

HOME  
OF  
THE Super PANTHERS



**Student & Parent Handbook**  
Pre-Kindergarten, Kindergarten & First Grade  
**2020-2021**

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**SCPS Student & Parent Handbook 2020-2021**  
**Table of Contents**

<b>2020-2021 SYSTEM CALENDAR</b>	5
<b>PRINCIPAL'S MESSAGE</b>	6
<b>SCPS MISSION STATEMENT</b>	7
<b>SCPS VISION</b>	7
<b>SCPS BELIEFS</b>	7
<b>DAILY SCHEDULE</b>	8
<b>SECTION I</b>	8
<b>CURRICULUM AND INSTRUCTION</b>	8
<b>ACCREDITATION</b>	8
<b>COMPUTER USE</b>	8
<b>CURRICULUM</b>	10
<b>DATES TO REMEMBER</b>	11
<b>EVALUATION</b>	11
<b>FIELD TRIPS</b>	11
<b>GIFTED EDUCATION</b>	12
<b>GOOD TOUCH/BAD TOUCH (K) EDUCATION PROGRAM</b>	12
<b>GRADING</b>	13
<b>HIGHLY QUALIFIED TEACHERS</b>	13
<b>MAKE-UP WORK</b>	14
<b>MEDIA CENTER</b>	14
<b>NON-INSTRUCTIONAL ACTIVITIES</b>	15
<b>PHYSICAL EDUCATION</b>	15
<b>SPECIAL EDUCATION</b>	15
<b>TEXTBOOKS AND INSTRUCTIONAL MATERIALS</b>	16
<b>SECTION II</b>	16
<b>PARENTAL INVOLVEMENT</b>	16
<b>CLASSROOM VISITATION</b>	16
<b>STUDENT AGENDA (COMMUNICATION COURIERS)</b>	16
<b>HOMEWORK PLAN</b>	17
<b>PARENT INVOLVEMENT POLICY</b>	17
<b>PARENT PORTAL</b>	17
<b>PARENT RIGHT-TO-KNOW LETTER</b>	18
<b>PARENT RESOURCE CENTER</b>	18
<b>PARENT - TEACHER CONFERENCES</b>	19
<b>PARENT - TEACHER ORGANIZATION (PTO)</b>	19
<b>PUBLIC SCHOOL CHOICE</b>	19
<b>REPORT CARDS</b>	20
<b>SCHOOL COUNCIL</b>	20
<b>SCHOOL-PARENT COMPACT</b>	20
<b>SHOUTPOINT/INFINITE CAMPUS MESSENGER</b>	20
<b>TELEPHONE MESSAGES</b>	21
<b>VIDEO/AUDIO RECORDING AND PHOTOGRAPHY</b>	21
<b>VOLUNTEERS</b>	21

<b>SECTION III</b>	<b>22</b>
STUDENT SERVICES	22
AFTER SCHOOL TIME ENRICHMENT PROGRAM (ASTEP)	22
COUNSELING PROGRAM	22
HOSPITAL/HOMEBOUND PROGRAM	22
NUTRITION PROGRAM	23
RESPONSE TO INTERVENTION (RTI)	23
SCHOOL RESOURCE OFFICER	23
STUDENT ACCEPTABLE USE GUIDELINES	23
STUDENT INTERNET ACCEPTABLE USE POLICY	29
STUDENT SUPPORT TEAM (SST)	31
504 PLAN	31
<b>SECTION IV</b>	<b>32</b>
POLICIES AND SCHOOL PROCEDURES	32
ADMISSION TO SCHOOL	32
ATTENDANCE (ABSENCES AND EXCUSES)	32
KINDERGARTEN & FIRST GRADE ATTENDANCE/TARDIES	33
PRE-K ATTENDANCE/TARDIES	34
ATTENDANCE APPEALS	34
ATTENDANCE LAW	34
BELONGINGS	36
BOOK BAGS	36
BULLYING DEFINITION (SB 250)	36
BUSES	38
CAR RIDER PROCEDURES - MORNING & AFTERNOON	38
CELL PHONES	39
CHECK-OUT PROCEDURES	40
CHILD ABUSE LAW	40
CLOSING OF SCHOOLS	40
CONTAGIOUS DISEASES	40
DELIVERIES (FLOWERS, GIFTS, ETC.)	41
DISASTER DRILLS	41
ELECTRONIC DEVICES	41
ENROLLMENT RESTRICTION	41
HEALTH RECORDS	43
HOMELESS	43
IDENTIFICATION BADGES	43
ILLNESS/ACCIDENTS	43
IMMUNIZATIONS	43
MEDICATION/NURSE	44
PLEDGE	44
PROMOTION/PLACEMENT/RETENTION POLICY	45
RETURNED CHECKS	46
SALE OF OTHER ITEMS AT SCHOOL	47
SCHOOL HOURS	47
SCHOOL INSURANCE	47
SCHOOL SUPPLIES	47

<b>SECLUSION AND RESTRAINT</b>	<b>48</b>
<b>DRESS CODE</b>	<b>49</b>
<b>TARDIES</b>	<b>50</b>
<b>TRANSPORTATION CHANGES</b>	<b>50</b>
<b>VISITORS</b>	<b>51</b>
<b>WASTE, FRAUD, AND ABUSE</b>	<b>51</b>
<b>WITHDRAWALS</b>	<b>51</b>
<b>SECTION V</b>	<b>52</b>
<b>STUDENT CODE OF CONDUCT</b>	<b>52</b>
<b>SCS STUDENT BEHAVIOR CODE</b>	<b>52</b>
<b>PROGRESSIVE DISCIPLINE PLAN FOR SCPS</b>	<b>53</b>
<b>AUTHORITY OF THE PRINCIPAL</b>	<b>58</b>
<b>AUTHORITY OF THE TEACHER</b>	<b>58</b>
<b>DISCIPLINE GLOSSARY OF TERMS</b>	<b>60</b>
<b>PROGRESSIVE DISCIPLINE MATRIX</b>	<b>65</b>
<b>OFFENSES AND CONSEQUENCES</b>	<b>73</b>
<b>SUMTER COUNTY SCHOOLS TRANSPORTATION MANUAL/ SAFE STUDENT RIDING INSTRUCTIONS (Retain form on p.86)</b>	<b>83</b>
<b>SCHOOL BUS DISCIPLINE CODE FOR PRIMARY SCHOOL STUDENTS</b>	<b>87</b>
<b>SEARCH AND SEIZURE</b>	<b>90</b>
<b>SECTION VI</b>	<b>96</b>
<b>APPENDIX A</b>	<b>96</b>
<b>COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THE HATCH AMENDMENT, AND THE VOCATIONAL EDUCATION GUIDELINES</b>	<b>96</b>
<b>BOE POLICY STUDENT COMPLAINTS AND GRIEVANCES</b>	<b>99</b>
<b>ESEA FLEXIBILITY WAIVER SCHOOL DESIGNATION STATUS</b>	<b>100</b>
<b>SUMTER COUNTY FEDERAL PROGRAMS COMPLAINT PROCEDURES</b>	<b>101</b>
<b>Complaint Procedures under the Elementary and Secondary Act of 1965</b>	<b>101</b>
<b>AFFIRMATION OF KNOWLEDGE</b>	<b>104</b>
<b>ACCEPTABLE USE POLICY AGREEMENT</b>	<b>105</b>
<b>IMAGE RELEASE FORM</b>	<b>106</b>



## Sumter County Schools

### 2020-2021 SYSTEM CALENDAR

August 5-Aug 14	Preplanning
August 6	Open House
August 17	1st Day of School
<b>September 7</b>	<b>Labor Day Holiday</b>
September 16	Progress Report
September 24	Early Release/Parent Conferences
October 15	Early Release/Professional Learning
October 19	End of 1st Nine Weeks
October 21	Report Cards
November 18	Progress Reports
November 24	Early Release/Professional Learning
<b>November 25-27</b>	<b>Thanksgiving Break</b>
<b>December 21-January 1</b>	<b>Winter Break</b>
January 4	Students and Teachers Return
January 7	End of 2nd Nine Weeks
January 8	Teacher Workday
January 13	Report Cards
<b>January 18</b>	<b>Dr. Martin Luther King, Jr. Holiday</b>
February 10	Progress Reports
February 12	Early Release/Parent Conferences
<b>February 15</b>	<b>Mid-Winter Break/President's Day</b>
March 16	End of 3rd Nine Weeks
March 17	Report Cards
<b>March 22</b>	<b>Mid-Spring Break</b>
April 14	Progress Reports
<b>April 26-30</b>	<b>Spring Break</b>
May 26	Last Day of School/ Report Cards K-8
May 26	Early Release/Teacher Workday
May 26	End of 4th Nine Weeks
May 27	ASHS Baccalaureate
May 27	Post Planning
May 28	ASHS Graduation
June 11	Report Cards (Grades 9-12)

SUMTER COUNTY BOARD OF EDUCATION  
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*The Sumter County School System does not discriminate on the basis of race, color, national origin, sex, age or handicap in any educational program/activities or in employment practices.*

## PRINCIPAL'S MESSAGE

**Greetings,**

**My name is Dr. Renee' Thomas Mays. It is with great pleasure that I write this letter to you as the incoming principal of Sumter County Primary School (SCPS). I consider it an honor to be allowed the opportunity to serve as your principal. Mrs. Rosemary Robinson Jones will also join us as the new assistant principal. Our mission is to make a positive difference in the lives of your child(ren). We will accomplish this mission by setting high academic expectations for all children, providing supportive systems, and focusing on a positive school culture.**

**The faculty and staff at SCPS is eager and excited to begin what promises to be a wonderful school year. This academic year will be amazing as we continue to provide academic experiences for our students that are rigorous and relevant. We will also help them build relationships while making real-world connections. These are just some of the goals that will be in place for our SCPS students.**

**Please visit our website and become familiar with the 2020-2021 SCPS handbook and code of conduct expectations for the classroom and the school bus. We welcome your involvement and participation in our great school and look forward to working with you and your child as we strive toward academic success. A collaborative relationship between home and school will help to promote the well-being of our student and their learning process.**

**As your Principal, it is important to me that everyone who steps through our doors-teachers, students and parents-are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My door will always be open, and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school term. I look forward to working with you as a team so that we can help each student at SCPS be successful academically, socially, and physically.**

**Sincerely,**

*Dr. Renee' Thomas Mays*

**Dr. Renee' Thomas Mays**

## **WELCOME TO THE HOUSE OF THE SUPER PANTHERS!**

As a team, we must start off on the right foot. Please read important plans shared below. If you have any questions, please do not hesitate to call us.

Morning drop-off for students is 7:20 AM. NO STUDENTS MAY BE DROPPED OFF BEFORE 7:20 AM.

1. Students are tardy at 7:40 AM.
2. Afternoon dismissal for car riders is 2:25 PM. STUDENTS MAY NOT BE CHECKED OUT AFTER 1:45 PM.
3. You may participate in our car rider fundraiser to walk your child to the back of the school for early drop-off (at 7:15 AM) and for early pick-up (at 2:15 PM) for a donation of \$20 for one semester (expires December 17, 2020). This is the same for second semester.
4. Students who are car riders will be assigned a permanent pass for the year. You must have this posted in your car in the car rider line in order to pick up your child. If you do not have the pass, you must park your car in the lot across from the front of the school, enter the front office, and present your I.D. to check out your child from car rider dismissal.
5. We want to work with our families to help with students getting accustomed to being in school. We usually have an adjustment period for our aged students. You can help us by being consistent with bed time, drop-off time, pick-up time, and talking to your child about what to expect before we start.
6. Our school takes a different approach to school-wide discipline. We offer our children opportunities for “time away” to get refocused when there is a situation that causes a disruption to the learning environment. This room also serves as our ISS room. If the problem cannot be resolved with this, we will contact you to assist. We are excited, thankful, and quite proud of our parents for helping make this approach a success for us! Sometimes parents will need to spend time in the learning environment to help with their child’s adjustment. We will contact you if a situation occurs that will require this.

**Dr. Renee’ Mays**  
**Principal**

**Mrs. Rosemary Jones**  
**Assistant Principal**

### **SCPS MISSION STATEMENT**

The mission of Sumter County Primary School is to empower all students with knowledge as we begin our adventures on the path to graduation.

### **SCPS VISION**

The vision of Sumter County Primary School is to ensure all students receive equitable learning experiences and opportunities to develop skills necessary to graduate as productive citizens.

### **SCPS BELIEFS**

We at Sumter County Primary School believe:

- children learn in different ways and can all be successful

- a safe, orderly, and physically comfortable environment promotes student learning
- quality education is a result of a partnership shared among home, school, and community
- all programs should provide opportunities for each student to learn and perform at his/her own rate, as well as through his/her individual learning style
- learning experiences should enable students to develop and understand values and contributions of their own culture and that of others, while developing a positive self-esteem
- each student is a valued individual with unique physical, social, emotional, and intellectual needs
- students learn best when they are actively engaged in the learning process
- students learn to make appropriate decisions given a supportive and challenging learning environment.

## **DAILY SCHEDULE**

### **7:10 A.M. to 3:10 P.M.**

There is **NO** supervision of students prior to 7:20 A.M. and after 2:45 P.M., unless your child is enrolled in ASTEP. The front doors will be opened by SCPS faculty/staff members at 7:20 A.M. Students must be at school by 7:20 A.M. Students are marked tardy after 7:40 A.M. If a student is entering the building after 7:40 a.m., a parent/guardian is required to walk student in the building and use our **CHECKMATE SYSTEM** to log in student. Please inquire at the front office if you are interested in participating in our "Yellow Car Tag Fundraiser" to drop off at 7:15 A. M. and pick up early at the back door at 2:15 P.M. Limited tags will be sold for \$20 each semester.

## SECTION I

## ***CURRICULUM AND INSTRUCTION***

### **ACCREDITATION**

The Sumter County School District met all standards and expectations of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI). All Sumter County Schools are accredited "with quality" by SACS. Sumter County Primary School is also accredited with quality through the Georgia Accreditation Commission (GAC).

### **COMPUTER USE**

Students are required to use computer technology for word processing, communication, research, multimedia projects, and testing. Unacceptable uses of the computer technology will result in revoking these privileges for 30 school days for the first offense. On the second offense, privileges will be revoked for the remainder of the



school year. In order for the student to regain Internet access, he/she must repeat the application process the following school year. Any violations will be documented in the student's permanent record. Repeated Internet policy violations will result in the Internet license being permanently revoked. It is not acceptable to use this Internet access for any purpose, which violates the laws of the State of Georgia and the United States of America. Users must adhere to all copyright laws.

### **Appropriate Use Policy of Sumter County Schools Computers and Network Resources**

It is the belief of the Sumter County Board of Education that the use of technology for the purpose of information acquisition and retrieval is an important part of preparing children to live in the 21st century. The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Sumter County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Sumter County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b) Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c) Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e) Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Sumter County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services on any

school computer shall comply with the district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications. Email accounts are provided to teachers and students as long as they are active in the school system. They will be deleted when their status changes.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Sumter County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Sumter County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

## **CURRICULUM**

The Sumter County Schools Pre-Kindergarten is administered by the Sumter County Board of Education under the guidelines of the Georgia Office of School Readiness. Each class is taught by a certified early childhood teacher and trained paraprofessional. Parents and caregivers are encouraged and welcomed to participate in the Pre-K program with their child. Students are accepted on a first-come, first-served basis, and an active waiting list is kept yearly. Students must be four years old on or before September 1<sup>st</sup> to enroll in the program. Parents must agree to send their child to school every day, on time, in order for the child to be enrolled.

The Georgia Pre-K Program is a lottery funded educational program for Georgia's four year olds to prepare children for Kindergarten. The GELDS (Georgia Early Learning and Development Standards) are used to promote quality learning experiences for children and address the question, "What should children from birth to age five know and be able to do?" The GELDS are a set of appropriate, attainable standards for Georgia's youngest learners and are designed to be flexible enough to support children's individual rates of development, approaches to learning, and cultural context.

The Kindergarten and First Grade educational programs are guided by the Georgia Standards of Excellence (GSE). The GSE provide measurable standards and objectives in all content areas for Georgia Elementary Public Schools. Both informal and formal assessments are used to measure mastery of the standards.

A variety of instructional programs and delivery methods are used to provide quality instruction to the students. Students in Kindergarten and First Grade receive instruction in language arts (reading, writing, spelling, penmanship, and grammar), mathematics, science, social studies, physical education, health, art, literacy skills through technology,

and music. Additional projects and/or programs are available through special school grants, field trips, classroom guests, and other opportunities.

Students in Kindergarten and First Grade are taught with the Benchmark Literacy Program. Various supplemental and intervention materials are incorporated to help students excel in reading, including Leveled Literacy Intervention. The GSE for math are taught using the Envision Math Program and content expert developed units. A variety of manipulatives and other concrete materials are used to increase student understanding of essential math concepts. Science and social studies standards are taught through content area reading.

### DATES TO REMEMBER

Grading Period	Progress Reports	Report Cards	Early Release Days
1 <sup>st</sup> 9 Weeks	September 16, 2020	October 21, 2020	*September 24, 2020
2 <sup>nd</sup> 9 Weeks	November 18, 2020	January 13, 2021	October 15, 2020 PL
3 <sup>rd</sup> 9 Weeks	February 10, 2021	March 17, 2021	November 24, 2020 PL
4 <sup>th</sup> 9 Weeks	April 14, 2021	May 26, 2021	*February 12, 2021
			May 26, 2021 TW

\*Parent-Teacher Conferences

### EVALUATION

A variety of assessments are used to measure student achievement and program effectiveness. State administered tests include Norm Referenced Tests, Criterion-Referenced Tests, Georgia Kindergarten Skills Test (GKIDS), and Work Sampling Online (WSO). Other types of assessment are also used to measure individual and group progress throughout the school year, including but not limited to the Benchmark Assessment System.

