

# Americus-Sumter High School



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Americus GA, 31709**

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**Website: <http://ashs.sumterschools.org>**

**Principal:                      Mr. Kimothy Hadley**

**Assistant Principals:   Dr. Marnie Dutcher**

**Mr. Allan Vickery**

**THIS BOOK BELONGS TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This is your Student Handbook for the 2019 – 2020 school year. You will find an acknowledgment page in the back of this handbook. Parent and student signature is required at the back of the handbook and return it to your Advisement teacher by August 9, 2019.

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## **2019-2020 SYSTEM CALENDAR**

<b>July 23</b>	<b>New Teacher Orientation</b>
<b>July 29-August 2</b>	<b>Preplanning</b>
<b>August 1</b>	<b>Open House</b>
<b>August 5</b>	<b>1st Day of School</b>
<b>September 2</b>	<b>Labor Day Holiday</b>
<b>September 4</b>	<b>Progress Report</b>
<b>September 13</b>	<b>Early Release/Parent Conferences</b>
<b>October 7</b>	<b>End of 1st Nine Weeks</b>
<b>October 9</b>	<b>Report Card</b>
<b>October 10</b>	<b>Early Release/Professional Learning</b>
<b>October 11 &amp; 14</b>	<b>Fall Break</b>
<b>November 11</b>	<b>Veterans Holiday</b>
<b>November 13</b>	<b>Progress Reports</b>
<b>November 22</b>	<b>Early Release/Professional Learning</b>
<b>November 25-29</b>	<b>Thanksgiving Break</b>
<b>December 19</b>	<b>End 2nd Nine Weeks/1st Semester</b>
<b>December 20</b>	<b>Teacher Workday</b>
<b>December 23-January 3</b>	<b>Winter Break</b>
<b>January 6</b>	<b>Teachers Return</b>
<b>January 7</b>	<b>Students Return/1st Day of Second Semester</b>
<b>January 10</b>	<b>Report Cards</b>
<b>January 20</b>	<b>Dr. Martin Luther King, Jr. Holiday</b>
<b>February 12</b>	<b>Progress Reports</b>
<b>February 13</b>	<b>Early Release/Parent Conferences</b>
<b>February 14 &amp; 17</b>	<b>Mid-Winter Break/President Day</b>
<b>March 12</b>	<b>End of 3rd Nine Weeks</b>
<b>March 18</b>	<b>Report Cards</b>
<b>March 23</b>	<b>Mid-Spring Break</b>
<b>April 15</b>	<b>Progress Reports</b>
<b>April 27-May 1</b>	<b>Spring Break</b>
<b>May 21</b>	<b>Baccalaureate (8:00 p.m.)</b>
<b>May 22</b>	<b>Last Day of School/Early Release/ Teacher Workday/ Report Cards K-8 Graduation (8:00 p.m.)</b>
<b>May 25-27</b>	<b>Post Planning</b>
<b>June 1</b>	<b>Report Cards 9-12</b>

# Principal's Message

Greetings Students and Parents:



Welcome back to Americus-Sumter High School for the 2019-2020 school year. I hope your summer break gave you the opportunity to have fun and relax in preparation for an awesome new school year. I am thrilled to continue to serve our community as the Principal of **The Americus-Sumter High School**. In the 2018-2019 school year, Americus-Sumter High School was recognized by Greatschools.org as a **GreatSchools 2019 College Success Award** winner. Congratulations to our teachers, students, and parents!

We take pride in being a school where every student can find an avenue for success. Our school is a community where everyone in the Panther family strives to find the best in themselves and others. We have much to be proud of at Americus-Sumter High School and I look forward to another year of serving the Sumter County community. The success of our students is built on the partnership we have with our families and the Sumter County community. We are grateful to have a community that supports our school and students


We are proud of all of the academic opportunities we offer our students. Both core academic and CTAE/elective programs provide students with outstanding opportunities to be successful. We have a strong Advanced Placement program as well as academic interventions to help ensure all of our students can reach their goals.

In addition to our strong academic programs, we also have athletics, JROTC, and a Fine Arts programs with a tradition of success that is second to none. We are proud to be a high school where every student has opportunities in any area they pursue. We have a kind, caring, highly-qualified staff who truly believes that every one of our students can and will succeed.

Our entire staff works very hard to create a positive environment where every person's unique strengths and talents are celebrated. We have a culture of high expectations for students and staff alike and it is our sincere goal that each and every one of our students graduates with a plan for the future and with the skills necessary to be successful in anything they do. The combination of focusing on our students' academic success as well as their social and emotional well-being creates an environment where our students do amazing things every year.

I am proud to be a part of the tradition of success that has been built over many years at Americus-Sumter High School and am proud to be your Principal. I am grateful to have the opportunity to work with you again this year and I look forward to a great year.

Go Panthers!



Kimothy Hadley  
Principal



## **District Mission Statement**

The mission of Sumter County Schools is to graduate all students.

## **District Vision Statement**

To ensure that all students receive an equitable education and graduate, college and career ready.

## **District Commitments**

1. Foster a relationship among the home, school, and the community.
2. Use accurate and current data to plan and deliver instruction to all learners.
3. Base all decisions on the needs of students.
4. Provide a caring, safe, and orderly environment that is vital to learning.
5. Hold high expectations for students, parents, teachers, and leaders; and we will provide support to reach those expectations.
6. Strive consistently to create an atmosphere of excellence.
7. Take responsibility for learning, for both our students and ourselves.
8. Instill the belief that learning is a life-long process.

## **ASHS Mission Statement**

The mission of Americus-Sumter High School is to provide a quality and equitable education to all students. We will endeavor to achieve a 100% graduation rate and have all students score above state and national averages on all standardized tests.

## **Alma Mater**

*Hail to thee our alma mater!  
Hear our parting song.  
Honor, truth, and joy attend thee;  
We have loved thee song.*

*Alma Mater! Alma Mater!  
Ever wise and true.  
Once again with grateful voices  
We our vows renew.*

*Though in years to come we wander  
Through a world so wide.  
Still thy loyal sons do praise thee;  
Fair thy name abide.*

## **School Theme**

“Aspiring Learners of Today to be Leaders of Tomorrow”

## **2019-2020 Regular Bell Schedule**

<b><u>Periods</u></b>	<b><u>Time</u></b>
Doors Open/ Breakfast	7:35 – 8:07
First Bell	8:07
Transition	8:07-8:15
1 <sup>st</sup> Block	8:15 – 9:45
Transition	9:45 –9:50
Panther Period	9:50-10:35
Transition	10:35-10:40
2 <sup>nd</sup> Block	10:40-12:40
1 <sup>st</sup> Lunch	11:15-11:40
2 <sup>nd</sup> Lunch	11:45-12:10
3 <sup>rd</sup> Lunch	12:15-12:40
Transition	12:40 – 12:45
3 <sup>rd</sup> Block	12:45 – 2:15
Transition	2:15 – 2:20
4 <sup>th</sup> Block	2:20 – 3:55

## **SECTION I: CURRICULUM AND INSTRUCTION**

### **AdvancED/SACS ACCREDITED**

All Sumter County Schools are accredited by the Southern Association of Colleges and Schools (SACS) and Georgia Accrediting Commission (GAC).

### **ADVANCED PLACEMENT OPTIONS**

Advanced Placement (AP) classes are offered to all students enrolled in Americus-Sumter High Schools. Advanced Placement courses are college-level courses offered by trained high school teachers in the regular high school setting. Students are exposed to the rigor of college level course while also having the opportunity to earn college credit while enrolled in high school. For more information about AP course contact the guidance office.

### **CLASS RANKINGS (9-12)**

**Board Policy**

**Descriptor Code: IHC**

**Class Rankings**

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The Cumulative Numeric Grade Average (CNGA) is to be determined by computing a numeric grade average to three decimal places.

For students enrolled in each Advanced Placement courses, the cumulative numeric grade average shall be augmented by adding 10 points. Specifically, the process shall entail adding 10 points to the yearly average to determine the final average.

