowed in the crosswalk unless accompanied by an adult.
- Students that arrive **after 7:50 are considered tardy and must have a parent/guardian sign in the student at the front office of the school.**
- Cars are not allowed in bus zones during designated times as posted on campus.
- **Failure to comply with the bus zone rules may result in a citation by local law officials and/or vehicle will be towed at owner's expense.**

Appling County Primary students will be issued 2 pick-up cards at the beginning of the year.

- **The student's pick up card must be visible in the car before a student can load.**
- **If the driver does not have the student's card, the driver will present their driver's license and sign the student out in the front office.**

APPLING COUNTY SCHOOL CALENDAR 2021-2022

Pre-Planning (4 days)	July 27-30,
First Day of School	August 2
STAR 360 Universal Screening (Fall)	August 15 – September 30
Labor Day	September 6
Progress Reports Issued	September 9
End of 1st 9 Weeks	October 4
End of Grading Period Assessment BEACON / Keenville	October 4 - 15
Fall Holidays	October 12, 13, 14
Report Cards Issued	October 8
Veterans' Day Holiday	November 11
Progress Reports Issued	November 10
Thanksgiving Holidays	November 22 - 26
STAR 360 Universal Screening (Winter)	December 1 – January 7
End of Grading Period Assessment BEACON / Keenville	December 6 – 10
End of 2 nd 9 weeks & 1 st Semester - Early Release Day (1/2 day)	December 17
Christmas Holidays	December 18 – January 2
In-Service Days	January 3 & 4
Report Cards Issued	January 6
Martin Luther King, Jr. Holiday	January 17
Progress Reports Issued	February 9
Presidents' Day Holiday & Winter Break	February 21 – 25
End of Grading Period Assessment BEACON / Keenville	March 7 – 11
End of 3 rd 9 Weeks	March 16
Report Cards Issued	March 22
Spring Break	April 11 – 15
STAR 360 Universal Screening (Spring)	April 15 – May 31
Progress Reports Issued	April 27
End of 4 th 9 Weeks - Last Day of School Early Release Day (1/2 day)	
Report Cards Issued	May 27
Memorial Day Holiday	May 30
Post Planning	May 31, June 1, 2

Appling County School System
2021-2022 School Calendar Approved Dec 7, 2020

July 2021		January 2022											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29
							30	31					

August 2021		February 2022											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28					

September 2021		March 2022											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28	29	30	31		

October 2021		April 2022											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31													

November 2021		May 2022											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				

December 2021		June 2022											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		

In-Service
 Holiday
 End of 9 Week Term (EOT)
 1/2 Day