### FIELD TRIPS

Field trips of educational value will be scheduled by teachers occasionally throughout the school year. Approval of the school principal and the superintendent is required for any field trip. Any out-of-state or overnight field trip must be approved by the Board. Field trips are chaperoned by members of the faculty and staff, and open to parents when space is available. The Board provides transportation for field trips when directly related to education purposes. It is recommended that field trips be concluded so as not to require overnight accommodations. If overnight trips are necessary, it is required that the sponsoring groups maintain adequate adult supervision. Parental or guardian consent is required in order for students to attend field trips. No child will be allowed to attend a trip without parent/guardian permission. If your child fails to return his/her permission slip, he/she will not be allowed to attend. Students may not be allowed to go on field trips if their behavior at school does not warrant their attendance. Please note that students may not be denied the opportunity to participate in a field trip on the basis of discipline for behavior at home.

Because of insurance and safety reasons, only actively enrolled students will be allowed to participate in field trips. Parents are encouraged to participate as chaperones when space is available at the venue. Volunteers and chaperones are chosen by the teachers and are rotated to provide a chance for all parents to participate as chaperones. Parents must pay \$3.50 for lunch in advance of the trip. If there are financial hardships, please notify the school principal.

## **GIFTED EDUCATION**

In seeking to provide services for students who have the potential for exceptional academic achievement, the Sumter County School System offers a gifted education program. Students may be nominated to be tested for gifted education services by teachers, parents or guardians, peers, counselors, administrators, self, or others with knowledge of the student's abilities. Students are automatically referred for testing when reviews of achievement test results indicate they have obtained required scores. Students are referred for further testing if they have transferred from an out-of-state school system in which they were enrolled in a gifted education program. Transfer students receiving gifted education services in other Georgia public school systems are eligible for services in Sumter County School upon receipt of documentation of eligibility.

Students can be referred but only become eligible for services by meeting criteria in any three of the four following areas: mental ability, achievement, creativity, and motivation. Students may also become eligible for services by meeting state required mental ability scores and achievement test scores, although evaluation data must be collected on the student in all four areas. The Sumter County Gifted Committee generally meets in October and again in March to determine if nominated students will be referred for testing or tested for gifted. If you wish to learn more about this program, contact the principal or gifted education teacher at the school.

Students at Sumter County Primary School are provided with direct gifted services through a combination of resource classroom time and cluster grouping for a minimum of five contact hours with the Gifted Education Specialist.

## **GOOD TOUCH/BAD TOUCH (K) EDUCATION PROGRAM**

The Good-Touch/Bad-Touch Curriculum is taught in Kindergarten and First Grade. Good-Touch/Bad-Touch is a research-based body safety and violence prevention education for children in K through 6th grades. The curriculum includes information and discussions about child abuse, sexual abuse, sexual harassment and bullying of all types, internet safety, stranger danger rules, bystander responsibilities and answers to questions about substance abuse. **Parents reserve the right to deny this opportunity to their child by informing the school principal in writing.** Please feel free to contact the counselor if you wish to preview materials, review objectives or obtain more detailed information.

## GRADING

Students' grades are based upon daily work as well as formal assessments. Graded work will be sent home in the weekly Communication Courier and reported during mid-term on Progress Reports and at the end of each nine weeks on Report Cards. If a student is failing, parents are encouraged to call the school and set up a conference to discuss the child's lack of satisfactory progress.

The grading scale used for report card and progress report purposes is below:  
A = 90 - 100, B = 80 - 89, C = 70 - 79, and F = Below 70

## HIGHLY QUALIFIED TEACHERS

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) requires that schools are staffed with highly qualified teachers and paraprofessionals. Additionally, professional development activities must ensure that teachers and paraprofessionals meet the highly qualified provisions of ESEA. Local educational agencies (LEAs) must notify parents of their rights to request information regarding the professional qualifications of the student's classroom teachers. The principal of each Title I school is required to submit an attestation annually requiring compliance with this provision. To be considered highly qualified to teach in the State of Georgia, teachers must be fully certified to teach by the Georgia Professional Standards Commission (PSC) and be teaching in their field(s) of certification.

Teachers must:

- Hold a bachelor's degree from a PSC accepted accredited institution of higher education.
- Hold a valid Georgia teaching certificate.
- Have evidence of specialized training in the subjects they teach, such as an academic major or the equivalent in the subjects and a passing score on the required content assessment for the area/subjects they teach.
- Have a teaching assignment that is appropriate for the field(s) listed on the Georgia teaching certificate.

The Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) requires states to develop plans with annual measurable objectives that will ensure that all teachers teaching in core academic subjects are highly qualified. Core academic subjects include English, reading, language arts, mathematics, broad-field science (such as physics, biology, or chemistry), foreign languages, broad-field social studies (such as civics and government, economics, history, geography), and the arts (visual arts, music, band and chorus). Dance and drama are not core academic subjects in Georgia. All teachers teaching a core academic subject, including remedial, extended day, evening, or summer school classes, must be highly qualified to teach the subject.

## **Paraprofessionals**

A paraprofessional works under the direct supervision of a teacher to assist with instructional and non-instructional activities. All paraprofessionals who work in an instructional program supported by Title I funds (school-wide program or targeted assistance program) must be highly qualified. Paraprofessionals must:

- Hold an associate's degree (or higher) or
- Met a rigorous standard of quality and demonstrated through a formal state approved assessment the knowledge of and the ability to assist in instructing, reading, language arts, writing and mathematics or reading readiness, writing readiness, and mathematics readiness.

## **Annual Parent Notice - Right to Request Teacher Qualifications**

Our school system receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. As a parent of a student you have the right to request certain information regarding the professional qualifications of your child's classroom teacher(s). Specifically, federal law requires the school district to provide you with the following:

- a. whether the Professional Standards Commission has certified or licensed the teacher for the grades and subject in which the teacher is providing instruction.
- b. whether the Professional Standards Commission has decided the teacher can teach under emergency status for which state certification requirements have been waived.
- c. the teacher's college major and the field of discipline for any graduate degree or certificate.
- d. the qualifications of any paraprofessional working with your child.

If you would like to request this information, please contact the school with your written request and we will respond in a timely manner. Thank you for your interest and involvement in your child's education.

## **MAKE-UP WORK**

Grades should reflect a student's progress toward mastering elements and standards for a grade level or course. Teachers will maintain accurate and precise records that support informally and formally reported achievement. Students shall be permitted to make up work when absences are excused. Work missed due to unexcused absences may be made up at the discretion of the principal or his or her designee. Students will be given a reasonable opportunity to make up work or tests within five (5) days of the student's return to school. After five (5) days, no excuse is valid. Work missed due to out of school suspensions may not be made up.

## **MEDIA CENTER**

The media center is open during the regular school day and immediately before and after school, as well as during lunch hours. The hours of operation are 7:30 A.M.-2:30 P.M. Our school welcomes students and parents to the media center. In order to operate in the most effective way to benefit our children, the following procedures have been established.

- ID badges will be required to check out book(s).
- Students will be held accountable for the book(s) they check out.
- There will be a charge for damaged (beyond use) and lost book(s). This includes textbooks. Students cannot check out another book until fines are paid.
- Negligence and/or abuse will be addressed by building administrators.
- Fees for damaged barcode labels will be \$1.00.
- Students should have I.D. cards in order to check out books from the media center. Lost I.D. cards can be replaced at a small cost of \$3.00.
- All financial obligations to the school should be met prior to the end of the school term.

Please help us as we teach our children that they are responsible for the books that they check out. You might help encourage them to leave the books in their book bags while on the bus. It is also a good idea to encourage them not to loan their books to other children.

## **NON-INSTRUCTIONAL ACTIVITIES**

According to the Sumter County Board of Education Policy (Instructional Program, Policy IED) school administrators may use a maximum of three instructional days per year to schedule non-instructional activities. Non-instructional activities held at Sumter County Primary School may include activities such as Field Day-Fun Day, Fall Festival, and Spring Fling. Non-instructional activities are scheduled annually and may differ from year to year.

## **PHYSICAL EDUCATION**

The physical education program is designed to enhance the development of skills, attitudes, and behaviors necessary to participate in physical activities for students in Kindergarten and First Grade. The physical education program is provided in a rotation with connections classes for 5 days at a time. Each rotation also includes health education. Students participate in fitness experiences, modified team sports, basic skills, games, and movement activities. All students are required to participate in physical education activities. Students who are excused from activities for an extended period of time (more than five days) should have a medical doctor's statement to justify this exemption.

## **SPECIAL EDUCATION**

The Sumter County School System provides special education programs for students eligible for services. Information regarding special education programs may be obtained from the school principal and/or central office.

## **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Students are required to have their own materials, such as folders, paper, pencils, and crayons as prescribed by the teacher. Textbooks and other instructional materials are furnished free of charge to all students. We expect all books to be handled properly by the students to avoid unnecessary damage. If a textbook or library book is lost or damaged, a fee will be charged based on the state textbook prices. Students will not be issued another textbook until the lost textbook fee is paid. All financial obligations should be met prior to the end of the school term.

It is important to note that instruction is not driven by a textbook; therefore, not all subjects have textbooks assigned to students. If you have questions about how instruction is delivered in a standards-based classroom, please contact your child's teacher.

## SECTION II

## **PARENTAL INVOLVEMENT**

### **CLASSROOM VISITATION**

Visitors are always welcome at Sumter County Primary School. **All visitors must report to the office and log in the CHECKMATE SYSTEM immediately upon entering the school campus with valid ID.** Parents are encouraged to visit their children's classes for reasonable periods of time. For the protection of the children, all parents and visitors must report directly to the office if they are in the building for classroom visitation, delivering items and messages to students, or reporting as a volunteer.

We request that you help us in protecting instructional time by not interrupting the teaching and learning occurring during classroom visits. Classroom visitations are not appropriate times for teacher-parent conferences. **Please do not expect the teacher to conference with you at this time.** A parent-teacher conference is assigned during teacher's planning time or after school. **All classroom visits should be limited to 20 minutes and visitors are asked to follow up with teachers during a conference regarding any concerns they may have.** During your visit, please refrain from taking pictures of other children. We also ask that you refrain from using your cell phone in the classroom. The regular school program must continue during your visit.

### **STUDENT AGENDA (COMMUNICATION COURIERS)**

Each student will receive an agenda that will be sent home daily to promote communication between parent and teacher. It is imperative that you check your child's agenda daily. On Wednesdays, there will be samples of your child's work, assignment



sheets, and other important information regarding your child's progress and needs placed in a vinyl folder at the front of the agenda. Since the folder will contain important information about your child and upcoming events at school, it is very important that you check for this folder each week. Please review all the contents of the folder carefully, sign noting you have reviewed the work and/or notices sent and send it back the next school day. To address your concerns in a timely manner, please discuss issues with the teacher prior to contacting the principal.

If a student loses his/her agenda, he/she will be able to purchase another one for \$5.00.

### **HOMEWORK PLAN**

Homework is necessary so that students have ample opportunities to practice the skills presented at school each day. It is also important because it allows parents and children "together time" each day. The purpose of homework is to form good study habits and to reinforce skills taught at school. Accepting responsibility is very important in order for children to learn. Parents should provide a quiet area and should set a specific time each day for students to complete homework assignments. Students are assigned homework on a regular and consistent basis on Monday, Tuesday, and Thursday of each week. Homework assignments are expected to take approximately 10-15 minutes maximum. **Please also plan to read to or with your child for 15-20 minutes each night.**

If you have questions about your child's homework, please feel free to email, call, or write a note to your child's teacher.

### **PARENT INVOLVEMENT POLICY**

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Sumter County Primary School encourages involvement of parents through many planned activities throughout the year. Parents are encouraged to attend parent input meetings to provide the school with their opinions and concerns about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents. The input will be used to develop the SCPS Parent Involvement Policy and School Compact.

### **PARENT PORTAL**

The Sumter County School District uses the student information system Infinite Campus to communicate with parents about their child's progress at school through a Parent Portal. The Parent Portal allows parents to monitor their child's daily academic progress as well as attendance. All parents are strongly encouraged to sign up for this program at the beginning of the school year. Contact the school's front office for information on how to register. You may register at any time.

## PARENT RIGHT-TO-KNOW LETTER

July 1, 2020

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

At Sumter County Primary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications. In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teacher's training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout his or her school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

If you wish to request information concerning your child's teacher's qualifications, please contact me, Dr. Renee' Mays, your child's principal, by phone at (229) 924-1012 or by email at [rmays@sumterschools.org](mailto:rmays@sumterschools.org).

Thank you for your interest and involvement in your child's education.

Sincerely,  
Dr. Renee' Mays  
Principal

### PARENT RESOURCE CENTER

Sumter County Primary School has a parent resource center available for parents and guardians, located in room 302 for kindergarten and first grade resources and in room 602 for pre-k resources. The Parent Resource Center is open to ALL parents and guardians Monday-Friday from 7:30 A.M.-3:30 P.M. There are many resources there that may help you meet the academic needs of your child, such as pamphlets, handouts,

brochures, books, and manipulatives. For more information, contact our school counselor, Mrs. Brandi Roland at (229) 924-1012.

### **PARENT - TEACHER CONFERENCES**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher(s) concerning his/her progress. Parents will be asked to attend conferences throughout the school year. Parents should plan to meet with their child's teacher(s) at least twice during the school year. Scheduled Early Release/Parent-Teacher Conference days are: September 17, 2020 and February 12, 2021.

**Teachers are available for conferences, by appointment, during planning time and after school.** Teachers will not be permitted to see parents during instructional time. Parents are strongly encouraged to call and set up an appointment if a conference is requested. Please call the school at 229-924-1012 if you wish to set up a conference.

### **PARENT - TEACHER ORGANIZATION (PTO)**

Sumter County Primary School's PTO has the opportunity to be very active in supporting the students, faculty and staff. The organization meets at least two times each year. At each meeting, children present a program and a business session is conducted. Parents are encouraged to be in attendance for each meeting. In addition to the officers, the PTO advisory board includes a teacher representative and the school principal. Officers are needed and serve a term of one year. Please call the school if you would like to volunteer to serve on the PTO board.

### **PUBLIC SCHOOL CHOICE**

#### **Public School Choice/Intra-district School Choice**

As of June 30, 2012, there will no longer be a Public School Choice transfer option under the Elementary and Secondary Education Act of 1965 (ESEA) as reauthorized under the No Child Left Behind Act of 2001 (NCLB), and local educational agencies (LEAs) will no longer be required to implement Choice or pay for Choice transportation as implemented under the ESEA. On November 2011, the Georgia Department of Education (GaDOE), submitted to the United States Department of Education (USED), a flexibility waiver requesting flexibility through ten ESEA requirements and their associated, regulatory, administrative and reporting requirements.

Any student that has previously transferred to another school by exercising the ESEA Choice must be allowed to attend that school until they complete the school's highest grade; however, the LEA is no longer required to pay for the students' transportation cost during the duration of the student's attendance at their current CHOICE school. The LEA may continue to pay for CHOICE transportation for students, only if the LEA chooses to do so.

However, parents will still have the Choice transfer option under House Bill 251: The Quality Basic Education Act; Intra-District School Choice. House Bill 251 allows

parents of students enrolled in a public elementary or secondary school to enroll in a school other than the assigned school that is located within the school district, if classroom space is available after the assigned students of that district have been enrolled. Under House Bill 251, transportation will not be paid for by the district. The parent shall assume the responsibility and cost of transportation of the student to and from the school. If you have any questions, please contact Gayla Braziel, Federal Programs Director at 229-931-8525 or [gbraziel@sumterschools.org](mailto:gbraziel@sumterschools.org).

### **REPORT CARDS**

Report cards are sent home every nine weeks to inform parents of their child's progress. To keep parents informed throughout the nine weeks, a progress report is sent home in the middle of the grading period. Parents may also monitor grades via the Infinite Campus Parent Portal. Parent-teacher conferences are encouraged, especially for students experiencing failure in one or more subjects.

### **SCHOOL COUNCIL**

School councils are created to bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents and community into the school-based decision-making process. The purpose of this group is to help the board of education develop and nurture participation of parents, the community, teachers and school administrators to share ideas for school improvement. The management and control of the public schools of this district is the responsibility of the Sumter County Board of Education. The instructional and administrative leader of each school is the principal. School councils provide advice, recommendations, and assistance and represent the community of parents and businesses. By law, the School Council is comprised of at least four elected parent members - two of the parents must be businesspersons, two teacher members elected by their peers, and the principal. If you would like to serve on the local school council, please contact the school counselor, Mrs. Brandi Roland, at (229) 924-1012.

### **SCHOOL-PARENT COMPACT**

Sumter County Primary School believes parents, school staff and students share the responsibility for improving learning. In order to ensure effective parent involvement and to support a healthy partnership between school and home, the parents and school staff will develop the School-Parent Compact based on input collected during parent input meetings. All parents are encouraged to attend. The School-Parent Compact is a document that outlines how parents, students, and the entire school staff will share the responsibility for improved student academic achievement.

### **SHOUTPOINT/INFINITE CAMPUS MESSENGER**

Infinite Campus Messenger is an automated student/parent/staff telephone and information center. Parents are notified of: absences, homework assignments, schedule of school events, invitation to meetings, cancellations of school, report card announcements, and other important school information. Parents and students can instantly access information from any touch-tone phone.