For students enrolled in Advanced/Honors core classes, excluding Advanced Placement courses, the cumulative numeric grade average shall be augmented by adding five (5) points. Specifically, the process shall entail adding 5 points to the yearly average to determine the final average.

For graduating seniors, the ten points for AP courses and five points for Advanced/Honors core courses will be added at the end of the third nine weeks.

Students enrolled in dual enrollment courses who withdraw from such courses receive a failing grade of 69. The dual enrollment courses remain un-weighted.

Grades from dual enrollment courses will be verified by the instructors and transmitted directly to the High School registrar and calculated into the CNGA.

Summer school grades shall be computed in the total cumulative numeric grade average.

CNGA is used to determine class ranking.

### **Grade Point Average**

The Grade Point Average (GPA) shall be determined by use of a four-point system for grades earned:

A = 4; B = 3; C = 2; F = 0.

Advanced Placement (AP) courses completed shall be weighted one additional point for passing grades: A = 5; B = 4; C = 3.

College courses shall not receive any additional weight or points before being averaged.

GPA is not used to determine class rank.

### **Summer School Grades in the GPA Calculation Process**

Summer school grades shall be computed in the total GPA (Grade Point Average).

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Sumter County Schools

Date Adopted: 7/16/1998

Last Revised: 4/11/2013

### **Board Policy**

**Descriptor Code: IHDA**

### **Salutatorian/Valedictorian**

Class ranking shall be determined by the Cumulative Numeric Grade Average (CNGA) of graduating seniors at the completion of the third nine weeks of the 12<sup>th</sup> grade year. (See Policy IHC for details)

The student with the highest class ranking shall be recognized as the Valedictorian. The student with the second highest class ranking shall be recognized as Salutatorian.

If a tie occurs in the identification of either the Valedictorian or the Salutatorian, then those students meeting the numeric average criteria shall have that honor. However, for scholarship awards, total SAT/ACT scores (highest verbal and highest math) shall also be utilized in preparing rank ordering of class standings.

Students, including "Move on When Ready" (MOWR) must be enrolled in Sumter County School System for a minimum of four (4) consecutive semesters immediately prior to graduation to be named Valedictorian or Salutatorian. Transfer credit used for calculation of cumulative numeric grade averages for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted only from high schools or colleges accredited by regional accrediting agencies recognized by the Georgia State Department of Education.

In the event of a tie in class ranking for Valedictorian, each student will be publicly acknowledged. A Salutatorian will not be publicly recognized in the event of a tie for Valedictorian. After determining there is not a tie in class ranking for Valedictorian, if a tie in class ranking for Salutatorian exists, each student will be publicly acknowledged.

## **CRITERIA FOR BREAKING TIES FOR SCHOLARSHIPS**

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian, those individuals will be identified and that determination will be double checked by another individual. If there is a tie and the scholarships or grants cannot be shared among the students tied for Valedictorian and/or Salutatorian, the following criteria will be used in turn to break ties in class rankings:

### Valedictorian:

1. Cumulative numeric grade averages; if a tie shall exist,
2. Number of college preparatory classes taken; if a tie still exists,
3. Scholastic Aptitude Test (SAT) Scores or American College Test (ACT) Scores.

After using tie-breaking criteria, the student with the highest class ranking would receive any scholarship awards for Valedictorian.

After using tie-breaking criteria, the student with the second highest class ranking would receive any scholarship awards for Salutatorian.

### Salutatorian

1. Cumulative numeric grade averages; if a tie shall exist,
2. Number of college preparatory classes taken; if a tie still exists,
3. Scholastic Aptitude Test (SAT) Scores or American College Test (ACT) Scores.

After using tie-breaking criteria, the student with the highest class ranking would receive any scholarship awards for Salutatorian.

If ties cannot be broken by the means listed, the principal of the school will select a committee to determine the recipients of any scholarships or grants.

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Sumter County Schools

Adopted: 4/11/1996

Revised: 5/22/2017

## **COMPUTER USE**

### **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 state of Georgia has adopted a set of core standards called the **Georgia Standards of Excellence (GSE)**. The standards were developed in collaboration with teachers, school administrators, and experts to provide a clear and consistent framework, so that upon graduation students will be able to succeed in credit-bearing academic college courses and in workforce training programs. **The Georgia Standards of Excellence (GSE)** provide a consistent framework to prepare students for success in college and/or the 21st century workplace. The GSE for English language arts, mathematics, and literacy in science, history/social studies, and technical subjects will ensure that all Georgia students have an equal access and opportunity to master the skills and knowledge needed for success beyond high school. Effective

implementation of the GSE requires support on multiple fronts, including strengthening teacher content knowledge, pedagogical skills, and contextualized tasks for students that effectively engage 21st Century learners. The standards create a foundation to work collaboratively across states and districts, pooling resources and expertise, to create curricular tools, professional development, common assessments, and other instructional materials.

### **DATES TO REMEMBER**

#### **PROGRESS REPORTS**

September 4<sup>th</sup> (1<sup>st</sup> 9 weeks)  
 November 13<sup>th</sup> (2<sup>nd</sup> 9 weeks)  
 February 12<sup>th</sup> (3<sup>rd</sup> 9 weeks)  
 April 15<sup>th</sup> (4<sup>th</sup> 9 weeks)

#### **REPORT CARDS**

October 9<sup>th</sup> (1<sup>st</sup> 9 weeks)  
 January 10<sup>th</sup> (2<sup>nd</sup> 9 weeks)  
 March 18<sup>th</sup> (3<sup>rd</sup> 9 weeks)  
 June 1<sup>st</sup> (4<sup>th</sup> 9 weeks)

#### **END OF 9 WEEKS**

October 7<sup>th</sup> (1<sup>st</sup> 9 weeks)  
 December 19<sup>th</sup> (2<sup>nd</sup> 9 weeks)  
 March 12<sup>th</sup> (3<sup>rd</sup> 9 weeks)

#### **HOLIDAYS**

September 2 <sup>nd</sup>	Labor Day
October 11 <sup>th</sup> & 14 <sup>th</sup>	Fall Break
November 25 <sup>th</sup> – 29 <sup>rd</sup>	Thanksgiving Break
December 23 <sup>rd</sup> – January 3 <sup>rd</sup>	Winter Break
January 20 <sup>th</sup>	MLK Holiday
February 14 <sup>th</sup> & 17 <sup>th</sup>	Winter Holiday
March 23 <sup>rd</sup>	Mid-Spring Break
April 27 <sup>nd</sup> – May 1 <sup>st</sup>	Spring Break

#### **EARLY RELEASE DATES/PARENT-TEACHER CONFERENCES**

September 13<sup>th</sup> (Parent Conferences)  
 October 10<sup>th</sup> (Professional Learning)  
 November 22<sup>nd</sup> (Professional Learning)  
 December 20<sup>th</sup> (Teacher Workday)  
 February 13<sup>th</sup> (Parent Conferences)  
 May 22<sup>nd</sup> (Teacher Workday)

### **END OF COURSE (EOC) GEORGIA MILESTONES TEST**

The Georgia Milestone EOC are assessments administered at the completion of core high school courses specified by the State Board of Education, in accordance with O.C.G.A. 20-2-281(f), to measure student achievement in the four content areas of English/Language Arts, Mathematics, Science, and Social Studies. The Georgia Milestone EOC shall be used as the final exam and shall count 20% of the final grade in the course assessed by the Georgia Milestone EOC.

### **EVALUATION**

A variety of assessments are used to measure student achievement and program effectiveness. State administered tests include Norm Referenced Tests, Georgia Milestone End of Course Assessment, and Student Learning Objectives. Other types of assessment are also used to measure individual and group progress throughout the school year.



### **EXEMPTIONS**

Seniors may exempt finals if they have a 90 or above average in the class, no discipline referrals, 3 or fewer excused absences, and no unexcused absences.