### TELEPHONE MESSAGES

Students will not be allowed to use the school telephone except in cases of an emergency. **Students will not be called out of class to use the telephone.** Messages for students will be accepted ONLY in cases of an emergency. **All requests for transportation changes must be submitted in writing. FOR THE SAFETY OF OUR CHILDREN, NO REQUESTS FOR TRANSPORTATION CHANGES WILL BE TAKEN OVER THE TELEPHONE. This is non-negotiable. Please make plans accordingly.** These changes must be made in person or in writing.

### VIDEO/AUDIO RECORDING AND PHOTOGRAPHY

In the course of the day-to-day operations of the school, your child may be photographed by employees of the district, usually to highlight their achievements and show some of the great things going on in the classroom. *If you **do not** want your child photographed for any reason, please take the following three steps:*

1. Return the Image Release form located in the back of this handbook with your signature, the date, the child's name and teacher's name on it. Be sure to mark NO on the form.
2. Tell your child that if someone comes to take his/her picture, he/she must inform that person or the teacher that they would prefer not to have his/her picture taken.
3. Keep track of the school webpage and social media. If for some reason your child is photographed despite the above-mentioned precautions, please notify the school system and we will have the picture removed immediately.

Please refrain from taking pictures of other children during your visit. We will have several opportunities throughout the year to purchase photos as fundraisers.

Student teachers from universities assigned to classrooms in our buildings must video record themselves for the purposes of portfolio documentation. You will receive a release form if this applies to your child's class.

### VOLUNTEERS

An active group of parents and community volunteers is needed at SCPS to assist students and teachers with various activities. Please contact the counselor if you wish to volunteer your services to the school. A member of the PTO, a teacher, or the counselor may contact you to help in our school. Please be prepared to provide a valid ID.

## **STUDENT SERVICES**

### **AFTER SCHOOL TIME ENRICHMENT PROGRAM (ASTEP)**

Sumter County Schools provides an After School Time Enrichment Program (ASTEP) at the primary, elementary, and middle schools. Hours of operation are from the time of school dismissal until 6:00 P.M. These are fee-based programs. Minimum tuition will be charged unless grant monies are available to provide scholarships.

Parents who are interested in these services may contact Natasha Merritt, ASTEP director, at 931-8576.

### **COUNSELING PROGRAM**

The goal of the Guidance Counseling Program is to provide services to students, parents, teachers, and administrators, which will enhance the elementary school student's personal, social, and educational development. The counselor provides support, encouragement, and advice. Students may talk with the counselor with complete assurance of **confidentiality**. The counselor concentrates on helping students understand themselves, their interests, and traits so that they will be better able to make decisions about themselves and their future.

Counselors will provide classroom, individual, as well as small-group counseling services at the school. The program is designed to help students build a personal sense of responsibility for his or her behavior and achievement in the classroom. The counselors will also work with parents, teachers, and administrators as a resource person, coordinator and consultant.

### **HOSPITAL/HOMEBOUND PROGRAM**

A hospital homebound program is available for students who are unable to attend school for 10 consecutive days or more due to serious injuries or health reasons. Parents are required to contact the principal regarding the condition of extended illness and provide a medical statement from the attending physician prior to receiving home services. More information is available in the school office.

### **NUTRITION PROGRAM**

All students in Sumter County Schools are served breakfast and lunch free of charge. It is permissible for students to bring their lunches; however, they are encouraged to eat school meals. The school will provide a nutritionally balanced breakfast and lunch to all students regardless of their ability to pay or their race, color, national

origin, age, sex or handicap. Parents are welcome to have lunch with their child. The cost for adult meals is \$3.50.

If your child has food allergies, including milk, please stop by the office to receive the SCS medical form to take to your child's doctor. Once the form is returned, a copy will be given to the nutrition manager and one will be placed in your child's permanent record folder. It is assumed that a child can drink milk unless the medical form is presented. **NO SOFT DRINK CONTAINERS OR FAST FOODS ARE ALLOWED IN THE LUNCHROOM.** Food cannot be taken from the lunchroom. For sanitary considerations, the Georgia State School Food Service prohibits the students from sharing food in the cafeteria. Birthday celebrations should be held in the classroom when approved in advance by the teacher.

### **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. Data is used when making decisions in reference to interventions needed in general and special education classes to support student achievement.

### **SCHOOL RESOURCE OFFICER**

Sumter County School District is fortunate to have School Resource Officers assisting with school safety. The officers' role is to teach the children a variety of safety measures including bicycle safety, bus safety, water safety, and stranger danger. The main goal of the program is to teach students that law enforcement officers are here to help.

### **STUDENT ACCEPTABLE USE GUIDELINES**

#### **Sumter County Schools Computer and Network Resources**

***Please read following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.***

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be

held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points).

Safety issues:

1. Any online communication should always be at the discretion and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met online.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to by accident.

Examples of prohibited conduct include, but are not limited to, the following:

- A. Accessing, sending, creating or posting materials or communications that are:
  - Damaging to another person's reputation;
  - Abusive;
  - Obscene;
  - Sexually oriented;
  - Threatening or demeaning to another person;
  - Contrary to the school's policy on harassment;
  - Harassing; or
  - Illegal.
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.



- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
- S. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property relating to "Hacking," or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

**Elementary:** Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision.

**Middle:** Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision.

**High:** If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of Internet search engines in order to develop more reliable, useful, and relevant search results.

## **Sumter County Schools Computers and Network Resources Website Posting Guidelines**

### **I. Student Information, Work, and Pictures:**

1. Web pages hosted from Sumter County School web server may contain a reference to a student. This includes references to students in photographs or in text.
2. The following student information is acceptable to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page\*.

\*A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

### **II. On Copyright**

1. Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information. Giving credit (web address or active link) to a company or individual (celebrity, for instance) that has created text, a graphic, etc. for a school page may be allowed, assuming the site is not blocked by the web filtering hardware and software.

### **III. Prohibited Content/Items**

1. Personal communications information about staff and parent volunteers: non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released.  
Example: PTO/PTA/Booster Organization officer/contact requests have their personal email address listed in the appropriate area on the school's page(s) and principal approves the request.
2. Student personal contact information of any kind.
3. Links to staff, volunteers or student's "personal" home pages that are on remote, non-district web servers (not hosted on Sumter County School's equipment).
4. Links to "non-official" Sumter County School's related sites that are hosted on remote, non-district web servers - Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or classroom activities. The school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.

5. Counters: If a school wants a web page counter on its site, it must be an "invisible" counter. Tracking information on the use of a school's web site and individual sections can be obtained from Coordinator of Online Learning.

IV. Compliance with FCS Acceptable Use Guidelines

All material posted to the Sumter County Schools website must adhere to all provisions set forth in the Acceptable Use Guidelines. Items from these documents, which are relevant to information posted on the web are:

No information/materials may be posted that is:

- Damaging to another person's reputation;
- Abusive;
- Obscene;
- Sexually oriented;
- Threatening or demeaning to another person;
- Contrary to the school's policy on harassment;
- Harassing; or
- Illegal.

Pages created/information posted on Sumter County Schools web sites:

- MUST NOT use the network for financial gain or advertising.
- MUST NOT contain plagiarized work created by another person without his/her consent.
- MUST NOT contain personal information such as phone numbers, addresses, driver's license or social security numbers, bank card or checking account information about any student or staff member.
- MUST NOT provide any user account information or passwords. If students participate in the creation and/or maintenance of web pages, they MUST be logged onto the network with their own USER IDs and PASSWORDS. Under NO circumstances are students to be given another student or employee's login information.

V. Educational Appropriate Postings

Material posted to the school's web site and associated teacher web pages must be educationally sound and appropriate as determined by the school or district administrators.

*\*Parent permission is granted in the Student Handbook.*

### **Sumter County Schools Email Disclaimer**

Sumter County Schools has implemented a series of technology systems that "filter" all incoming email to detect SPAM (junk mail) and those that contain viruses, certain keywords, html scripts, or have other attributes that could potentially be unacceptable for student viewing or compromise network security. Our system also uses a Bayesian filter that uses algorithms to identify messages that are probable SPAM. We have set the system to automatically redirect any email identified as SPAM to the junk mail folder. We have had some emails sent to teachers, administrators and employees of

the school system that have been reported as being blocked. We realize the scrutiny we get when email is tagged as SPAM, blocked and subsequently deleted. There are many reasons why an email may be blocked by our system and these have been listed at the bottom of the page.

Ninety percent of our received email is SPAM or SPAM related. While we realize that blocked email is an inconvenience, we have chosen to error on the side of caution due to the possibility of inappropriate content slipping through and being seen by a student peering over a teacher's shoulder. If you have experienced this issue with email communication, we recommend that you check a few items noted below and try again.

1. Are you sure you have the correct address and that you did not mis-key?
2. Does your computer have current virus and spyware protection software installed and working properly?
3. Does your email contain embedded images (some signatures) or have a custom stationary look that utilizes images, sounds, and/or other multi-media content?
4. Does your email address contain a correct return email address?
5. Are you trying to send the email as a blind copy?
6. Does your mail provider (or AOL, Hotmail, etc.) append anything to the message that might contain a phrase which could identify it as SPAM?
7. Does your email have advertising in the body, header, or footer? e.g. "Find out more"
8. Does your email contain third party content in the form of html links or links in the header or footers of your email?
9. Does your email contain attached files?
10. Is the problem intermittent with your email being delivered at times, but not others? If so, do you see any pattern, such as: your emails going through if you reply to receive email, or your emails get blocked when you use an account which has a signature?
11. Did you get any notification indicating the message was undeliverable or didn't go through?

**Virus Filter** - Messages identified or suspect for Viruses, Trojans, and e-mail exploits will be deleted.

**DNS Blacklist** - There are several servers on the Internet that maintain a DNS Blacklist for servers known to distribute SPAM or to have open relays which allow SPAM. Our filter uses those lists so if someone has an e-mail account on one of the Blacklisted servers then their mail will be blocked. It is their mail server owner who is responsible for being removed from those lists.

**Header Checking** - Messages will be blocked if the "From" field is empty, contains more than 4 numbers, or uses part of the recipient's address/name. They will also be deleted if they have html scripts, contain remotely hosted images in the message body or if the message is mostly a graphic file with very little text. Both of those are methods Spammers use to get past the Keyword checking and often result in the obscene pictures being displayed in the message. Messages that have false email headers and faulty return addresses will also be blocked.

**Macro Filter** - Any files with Macros will be rejected and deleted, both incoming and outgoing. These are a potential security risk due to what could happen when a Word or Excel file is opened with destructive Macro. Those are extremely easy for an end-user to create and then send to anyone with destructive results as soon as they open it.

**Bayesian** - This is the "Smart" filter that uses algorithms to identify potential SPAM. It results in a lot of false positives but the decision was made to delete all Bayesian identified messages instead of tagging them and sending them on through. This means that many thousands of messages are deleted each day and are not logged due to the size, therefore many legitimate messages are deleted as SPAM and we have no way to trace what happened.

**Directory Harvesting** - If someone sends a message that has several incorrect addresses in the "To:" field, then the entire message will be rejected. This helps prevent Spammers from just sending a huge distribution list of potential names and getting lucky with some.

**Custom Blacklist** - Individual mail addresses and entire mail domains can be added to a custom list to be blocked.

**File Attachments** - Many types of files are blocked for security reasons and include those such as VBS, EXE, COM, BAT, and ZIP. Files such as XLS, PPT, DOC are NOT blocked unless they contain Macros. File attachments are quarantined. Work-related file attachments without a Macro can be forwarded on to the recipient if the recipient lets us know when an automated notification is received notifying him/her that it was blocked.

**Sumter County Schools System**  
**STUDENT INTERNET ACCEPTABLE USE POLICY**  
**Terms and Conditions**

**PROCEDURES FOR GETTING AN INTERNET LICENSE**

1. Parent(s) must sign the Sumter County School System Student Internet Acceptable Use Policy Agreement.
2. Students will be instructed on Internet policy and usage.
3. Students must sign the Sumter County School System Student Internet Acceptable Use Policy Agreement.
4. Each time students log onto the Internet, they are agreeing to the Acceptable Use Policy.

**NETIQUETTE**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply (See Student Handbook). The Internet is provided for students to conduct research and communicate with others. Access to Internet services will be provided to students who agree to act in a considerate and responsible manner.

**Sumter County School System  
STUDENT INTERNET ACCEPTABLE USE POLICY  
Agreement**

STUDENT'S FULL NAME \_\_\_\_\_ SS# \_\_\_\_\_

Application Date \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

School Sumter County Primary School Grade \_\_\_\_\_

.....  
**Parent(s) or Guardian (s) Agreement: (If under 18 years of age)**

**Signature required for all students' Internet Access Privileges**

As the parent or guardian of this child, I have read the Sumter County School Student Internet Acceptable Use Policy Terms and Conditions. I understand that this access is designed for educational purposes and that the Sumter County School System has taken some available precautions to eliminate controversial materials. I will **not** hold the Sumter County School System responsible for materials acquired on the Internet. I hereby give permission to issue Internet privileges for my child and certify that the information contained on this form is correct. I may withdraw my permission at any time and my child's access privileges will be canceled within twenty-four hours (working days only). I understand that the Sumter County School System may cancel my child's access privileges at any time for Internet policy violation.

\_\_\_\_\_  
Parent/Guardian Signature Date

.....  
**Student Agreement:**

I understand and will abide by the Sumter County School System Student Internet Acceptable Use Policy Terms and Conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

\_\_\_\_\_  
Student Signature Date

User Name (Please Print): \_\_\_\_\_

**DO NOT REMOVE FROM BOOK. RETAIN FOR YOUR RECORDS.**

## **STUDENT SUPPORT TEAM (SST)**

Each school in the Sumter County School System has a Student Support Team (SST) which includes school staff who can provide information and support for students needing help academically, behaviorally or socially. The purpose of the SST is to improve the delivery of instructional services to students experiencing problems of an academic, behavioral or social nature in school and to serve as a resource for teachers and other educators in the delivery of these services. The SST may be made up of teachers, administrators, parents, special education teachers, counselors, school psychometrists, specialists, school social workers, central office personnel, outside agencies, or other appropriate personnel who can assist in the development of alternative classroom strategies and modifications to meet the individual needs of a student experiencing difficulty in school. Teachers, students, parents or others working with the student may request a meeting of the SST. Parents are invited to attend and participate in all SST meetings. If you have questions about the Student Support Team, call the school and ask to speak with the principal.

## **504 PLAN**

A student is eligible for a 504 plan under section 504 of the Rehabilitation Act of 1973 when he/she is professionally diagnosed as needing special services because he/she has a physical or mental impairment that substantially limits one or more major life activities. If you feel that your child may qualify for these services, please contact the principal.

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 Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.



**POLICIES AND SCHOOL PROCEDURES****ADMISSION TO SCHOOL**

All students whose parents or legal guardians reside in or are employed by the Sumter County School District are eligible for admission. Any student enrolling in a Georgia Public School for the first time must present these items:

1. A certified copy of the birth certificate
2. A Georgia Immunization Certificate
3. A Vision/Hearing/Dental Evaluation Certificate
4. Proof that parents/guardians of child live in the county (rent contract, utility bill, phone bill)
5. Social Security Card (School will provide waiver form if necessary)
6. Name of previous school if applicable
7. Transcripts or report card of previous school if applicable
8. Copy of previous discipline records if applicable

Any student enrolling in the Georgia Pre-K Program must have the birth certificate and proof of residency (numbers 1 and 4 above). All other documentation from the list above will be required; however, a 30-day extension for documentation can be given by the Pre-K Director.

**ATTENDANCE (ABSENCES AND EXCUSES)**

TARGET GOAL: 98% Attendance Rate

*(Let's accomplish this goal by ensuring that each student does not miss more than 3 days for school year.)*

The school district emphasizes the value of regular attendance in enabling students to benefit from the school program. Georgia law places the responsibility on each student to attend school on a daily basis and the responsibility on each parent or guardian to send their child to school on a daily basis. Regular and punctual attendance has a direct and positive impact on the student achievement. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others.

Frequent **absences** and **tardiness** for any reason are almost certain to adversely affect a student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond his/her control prevents attendance.

**Promotion will be based on academic performance and attendance.**

**Documented Absences**

*Students may be temporarily excused from school by the principal in the following circumstances:*

- Serious illness or hospitalization, including maternity confinement and delivery;

- Serious illness or death in the immediate family, which would reasonably necessitate absence from school;
- Special and recognized religious holidays observed by the student's faith;
- Court orders or mandates by order of governmental agencies, including pre-induction physical examinations for the armed forces;
- Conditions rendering attendance impossible or hazardous to student health or safety; and
- Other circumstances where the parent or guardian makes prior arrangements with the building principal for their child to be absent from school, i.e., college visits, serving as a legislative page, and other special family occasions.

Students who desire to document an excused absence shall present a written excuse signed by a parent or guardian within five (5) days of returning to school. Failure to present an excuse within five (5) days of returning to school shall result in an unexcused absence. Excuses may not be sent by FAX or e-mail. The principal or designee will determine whether or not an absence is excused, and may, at his/her discretion, require supporting documentation from doctor, dentist, clinic, court, funeral home, etc. in order to make this determination.

Students shall be given a reasonable opportunity to make up work or tests when they have documented their excused absence from school within five (5) days of their return to school. Students placed in in-school suspension/out-of-class suspension or participating in school related or sponsored activities are considered to be in attendance at school. Students, otherwise, suspended from school will be considered to be absent.

### **Consequences of Excessive or Unexcused Absences**

Parents will be contacted after the second (2) absence. Students who demonstrate a pattern of absences and tardies shall be referred to the Attendance Officer for counseling and appropriate intervention.

## **KINDERGARTEN & FIRST GRADE ATTENDANCE/TARDIES**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school program. Georgia law places the responsibility on each student to attend school on a daily basis and the responsibility on each parent or guardian to send their child to school on a daily basis.

The child who is tardy for school loses valuable instructional time and causes undesirable disruption in the classroom. If a child is tardy, the parent **MUST** accompany the child to the school office to check in. Frequent tardiness will result in a referral to the school attendance officer.

Each individual student, by his/her presence as a class participant contributes to the education of others. Frequent tardiness for any reason are almost certain to adversely affect a student's schoolwork.

## PRE-K ATTENDANCE/TARDIES

The school district emphasizes the value of regular attendance in enabling students to benefit from the school program. The following guidelines are in place and enforced for students in Pre-K:

- Students should attend every day unless ill.
- Students must come to school on time.
- A written excuse should be given to the teacher when a child is absent stating the reason for the absence.
- Any student who is absent more than 10 days in a row without medical or other reasons must be removed from the Pre-K enrollment and may no longer attend.

Any student with excessive tardiness (2 weeks consecutively) must be removed from the Pre-K enrollment and can no longer attend.

Based on Georgia law, O. C. G. A. § 20-2-150. (c), all children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all of the provisions of this article...relating to compulsory school attendance even though they have not attained seven years of age. See more about the attendance law in Section III of this handbook.

## ATTENDANCE APPEALS

In the event that the student is absent eight (8) or more times per semester or 15 times per year (these are to include any type of absence-excused or unexcused), the student is responsible for providing the attendance officer with excuse notes (doctor or otherwise) during the appeal procedure. No student shall exceed eight (8) absences in any class per semester or 15 per year. Any student, who has been notified that he/she has exceeded the allowed number of absences, has the opportunity to file an appeal. An appeal form may be picked up in the office from Mrs. Brandi Roland, the school counselor/attendance support personnel. This form should be filled out by the parent and the student and returned to the office by the student within five (5) days after receiving the excessive absence notice. This form will give the parent and student the opportunity to provide any written excuses (doctors' and others), explaining the excessive absences. The appeals will be reviewed by the school's attendance committee. The decision made by the appeal's committee may be appealed to the superintendent's office. The student's report card will reflect the decision of the committee.

## ATTENDANCE LAW Official Code of Georgia

§20-2-690.1. Mandatory education for children between the ages six and sixteen.

- (a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school or a home study

program that meets requirements for a public school, a private school or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person in which case the parent, guardian or other person alone shall be responsible; provided however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child between his or her sixth and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be constructed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

- (b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian or other person who has control or charge of a child of five unexcused days of absence of a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians or other person who has control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years and older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

(c) Local school superintendents in the case of private schools or home study programs and visiting teachers [school social workers] and attendance officers in the case of public schools shall have the authority and it shall be their duty to file proceedings in court to enforce this subpart.

§ 20-2-150.

(c) All children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all of the provisions of this article...relating to compulsory school attendance even though they have not attained seven years of age.

### **BELONGINGS**

Students are encouraged to take responsibility for their belongings. Textbooks and other items found should be turned in to the office. The school does not accept responsibility for lost or stolen articles. Personal belongings such as toys and electronic devices should be left at home. Parents are encouraged to label all items with the student's name for personal identification.

### **BOOK BAGS**

For the safety of our students and staff, book bags are the responsibility of the student and may not be kept at a student's desk. Materials should be removed from the book bags upon arrival in the classrooms and placed in a designated place in the classroom until the end of the school day. Rolling book bags are not allowed.

### **BULLYING DEFINITION (SB 250)**

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

**Bullying is defined as follows: An act 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. 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. (Bullying Policy JCDA6)

## BUSES

Each morning and afternoon, buses line up on the bus ramp to the left of the school for unloading and loading. Buses arrive between 7:05 A.M. and 7:10 A.M. and leave at 2:30 P.M. and 2:40 P.M. To ensure the safety of students, a teacher or paraprofessional is responsible for loading and unloading each bus. Students are escorted into the building and go to their homerooms to eat breakfast each morning. Each afternoon, students are escorted to their buses by a teacher or paraprofessional.

Students who are transported to and from school by Sumter County School District buses are under school jurisdiction from the time they arrive at the bus stop in the morning until they unload at the school, and from the time they load at the school until they leave the bus in the afternoon. School bus drivers are responsible for the behavior of the students being transported and have the authority to correct and/or reprimand students as necessary. Students who ride the buses are expected to obey the rules and regulations printed in the *Sumter County Schools Transportation Manual* (see Section VI). Students who misbehave on the bus will be referred to administrative staff and will receive the appropriate punishment for their behavior. Once bus riders have arrived on campus, they are not allowed to leave campus for any reason other than a parent checking them out. Should a child need to ride a different bus home, a parent **must** send a signed note to school with an appropriate phone number where a parent can be reached. **FOR THE SAFETY OF OUR STUDENTS, TRANSPORTATION CHANGES WILL NOT BE TAKEN OVER THE TELEPHONE.**

## CAR RIDER PROCEDURES - MORNING & AFTERNOON

Safety of our children is our utmost concern; therefore, we need the cooperation and patience of all adults. As a reminder, all visitors must sign-in at the office. Please do not park your car in the areas designated for traffic flow. **Please look for school staff to help direct traffic flow.**

### Morning Drop-Off

Our school building opens at 7:20 A.M. for student drop-off. Students will not be allowed in the building before this time. Please do not allow your child to exit your car until school personnel notify you at the 7:20 A.M. bell. We want your child to be supervised at all times when on our campus. We cannot supervise students before 7:20 A.M.

If you wish to walk your child in to class, please park in the parking lot across from the front of the school's front/main entrance and enter through the main entrance.

The right lane is for drop-off. Please pull up to the end of the covered walkway to keep traffic moving. A staff member will help with directing traffic flow. Please make sure your child is ready to exit the car once you stop. If you need to sign papers or give money, etc., please park in the parking spaces and escort your child to the sidewalk.

The left lane is for thru traffic. Please do not stop in the left lane or use it to cross over traffic lanes to escort your child.

**STUDENTS ARRIVING AT 7:40 A.M. OR LATER MUST BE ACCOMPANIED BY A PARENT/GUARDIAN WHO WILL BE REQUIRED TO LOG IN USING OUR CHECKMATE SYSTEM.**

## **Afternoon Pick-Up**

For safety reasons, all parents picking up their child(ren) **MUST** display their car rider tag in sight of the school staff member. This must be the tag provided by the school at the beginning of the school year or upon enrollment. Please come to the front office if you need to purchase a replacement tag. Any cars in the car rider pick-up lane that do not have the tag displayed will not be called and directed to the parking spaces. This is for the safety of our children. Adults who come through the line without an assigned tag will be required to come in to the office and show proper identification in order to sign children out. You must park in the lot across the street from the front of the school.

Once the line of cars reaches the circular drive in front of the school, the school staff member will direct you to make both lanes active in the afternoon. Remain in your car and in line. Your child will be brought to your car.

If you must come in to get your child, you will need to park in the parking lot to the right of the front/main school entrance, enter through the front entrance, and report to the office. Parents may not come into the building during afternoon dismissal as this causes too much congestion in the halls and makes it difficult for teachers to keep up with their children. Visitors entering the building without a pass from the office will be reported to School Resource Officers.

Car riders will be dismissed from class at 2:25 P.M. and should be picked up no later than 2:45 P.M. Car riders will be escorted to the cafeteria for collective dismissal following car rider dismissal procedures. Students reporting to the ASTEP program will be dismissed with car riders to their program.

For safety reasons, parents are asked to remain in their cars until students are escorted to their parents. **Students should not be checked out early except for doctor's appointments; however, no student check-outs will be conducted after 1:45 P.M., as this is an extremely hectic time of day.** Each minute of the instructional day is extremely important.

All parents of car riders are responsible for picking up their child/children **on time**. If an unforeseen emergency arises, please call the school to inform us that you will not be at school on time. If not, the sheriff's office and Department of Family and Children's Services **will be notified**.

Bus riders will be dismissed on staggered bells - early buses at 2:15 P.M. and all others at 2:20 P.M. Bus riders will be escorted to their buses on the bus ramp.

Please look for school staff members to help with traffic flow. School Resource Officers will also help with directing traffic as needed.

**THE SAFETY OF OUR CHILDREN IS OUR PRIORITY. PATIENCE AND SUPPORT FROM ALL ADULTS DURING TAKE-IN AND DISMISSAL IS APPRECIATED.**

## **CELL PHONES**

Electronic communication devices are prohibited during the school day. Devices will be confiscated and the student code of conduct followed for violations. ***The school is not responsible for any item that is confiscated, lost or stolen. (also see page 74)***



## CHECK-OUT PROCEDURES

In our continued efforts to provide the safest environment for the students of Sumter County Schools, we will be adhering to the following procedure for checking students out of school. Anyone checking out a student must be listed on the student's registration form and must present a valid state issued ID. This protocol ensures that only authorized individuals are checking out students. This is not meant to inconvenience parents, but as a way to make sure that children are safe at all times. Help us guard important instructional time in your child's day by avoiding irregular departure. However, if you must pick your child up before the school day is over, please adhere to the following procedure:

1. A picture ID is required to sign out a student.
2. Sign your child out on the appropriate form in the school office. If only certain individuals can pick up your child, we need to know this immediately. You must provide the office with a signed letter stating who has permission to pick your child up from school.
3. If you wish for your child to ride a different bus home or to be dropped off at a different point in the afternoon, you must send a signed, dated note to school with a phone number where you can be contacted. **Please do not call the school requesting that your child be placed on a different bus or dropped off at a different point. Bus changes will not be taken over the telephone - NO EXCEPTIONS.** Bus drivers are not allowed to transport children who are not on their regular route or to drop off children at any other place than their regular bus stop without written permission from a parent.
4. **No transportation changes will be made after 1:45 P.M.**
5. **No student check-outs will be made after 1:45 P.M.**

## CHILD ABUSE LAW

State law requires all caregivers of children to report suspected child abuse or neglect to the Department of Family and Children Services.

## CLOSING OF SCHOOLS

School may be closed due to inclement weather or emergency events. Local radio and television stations will carry news and information. Every effort will be made to ensure that parents are notified of school closings in a timely manner. The Infinite Campus Messenger Communication System will also be used to notify parents of school closings. Telephone lines will be for official emergency use by the school.

## CONTAGIOUS DISEASES

Any child who has a condition that is contagious, such as pink eye, chicken pox, ringworm, impetigo, head lice, etc., will be sent home from school and must remain home

until the condition or disease is corrected. The parent/guardian must furnish the school with proof of treatment before the child can return to school. If the condition persists, the parent may be required to obtain written verification from a doctor or the health department stating the child is able to return to school.

### **DELIVERIES (FLOWERS, GIFTS, ETC.)**

No flowers, balloons, or other gifts will be delivered to students during the school day.

### **DISASTER DRILLS**

Monthly disaster drills (for example, fire drills, lock down drills, and/or tornado drills) will be scheduled during the school year and should be respected for the protection of life. Instructions are posted in all classrooms and teachers will inform students of proper procedures for evacuating the building.

### **ELECTRONIC DEVICES**

All electronic or communication devices should be left at home. These devices will not be allowed in classes or at school events without permission. Any item that disrupts the instructional day should not be brought to school and will be confiscated. Confiscated items will be turned in to the office. **The school will not be responsible for any electronic devices that are lost or stolen.**

### **ENROLLMENT RESTRICTION**

A parent, guardian, or other person has the authority to enroll a student in a publicly funded Georgia school. A student who meets the age eligibility requirements is eligible to enroll in the school system if the student's parent or legal guardian (or the student in the case of an emancipated minor) is a resident of the school district. Proof of residence is required in accordance with regulations developed by the superintendent.

The principal shall require from any adult who is not the parent of the student, proof of legal custody or a certificate setting forth the circumstances whereby the adult is exercising parental control. However, a student may not be enrolled by an adult acting in the place of the parent if the purpose of the student's residing with such adult is to avoid tuition as a non-resident, to avoid a suspension or expulsion imposed by another school district, or to avoid attending school in his or her attendance area. The principal, in conjunction with the central office employee designated by the Superintendent, shall make reasonable inquiry to determine the truth of the facts set forth in the certificate. Upon furnishing the required proof or certificate and appropriate verification of the facts set forth herein, the adult enrolling the student shall be deemed to stand in the place of the parent of the student for all school purposes.

If the person enrolling the student is acting under the authority of a power of attorney executed by a parent or guardian serving in the military, the school shall allow the student to enroll. The school system may require proof of a duly executed power of attorney and/or certificate of acceptance as guardian, escort, or attorney. The school system shall not require such persons to obtain legal guardianship.

A grandparent with a notarized power of attorney properly executed by a parent in accordance with O.C.G.A. §§ 19-9-122 through 123 may enroll a child if a hardship prevents the parent from caring for the child. The school system shall enroll a student, otherwise eligible to attend its schools, and allow such grandparents to act on behalf of their grandchildren without requiring them to go through court proceedings to obtain legal guardianship.

### **Age Eligibility**

The parent or guardian, or other person must provide:

- A copy of the enrolling student's social security number or sign a form stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. § 20-2-150.
- A certificate in accordance with the provisions of O.C.G.A. § 20-2-771, concerning the immunization of students, which includes an exception for religious grounds.
- A certificate in accordance with the provisions of O.C.G.A. § 20-2-770, concerning nutritional screening and eye, ear, and dental examinations of students.
- Proof of residence shall be required, unless the student is homeless and the McKinney-Vento Act applies. A homeless child shall be enrolled immediately even in the absence of any appropriate documentation. Upon determining that a student is homeless, the child must be allowed to either remain in the district in which he or she was enrolled prior to becoming homeless or enroll in the district where he or she is now located. Proof of residence is not required. The employee or other designated individual responsible for care of homeless students shall assist the homeless student in acquiring the necessary records for enrollment.

Documents which may be used as proof of a student's primary abode include a current lease or rental agreement, and a current utility bill (gas, electric, water, telephone, or cable). Records must include the name and street address of the parent/guardian.

It is the policy of the Sumter County Board of Education to deny enrollment in any school in this school district to a student who has been suspended or expelled from another school district in this state or any other state for misconduct until the period of time for which the student was excluded in the previous school district has passed. The Board determines that the admission of students who have been suspended or expelled from other school districts for disruptive conduct would be disruptive as well to this school district.

## HEALTH RECORDS

Student health records and immunizations documents are required for school attendance. Parents should complete the Consent for Medical Treatment Health Form sent home at the beginning of the year and return to the homeroom teacher. This form must be on file and kept updated in order for the school nurse or representative to provide treatment to a student for any health reasons.

## HOMELESS

Students defined as homeless are allowed to enroll in school. Homeless children or youth are defined as "Children and youth who lack a fixed, regular, and adequate nighttime residence," including, but not limited to:

- Sharing the housing of others due to loss of housing, economic hardship, or similar reason ("doubled up").
- Living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters, etc.

Students meeting the above description are allowed to stay in their school of origin for the duration of homelessness or until the end of the school year after they find permanent housing, as long as that is in the child's best interests. The school counselor should be notified of students experiencing homeless situations during the school year.

## IDENTIFICATION BADGES

Identification (ID) badges will be issued to every student for the first time at no charge. These badges will be used to check out books from the media center. They will also be used to obtain a breakfast and lunch tray. All students are responsible for the maintenance and upkeep of their badges and clips/lanyards. Damaged and lost badges will be replaced for \$3.00 (including the badge and clip).

## ILLNESS/ACCIDENTS

If your child is injured or is ill at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency number you listed on the student information form. **If no one can be reached in a critical emergency, the child will be transported to the hospital. Please make sure you keep your contact information updated.**

## IMMUNIZATIONS

ALL children entering school are required to meet the following new vaccine requirements, along with already established basic vaccinations requirements (see 4<sup>th</sup> item):

- If your child is under five (5) years of age, he/she must have protection against pneumococcal disease. He/she will need the Pneumococcal Conjugate vaccine (PCV). The number of doses needed depends upon the child's age.
- If your child is currently enrolled in a 4-year-old Pre-K program and has a certificate marked as "Complete for School," he/she **MUST** also obtain the second doses of varicella and mumps vaccines and will need to submit documentation of meeting the new requirements on the Georgia Certificate of Immunization upon registering for school.
- Contact the Health Department or physician to receive any needed vaccinations and to obtain a new Certificate of Immunization (DHR Form 3231). Photocopies are accepted.
- ALL entering kindergarten students must also have their basic vaccinations, which include required doses of Hepatitis B, Diphtheria, Tetanus, Pertussis, Mumps, Measles, Rubella, Inactivated Poliovirus and Varicella.
- ALL entering students must also turn in a completed Vision, Hearing and Dental Certificate (DHR Form 3300) from the Health Department or physician in order to register for school.

### **MEDICATION/NURSE**

All Sumter County Schools are privileged to have a registered school nurse available at different times during the day or week. Medicine will be dispensed by the nurse or a school designee. A nurse or school designee will also take care of other student needs. A written daily report of any medicine administered will be recorded. A medical consent form must be completed before receiving treatment from the nurse or school designee.

**Medication will only be administered under the following conditions:**

- **Medication prescribed by a physician:**
  - **must be in original container**
  - must contain instructions from doctor about dosage
  - must be accompanied by written parental request for administration of medicine
- **Nonprescription medication:**
  - must be in original container or package - do not send medicine wrapped in plastic, paper towels, or foil
  - must be accompanied by written parental permission for administration

~Because of **federal law** parents should make other arrangements for administering medical marijuana **at school** and students should not possess the medical marijuana at school.