Underclassmen may exempt finals if they have a 95 or above average in the class, no discipline referrals, 3 or fewer excused absences, and no unexcused absences.

### **FIELD TRIPS**

Teachers plan various field trips throughout the year. Students must have written parental/guardian permission to go on these trips. Students who do not bring signed permission forms will remain at school with regular assignments. Students may not be allowed to go on field trips if their behavior does not warrant their attendance. Only actively enrolled students may go on field trips.

#### **Board Policy**

**Descriptor Code: IFCB**

#### **Field Trips and Excursions**

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All field trips should be carefully planned to ensure beneficial learning experiences and adequate supervision of students. 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.

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 group maintains adequate adult supervision.

Parental permission is required on a form supplied by the school before a student may participate in a field trip.

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Sumter County Schools

Date Adopted: 9/13/1990

Last Revised: 4/11/2013

### **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 referred for gifted education services by teachers, parents, or guardians, peers, counselors, administrators, self, or other individuals with knowledge of the student's abilities. Students are automatically referred for services when reviews of achievement test results indicate they have obtained required scores. Students are referred if they have been 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 Schools upon receipt of documentation of eligibility for services.

Students can be referred, but only become eligible for services by meeting criteria in any three of the following areas: mental ability, achievement, creativity, and motivation. Students may also become eligible for services by meeting state required mental ability test scores, although

evaluation data must be collected on the student in all four areas. If you wish to learn more about his program, contact the principal or the gifted education teacher at the school.

### **GRADING**

Each student will be given a report card at the end of each nine-week grading period. Progress reports will be sent home every 4 ½ weeks. Progress reports will be sent home weekly or bi-weekly to ensure communication with parents.

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. Parents will be formally notified if their child is in danger of being retained at the end of the first semester and the end of the third nine weeks. Conferences will be scheduled.

#### **Grades will be assigned on the following basis:**

<b>Academic Grading Scale</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>F</b>
90-100	80-89	70-79	Below 70

#### **Board Policy Grading Systems**

**Descriptor Code: IHA**

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The grades of students in dual enrollment programs will be transmitted directly to the high school registrar. The registrar will provide grade verification sheets to the post-secondary instructors.

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Sumter County Schools

Date Adopted: 7/16/1998

Last Revised: 4/11/2013

### **GRADUATION**

#### **Ceremony**

Americus-Sumter High School graduation ceremony will be held at Finklea-Robinson Field at Alton Shell Stadium. In case of inclement weather, the graduation ceremony will be relocated to an alternative site where admission is by ticket only. Graduation is a **formal ceremony**. We realize that you all have worked very hard to achieve your high school diploma. We expect all students to conduct themselves with dignity, follow all directions given, and represent the school and community with positive behavior.

#### **Graduation Speeches**

Baccalaureate and graduation speeches will be read by an English teacher for sentence structure and grammar only. ***All baccalaureate and graduation speeches are due to the graduation committee by the first Friday in May. The final speech will be approved by the graduation committee.*** Any student who does not read the approved speech will be subject to their diploma being temporally withheld. The class Valedictorian, Salutatorian, Class president and SGA president automatically has speaking roles. The other speakers will be nominated by the graduating class honor graduates and voted on by the faculty.

#### **Graduation Expectations/Student Behavior**

Seniors are **REQUIRED** to attend graduation practice during the last week of school. Students who miss practice without a valid excuse or cause any discipline problems during practice will not be allowed to participate in the graduation exercise. Each day after graduation practice seniors are allowed to leave with parents' permission. If you do not consent for your child to

leave each day after graduation practice, please send a note to school stating that your child does not have permission to leave and must stay on campus.

A detailed graduation checklist with important dates and instructions which **MUST** be followed will be given to all seniors by the end of October. If your child is a MOWR student, please have them to keep in contact with the school on a regular basis for announcements. Announcements are made daily at school and posted on the school website. It is the responsibility of the students and parents to stay informed.

If any student fails to follow the graduation expectations the student will not be allowed to participate in the graduation ceremony and his/her diploma will be withheld until an appeal meeting. The appeal meeting will determine appropriate consequences, if and when the student's diploma will be issued.

*Graduation Committee: Alicia Green-Chair, Barbara Mitchell-Co Chair,  
Tracey Wilson, Sekemia Caldwell-Johnson, and Shaquita Ingram*

### **GRADUATION REQUIREMENTS**

#### **Board Policy**

**Descriptor Code: IHF(6)**

#### **Graduation Requirements 2008-2009 (Entering Fall 2008 – 2009 and thereafter)**

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This policy specifies graduation requirements for students enrolling in the ninth grade for the first time during the 2008-2009 school year and subsequent years.

The Sumter County Board of Education (“the Board”) shall provide secondary school curriculum and instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

**To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-.48, High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years, students must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in this policy.**

To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma and all state assessment requirements. Students who earn a high school certificate are not allowed to participate in graduation ceremonies.

A student must be enrolled in high school a minimum of seven (7) semesters during regular school terms to be considered a candidate for graduation.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

Students who enroll in the ninth grade for the first time during the 2008-2009 school year or thereafter and the withdraw, must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment. The Board shall make available to all students the required areas of study.

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart:

<b>AREAS OF STUDY</b>	<b>UNITS REQUIRED</b>
<b>*English/Language Arts</b>	<b>4 Units</b>
<b>*Mathematics</b>	<b>4 Units</b>
<b>*Science</b>	<b>4 Units</b>
<i>The 4<sup>th</sup> Science unit may be used to meet both the science and elective requirement.</i>	
<b>*Social Studies</b>	<b>*4 Units</b>
<b>Health and Physical Education</b>	<b>1 Unit</b>
<b>*Computer Applications/Introduction to Business &amp; Tech</b>	<b>1 Unit</b>
<b>*Career Pathway</b>	<b>3 Units</b>
<b>**Elective Units (Modern Language/Latin and/or Fine Arts)*</b>	<b>2 Units</b>
<b>TOTAL UNITS (MINIMUM)</b>	<b>23 UNITS</b>

\* Includes Local Requirements

\* Required Courses and/or Core Courses

\* Social Studies – State Department of Education requires 3 Units

\*\* College bound students must meet University System entrance requirements including 2 years of the same foreign language.

### *COURSE CREDIT*

1. Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) for grades 9-12 or those approved by the SBOE. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
2. No course credit may be awarded for courses in which instruction is based on the GPS curriculum for grades K-8.
3. Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

### *STATE REQUIRED PROCEDURES FOR AWARDING UNITS OF CREDIT*

**A unit of credit for graduation shall be awarded to students only for successful completion of state-approved courses of study based on a minimum of 150 clock-hours of instruction provided during the regular school year, 135 clock-hours of instruction in an approved block schedule during the regular school year, or a minimum of 120 clock-hours of instruction in summer school.**

### *STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES*

Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

- a) Completed an integrated curriculum based on the GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and
- b) Participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and
- c) Reached the 22<sup>nd</sup> birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system

## ***GRADUATION SUPPORT SERVICES***

The Board shall provide instructional, support and delivery services that include, but are not limited to, the following:

1. A continuous guidance component beginning during middle school. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
2. Record keeping and reporting services that document student progress toward graduation and include information for the school, parents and students.
3. Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
4. Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.
5. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

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**Adopted: March 13, 2008**

**Revised: June 6, 2013**

**Sumter County Board of Education**

## **POST SECONDARY SCHOOL VISITS**

We recognize the need for juniors and seniors to visit prospective college campuses. The student will also recognize his/her obligation to his/her classes. Therefore, the following policy will be in effect for those who wish to arrange for college visitations.

College visitations will be limited to a maximum of three (3) for seniors and two (2) for juniors. These will be excused absences from school with make-up privileges provided that all provisions of this policy are fulfilled by the student. The only exception to this will be for an additionally required interview by college officials, and proof of the appointment/interview must be provided by the student in advance of the interview.