### **PLEDGE**

Reciting the Pledge of Allegiance during morning announcements is a part of the daily school routine. Student and parents have the right to opt out of the pledge for religious reasons. Those students are required to remain seated and silent during the Pledge as an exercise of their rights to freedom of speech and religion.

## PROMOTION/PLACEMENT/RETENTION POLICY

### **BOARD POLICY**

### **Descriptor Code: IHE Promotion and Retention**

It is the policy of the Sumter County Board of Education that placement or promotion of a student into a grade, class, or program be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement. The Board further requires that each principal shall annually notify parents or guardians that the promotion, placement or retention of a student will be based on the academic achievement of the student and criteria established by the Sumter County Board of Education.

### **Promotion, Placement or Retention for Kindergarten**

A. Documentation that supports promotion, placement, or retention shall be on file in the student's permanent record.

All of the following must be true for a student to be promoted to the next grade.

1. A student must demonstrate readiness by scoring "Ready for 1<sup>st</sup> grade" on the state kindergarten assessment;
2. A student must master an acceptable number, as defined by a committee of kindergarten administrators and teachers, of skills identified in reading, language arts and math;
3. Attendance/Tardies – A student in kindergarten must not be absent for more than 15 days in a school-year. If a pupil is absent more than 15 days, he/she shall be retained.
4. The retention decision may be appealed to the principal within 10 working days.

B. Should a student be recommended for retention in kindergarten, then:

1. The information obtained by the state kindergarten assessment shall be considered as part of the required documentation.
2. The student's parent(s)/guardian(s) shall be notified of the retention decision.
3. Should a student's parent(s)/guardian(s) appeal the retention; the principal shall convene a placement committee to determine the appropriate placement of the student.
4. To override the recommendation to retain the student requires unanimous support of the placement committee.
5. When a student is retained, an alternative, developmentally appropriate instructional program shall be provided.

## **Promotion and Placement Requirements for Grades 1-5**

A. Documentation that supports promotion, placement, or retention shall be on file in the student's permanent record.

All of the following must be considered for a student to be promoted to the next grade:

1. A student in grades 1-5 must achieve 70 or above in reading, language arts, and math courses.
2. Attendance/Tardies – A student in grades 1-5 must not be absent more than 15 days in a school-year. If a pupil is absent more than 15 days, he/she shall be retained.
3. The retention decision may be appealed to the principal within 10 working days.

B. Should a student be recommended for retention in grades 1-5, then:

1. The student's parent(s)/guardian(s) shall be notified of the retention decision.
2. Should a student's parent(s)/guardian(s) appeal the retention; the principal shall convene a placement committee to determine the appropriate placement of the student.
3. To override the recommendation to retain the student requires unanimous support of the placement committee.
4. When a student is retained, an alternative, developmentally appropriate instructional program shall be provided.
5. The retention decision may be appealed to the principal within 10 working days.

### **Decision of Placement Committee**

The decision of the placement committee shall be final.

## **SPECIAL EDUCATION K-12**

Special Education students shall meet criteria for promotion or placement as established in their Individualized Education Plan. The IEP committee shall serve as the placement committee for these students.

**Sumter County Schools**

**ADOPTED: April 13, 2000 LAST REVISED: June 15, 2017**

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## **RETURNED CHECKS**

Checks are accepted as forms of payment for items or goods sold at school. If a check is returned from the bank (for insufficient funds, stop payment, etc.), parents will

be required to redeem the returned check with cash or money order in the front office. Any checks returned by the bank for nonpayment will have an added surcharge of \$12.00 to cover required bank fees. Returned checks not redeemed after a reasonable period of time may be forwarded to a collection agency with the parent bearing the additional collection costs.

### **SALE OF OTHER ITEMS AT SCHOOL**

Students or student organizations and groups may not sell items on school property without an approved Fundraising Request Form on file. Students are not to buy or sell toys, food, supplies, or products at school.

### **SCHOOL HOURS**

Our school hours are from 7:10A.M. to 3:10 P.M. daily. School workers are on duty at 7:20 A.M. each morning. Car riders should not be dropped off prior to that time, as there are no adults to supervise them. Instruction begins promptly at 7:45 A.M. each day. Students who arrive after 7:40 A.M. are tardy. IF A STUDENT IS ENTERING THE BUILDING AFTER 7:40 A.M., A PARENT/GUARDIAN IS REQUIRED TO WALK STUDENT IN THE BUILDING AND USE OUR CHECKMATE SYSTEM TO LOG IN STUDENT.

Students should arrive on time and remain in class until the end of the day each day unless they have a doctor's appointment. Every instructional minute is extremely important. **We will not be able to complete any student check-outs after 1:45 P.M. each day.** Car riders will be dismissed at 2:25 P.M. and should be picked up no later than 2:45 P.M.

Attendance: Please be sure to send a doctor's excuse or a handwritten excuse (you are allowed three per semester) for each absence. We must receive the excuses within five days after the student returns to school; otherwise, we cannot accept them.

### **SCHOOL INSURANCE**

Students may purchase school insurance for their protection each year. Information regarding school insurance is sent home by the student during the first week of school. All students participating in athletics are required to have insurance. The school is not financially responsible for any injuries, which occur at school that are not covered by school insurance. Purchase of the insurance is optional.

### **SCHOOL SUPPLIES**

Students are expected to come to school prepared with materials needed for class each day. Each grade level has its own list of school supplies needed. A general list of supplies your child will need throughout the year includes wooden pencils, loose leaf



notebook paper, hand sanitizer, dry erase markers, and crayons. Please help your child learn responsibility by ensuring he/she has what he/she needs for school each day.

## **SECLUSION AND RESTRAINT**

Sumter County Schools and the Georgia Department of Education support a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time and improves student achievement for all students.

At times, students exhibit behaviors which place themselves or others in imminent danger. In order to protect the safety of students and staff, the Georgia State Board of Education has adopted rule 160-5-1-.35: Seclusion and Restraint for all Students, which prohibits the use of seclusion (as defined in that rule) and limits the use of restraint to those situations in which students are a danger to themselves or others.



## **SUMTER COUNTY SCHOOLS DRESS CODE POLICY**

Students, always, should observe the rules governing body cleanliness, neatness of appearance, and good grooming. T-shirts with improper suggestions or advertising of any alcoholic drink, or illegal substance **will not** be allowed at school. When, in the opinion of administration or teacher, a pupil is inappropriately dressed for school, parent(s)/guardian(s) will be called for proper school attire. Though pupils have the right to choose individual dress, the school has the responsibility to see that the attire is not immodest or offensive to anyone.

### **The following rules must be adhered to by all students:**

1. Shoes must always be worn. **NO** flip flops, **NO** house/bedroom shoes; **NO** stiletto high heels. Big flat high heels are OK. Socks should be worn with all shoes except sandals. Some classes, for health and safety reasons, may require shoes, which cover the entire foot.
2. Shirts with profanity, alcoholic beverages, marijuana, drug pictures, suggestive writing or pictures cannot be worn to school.
3. No bicycle shorts/pants are allowed.
4. ***Pants must be at the waist with a belt above the buttocks.***
5. Hair must not be in eyes or in rollers; no rags/wave caps; no bandannas; no sweatbands or stocking caps.
6. No combs, rakes or picks are to be worn in the hair. Rat tail combs are not allowed.
7. Students will not be allowed to carry brushes or combs around in their hands. If caught, the items will be taken and given to the administration.
8. All pants **MUST** be worn around the waist.
9. No hats, caps, sun visors, or headgear may be worn on campus.
10. Knee length shorts may be worn by all students, no cut-offs or ragged jeans or shorts, no gym shorts, no short shorts – Skirts must be within three inches of the knee cap.
11. Jeans should have **No holes above the knee**. Any holes must be knee or below.
12. No cut-off shirts or shirts which show midriffs.
13. Proper under garments must always be worn.
14. No sunglasses are to be worn on eyes or head.
15. No buttons with vulgar or obscene saying. No buttons with advertised drugs or alcohol.
16. Long pants must go to the ankles...**not rolled up, stuck in shoes or socks, or bound up with rubber bands, folded up, wrapped up, or tucked up on the outside.**
17. Students must adhere to all rules governing the dress code; students will not be allowed to attend classes dressed inappropriately. Parent(s)/guardian(s) will be notified to pick up the child or to bring appropriate clothing to the school.
18. Nose rings, tongue rings, brow rings will **NOT** be acceptable. Earrings on girls will not be oversized. Boys are not allowed to wear earrings while at school. No necklaces with medallions larger than one (1) inch in diameter may be worn. No oversized clothing. No towels or bandanas, do-rags or other objects hanging from pockets.
19. No apparel or accessories that are considered inappropriate or distracting by the principal.
20. Ankle monitors must be covered with pants. Socks are not appropriate to cover ankle monitors.

**\*Administration will use its discretion on whether student attire is appropriate. Dress shall not be extreme to the point of creating a disturbance of the educational atmosphere.**

### **Girls**

1. No miniskirts or mini culottes. No short dresses over tights. Skirts and/or dresses must be no more than three inches above the knee. NO bare-back dresses or blouses exposing the entire back, stomach, cleavage, or undergarments. **Cleavage must be covered up and not visible.**
2. Dresses with slits: NO slits longer than four (4) inches above the knee.
3. No tank top dresses unless an acceptable shirt is always worn over the dress.
4. Sun dresses must always be worn with a jacket.
5. No spaghetti strap blouses or dresses unless an acceptable shirt is always worn.
6. No tube tops.
7. No sweaters, jackets, or shirts may be tied around the waist.
8. No writing across the buttocks or pants or shorts.
9. Nose rings, tongue rings, or brow rings will **NOT** be acceptable.
10. No stiletto high heels during the school day.
11. No fish net tights may be worn, or holes in pants above the knee.
12. No fish net tights or skintight pants/or blue jeans may be worn to school.

### **Boys**

1. No muscle shirts or tank tops. No net or mesh shirts unless a shirt with sleeves is worn underneath.
2. No baggy pants.
3. All pants must be worn at the waist. Pants must be above the buttocks and tight enough in the waist that they do not fall and must be constantly pulled up.
4. No belts should hang from pants or shorts.
5. No white T-shirts or under shirts worn as an outer shirt.
6. No rags or bandanas hanging out of pockets.

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### **ADMINISTRATIVE PROCEDURE**

Sumter County Board of Education

Approved: 4/13/2017

### **TARDIES**

Tardiness is defined as being late for school. Students are tardy to school at **7:40 A.M.** **If a student is entering the building after 7:40 a.m., a parent/guardian is required to walk student in the building and use our CHECKMATE SYSTEM to log in student.** Parents are asked to park in the parking lot across the street from the front of the school to avoid blocking traffic in the driveway.

### **TRANSPORTATION CHANGES**

If a student needs to ride another bus home, parents must notify the school office in writing. A phone number where parents can be reached must be included for official verification; this information must be turned in before lunch. Permission will not be

granted if the parent cannot be reached. For the safety of our children, transportation changes will not be taken over the phone. Thank you in advance for understanding.

## VISITORS

Visitors are welcome. All visitors must report to the office and sign in upon entering the school campus. A driver's license must be presented at sign-in. We request that all visitors refrain from talking on their cell phone while in the classroom.

## WASTE, FRAUD, AND ABUSE

Our school receives local, federal, and state tax dollars to fund the numerous educational programs provided. School employees must take precautions to be good stewards of tax dollars by not participating in fraud, waste, or abuse. These terms are defined as follows:

Fraud - Intentional Deception that would result in tangible or intangible benefit to themselves or others.

Waste - Intentional, unintentional, or careless expenditure, consumption or mismanagement.

Abuse - Excessive or improper use of something; contrary to the legal rules of use.

In compliance with White House Executive Order 12731, the Sumter County School System provides all employees and vendors with confidential channels to report suspicious activities. Sumter County School System has established a system for reporting and investigating suspicious activities. Anyone suspecting fraud, waste, or abuse concerning federal, state or local programs should report concerns to the Principal. Reports can also be made to the Superintendent or the Sumter County Board of Education.

## WITHDRAWALS

A student withdrawing for any reason must complete a withdrawal form provided by the school. All books, materials, dues, and other obligations must be cleared before records can be completed and released.

1. Parents are required to notify the school in advance if a student is withdrawing or transferring to another school.
2. The withdrawal form must be signed by each teacher, the counselor, the media specialist, and the principal.
3. All books must be turned in at the time of withdrawal.

SECTION V

**STUDENT CODE OF CONDUCT**

**Board Policy Descriptor Code: JCDA**

**SCS STUDENT BEHAVIOR CODE**

It is the policy of the Sumter County Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include, at a minimum, the requirements specified in State Board Rule 160-4-8-.15, STUDENT DISCIPLINE.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

**Sumter County Schools    Date Adopted:    9/12/2002    Last Revised: 4/11/2013**

The purpose of this code is to provide students in Sumter County Primary School an effective and safe learning environment. This section has been prepared in accordance with the SCS Student Behavior Code. It contains information for school personnel, students, and parents. Included in this section 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.

**EXPECTED BEHAVIOR**

Students SHOULD:

- Participate fully in the learning process.
- 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.
- Know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

- Show respect for the knowledge and authority of teachers, administrators, and other school employees.
- Obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- Recognize and respect the rights of other students and adults.
- Show concern for and encouragement of the educational achievements and activity participation of others.

At Sumter County Primary School, students are expected to behave themselves in a way so as to facilitate a safe and secure learning environment for themselves and other students. Students are also expected to respect their teachers and other school personnel. 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. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

### **PROGRESSIVE DISCIPLINE PLAN FOR SCPS**

The progressive discipline plan developed for the students served at SCPS is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior, that the previous discipline history of the student and other relevant factors will be taken into account and that all due process procedures required by federal and state law will be followed. Please reference the list of violations of expected behaviors with corresponding levels of discipline following this plan.

#### ***Level I Discipline***

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

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

1. Loss of recess or other free choice time;
2. isolation during lunch;
3. classroom isolation from peers;
4. student assignment in another teacher's classroom for a period of no longer than 20 minutes;

5. student participation in conference (phone or in person) with parent/guardian and teacher; and/or
6. participation in a school-service project which enables the student to be engaged in the desired character trait(s).

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

1. Student participation in conference (phone or in person) with parent/guardian, teacher, and/or principal;
2. restriction from school programs and special assemblies;
3. student removal from environment for remainder of school day;
4. partial day in time away room, also known as In School Suspension (ISS);
5. requirement of parent to escort child to school for in-class observation;
6. full day in time away room, also known as In School Suspension (ISS), for one school day;
7. participation in a school-service project which enables the student to be engaged in the desired character trait(s);
8. participation in the cleaning/repair of any damage caused to the school-related environment; and/or
9. any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s).

### ***Level II Discipline***

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

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

1. Student participation in conference (phone or in person) with parent/guardian, teacher, and/or principal;
2. Restriction from programs and special assemblies;
3. Student removal from environment for remainder of school day;
4. Partial day in time away room, also known as In School suspension (ISS);
5. Requirement of parent to escort child to school for in-class observation;
6. Full day in time away room, also known as In School suspension (ISS), for up to five school days;

7. suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation;
8. Participation in the cleaning/repair of any damage caused to the school-related environment;
9. Financial restitution for the repair of any damage caused to the school-related environment;
10. 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);
11. Participation in a school service project which enables the student to be engaged in the desired character traits(s); and/or
12. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s).

### ***Level III Discipline***

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal 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. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the Individuals with Disabilities Education Improvement Act.

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

1. Student removal from environment for remainder of school day;
2. Restriction from programs and special assemblies;
3. Requirement of parent to escort child to school for full day of in-class observation;
4. Full day in time away room, also known as In School Suspension (ISS), for up to ten school days;
5. suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation;



6. Participation in the cleaning/repair of any damage caused to the school-related environment;
7. Financial restitution for the repair of any damage caused to the school-related environment;
8. 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);
9. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
10. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s).

### ***Level IV Discipline***

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they require use of outside agencies and/or law enforcement. Such acts will also result in a referral to legal enforcement authorities. Any misconduct that threatens the health, safety, or well-being of others will result in immediate suspension of the student from the school and school-sponsored activities for up to ten school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal 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. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the Individuals with Disabilities Education Improvement Act.

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

1. Restriction from programs and special assemblies;
2. suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation;
3. Participation in the cleaning/repair of any damage caused to the school-related environment;
4. Financial restitution for the repair of any damage caused to the school-related environment;
5. 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);

6. Participation in a school-service project which enables the student to be engaged in the desired character trait(s);
7. Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s);
8. Expulsion.

All disciplinary actions in the Code of Conduct are at the discretion of the school administrators. Individual circumstances; age and/or disability; student's discipline history; severity of offense; degree of premeditation, impulse, or self-defense; 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.

It should be understood that the list of violations provided includes only the offenses which are found to be the most common infractions of school rules. Because other forms of misbehavior are not listed does not mean that they will be permitted. Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making a personal contact with students' parents or guardians, and by scheduling conferences with parents/guardians and other school staff members. Other disciplinary techniques that can be used at the discretion of the administrators include: corporal punishment; detention; placement in an Alternative Education Program; referral to a tribunal for long-term suspension or expulsion; suspension or expulsion from the school bus; and/or referral to law enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

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

## AUTHORITY OF THE PRINCIPAL

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

All consequences for offenses listed below are minimum consequences. Depending on the severity of the situation, school officials may apply stricter measures. An administrator has the discretion to determine the offense and the appropriateness of the consequence assigned.

**\*\* Each time a student is given In School Suspension (ISS) or Out-of-School Suspension (OSS), the parent(s)/guardian(s) must meet with a member of the school administration before the student may return to his/her regular classes.**

**Students who repeatedly violate the various rules and regulations may be subject to disciplinary action more severe than the consequences specified for the individual offenses committed, up to and including suspension to a formal hearing and possible long-term suspension or expulsion.**

School administrators are authorized to take disciplinary action for misconduct which occurs:

- On the school grounds during or immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event;
- Within a school safety zone.

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

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

## AUTHORITY OF THE TEACHER

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has

exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

A **teacher shall** remove from class and send to the principal or designee for placement in an alternative education program or for expulsion as appropriate, a student who engages in conduct described in Levels III and IV. The teacher shall file a report of such removal with the principal or designee by the end of the school day on which such removal occurs or at the beginning of the next school day that describes the student's behavior and is one page or less.

By no later than the close of school on the day following removal, the principal or designee shall discuss the matter with the teacher and student and give the student oral or written notice of the reason(s) for which the student was removed from class. If the student denies engaging in such conduct, the principal or designee shall explain the evidence against the student and offer the student an opportunity to present the student's version of what happened.

If the principal or designee seeks to return the student to the teacher's class, and the teacher gives his/her consent, the student shall be returned to class, and the principal or designee may take such additional action to discipline the student as may be warranted. If the teacher refuses to accept the student back in his/her class, the principal shall determine an appropriate temporary placement for the student, and convene a meeting of a school placement review committee. At the conclusion of the conference, the principal or designee shall send to the student's parent a copy of the report filed by the teacher and written notification that:

- the student was removed from class,
- the placement of the student, whether back in class or in a temporary placement pending review by the school placement review committee,
- any additional disciplinary action imposed by the principal or designee, and
- information regarding how the student's parents may contact the principal or designee.

An appropriate temporary placement for the student shall be a placement that, in the judgment of the principal or designee:

- provides the least interruption to the student's education, and
- reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis for the removal, the student's behavioral history, the student's need for support services, and the available education settings.

The student shall not be returned to the class of the teacher who removed him/her, as an appropriate temporary placement, unless the teacher gives his/her consent. The temporary placement shall be in effect from the time of student removal until the

decision of the school placement review committee is issued or, if applicable, a placement determination is made.

The school placement review committee shall convene by the end of the second day following the student removal by the teacher and shall issue a decision in writing by the end of the third school day following such removal by the teacher. The sole function and authority of the placement review committee shall be to determine whether or not the student shall be returned to the teacher's classroom.

If a placement review committee decides to return a student to class, the principal or designee shall implement the decision, and may, after considering the use of any appropriate student support services, take any of the following actions:

- place the student in ISS,
- impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his/her removal from class; or
- make another disciplinary decision/recommendation consistent with local board policy.

If a placement review committee decides not to return a student to class, the principal or designee shall implement the decision and after considering the use of any appropriate student support services may:

- Place the student in another classroom, ISS or an alternative education program;
- Impose out-of-school suspension for not more than (10) school days, including any time during which the student was subject to out-of-school suspension as a temporary placement;
- May make another placement or disciplinary decision or recommendation consistent with local board policy; or
- May implement or recommend any appropriate combination of the above and return the student to the class from which he/she was removed upon the completion of a disciplinary or placement action.

Within one day of taking action on the decision of the placement review committee, the principal or designee shall:

- Send written notification of the action to the teacher and the parents of the student, and
- Make a reasonable attempt to confirm that the written notification has been received by the student's parents.

Parents of a student removed from class who has been determined to be a chronic disciplinary problem student may be required to participate in conferences requested by the principal or designee. Refusal by a parent or guardian to participate in such a conference will subject the parent to an application to the Juvenile Court of Sumter County for an order to attend such conferences and/or participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or both.

## **DISCIPLINE GLOSSARY OF TERMS**

AWOL - Unauthorized absence and/or leave from class, school, activity, or event.

Academic Dishonesty -Receiving or providing unauthorized assistance on classroom projects, assignments or exams

Alcohol- Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action.

Arson - Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. **(Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)**

Assault - A verbal threat to or an attempt to physically harm someone without actually touching him/her.

Battery - Intentional touching or striking of another person to intentionally cause bodily harm. **(Note: The key difference between battery and fighting is that fighting involves mutual participation.)**

Bomb/Explosive - A device containing combustible materials and a fuse.

Breaking & Entering - Burglary - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). **(Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)**

Bullying -A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.

Bus Misconduct - Failure to comply with rules of bus safety or SCS Student Behavior Code: SPCS Expected Behavior.

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

Computer Trespass -Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Chronic Lack of Supplies - Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.

Detention - Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation.

Disobedience/Insubordination - Failure of the student to comply with a reasonable direction or instruction by staff.

Disrespect - Responding in a rude and impertinent manner.

Disruption - Behaving in a manner which interferes with educational activities.

Disciplinary Probation - A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

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

Disorderly Conduct - Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. **(Includes disruptive behaviors on school buses)**

Drugs, Except Alcohol and Tobacco - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Extortion - Use of "mild" threats or intimidation to demand money or something of value from another (no weapon).

False Fire Alarm - Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.

Felony - Any offense punishable as a felony under Georgia or federal law.

Fighting - Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm **(Note: The key difference between fighting and battery is that fighting involves mutual participation.)**

Gambling - Playing any game of skill or chance for money or anything of value.

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

In -School Suspension - The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

Inappropriate Dress - Dressing in a manner that disrupts the teaching and learning of others or in violation of the school's dress code.

Inappropriate Personal Property - Possession of personal property that is prohibited by the school rules, such as food, beverages, and electronic equipment.

Kidnapping -The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will

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

Loitering/Trespassing - Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

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

Permanent Expulsion - The student is removed from all public school property and activities or events for an indefinite period of time. This action may be taken by the Board of Education or the Tribunal. School work may not be made up or credit given.

Prescription Drug - Use of a drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

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

Robbery - The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. **(Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)**

Sexual Battery -Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another



person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Sexual Harassment - Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Sex Offenses - Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

Short-Term Suspension - The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.

Student Incivility - Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

Theft/Larceny - The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. **(Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)**

Threat / Intimidation - Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

Transmission - The passing of any substance, article, or weapon to another person.

Tardiness - Failure to be in assigned place at the assigned time without a valid excuse.

Truancy - The student stays out of school without permission or valid excuse.

Vandalism/Graffiti - The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

Weapons - Knife - The possession, use, or intention to use any type of knife.

Weapons - Other -The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

Weapons - Handgun -Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Weapons - Rifle/Shotgun - The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Waiver of Right to Attend Student Disciplinary Panel - Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

Zero Tolerance - There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property or at a school activity, function or event. The school system will be proactive. Each individual case will be reviewed.

### ***Progressive Discipline Matrix***

<b><i>Offense/ Violation</i></b>	<b><i>Level I</i></b>	<b><i>Level II</i></b>	<b><i>Level III</i></b>
<b><i>(01) Alcohol</i></b>	<i>Unintentional possession of alcohol</i>	<i>Under the influence of alcohol without possession</i>	<i>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol</i>

<b>(02) Arson</b>	N/A	<i>Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks</i>	<i>Intentional damage as a result of arson- related activity or the use of an incendiary device</i>
<b>(03) Battery</b>	<i>Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries</i>	<i>Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries</i>	<i>Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.</i>
<b>(04) Breaking &amp; Entering - Burglary</b>	N/A	N/A	<i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)</i>
<b>(05) Computer Trespass</b>	N/A	<i>Unauthorized use of school computer for anything other than instructional purposes</i>	<i>Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.</i>

<b>(06) Disorderly Conduct</b>	<i>Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others</i>	<i>Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action</i>	<i>Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year</i>
<b>(07) Drugs, Except Alcohol and Tobacco</b>	<i>Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs</i>	<i>Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school</i>	<i>Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics</i>
<b>(08) Fighting</b>	<i>A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries</i>	<i>A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries</i>	<i>A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.</i>
<b>(09) Homicide</b>	<i>N/A</i>	<i>N/A</i>	<i>Killing of a human being</i>
<b>(10) Kidnapping</b>	<i>N/A</i>	<i>N/A</i>	<i>The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.</i>

<b>(11) Larceny / Theft</b>	<i>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100</i>	<i>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250</i>	<i>The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.</i>
<b>(12) Motor Vehicle Theft</b>	<i>N/A</i>	<i>N/A</i>	<i>Theft or attempted theft of any motor vehicle</i>
<b>(13) Robbery</b>	<i>N/A</i>	<i>Robbery without the use of a weapon</i>	<i>Robbery with the use of a weapon</i>
<b>(14) Sexual Battery</b>	<i>N/A</i>	<i>N/A</i>	<i>Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent</i>
<b>(15) Sexual Harassment</b>	<i>Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals</i>	<i>Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals</i>	<i>Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.</i>

<b>(16) Sex Offenses</b>	<i>Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3</i>	<i>Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts</i>	<i>Engaging in sexual activities on school grounds or during school activities</i>
<b>(17) Threat / Intimidation</b>	N/A	<i>Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack</i>	<i>School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; <b>Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.</b></i>
<b>(18) Tobacco</b>	<i>Unintentional possession of tobacco products</i>	<i>Use of or knowledgeable possession of tobacco products</i>	<i>Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.</i>

<b>(19) Trespassing</b>	N/A	<i>Entering or remaining on school grounds or facilities without authorization and with no lawful purpose</i>	<i>Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.</i>
<b>(20) Vandalism</b>	N/A	<i>Participating in the minor destruction, damage or defacement of school property or private property without permission</i>	<i>Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.</i>
<b>(22) Weapons - Knife</b>	<i>Unintentional possession of a knife or knife- like item without intent to harm or intimidate</i>	<i>Intentional possession of a knife or knife-like item without intent to harm or intimidate</i>	<i>Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate</i>
<b>(23) Weapons - Other</b>	N/A	<i>Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm</i>	<i>Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm</i>

<p><b>(24) Other Incident for a State-Reported Discipline Action</b></p>	<p><i>Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738)</i></p>	<p><i>Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.</i></p>	<p><i>N/A</i></p>
<p><b>(25) Weapons - Handgun</b></p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm</i></p>
<p><b>(26) Weapons - Rifle/Shotgun</b></p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm</i></p>
<p><b>(27) Serious Bodily Injury</b></p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death</i></p>



<b>(28) Other Firearms</b>	N/A	N/A	<i>Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives</i>
<b>(29) Bullying</b>	<i>First Offense of bullying as defined in Georgia Code Section 20-2-751.4</i>	<i>Second incident of bullying as defined in Georgia Code Section 20-2-751.4</i>	<i>Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.</i>
<b>(30) Attendance Related</b>	<i>Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions</i>	N/A	N/A

<b>(31) Dress Code Violation</b>	<i>Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.</i>	<i>Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.</i>	<i>Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.</i>
<b>(32) Academic Dishonesty</b>	<i>Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments</i>	<i>Intentional plagiarism or cheating on a minor classroom assignment or project</i>	<i>Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)</i>
<b>(33) Student Incivility</b>	<i>Failure to comply with instructions or the inadvertent use of inappropriate language.</i>	<i>Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth</i>	<i>Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.</i>

## OFFENSES AND CONSEQUENCES

Each time a student is given in-school suspension or out-of-school suspension, the parent(s)/guardian(s) must meet with a school administrator before the student may return to his/her regular classes. The list below provides example consequences for each offense. Please refer to the Disciplinary Procedures Chart prior to this section for the levels of each violation. All consequences are given at the discretion of the principal or designee.

ISS = In School Suspension      OSS = Out-of-School Suspension

**01 - ALCOHOL:** Selling of, or attempting to sell, possession of, use of, or under the influence of alcohol, or substances containing alcohol, on school property or at a school event (Influence is defined as noticeably impaired behavior, obvious physical symptoms, and/or having registered positive by a Breathalyzer test.)

Consequence:

10 days suspension from school pending tribunal with referral to school counselor.

**02 - ARSON:** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device

Consequence:

Penalty at the discretion of the administrator, which may include but is not limited to; ISS, suspension, suspension pending a tribunal hearing, and proper authorities will be immediately notified. Restitution for any damages is required.

**03 - BATTERY AGAINST STUDENTS:** Engaging in offenses involving intentional violence on school property or at a school related event; this includes, but is not limited to hitting, kicking, biting, and scratching

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**04 - BEEPERS, PAGERS, CELL PHONES AND OTHER COMMUNICATION DEVICES:**

Electronic communication devices may not be used during the school day. If a cell phone is seen or heard, it will be confiscated. The school will not be held responsible for lost or damaged student cell phones. The guidelines for cell phone violations are as follows:

1<sup>st</sup> Offense Phone can be received at the end of day (or the following day if it is taken up after 11:00 A.M.)

2<sup>nd</sup> Offense Phone can be received after phone is kept for a week

3<sup>rd</sup> Offense Phone can be received after phone is kept for two (2) weeks.

After 3<sup>rd</sup> Offense - Discipline will be at the discretion of the administrators.

**A parent or guardian may come to the school at 3:30 p.m. to pick up cell phones.**

If a student refuses to give a cell phone to a teacher, teacher may write the student up on a discipline referral. Administrator may assign up to five (5) days in In-School Suspension (ISS) for non-compliance as well as ABE interventions will be put in place. Administrator will then take up the cell phone and it will be held for one (1) month.

**05 - BEING IN AN UNAUTHORIZED AREA:** Being in an unauthorized area - students are not to be in areas designated by each school without written permission

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**06 - BREAKING AND ENTERING/BURGLARY:** Unlawful entry into a school building, structure, or vehicle with the intent to commit a crime

Consequence:

Minimum of 5 days out of school suspension with up to 5 days ISS pending tribunal

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

This applies to acts that 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.

Consequence:

1 <sup>st</sup> offense	3 days ISS and Mandatory Parent Conference
2 <sup>nd</sup> offense	5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**08 - CAMPUS/CLASSROOM DISTURBANCES:** Causing disruption of learning opportunities, the normal operating procedure of the school, and/or threatening the safety of other students

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 days ISS
3 <sup>rd</sup> offense	5 days ISS
4 <sup>th</sup> and subsequent offenses	1 day OSS

**09 - COMPUTER TRESPASS:** (Also refer to SCS Student Internet Acceptable Use Policy) Unauthorized use of a computer, computer network, or data, including intentionally accessing inappropriate Internet sites or pictures

Consequence:

Penalty at the discretion of the administration which may include but is not limited to ISS, suspension, suspension pending a tribunal, and/or referral to law enforcement officials or juvenile authorities. Immediate restitution for any damages is required.

**10 - CONTINUOUS VIOLATION OF SCHOOL RULES AND REGULATIONS:**

Continuously violates school rules and regulations

Consequence:

Administrative discretion, which may include suspension pending a tribunal hearing and/or a complaint filed with the proper authorities.

**11 - DISOBEDIENCE, DISRESPECT AND/OR INSUBORDINATION:** Acting in a rude, disobedient, disrespectful and/or insubordinate manner and/or refusing to identify oneself correctly upon request

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**12 - DISORDERLY CONDUCT:** Acting in a rude, disobedient, disrespectful and/or insubordinate manner and/or refusing to identify oneself correctly upon request and/or causing disruption of the learning opportunities and threatening the safety of other students

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Minimum of 5 days OSS with up to 5 days ISS pending tribunal

**13 - DRESS CODE VIOLATION:** See DRESS CODE in SECTION IV.

Consequence:

See DRESS CODE ADMINISTRATIVE PROCEDURE in SECTION IV.

**14 - DRUGS:** Selling of or attempting to sell, distribution of, possession of, use of drugs or under the influence of drugs on school property or at a school function; illegal, over-the-counter, or substances represented to be illegal drugs, inhalants, and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc.

Mere possession of inhalants such as glue, whiteout, and/or rubber cement does not constitute violation of this policy. Use of medications as prescribed in the district's medicines policy, is not a violation of this. (Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.)

Consequence:

Minimum of 5 days out of school suspension with up to 5 days ISS pending tribunal; and counseling upon return to school.

**15 - FIGHTING:** A physical altercation between two or more individuals  
A student under attack should detach himself/herself from the situation and get an adult to help; this action would constitute "self-defense" on the attacked student's part. A fight occurs when the student strikes back and actively engages in the altercation.

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	1 day OSS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**16 - FORGERY:** Falsifying checks, school, or parent documents

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**17 - GAMBLING:** Participating in illegal gambling, games of chance or possession of illegal gambling devices such as dice

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**18 - INAPPROPRIATE BEHAVIOR:** Exhibiting or participating in inappropriate behavior in the hall, media center, cafeteria, restroom, and/or playground, which may include but is not limited to scuffling, tussling, shoving, minor campus disturbances, throwing objects, running away or cheating, including inappropriate expressions of affection

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**19 - INDECENT EXPOSURE:** It is prohibited for students to remove their clothing or the clothing of others.

Consequence:

Office referral with penalty at the discretion of administrator, which could include ISS, suspension, or tribunal

**20 - MISCONDUCT OUTSIDE OF SCHOOL HOURS OR AT SCHOOL ACTIVITIES:**

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of the drug laws or sexual misconduct and whose presence at school is reasonably certain to endanger another student or staff or cause disruption to the educational climate may be disciplined or excluded from school

Consequence:

Penalty at the discretion of the administrator

**21 - NON-SANCTIONED GROUP ACTIVITIES/GANGS:** Herein described as clubs, groups, or organizations of limited membership, which are known to the Sumter County School System through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate in unlawful acts such as intimidation, violence, or destruction to property, gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a disruption to the education process and a threat to the safety and well-being of the students and faculties of the Sumter County System. Membership in or affiliation with gangs as defined above shall not be permitted. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.