Procedure:

- A note from your parents/guardians must be presented to the Attendance Clerk, Guidance Department, and Principal for visitation approval at least 2 days prior to the day of the visit. The Guidance Department verifies student eligibility for graduation prior to granting approval for college visitations.
- Student notifies faculty involved of the upcoming absence at least one day prior to the scheduled visit.
- All make-up work for the day(s) missed must be returned to the teacher within a reasonable amount of time as determined by each teacher.
- A note from the college on its letterhead must be presented to the Attendance Office upon the student's return to school.
- Failure to adhere to any or all parts of this policy will result in an unlawful absence for the visitation day.

**BOARD POLICY**

**Graduation Requirements 2008-2009**

**DESCRIPTOR CODE: IHF(6)**

**(Entering Fall 2013-2014 and thereafter)**

This policy specifies graduation requirements for students enrolling in the ninth grade for the first time during the 2013-2014 school year and subsequent years.

The Sumter County Board of Education (“the Board”) shall provide secondary school curriculum and instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

**To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-.48, High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years, students must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in this policy.**

**To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma and all state assessment requirements. Students who earn a high school certificate are not allowed to participate in graduation ceremonies.**

A student must be enrolled in high school a minimum of seven (7) semesters during regular school terms to be considered a candidate for graduation.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

Students who enroll in the ninth grade for the first time during the 2008-2009 school year or thereafter and the withdraw, must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

**The Board shall make available to all students the required areas of study.**

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart:

<b>AREAS OF STUDY</b>	<b>UNITS REQUIRED</b>
<b>*English/Language Arts</b>	<b>4 Units</b>
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<b>*Science</b>	<b>4 Units</b>
<i>The 4<sup>th</sup> Science unit may be used to meet both the science and elective requirement.</i>	
<b>*Social Studies</b>	<b>4 Units</b>
<b>Health and Physical Education</b>	<b>1 Unit</b>
<b>*Computer Applications/Introduction to Business &amp; Tech</b>	<b>1 Unit</b>
<b>*Career Pathway (In the same career pathway)</b>	<b>3 Units</b>
<b>Elective Units (Modern Language/Latin and/or Fine Arts)*</b>	<b>4 Units</b>
<b>TOTAL UNITS (MINIMUM)</b>	<b>25 UNITS</b>

\*Required Courses and/or Core Courses

## *COURSE CREDIT*

1. Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) for grades 9-12 or those approved by the SBOE. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GPS requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
2. No course credit may be awarded for courses in which instruction is based on the GPS curriculum for grades K-8.
3. Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

## *STATE REQUIRED PROCEDURES FOR AWARDING UNITS OF CREDIT*

**A unit of credit for graduation shall be awarded to students only for successful completion of state-approved courses of study based on a minimum of 150 clock-hours of instruction provided during the regular school year, 135 clock-hours of instruction in an approved block schedule during the regular school year, or a minimum of 120 clock-hours of instruction in summer school.**

## *STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES*

Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

- a) Completed an integrated curriculum based on the GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 25 units of instruction, and
- b) Participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and
- c) Reached the 22<sup>nd</sup> birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system

## *GRADUATION SUPPORT SERVICES*

**The Board shall provide instructional, support and delivery services that include, but are not limited to, the following:**

1. A continuous guidance component beginning with the eighth grade. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
2. Record keeping and reporting services that document student progress toward graduation and include information for the school, parents and students.
3. Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
4. Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.

5. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.
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**Adopted: March 13, 2008**

**Revised: June 6, 2013**

**Sumter County Board of Education**

### **HiQ TEACHERS**

Recognizing the importance of effective teachers, the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) requires that schools be 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. Also, in Title I schools the LEA must require the principal of each Title I school to submit an attestation annually requiring compliance with this provision.

### **Teachers**

In Title I Programs, all teachers hired who teach core academic subjects must be highly qualified. This includes teachers in targeted assistance schools who are paid with Title I funds, teachers in school-wide Title I schools, and any other teachers paid with Title I funds who teach eligible private school students. 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.

#### *New 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.

#### *Veteran teachers must:*

- Hold a bachelor's degree from a PSC accepted accredited institution of higher education.
- Hold a valid Georgia professional teaching certificate.
- Have a teaching assignment that is appropriate for the field(s) listed on the teaching certificate.
- Have evidence of specialized training in the subjects they teach, such as an academic major or the equivalent in the subject, **and a passing score on the required content assessment for the area/subject they teach** or evidence that they have met the requirement of a HIGH OBJECTIVE UNIFORM STATE STANDARD OF EVALUATION (HOUSSE), as adopted by the PCS.

A teacher who is **new** to the profession is a beginning teacher, defined as a teacher in a public school who has been teaching less than a total of three complete school years [Title IX, Part A, Section 9101(3)].



A **veteran** teacher is one who is not new to the profession and is defined as a teacher in a public school who has been teaching a total of three or more complete school years.

*Teachers who are fully certified and highly qualified have met all requirements including:*

- Clear renewable certificate and major/concentration in the content area or
- **PSC required content assessment** or
- HOUSSE, if applicable, and
- Appropriate teaching assignment

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.

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. Beginning with the 2002-2003 school year, states and LEAs must report annually on their progress toward this goal.

### **Paraprofessionals**

Paraprofessional requirements are strengthened in the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), Section 1119, and requires that all paraprofessionals who work in an instructional program supported by Title I funds (school-wide program or targeted assistance program) be highly qualified.

A paraprofessional is an individual with instructional duties. Individuals **who work solely** in non-instructional roles, such as food service, cafeteria or playground supervision, personal care services, and non-instructional computer assistance are not considered to be paraprofessionals for Title I purposes. The requirements do not apply to paraprofessionals who work with special education students performing non-instructional duties, such as assisting with mobility and bodily functions. The Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) requirements do NOT apply to paraprofessionals with:

1. Primary duties to act as a translator or
2. Duties consisting solely of conducting parental involvement activities.

The requirements do not apply to aides.

*Paraprofessionals who are hired after January 8, 2002, must have:*

- Completed at least two years of study at an institution of higher education. (Two years of study at an institution of higher education requires completion of a minimum of 60 semester hours at a Georgia Professional Standards Commission (PSC) approved accredited institution of higher education.)
- Obtained 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.

In lieu of completing at least two years of postsecondary study or an associate's degree to meet these requirements, a paraprofessional may complete a PSC approved paraprofessional

qualification assessment. If eligibility is established through the assessment, the applicant must also hold a high school diploma or a General Education Diploma (GED) equivalent.

All individuals holding a current paraprofessional certificate in Georgia must meet the new requirements (if not previously met) for certificate renewal effective June 30, 2009 or the effective renewal date thereafter.

*Paraprofessionals who work in a school-wide program or who are paid with Title I funds and work in a targeted assistance school may be assigned the following instructional support duties:*

- One-on-one tutoring if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher.
- Assisting in classroom management.
- Assisting in computer instruction.
- Conducting parent involvement activities.
- Providing instructional support in a media center.
- Serving as a translator.
- Providing instructional support services.

These paraprofessionals may not be assigned duties inconsistent with the above list of instructional support duties. Additionally, paraprofessionals may not provide instructional support to students unless they are under the direct supervision of a highly qualified teacher.

A paraprofessional is deemed to work under the direct supervision of a teacher if the teacher plans the instructional activities for the paraprofessional, the teacher evaluates the achievement of students with whom the paraprofessional works, and the paraprofessional works in close and frequent physical proximity to the teacher.

A paraprofessional may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds including non-instructional duties if the amount of time the paraprofessional spends on those duties is the same proportion of total work time as the time spent by similar personnel at the same school.

### **Parental Notification**

At the beginning of each school year, local educational agencies (LEAs) must notify parents of their rights to request information regarding the professional qualifications of the student's classroom teachers, including:

- Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher teaches.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher and the field or discipline of the certification or degree.
- Whether the student is provided services by paraprofessionals.