Consequence:

1 <sup>st</sup> offense	1 day ISS/counselor referral
2 <sup>nd</sup> offense	3 days ISS
3 <sup>rd</sup> offense	5 days ISS
4 <sup>th</sup> and subsequent offenses	Suspension at the discretion of the administration

**22 - OBSCENITY:** Students are prohibited from using obscene language (written and oral), gestures, and being in possession of pornographic materials

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> and subsequent offenses	Suspension with a penalty at the discretion of administration

**23 - PHYSICAL VIOLENCE AGAINST A SCHOOL EMPLOYEE:** Physical violence or the threat of physical violence against a school employee is prohibited

Consequence:

Minimum five (5) days out of school suspension with up to 5 days ISS pending tribunal.

**24 - POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS:** Carrying, possessing or having under such person's control while at a school building, school function, on school property, on a bus or other transportation furnished by the school, ammunition of any type or explosive compound, (matches, lighter, explosives, fireworks, flammable incendiary devices)

Consequence:

1 <sup>st</sup> offense	3 days ISS
2 <sup>nd</sup> offense	3 days OSS
3 <sup>rd</sup> and subsequent offenses	Minimum of 5 days OSS with up to 5 days ISS pending tribunal

**25 - POSSESSION OF BANNED OBJECTS:** Electronic devices, toys, games and nuisance devices will not be allowed at school - only devices necessary for student learning will be allowed.

Consequence:

**Item will be confiscated.**

1 <sup>st</sup> offense	Contact parent
2 <sup>nd</sup> offense	1 day ISS with counseling
3 <sup>rd</sup> and subsequent offenses	3 days ISS

**26 - SEXUAL HARASSMENT:** It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:



- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor, or other individual to receive such complaints. Each school shall publish Policy JCE in its student and faculty handbooks annually and shall designate a minimum of four persons to receive complaints and list these names in the handbooks. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. Additionally, in all cases, a report of sexual harassment will be reported to the system's Title IX coordinator.

It is the policy of the Sumter County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined. Reports of sexual harassment should be made to Dr. Mays, Principal, Mrs. Jones, Assistant Principal, Mrs. Roland, Counselor, or Ms. Lee, P.E. Coach.

Consequence:

1 <sup>st</sup> offense	3 days ISS
2 <sup>nd</sup> offense	5 days ISS
3 <sup>rd</sup> and subsequent offenses	10 days OSS pending tribunal

**27 - SKIPPING CLASS OR SCHOOL OR LEAVING CLASS OR SCHOOL WITHOUT PERMISSION:** Students must not leave class or school without permission or fail to report to class

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	3 to 5 days OSS

**28 - THEFT OR POSSESSION OF STOLEN PROPERTY:** Theft or possession of stolen property located on school premises or at a school function

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS
4 <sup>th</sup> and subsequent offenses	Up to 10 days OSS

**29 - THREATENING AND/OR INTIMIDATING ANOTHER STUDENT:** Threatening and/or intimidating another student: touching, striking, pushing, or threatening the person bodily or psychologically

Consequence:

1 <sup>st</sup> offense	3 days ISS
2 <sup>nd</sup> offense	5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS

**30 - TOBACCO USE/POSSESSION:** Using and/or possessing tobacco in any form on school property or at a school function

Consequence:

1 <sup>st</sup> offense	1 to 3 days ISS
2 <sup>nd</sup> offense	3 to 5 days ISS
3 <sup>rd</sup> offense	1 to 3 days OSS

**31 - TRESPASSING:** Entering unlawfully onto school property without permission

Consequence:

Administrative discretion and/or legal action

**32 - VANDALISM:** Destroying, and/or damaging public or private property located on school premises or at a school function

Consequence:

Penalty at the discretion of the administrator, which may include but is not limited to conference, counseling, ISS, suspension, or suspension pending a tribunal hearing. Immediate restitution for damages is required. Proper authorities may be notified.

**33 - WEAPONS:** It is the policy of the Sumter County Board of Education that a student 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 a 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:

1. 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, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. 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 at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any 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.

If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. (Weapons Policy JCDAE)

Consequence:

Students who possess any weapon described in paragraph 1:

Out of school suspension pending tribunal; students will be subject to a minimum of a one calendar year expulsion

Students who possess other weapons or hazardous objects as described in paragraph 2:

Minimum of 5 days out of school suspension with up to 5 days ISS or other penalty at the discretion of the administrator according to the policy listed above.

**Alternative Programs are available based on the needs of all students.**



2020-2021



## Sumter County Schools Transportation Manual

### Safe Student Riding Instructions

Welcome to another great year! We look forward to transporting your child this school year. To ensure that your child will have a safe riding experience this year, we ask that you review the safe riding instructions with your child now and periodically during the school year.

Statistics show children riding a school bus are much safer than in their parent's personal vehicle or any other type of transportation on the roadways. The Sumter County Board of Education believes the school bus is an extension of the classroom; therefore, the same rules of "Respect Your Self", "Respect for Others and Other's Property" will apply in route to the bus stop, departing from the bus stop, and while on the bus.

Safe riding begins before your child leaves the house or arrives at the designated bus stop. To keep your child safe, **your child needs to arrive at the bus stop approximately five minutes before the scheduled pick-up time.** These few minutes will allow your child time to arrive at the bus stop without the need to hurry. These five minutes will also limit your child's time near roadways and exposure to various weather conditions for any longer than necessary.

#### **While Waiting for the Bus**

Students should wait away from the roadway at their designated stop. There should be no horse playing, pushing, or shoving while on the way to the bus stop or at the bus stop. Students who do not live on the same side of the road as the bus pick up must wait on their side of the road until the bus arrives. If your child must cross the road, he/she must wait for the bus to come to a complete stop and wait for the driver to give instructions when it is safe for him/her to cross.

#### **While Loading the Bus at the Designated Stop (same side of road)**

Students must wait for the bus to come to a complete stop, wait for the entrance door to open, and make sure that the red stop lights are flashing before approaching the bus to board. When more than one student boards at the same bus stop, they must line up in a single file line just prior to the bus' arrival. There should not be pushing, shoving or horse playing while boarding the bus. Students should always use the handrail when stepping onto the bus. Students should be seated in their seat as carefully but as promptly as possible and remain there until they reach their school or destination.

### **While Loading the Bus at the Designated Stop (opposite side of road)**

When a student must cross the road to board the bus, they must stand on their side of the road. Students must wait for the bus to come to a complete stop, wait for the entrance door to open, and be sure the red stop lights are flashing before approaching the bus to board. Students must wait for the driver to give a verbal or physical sign that it is ok to cross the road. Even after all the above, students must quickly look both ways to be sure the road is still clear, and all other vehicles have stopped. Students must always cross in front of the bus and should always use the handrail when stepping onto the bus. There should not be pushing, shoving or horse playing while loading the bus. Students should seat themselves as carefully and as promptly as possible and remain seated until they reach their school or destination.

### **While on the Bus**

Once students board the bus, the driver is in full charge of the safety of your child. Students must follow the listed "Bus Regulations" found in "Code of Student Conduct" to ensure a safe ride, whether it is from home to school or back home or any school-sponsored trips.

### **While Unloading the Bus at the School or Destination**

Students should unload the bus in single file from front to back with no pushing, shoving or horse playing while unloading the bus. Students should use the handrail as they depart the bus until both feet are on the ground. Students should check for an approaching bus on the door side before stepping off the bus while unloading.

Students should look both ways before crossing the traffic area and should clear this area as quickly and safely as possible. Students should **never** return to the bus without supervision of an administrator.

### **While Loading the Bus at the School**

Students should wait for buses in a safe area designated by the school. The bus should come to a complete stop and your child must wait for the driver to open the entrance door before approaching the bus. Students should look both ways before leaving the curb and crossing the traffic area to approach the bus. Students must watch for other buses pulling up on the right side while loading the bus. Students should line up in a single file in the order they arrive to the bus and should use the handrail to load. There should be no pushing, shoving or horse playing while coming to, while loading and while getting to their seat. Students should be seated as carefully but as promptly as possible and remain seated until they reach their designated stop.

### **While on the Bus**

Once students board the bus, the driver is in full charge of the safety of your child. Students must follow the listed "Bus Regulations" found in the "Code of Student Conduct"

to ensure a safe ride, whether it is from home to school or back home or any school-sponsored trips.

### **While Unloading the Bus at the Designated Stop**

Students should unload the bus in single file from front to back with no pushing, shoving or horse playing. Students should use the handrail as they depart the bus until both feet are on the ground. Students should exit the bus and clear the roadway and continue to move until they are safely away from the bus. Students who live on the opposite side of the road must cross in front of the bus while the bus is at their stop. When a student must cross the road, they should stop at the front of bus and look both ways before continuing to cross. When all is clear, students should clear the roadway as quickly as possible. Students should go directly home and never return to the bus for any reason. Please instruct your child to never retrieve an item that is dropped and goes under the bus. Students who have permission from parents to check their mail box who live on the same side of the road as their mail box must clear the roadway and wait for bus to depart and traffic to clear before returning to the roadway to the mail box. If your child lives on the opposite side of the road of their mailbox, they must cross over to their side of the road while the bus is at their stop. If your child has permission from you to check the mail box and you live on the opposite side of the road of your mail box, your child must also wait until after the bus has departed their stop and traffic to clear before crossing back over the road to check their mail box.

### **Railroad Crossing**

History has shown that more lives are lost in school buses at railroad crossings than at any other location. Every time a school bus and a train collide, the train wins! Therefore, it is so important for the driver to have their full attention on the railroad crossing. There is no other time when a driver's distraction can cost the loss of so many lives. Please reinforce with your child the importance of being "Silent at All Railroad Crossings"

### **Bus Evacuation**

Due to unforeseen circumstances beyond the bus driver's control, your child may have to evacuate a bus at some time during the year. The decision to evacuate may be based solely on having the best interest of the students in mind. When evacuating a bus is necessary, students are placed in a safer location while waiting for assistance.

Most evacuations are due to breakdowns which may leave the bus in questionable surroundings. Not all breakdowns result in an evacuation; several factors are taken into consideration before the decision is made to

Evacuate a bus. The location of an inoperative bus is the greatest factor when deciding to evacuate a bus. Some locations, we may feel it necessary to evacuate the bus. These locations include but are not limited to being next to a high-volume roadway, high speed limit roadway, on or near a bridge, on a steep hill, in curve or near water.

When any type of evacuation occurs, students must follow the instructions of the driver to safely unload and to relocate in a safe location away from the hazard. On a rare occasion, the driver may be incoherent so we may depend on the older, mature students to help without placing them at any additional risk. This type of evacuation is practiced with all students during each new school year. There are several reasons that students may have to be unloaded from one bus to another bus without it being an emergency. We ask for you to periodically remind your child to stay calm whenever it is necessary to unload from one bus to another bus for any reason and to always use their "While Loading and Unloading the Bus" directions found on page 2.

All buses are designed with several "Emergency Exits"; these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches. Students should always use the front entrance/exit door during all evacuations when possible. When the service door is not available, the second choice should be the back door. All other exits should be used only when the loading door and the back door are not practical. When the rear door is the chosen exit, selected students designated by the driver are instructed to assist students to the ground. All students are instructed to leave all personal belongings on the bus and to exit from the front to the back of the selected exit location. Students are instructed to walk at least 100 feet away from the bus at the direction away from the recognized hazard or hazards.

School bus transportation is such an important part of the education system in Sumter County. We appreciate your assistance as we try to provide the safest and most efficient transportation for our precious cargo-your children!

**SUMTER COUNTY SCHOOLS TRANSPORTATION DEPARTMENT  
100 LEARNING LANE  
AMERICUS, GEORGIA 31709  
1-229-931-8529  
FAX 1-229-931-8602**

I have read and understand the contents of the Safe Student Riding Instructions handout. Please keep the Safe Riding Instructions found on pages one through three (1-3) for your future reference to go over with your child during the school year. Please sign and return the bottom portion of this page.

---

**Student Signature/Name**

**Date**

---

**Parent Signature**

**Date**

## **Primary/Elementary/Intermediate School Bus Discipline Policy**

### **BUS PASSES:**

If a student needs to ride a bus other than their assigned bus, they must bring a letter stating the bus number, reason for bus pass request, parent name, signature, and contact number. All bus pass requests should be submitted to the front office no than 10:30 a.m.

The following rules are published for the safety, health, and welfare of all children who ride school buses. Parents are requested to impress on their children the importance of obeying the rules so that all students may be transported safely and comfortably. If a student is suspended from the bus, he or she may also be suspended from school depending on the severity of the offense. The school reserves the right to combine school consequences with transportation consequences. When a student is suspended from school, he or she **CANNOT** ride any Sumter County School Bus. This rule also applies to activity buses.

### **FIGHTING**

- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
- 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
- 4<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **PROMOTING A FIGHT, THROWING OBJECTS, SPITTING, ARGUING/PROFANITY/RACIAL SLURS**

- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
- 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.
- 4<sup>th</sup> Offense:** Twenty (20) days bus suspension.
- 5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **DISOBEYING AUTHORITY (Driver, Monitor and School Staff)**

- A.** Refusing to obey the driver or person in authority.
- B.** Refusing to sit in an assigned seat.
- C.** Refusing to answer the driver when a question is asked.
- D.** Giving the driver the wrong information.
- E.** Getting off the bus at the wrong stop without a note from the school.
- F.** Refusing to obey the railroad crossing rule.
- G.** Disrespecting the bus driver.

- 1<sup>st</sup> Offense:** Two (2) days bus suspension.
- 2<sup>nd</sup> Offense:** Five (5) days bus suspension.
- 3<sup>rd</sup> Offense:** Ten (10) days bus suspension.



**4<sup>th</sup> Offense:** Twenty (20) days bus suspension.

**5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **BULLYING**

**1<sup>st</sup> Offense:** Two (2) days bus suspension.

**2<sup>nd</sup> Offense:** Five (5) days bus suspension.

**3<sup>rd</sup> Offense:** Ten (10) days bus suspension.

**4<sup>th</sup> Offense:** Twenty (20) days bus suspension.

**5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **GENERAL BUS RULES**

**The following are not allowed on the bus:**

- A. Food, gum chewing, juice, or sodas.
- B. Toys of any size.
- C. Supplies out on the bus except a book to read.
- D. Sexual gestures.
- E. Graffiti.
- F. Extending any part of the body or other objects out the windows, doors, and aisles of the bus.
- G. Standing, walking, playing, or kicking.
- H. Sunglasses unless prescribed by physician.
- I. Yelling out the window or inside the bus.
- J. Getting on or off the bus while in motion.
- K. The use of mirrors, lasers, flash cameras, lights, reflective devices, or any electrical communication devices are prohibited.
- L. Any other action that might cause disruption for the driver.

**1<sup>st</sup> Offense:** Two (2) days bus suspension.

**2<sup>nd</sup> Offense:** Five (5) days bus suspension.

**3<sup>rd</sup> Offense:** Ten (10) days bus suspension.

**4<sup>th</sup> Offense:** Twenty (20) days bus suspension.

**5<sup>th</sup> Offense:** Loss of bus riding privilege for the remainder of the school term.

### **MAJOR OFFENSES**

The following behavior will not be tolerated in any form and **MAY** result in an automatic suspension for

the entire year. Additionally, students may be referred for a disciplinary tribunal for these offenses:

- A. Sexual misconduct offenses (engaging with or fondling one another).
- B. Ignition of lighter, matches, and /or combustible or flammable materials, etc.
- C. Possession of a dangerous instrument /Firearm/Other Weapon.
- D. Physical assault /Physical Violence.
- E. Smoking, dipping, use of drugs/alcohol, or possession of related products.
- F. Theft/Vandalism of school or personal private property.

- G. Arson/Unlawful and intentional damage real or personal property by fire.
- H. Sexual Harassment.

**CONSEQUENCE:**

Minimum of 10 days' suspension pending tribunal unless another penalty is given at the discretion of the administrator according to the policy listed above, including, but not limited to an automatic suspension of bus riding privileges for the remainder of the school year.

**\*\*\*No student shall be allowed to ride any school bus if the student's riding privileges have been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year. \*Restitution for damaging bus seats and/or property is required (up to \$75.00).**

**SUMTER COUNTY SCHOOLS TRANSPORTATION DEPARTMENT  
100 LEARNING LANE  
AMERICUS, GEORGIA 31709  
229-931-8529 (Phone)  
229-931-7455 (Fax)**

***RETAIN THIS PAGE IN YOUR RECORDS FOR REFERENCE WITH YOUR CHILD  
THROUGHOUT THE SCHOOL YEAR.***

I have read and understand the contents of the SUMTER COUNTY SCHOOLS TRANSPORTATION MANUAL (SAFE STUDENT RIDING INSTRUCTIONS). Please keep the SUMTER COUNTY SCHOOLS TRANSPORTATION MANUAL (SAFE STUDENT RIDING INSTRUCTIONS) for your future reference to review with your child during the course of the school year.

I understand that someone must be present to receive my child when he/she is dropped off; otherwise he/she will be taken back to school and DFCS will be notified.

- 1<sup>st</sup> Offense--Mandatory meeting with parent to sign letter with bus consequences**
- 2<sup>nd</sup> Offense—Three (3) days bus suspension**
- 3<sup>rd</sup> Offense--- Five (5) days bus suspension**
- 4<sup>th</sup> Offense----Eight (8) days bus suspension**
- 5<sup>th</sup> Offense--Student will be suspended for the Remainder of the Year**

Grade \_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_

\_\_\_\_\_  
Student Signature/Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***PLEASE RETAIN THIS PAGE IN YOUR RECORDS FOR REFERENCE WITH YOUR CHILD THROUGHOUT THE SCHOOL YEAR.***

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this discipline code, the term “unauthorized” means any items dangerous to the health or safety of students or school personnel, or disruptive to the lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

**Personal Searches:** A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search of a student’s person is conducted, it will be conducted by a school employee of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student’s person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his or her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

**Desk and Locker Searches:** Student desks and lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. **Periodic general inspections of desks and lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.**

**Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition.

**Weapons:** It is the policy of the Sumter County Board of Education (Weapons Policy JCDAE) that a student 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 a 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:

1. 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, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. 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 at least two points or pointed blades which is designed to be thrown or propelled and which may be

known as a throwing star or oriental dart, or any 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 requirement 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 and 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 paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

### **DEFINITIONS OF TYPES OF DISCIPLINE/TERMS**

**Assault:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

**Bullying:** Based on Georgia law, 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.

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

**Corporal Punishment:** Physical punishment of a student by a school official in the presence of another school official.