*Parent notification is not required for the following:*

- For teachers who do not teach core academic subjects in Title I school-wide or targeted assistance programs. \*
- For paraprofessionals who are not highly qualified. \*

If a student has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified, the parents must be provided a timely notice.

All notices and information required must be in a uniform and understandable format, including alternative formats upon request and, to the extent practicable, in a language that parents understand.

### **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 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.

### **HONOR GRADUATE**

Honor Graduate status shall be determined by computing a CNGA, as explained in Policy IHC concerning class ranking. All academic classes will be counted toward the calculations for GPA to determine honor graduates. Academic classes include: English, mathematics, science, social studies, foreign language, and academic electives.

### **HONOR ROLL**

Students will be recognized for academic achievement for each nine week grading period.

**A Honor Roll:** All A's on report card for the grading period. **AB Honor Roll:** Only A's and B's on the report card for the grading period.

### **HOPE SCHOLARSHIPS (9-12)**

Georgia high school students may earn the HOPE (Helping Outstanding Pupils Educationally) Scholarship or the HOPE Grant. Both are administered by the Georgia Student Finance Commission (GSFC). The HOPE scholarship and the HOPE Grant reward students with good grades with financial assistance in Georgia public colleges as well as many private and technical colleges and institutions in the state. The criteria for the HOPE Scholarship and Grant is set by the Georgia State Legislature and is based solely on a student's academic-course grade point average as calculated by the Georgia Student Finance Commission.

**IMPORTANT NOTE:** HOPE Scholarship Rigor Requirements go into effect for students graduating from high school on or after May 1, 2015. In order to qualify for the HOPE Scholarship, students must receive credit in a certain number of courses that meet higher rigor standards. Courses that meet higher rigor standards include Advanced Placement Courses, Move on When Ready (MOWR) /ACCEL course, and some advanced math courses. For more information, contact the guidance office or the GSFC website. The GSFC website is [www.georgiacollege411.org](http://www.georgiacollege411.org).

### **MAKE-UP WORK**

It should be noted that make-up work does not adequately replace the instructional time lost for a school absence. No make-up work will be pre-assigned without sufficient prior notice. It is the student's responsibility to set up a time with his/her teachers to complete any make up work needed due to an absence. Students shall be given a reasonable opportunity to make up work upon their return to school. The time period for completing make-up work should be

relative to the amount of times missed. (i.e. A student absent for one day will have one day to make up the assignments missed). If make-up work is not completed after a reasonable amount of time, it will result in a failing grade. Reasonable time will be at the discretion of the teacher based on the assignment and the circumstances for the absence.

### **MEDIA CENTER**

The library/media center is open during the regular school day and immediately before and after school, as well as during lunch hours. Library passes will be required during the regularly scheduled class periods.

In order to operate in the most effective way to benefit our students, the following procedures have been established. Books are checked out for a two-week period with one renewal, except by special arrangement. A student may check out a maximum of two books at any given time. Lost or damaged books must be paid for at current replacement prices prior to the end of the school year. Students should have I.D. cards in order to check out books from the media center. 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 \$5.00.**

### **NON-INSTRUCTIONAL ACTIVITIES**

The District will adhere to the requirements established by the Georgia Department of Education, Georgia High School Athletic Association.

1. Extracurricular and non-instructional activities and their place in the school program;
2. Limit and control interruptions of instructional time in the classroom and the number of absences for such activities; and
3. Requirements those students must meet to be eligible to participate in extracurricular activities.

### **Secondary Schools**

In general, all activities offered by the school will be open to all students. Eligibility to participate may be revoked, at the discretion of the principal, for any students whose general behavior does not meet acceptable standards. In addition, participation will be denied for the following reasons:

1. Students who do not meet the eligibility standards of the Georgia Middle/High Athletic Association (in those activities governed by the GHSA);
2. Students who do not meet the eligibility standards of the recognized agency governing any particular activity;

### **PHYSICAL EDUCATION**

Participation in regular physical activity leads to improvements in physical fitness and provides many important health benefits.

"Physical activity reduces the risk of premature mortality in general, and of coronary artery disease, hypertension, colon cancer, and diabetes mellitus in particular. Physical activity also improves mental health and is important for the health of muscles, bones, and joints."

Source: Surgeon General's Report called Physical Activity and Health (U.S. Department of Health and Human Services, 1996).

The Georgia Student Health and Physical Education (SHAPE) Act was passed in the 2009 Georgia legislative session and is now Official Code of Georgia 20-2-777. Beginning in the 2011-2012 school year, the law requires each local school district to conduct an annual fitness

assessment program for all students in grades 1 - 12 enrolled in Georgia public school physical education classes taught by certified physical education teachers.

In Sumter County, Health and Physical Education courses are offered at all schools in accordance with Georgia Board of Education Rules. All Health and PE courses follow the Georgia Performance Standards.

Georgia SHAPE: As legislated, starting in 2012, most public school students in Georgia are assessed on their fitness level using a variety of measures such as Body Mass Index, Cardiovascular level and flexibility. The online platform used to collect all of the fitness assessment data is FitnessGram. Students in grades 4-12 will be assessed through the FitnessGram program once a year and the results of these assessments are reported to the GA Governor's office by the GA DOE each summer.  
GA DOE Health and Physical Education Resources

## **PROMOTION CRITERIA**

### **BOARD POLICY**

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

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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.

### **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.

### **PROMOTION REQUIREMENT FOR GRADES 9-12**

#### **Credit for Courses in Grades 9-12 and Lower Grades where High School Credit is Awarded**

For a student to earn high school credit, all of the standards must be met as listed below:

- A. To earn credit for a course, the student must have a passing grade of 70 or higher. The number of units required for promotion shall be specified in the student handbook.
  - \* To graduate, students must meet the requirements established by the Sumter County Board of Education.
- B. Meet attendance requirements established by the Sumter County Board of Education.
- C. Meet assessment requirements as listed in State Rule 160-3-1.07 (Testing Programs – Student Assessment) and the testing requirements established by the Sumter County Board of Education.
- D. Students passing a Georgia Milestone course with a 70 or higher grade but not making at least 68 on the assessment shall receive an Incomplete (I) for the course and must complete 8 to 10 hours of remediation and retake the Milestone for that course. This will be a one- time retake. The only course exception shall be Economics.

Listed below is an explanation of promotion criteria: Entering 9<sup>th</sup> grade 2013 and subsequent years must earn 25 units to graduate.

Ninth (Freshman) to Tenth (Sophomore)	6 Units
Tenth (Sophomore) to Eleventh (Junior)	12 Units
Eleventh (Junior) to Twelfth (Senior)	18 Units
Graduation (for 12 <sup>th</sup> graders)	25 Units

### **SENATE BILL 289: Maximize Number of Students Who Use Digital Language**

In July 2012, legislation was passed to provide online access to all students in the State of Georgia and directed the State Board of Education to “maximize the number of students” who use digital learning in some capacity to complete high school coursework.

**Senate Bill 289:** Districts must allow students to take a course offered through the Georgia Virtual School even if the course is offered at the student’s local school. Online courses can be accessed through the Georgia Virtual School, local virtual courses, or for-profit accredited vendor online schools.

### **SPECIAL EDUCATION**

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

### **STAR STUDENT**

The Student Teacher Achievement Recognition (STAR) program honors Georgia's outstanding high school seniors and the teachers who have been most instrumental in their academic development. During the past 59 years, the STAR Program has honored more than 26,000 high school seniors who have in turn chosen their STAR Teachers to share in this recognition.