**Detention:** A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one days' warning so that arrangements for transportation can be made by the parents or guardians.

**Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**Dress Code:** The current dress code is explained in the student handbook.

**Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

**Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fighting:** A physical altercation between two or more individuals. A student under attack should detach himself/herself from the situation and get an adult to help; this action would constitute "self-defense" on the attacked student's part. A fight occurs when the student strikes back and actively engages in the altercation.

**Firearm:** Any weapon or destructive device, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

**Other Weapon:** The term "other weapon" includes without limitation: a machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, or any other knife; a razor blade, a straight-edge razor, ice pick, or box cutter; a spring stick, a metal knucks, or blackjack; 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 nuc chahka, nun chucks, munchaku, shuriken, or fighting chain; any disk, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which any be known as a throwing star or oriental dart; a club, including an instrument that is specially designed to inflict serious bodily injury or death by striking a person with the instrument and includes, but is not limited to, blackjack, nightstick, or tomahawk; a laser pen, mace or pepper spray; or any weapon or items/objects which may be used as a weapon.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-School Suspension:** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers. This is also known as In School Suspension.

**Physical Violence:** Intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes physical harm to another.

**School Bus Suspension:** A termination of the privilege to ride the bus to and from school for a specific length of time.

**Sexual Harassment:** It is the policy of the school district to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass any other student through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by an employee or when made by any student to another student constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats.
- Sexually-orientated verbal "kidding," "teasing" or jokes;
- Repeated offensive sexual flirtation, advances, or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or his or her appearance;
- Subtle pressure for sexual activity; and
- Physical contact or blocking movement.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property of another, with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Tobacco Use:** Using and/or possessing tobacco in any form on school property or at a school function.

**Under The Influence:** Not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated but will be considered under the influence if there is any amount of alcohol, marijuana, controlled substance or dangerous drugs in the student's blood, urine or breath. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the

presence of physical symptoms of drug or alcohol abuse. A student has introduced into his or her body by any means a prohibited substance recently enough that it detectable by the student's physical appearance, actions, breath, or speech.

**Vandalism:** Destroying, and/or damaging public or private property located on school premises or at a school function.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** Weapons may include, but are not limited to:

1. 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, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. 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 at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any 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.



## SECTION VI

### *APPENDIX A*

#### **COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THE HATCH AMENDMENT, AND THE VOCATIONAL EDUCATION GUIDELINES**

It is the intent of the Sumter County School District to comply with the above referenced federal statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

#### ***Coverage***

The final regulations cover all operations of the Sumter County School District with the exception that the Vocational Education Guidelines cover vocational programs only.

#### ***Treatment***

All schools must treat students and employees without discrimination on the basis of race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

- Access to and participation in course offerings and extracurricular activities, including campus organizations and competitive athletics.
- Eligibility for and receipt or enjoyment of benefits and services.
- Use of facilities.

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts; Girl Scouts; YWCA; YMCA; and certain voluntary youth services organizations that meet the provisions of Title IX.

#### ***Health Education***

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.

#### ***Physical Education***

Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

#### ***Athletics***

Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity—comparable facilities, equipment, etc.—but equal aggregate expenditures are not required.

### ***Organizations***

The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates on the basis of race, sex, color, national origin, religion, age or disability.

### ***Counseling Materials***

Counseling materials developed and disseminated in keeping with these regulations must exclude references which portray biases toward race, sex, color, national origin, age, religion or disability.

### ***Employment***

The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically, the regulations cover: employment criteria; recruitment; compensation; job classification and structure; fringe benefits; marital or parental status; effect of state or local law or other requirements; advertising; pre-employment inquiries. Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

### ***Student Records***

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

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Sumter County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW.  
Washington, DC 20202-4605

The school district has designated the following types of personally identifiable information about students as “Directory Information”: student’s name, address and telephone listing; date and place of birth; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; diploma awarded.

Directory information may be released by the school district without the consent of a parent or student. A parent or eligible student who desires that the school district not release any or all of the directory information about a student must notify the school district to that effect in writing addressed to Sumter County School District, Attention: Director of Personnel, 100 Learning Lane, Americus, Georgia 31719 no later than September 2.

***Research***

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation conducted by or for the school district, shall be available for inspection by the parents or guardians of the students involved in the survey, analysis or evaluation.

No student shall be required to submit to a survey, analysis or evaluation which reveals any of the following information without prior consent of the student (if an adult or an emancipated minor) or of the student’s parent or guardian:

- Information concerning political affiliations, mental and psychological problems potentially embarrassing to students or their families, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom students have close family relationships, legally recognized privileges and analogous relationships such as those with lawyers, physicians and ministers, or income (other than that required by law) to receive eligibility for participation in a program or for receiving financial assistance under such program.

***Compliance***

The Director of Personnel has been named to coordinate the school district’s activities in complying with all regulations and purposes cited above.

***Grievances***

If employees or students think that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, they should contact:

Director of Personnel

Federal Regulations Compliance Officer  
Sumter County School District  
100 Learning Lane  
Americus, Georgia 31719  
(229) 931-2613

OR

The Office of Civil Rights  
U.S. Department of Education  
101 Marietta Towers  
Atlanta, GA 30323  
(404) 221-2352

Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

Note: This Appendix is a review of federal regulations cited above. Only those areas related to the Sumter County School District are reviewed in this summary. The complete implementation plan includes the Regulations, the Sumter County School District's Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

**Public Notice**

Prior to the beginning of each school year, each school system must provide public notice to advise students, parents, employees, and the general public that all technical and vocational programs will be offered without regard to race, color, national origin, sex, or handicap. The notice must include the name, office address and telephone number of the person designated to coordinate Title VI, Title IX, and Section 504/ADA.

**DISCRIMINATORY DISCLOSURE**

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 Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

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

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy:

<b>Title VI</b>	<b>Title IX</b>	<b>Section 504</b>
Gayla Braziel	Helen Ricketts	Jacqueline King
Sumter County BOE	Sumter County BOE	Sumter County BOE
100 Learning Lane	100 Learning Lane	100 Learning Lane
Americus, GA 31719	Americus, GA 31719	Americus, GA 31719
229-931-8525	229-931-8526	229-931-8500

**BOE POLICY STUDENT COMPLAINTS AND GRIEVANCES**

*Complaints of Discrimination/Harassment*

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational program and activities, including its athletic programs. 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 based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Boards' discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Students and employee will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Gender Equity in Sports) is located in the

School District policy manual which is available in the school office, the central office, or on the District website.

## **ESEA FLEXIBILITY WAIVER SCHOOL DESIGNATION STATUS 2020-2021 School Year**

Dear Parent(s)/Guardian(s):

On February 9, 2012, the Georgia Department of Education (GaDOE) received waivers from ten requirements of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by No Child Left Behind (NCLB) of 2001. ESEA/NCLB requires that parents or guardians who have children attending a Title I school be notified of the school's academic achievement as well as the school's designation under Georgia's ESEA Flexibility Waiver. This letter is intended to provide additional information concerning the options available to your child under Georgia's ESEA Flexibility Waiver and to help you understand what the waiver will mean for you and your child.

Beginning with the 2012-2013 school year, the GaDOE transitioned from needs improvement (NI) school designations based on adequate yearly progress (AYP) reports to Reward, Priority, Focus and Alert Schools designations based on ESEA Flexibility Waiver formulas. Title I schools now implement specific programs and interventions based on Reward, Priority, and Focus Schools status. In addition, the GaDOE ESEA Flexibility Waiver outlines Georgia's new Single Statewide Accountability System, the College and Career Readiness Performance Index (CCRPI). The CCRPI will serve as a comprehensive report card for all schools in Georgia. The state system will give parents, students, teachers and families a more complete and comprehensive picture of where a school or district is meeting performance expectations and where it is not.

The Georgia ESEA Flexibility Waiver also eliminated Supplemental Educational Services (SES) and Public School Choice (Choice). However, schools designated as Priority or Focus will be required to implement and develop Flexible Learning Programs (FLP) beginning June 2012. The Georgia ESEA Flexibility Waiver provides greater flexibility in designing a FLP tailored to the needs of the schools. As a result, these identified schools will have the capacity to serve more students in need of additional academic support.

- Priority Schools and Focus Schools were identified using test data and will be served with support interventions for 3 years.
- Reward Schools replace the Title I Distinguished Schools and Distinguished Districts designations. They are identified annually and may be classified as either a Highest-Performing School or a High-Progress School. Schools designated as a Highest-Performing Reward School are in the top 5% of Title I schools and either have the highest performance for all students over three years or are high schools with the highest graduation rates in Georgia. Schools designated as High-Progress Reward Schools, are schools that must be in the top 10% of Title I schools and either have the highest progress in performance for all students over three years or are high schools that are making the most progress in increasing graduation rates.
- Priority Schools are Title I schools that are among the lowest 5% of Title I schools in the state based on the achievement of the All Students group in terms of proficiency on the statewide assessments and have demonstrated a lack of progress on those assessments over a number of years in the All Students group; are Title I-participating or Title I-eligible high schools with graduation rates less than 60 percent over a number of years; or Tier I or Tier II schools under the School Improvement Grants (SIG) program that are using SIG funds to implement school intervention models.

- Focus Schools are 10% of Title I schools that have the largest within-school gaps between the highest-achieving subgroup or subgroups and the lowest-achieving subgroup or subgroups or, at the high school level, have the largest within-school gaps in graduation rates (within-school-gaps Focus Schools). They can also be Title I high schools with graduation rates less than 60 percent over a number of years that are not identified as Priority Schools (low-graduation-rate Focus Schools).
- Alert Schools consist of Title I and Non---Title I schools based on nine ESEA/NCLB subgroups. They fall into one of the three following categories using ESEA disaggregated subgroups or subject performance on both statewide assessments and graduation rate: Graduation Alert, Subgroup Alert or Subject Alert.

The School Designation Status for Sumter County Primary School for the **2018-2019** school year is – No school designation.

You will be receiving more information from your child’s school regarding the school’s academic achievement and what support interventions will be taking place throughout the year if your child’s school has been named as a Priority or Focus School.

If you have additional questions or concerns, please contact Ms. Gayla Braziel, Title I Director, at 229-931-8525 or gbraziel@sumterschools.org.

*Sincerely,*

*Gayla Braziel, Title I Director  
Sumter County Schools*

## **SUMTER COUNTY FEDERAL PROGRAMS COMPLAINT PROCEDURES**

### **Complaint Procedures under the Elementary and Secondary Act of 1965**

#### **Section 9304 – General Applicability of State Educational Agency Assurances**

#### **Section 9503 – Complaint Process for Participation of Private School Children**

##### **A. Grounds for a Complaint**

Any individual, organization or agency (“complainant”) may file a complaint with the Sumter County Board of Education (“Department”) if that individual, organization or agency believes and alleges that a local educational agency (“LEA”), the state educational agency (“SEA”), or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Act of 1965. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

##### **B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part B, Subpart 3: Even Start Family Literacy
3. Title I, Part C: Education of Migrant Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title I, Part F: Comprehensive School Reform
6. Title I, School Improvement Grant 1003(a)
7. Title II, Part A: Teacher and Principal Training and Recruiting Fund
8. Title II, Part D: Enhancing Education through Technology

9. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
10. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
11. Title IV, Part A, Subpart 2: Community Service Grants
12. Title IV, Part B: 21<sup>st</sup> Century Community Learning Centers
13. Title V, Part A: Innovative Programs
14. Title VI, Part A, Subpart 1, Section 6111: State Assessment Program
15. Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
16. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
17. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
18. Race To The Top, RT3
19. SIG 1003(g)
20. Title VI, Part B; the McKinney-Vento Act
21. Title X Part C - McKinney-Vento Homeless Education
- 22.

### **C. Complaints Originating at the Local Level**

As part of its Assurances within NCLB program grant applications and pursuant to Section 9306 of the No Child Left Behind Act, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures. If the complainant has tried to file a complaint at the local level to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue at the local level.

### **D. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

1. A statement that the LEA, SEA, agency or consortium of agencies has violated a requirement of a Federal statute or regulation that applies to an applicable program;
2. The date on which the violation occurred;
3. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
4. A list of the names and telephone numbers of individuals who can provide additional information;
5. Whether a complaint has been filed with any other government agency, and if so, which agency;
6. Copies of all applicable documents supporting the complainant's position; and;
7. The address of the complainant.

The complaint must be addressed to: Sumter County Schools, Director of Federal Programs, 100 Learning Lane, Americus, GA 31719.

Once the complaint is received by the Director of Federal Programs, it will be copied and forwarded to the district Superintendent's office as documentation of complaint being received and investigated.

## **E. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Director of Federal Programs or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the district received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the district may investigate or address the complaint; and
4. Any other pertinent information.

The Department will have thirty (30) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

*Appropriate Department staff will review the information and determine whether:*

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the Department will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

## **F. Right of Appeal**

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.

For complaints filed pursuant to Section 9503 (20 U.S.C. §7883, complaint process for participation of private school children), a complainant may appeal the Department's decision to the United States Secretary of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Department's decision and include a complete statement of the reasons supporting the appeal.

The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

If an individual, organization or agency is aggrieved by the final decision of the district, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education.



**Student Name:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**AFFIRMATION OF KNOWLEDGE**

**Please read and sign each section and return to your child’s school.**

**ATTENDANCE LAW REQUIREMENT**

This is to acknowledge that I have read the statement of possible consequences and penalties for violation of school attendance policies.

\_\_\_\_\_  
Parent/Guardian’s Signature    Student’s Signature    Date

**SAFE STUDENT RIDING INSTRUCTIONS – TRANSPORTATION MANUAL**

I have read and understand the contents of the SUMTER COUNTY SCHOOLS TRANSPORTATION MANUAL (SAFE STUDENT RIDING INSTRUCTIONS). Please keep the SUMTER COUNTY SCHOOLS TRANSPORTATION MANUAL (SAFE STUDENT RIDING INSTRUCTIONS) for your future reference to review with your child during the course of the school year.

\_\_\_\_\_  
Parent/Guardian’s Signature    Student’s Signature    Date

**STUDENT INTERNET USE AGREEMENT**

I understand and will abide by the Sumter County School System Student Internet Acceptable Use Policy Terms and Conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

\_\_\_\_\_  
Parent/Guardian’s Signature    Student’s Signature    Date

**HANDBOOK AGREEMENT**

I have read and understand the policies set forth in this 2020-2021 edition of the Sumter County Primary School Student & Parent Handbook. Furthermore, I agree to abide by these policies and procedures.

\_\_\_\_\_  
Parent/Guardian’s Signature    Student’s Signature    Date

**SUMTER COUNTY SCHOOL SYSTEM STUDENT INTERNET  
ACCEPTABLE USE POLICY AGREEMENT**

STUDENT'S FULL NAME \_\_\_\_\_ SS# \_\_\_\_\_

Application Date \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

School: Sumter County Primary School Grade: \_\_\_\_\_

**Parent(s) or Guardian (s) Agreement: (If under 18 years of age.)**

**\*Signature required for all students' Internet access privileges**

As the parent or guardian of this child, I have read the Sumter County School Student Internet Acceptable Use Policy Terms and Conditions. I understand that this access is designed for educational purposes and that the Sumter County School System has taken some available precautions to eliminate controversial materials. I will **not** hold the Sumter County School System responsible for materials acquired on the Internet. I hereby give permission to issue Internet privileges for my child and certify that the information contained on this form is correct. I may withdraw my permission at any time and my child's access privileges will be canceled within twenty-four hours (working days only). I understand that the Sumter County School System may cancel my child's access privileges at any time for Internet policy violation.

\_\_\_\_\_  
Parent/Guardian's Signature      Student's Signature      Date \_\_\_\_\_

**Student Agreement:**

I understand and will abide by the Sumter County School System Student Internet Acceptable Use Policy Terms and Conditions. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

User Name (Please Print): \_\_\_\_\_

**SUMTER COUNTY SCHOOLS  
IMAGE RELEASE FORM**

I, the undersigned, being the parent or legal guardian of the below named student, do hereby grant permission for the student's image to appear in photographs or in video to be used by Sumter County Schools, their Board of Education and other video media organizations, along with the student's name. This permission is not limited to inclusion in newspaper articles, system and district website, school publications, social media, and/or SCS "KIDS UNDER CONSTRUCTION," a television production with Georgia Southwestern State University. I further release the Sumter County Board of Education, Sumter County Schools, and any of its representatives, agents, and employees from any liability related to the creation or use of the student's image, excepting only such injuries or damages resulting from the willing act of said representatives, agents or employees.

Student's Name: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

**Emergency Telephone Number:** \_\_\_\_\_

School: \_\_\_\_\_ Sumter County Primary School \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_ Yes, I give permission to take and use my child's image.

\_\_\_\_\_ NO, I DO NOT give permission to take and use my child's image.

Please see the **VIDEO/AUDIO RECORDING AND PHOTOGRAPHY** section in the handbook for more information.