Every accredited high school in Georgia is eligible to participate in the STAR program. To obtain the STAR nomination, high school seniors must have the highest score on one test date on the three-part SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. Nominees' SAT scores must be equal to or higher than the latest available national average on the math, critical reading and writing sections. Each high school STAR Student is asked to name his/her STAR Teacher. High school STAR Students compete for region honors in the 12 STAR Regions. Region winners and their STAR teachers are invited to Atlanta to compete for the state STAR scholarships and awards. At the state banquet, the region winners and all local winners attending are recognized. Region winners are interviewed, and the runner-up and State PAGE STAR Student and STAR Teacher are announced.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

Student Government is composed of students representing each grade level at Americus-Sumter High School and Americus-Sumter Ninth Grade Academy. Members are elected annually. A candidate for the president of SGA must be a senior, must have four teacher recommendations or references, and must have at least an 85 average and no serious discipline referrals. The candidates for the class offices must have three teacher recommendations or references, an 80 average, and no serious discipline referrals.

### **TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Students are required to have their own materials, books, paper, and pencils as prescribed by the teacher. Teachers or other students will not supply pencils and paper to others. School supplies can be purchased from the school store.

Textbooks are the responsibility of the student. All students must pay for lost or damaged textbooks, based on the State textbook prices. Students will not be issued another text until the lost textbook fee is paid.

### **TRANSFER STUDENT CREDIT**

Students entering the Sumter County School System from accredited and non-accredited public and private schools, including home study programs or schools, will be awarded credit for previous study and placed at the appropriate grade level based upon the following criteria:

#### **Students Entering from Regionally and/or State Accredited Public or Private Schools.**

High school students transferring to the Sumter County School System from a regionally or state accredited public or private school will receive credit for courses taken at the former school as recorded on the transcript(s) from the issuing school or schools. Letter grades from transferred courses will be converted to a numerical grade using the Sumter County School System's conversion formula. Provided the numerical grading system from the previous system is identical to that of the Sumter County School System, numerical grades from other systems will be recorded unchanged. Transferred elective course titles, if necessary, will be changed to broad categorical titles such as physical education, business education, and vocational education. High school students who transfer from accredited schools must meet the Sumter County School System's graduation requirements before a diploma will be issued.

#### **Students Entering High School from Non-accredited Public and Private Schools**

Students requesting admission into a high school in the Sumter County School System from private or public non-accredited schools or programs, including home study programs, shall be awarded Carnegie units based upon a review of the course materials and based upon the student's performance on standardized and/or instructional placement tests. For students entering from a home study program, documentation of coursework completed during the period of its operation may be considered in the school system's decision to award Carnegie units.

Sumter County School System will not award Carnegie units for courses taken during the summer in a home study program setting.

Students from public and private non-accredited schools, including home study programs, must satisfy any state mandated assessment requirements and Sumter County School System's graduation requirements before a diploma will be issued.

Students from public or private non-accredited schools may be awarded Carnegie units for non-academic courses based upon their performance on tests, portfolio review, and/or interviews conducted by school district personnel. Non-academic courses which rely heavily on group participation, public performances, and social interaction will not be considered for an award of Carnegie units.

Grades for courses from non-accredited public or private schools, including home study programs, for which the student receives credit from the Sumter County School System shall be recorded as "pass" only and shall not be averaged with grades received for Sumter County School System courses for any purpose.

#### **Rights for Appeal**

If a parent or legal guardian disagrees with either the credit awarded or denied for course work completed at a non-accredited public or private school, or a home school, or with the grade placement selected, an appeal may be made to the principal of the school and then, to the Superintendent of Schools. The decision of the Superintendent is final.

Sex/AIDS education is a required component of the Health curriculum for grades 6-12. Sumter County Schools uses the Choosing the Best curriculum for sex/AIDS education lessons in grades 6-12. Parents may preview the sex education curriculum materials used by his/her child's school by contacting the Health/PE Department Leader of their respective school. If a parent does not wish for his/her child to participate in this portion of the course, notification must be made in writing to the health teacher prior to the beginning of the unit. Alternative assignments will be given and assessed for those students in lieu of the sex/AIDS education lessons. All curricular materials used for sex/AIDS education have been recommended for use by the Sumter County Sex Education Advisory Committee and subsequently approved by the Sumter County Board of Education.

*New Students/Re-Entering Students* - New students and students re-entering ASHS/ASNGA must have the principal's approval to enroll in school.

*Transfer Students* - Transfer students from one of the affiliated schools accredited by one of the Associations of Colleges and Schools and/or State Associations will be allowed to be an honor graduate. Letter grades of transfer students will be converted to the mid-point of the numerical grade scale at Americus-Sumter High School. Midpoints are as follows: A-95; B-85; C-75. Home-schooled students who transfer to ASHS/ASNGA (in order to receive credit for Home School courses) must obtain grade level scores on standardized tests.

Students transferring to Americus Sumter High School from any non-accredited program will be placed in the most appropriate class/grade based upon an evaluation by counselors/administrators.

We reserve the right to change this placement if performance indicates otherwise.

*Transfer Credits* - A maximum of two credits can be transferred through distance learning.

*Classes* - All students, except fifth year seniors, will be required to enroll in 4 classes per semester.

*New Rule* - Students entering 9<sup>th</sup> grade in 2008-2009 and subsequent years may complete graduation requirements in 7 semesters as long as all required credits are earned.

*Fifth Year Senior* - A fifth year senior is a student who has 18 units and has been in high school for more than four years.

*School Year* - The school year of 36 weeks is divided into two semesters of 90 days each. Each semester is independent of the other in grading. There are prescribed requirements for graduation:

- **Graduation Requirements and Promotion Requirements**
- Meet attendance requirements
- Meet IEP requirements for Special Education, if applicable.

## **SECTION II: PARENT INVOLVEMENT**

### **AGENDA/PLANNERS**

All students must use their own agenda planners as their hallway pass. Students outside of class during any class period must have their agenda visible at all times. Agendas must be signed by the teacher. The agenda is required at all school conferences. If lost, the replacement cost is \$5.00

### **CLASSROOM VISITATION**

Parents and other visitors are always welcome and encouraged to visit our campus at any time. We invite you to visit your child's room and school and get acquainted with the teacher. All



visitors must report to the office upon entering the building. All visitors must have a Visitor's Pass before they will be allowed to visit any part of the school building. Visitors that are not authorized are loitering and are considered trespassing. **Visitors cannot interact with teachers during instructional time.** Students will not be called out of class for deliveries. **All visitors will be escorted by the Administrator or Administrator's designee.**

### **COMMUNICATION COURIERS**

All students will be given a weekly folder that will be sent home every Wednesday with assignments, progress reports/report cards, projects, letters, etc. Students must use their own weekly folders to communicate between the school and home. Parents are expected to sign and return the weekly folder to their child's homeroom teacher.

There is a replacement charge of \$5.00 for lost weekly folders.

### **GRADING SCALE**

The Sumter County Board of Education grades will be assigned on the following basis:

<b>Academic Grading Scale</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>F</b>	<b>I</b>
90-100	80-89	70-79	Below 70	Incomplete

**Weighted Courses:** Advanced Placement (AP) students receive a ten (10) point addition to each AP courses. Honors courses earn a five (5) point addition. No other courses are weighted.

### **HOMEWORK**

Homework may be assigned daily and, occasionally, on weekends. The purpose of homework is to form good study habits and to reinforce skills taught at school. Taking the assignment home, completing it, and remembering to bring the work to school the next day are important processes in developing responsibility. 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.

### **SCHOOL PARENT COMPACT (H/O)**

(See Appendix B)

### **PARENT INVOLVEMENT POLICY**

(See Appendix B)

### **PARENT PORTAL**

Parents/Guardians and students can view the student's school information online by logging onto [www.sumterschools.org](http://www.sumterschools.org). Click on the Parent Portal icon and follow the log in instructions. Class, grades, unofficial transcripts, student schedules, holds and fees, attendance and other information can be viewed and printed directly from this site.

### **PARENT/TEACHER CONFERENCES**

Communication between the parent and the teacher is most beneficial to the student's success. Parents should plan to meet with their child's teachers at least twice during the school term. Parents should always feel free to request a conference and may do so by calling the school. Teachers will not be permitted to see parents during the school day unless an appointment is scheduled. Teachers are available for conferences during planning time and after 3:30 p.m. daily except for duty days. If necessary, another time may be arranged through the school counselor.

### **PARENT TEACHER ORGANIZATION (P.T.O)**

A school Parent/Teacher Organization (PTO) is organized each year. We encourage all parents to take an active part in this organization.

### **REPORT CARDS**

Each student will be given a Progress report at the end of each nine-week grading period. Progress reports will also be sent home each 4½ weeks.

If a student is failing, parents are strongly encouraged to call the school and set up a conference to discuss the child's lack of satisfactory progress. Parents will be formally notified if their child is in danger of being retained at the end of the first semester and the end of the third nine weeks. Conferences will be scheduled.

### **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. Their purpose is to help the board of education develop and nurture participation, bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement.

The management and control of the public schools of this district are 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 two parent members, two teacher members, two business members, and the principal.

### **SHOUT POINT**

SHOUT POINT Telephone System is our automatic student/parent/staff information center. Parents can be notified of: absences, homework assignments, schedule of school events, invitation to meetings, cancellations of school, and report card announcements. Parents and students can instantly access information from any touch-tone phone. Messages for individual staff members can also be left on voice mail. Additional information will be sent home.

### **TELEPHONE MESSAGES**

Students will not be allowed to use the school telephone except in cases of emergency. Students will not be called out of class to the telephone. Messages for students will be accepted in cases of emergency. It is greatly appreciated when parents refrain from calling their children or the teachers out of their room for telephone calls during school hours. However, allowances are made in time of emergencies. **Students will NOT be called to the office for non-emergency visits.**

*\*Parents wishing to make special transportation arrangements for their children should call the school before 2:00 p.m.*

### **VIDEO/AUDIO TAPING AND PHOTOGRAPHY**

Your child may be photographed, audio taped or videotaped for instructional purposes. If you do not wish for your child to be audio taped, videotaped, or photographed please contact the school.

### **VOLUNTEERS**

An active group of parents and community volunteers is needed to assist students and teachers with various activities. Please contact the principal if you wish to volunteer your services to the school.

### **RIGHT TO KNOW LETTER (H/O)**

**Please note:** Parents must be notified via standard US mail or by the student handbook. If statement is placed in the student handbook, parent signature is required to ensure that parents received the information.

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

At Americus Sumter High School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we 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 teachers' 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 their 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 teachers' qualifications, please contact me, Kimothy Hadley, your child's principal, by phone at (229) 924-3653 or by email at [khadley@sumterschools.org](mailto:khadley@sumterschools.org).

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

Sincerely,

***Kimothy Hadley***

Principal

### **SCHOOL CHOICE/TITLE I**

Public School Choice/Intradistrict 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. One of the ten requested waivers directly affect the Public School Choice transportation under ESEA.

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 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).

### **SECTION III: STUDENT SERVICES**

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

Sumter County Schools provide 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. Minimum tuition will be charged. It is a fee-based program unless grant monies are available to provide scholarships.

Parents who are interested in these services may contact Natacha Merritt, ASTEP director at (229) 931-8514.

#### **ATTENDANCE**

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 of each parent or guardian to send his/her child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic 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 tardies for any reason are almost certain to affect adversely a student's school work. 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. In order to meet attendance requirements, students must be in attendance **165** of the **180** days of school. Any student who is absent for 7 or more excused AND unexcused days in any class during a semester will receive No Credit (NC) for Lack of Attendance (LOA). **Out of school suspensions will count as unexcused absences.** Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690 parents/guardians may only write three (3) excuses for absences per semester. Any additional absences require documentation from mental health, social service agencies, clinic assistant or nurse, doctor, dentist, truancy panel, Department of Family and Children Services, etc.

#### **COUNSELING**

The Guidance and Counseling Department offer services that are designed to help students make wholesome and realistic personal, social, vocational and educational plans. The counselors are available for special or scheduled consultation with students and parents. Students who

encounter difficulties in school or wish for assistance in their educational plans and goals are encouraged to contact the counseling staff for support. Some of the services which are offered include: class selection, scheduling and registration, post-graduate plans, military and vocational options, individual and group counseling, study skills, drug and alcohol counseling referrals, personal and family counseling referrals.

### **HEARING AND VISION SCREENINGS**

Students attending Sumter County Schools in grades 2, 4, 6 and 9 will receive hearing and vision screenings administered by certified personnel. Parents will be notified if screenings indicate a need for further evaluation. Further evaluations are the responsibility of the parent. Parents should notify the school in writing if they do not wish for their child to participate.

### **HOSPITAL HOMEBOUND**

A Hospital Homebound Program is designed to serve students who will be absent from school for a minimum of 10 consecutive school days because of a non-communicable disease, illness, injury, or surgery. A doctor must identify the specific nature of the illness, disease or injury and state the date the student is expected to be able to return to school. **IT IS THE SCHOOL'S RESPONSIBILITY TO DETERMINE IF HOSPITAL-HOMEBOUND SERVICES WILL BE PROVIDED OR IF ACCOMMODATIONS CAN BE MADE AT SCHOOL.** 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. Applications for these services are available in the school office.

### **NUTRITION PROGRAM**

The school will provide a nutritionally balanced breakfast and lunch to all pupils regardless of their ability to pay or their race, color, national origin, age, sex or handicap. Students are expected to eat in the lunchroom in a quiet and orderly manner. Each student is responsible for returning trays and disposing litter to the proper places. Food cannot be taken from the lunchroom. Neither fast foods nor soft drinks may be brought into the lunchroom or anywhere on school grounds. Parents are welcome to have lunch with their child. Please call the office to make reservations and to find out the cost of adult meals. Students must have I.D. cards in order to eat breakfast and lunch. The Sumter County Schools provide wholesome, nutritious meals to all our students; therefore, there will be no signing out of school for lunch. Your support and cooperation is needed in this vital effort. Breakfast/Lunch Program – ASHS/ASNGA serves nutritious meals every school day. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR BREAKFAST AND/OR LUNCH.** Student may bring a bag breakfast/lunch from home, but sending out or having food delivered is not allowed. All students are required to eat in the lunchroom whether they bring their lunch or not. No food or drink is to be taken out of the lunchroom.

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

Response to Intervention (RTI) is an evidence-based approach to providing early intervention to struggling learners. The core principles of the RTI process at Sumter County Schools are: (a) evidence-based instruction is provided with fidelity, (b) student progress is monitored frequently, (c) students' responsiveness to intervention is evaluated, and (d) instruction is adapted as needed. Response to intervention is based in the general education classroom where teachers routinely implement a strong and rigorous standards-based learning environment. Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process.

### **SCHOOL RESOURCE OFFICERS (SRO)**

The Sumter County School District is fortunate to have a School Resource Officer assisting with school safety. The officer's role is to teach the children a variety of safety measures. The main goal of the program is to teach students that law enforcement officers are here to help.

### **STUDENT ACCEPTABLE USE GUIDELINES/STUDENT ACCEPTABLE USE POLICY**

#### **Sumter County School 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 Student Internet Acceptable Use Policy Agreement.
4. Each time a student logs 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 Schools Computer and Network Resources Student Acceptable Use Guidelines**

***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 on-line 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:
  1. Damaging to another person's reputation;
  2. Abusive;
  3. Obscene;
  4. Sexually oriented;
  5. Threatening or demeaning to another person;
  6. Contrary to the school's policy on harassment;
  7. Harassing; or
  8. 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 by passing 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.

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.

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.

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 Web Site 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 SCS 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 key words, 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 they 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 sometimes email being delivered and other times it is not? If so, do you see any pattern such as messages going through if you reply to one they sent you, or they 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.

*Keyword Checking* – There is a long list of keywords and phrases that if found in the subject or body of the message will be identified as SPAM. Examples would include but not limited to phrases such as "don't miss out," "find out more," "100% guaranteed," "please answer quickly," "call now," "adult only," and a host of obscene phrases. Words included would be Viagra, nympho, erotic, and all those words not fit to print. Yes, we know that not every message with one of those is SPAM but these are the most common and if they are removed from the filter will let hundreds or thousands of SPAM messages through each day.

*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, so 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, and DOC are NOT blocked unless they contain Macros. File attachments are quarantined so if they don’t have a Macro then they can be forwarded on to the recipient if they are work related and the recipient lets us know when they get an automated notification that it was blocked.

**SUMTER COUNTY SCHOOL SYSTEM STUDENT INTERNET ACCEPTABLE USE  
POLICY AGREEMENT**  
(See Appendix B)

**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 SST meeting. 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**

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 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.

## **SECTION IV: POLICIES AND PROCEDURES**

### **ADMISSIONS 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
7. Transcripts or report card of previous school
8. Copy of previous discipline records

For entrance into 6<sup>th</sup> grade or the equivalent age, all students must have at least one additional dose of MMR for a total of two administered on or after the child's first birthday and at least 30 days apart. This dose may be given at the local county health department or by the child's private physician. Children without this additional vaccination will not be allowed to enter sixth grade.

### **AFTERNOON DISMISSAL PROCEDURES**

Students should make transportation arrangements prior to school being dismissed. When the dismissal bell rings, students will either report to the bus ramp at the back of the school or if a car rider will report to the front of the school for pickup or the student parking lot, and P.A.S.S. students are to report to the cafeteria. Students should be out of the building and off campus by 4:00p.m. unless they are under the direct supervision of a teacher. The school is not responsible for students left on campus without appropriate adult supervision.

### **ATTENDANCE (ABSENCES AND EXCUSES)**

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 of each parent or guardian to send his/her child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic 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 tardies for any reason are almost certain to affect adversely a student's school work. 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. In order to meet attendance requirements, students must be in attendance the days school is in session. Any student who is absent for 7 or more excused AND unexcused days in any class during a semester will receive No Credit (NC) for Lack of

Attendance (LOA). **Out of school suspensions will count as unexcused absences.** Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690 parents/guardians may only write three (3) excuses for absences per semester. Any additional absences require documentation from mental health, social service agencies, clinic assistant or nurse, doctor, dentist, truancy panel, Department of Family and Children Services, etc.

### **DOCUMENTED ABSENCES**

Students may be temporarily excused from school by the principal in the following circumstances: Serious illness or hospitalization. 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 to which 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 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 shall result in an unexcused absence. Excuses may be sent by FAX or e-mail. **The principal or the 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 absence from school within five (5) days of their return to school. The time period for make-up work should be relative to the amount of time missed. For example, a student absent for one day will have one day to make up assignments missed. Students placed in in-school 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. Teachers are **NOT** required to provide make up work for students assigned out of school suspension.

### **BOARD POLICY**

**Descriptor Code: JBD**

#### **Absences and Excuses**

A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, pupils may be excused for the following reasons:

- a. Personally ill and when attendance in school would endanger their health or the health of others;
- b. A serious illness or death in their immediate family necessitates absence from school;
- c. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
- d. Celebrating religious holidays;
- e. Conditions render attendance impossible or hazardous to their health or safety; and
- f. Registering to vote or voting, for a period not to exceed one day.

A student whose parent or legal guardian is in military service in the U. S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present under the following circumstances:

- a. When they are in attendance at least one half of the instructional day;
- b. When serving as pages in the Georgia General Assembly;
- c. Students in foster care shall be counted present when attending court proceedings relating to their foster care; and,
- d. If a Student Teen Election Participant (STEP) Program is established by the Superintendent and the local election superintendent, eligible students shall be counted present for up to two days per school year while volunteering as poll officers during elections.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. Excuses shall be dated and brought to the homeroom teacher within five days after the student's absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. 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. After five (5) days no excuse is valid. Work missed due to out of school suspensions may not be made up. All make-up work must be completed within five (5) days of the student's return to school.

For the purposes of perfect attendance awards, students shall be counted present when they are in attendance at least one half of the instructional day or serving as pages of the Georgia General Assembly.

The Superintendent has the authority to affect the procedures and rules to carry out this policy.

#### High School Attendance Policy

A student shall not be absent from school or from any class or other required activity unless with prior written permission of the principal or designee except for reasons stated in this policy. No student shall encourage, urge or counsel other students to violate this policy.

Beginning in the 2014-2015 school year and continuing for subsequent years, any high school student having more than 7 excused, approved or unexcused absences in a class during a school year will receive no credit for that class unless a waiver is granted by the Attendance Committee.

The Attendance Committee is a standing committee composed of five (5) members appointed by the principals and chaired by an administrator. The chair shall vote only in case of a tie.

The Attendance Committee shall use the following guidelines in determining whether to grant a waiver:

- a. If all absences are excused, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absence.
- b. If any absences are unexcused, the Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's

personal life or family situation which would require that the provisions of this policy be waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absences. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.

The Superintendent and/or his or her designee has the authority to enact rules to carry out this policy.

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**ADOPTED: April 11, 1996**

**LAST REVISED: March 13, 2014**

**Sumter County Board of Education**

### **ATTENDANCE APPEALS**

In the event that the student is absent seven (7) 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 seven (7) absences in any class per semester or 15 per year. **Any student who exceeds the number of absences allowed in any class during a semester will be informed that he/she will not receive credit for that class.** 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 the attendance 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**

A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

*As permitted under state law and State Board of Education policies, students may be excused for the following reasons:*

1. Personally ill and when attendance in school would endanger their health or the health of others; A serious illness or death in their immediate family necessitates absence from school;
2. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order; Celebrating religious holidays; Conditions render attendance impossible or hazardous to their health or safety; Registering to vote or voting, for a period not to exceed one day; and,
3. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

*Students shall be counted present under the following circumstances:*

- When they are in attendance at least one half of the instructional day;
- When serving as pages in the Georgia General Assembly;
- Students in foster care shall be counted present when attending court proceedings relating to their foster care; and
- If a Student Teen Election Participant (STEP) Program is established by the Superintendent and the local election superintendent, eligible students shall be counted present for up to two days per school year while volunteering as poll officers during elections.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. Excuses shall be dated and brought to the homeroom teacher within five days after the student's absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. 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. After five (5) days no excuse is valid. Work missed due to out of school suspensions may not be made up. All make-up work must be completed within five (5) days of the student's return to school.

The Superintendent has the authority to affect the procedures and rules to carry out this policy.

The Attendance Committee is a standing committee composed of five (5) members appointed by the principals and chaired by an administrator. The chair shall vote only in case of a tie.

*The Attendance Committee shall use the following guidelines in determining whether to grant a waiver:*

- a. If all absences are excused, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absence.
- b. If any absences are unexcused, the Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived.
- c. If so, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absences.
- d. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.

The Superintendent and/or his or her designee have the authority to enact rules to carry out this policy.

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### **BELONGINGS**

Students are encouraged to take care of their belongings. Textbooks, clothes, and other articles found should be turned in to the office. The school does not accept responsibility for lost or stolen articles. Parents are encouraged to label all items with the student's name for personal identification.

### **BOOK BAGS**

**Book Bags/Activity Bags** - For security reasons only clear or mesh book bags are allowed at ASHS. No brief cases or grips are allowed. **Book bags/oversized purses cannot be worn on campus during the school day and must be placed in the student locker. Activity bags must be left in a designated area prior to the beginning of the school day if the bag will not fit in the student's locker.**



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

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

Bullying is defined as follows: An act that is:

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

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

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing

officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

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

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

### **BUSES**

Students who are transported to and from school by Sumter County School buses are under school jurisdiction from the time they board the bus in the morning 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. Bus students are expected to obey the rules and regulations printed in the *RIDE GUIDE*. Students who misbehave on the bus will be referred to the administrative staff and will receive the appropriate punishment for their behavior. Once bus students 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 written and signed note to Panther Support with an appropriate phone number where a parent can be reached. Bus passes are issued during the lunch period in Panther Support.

### **CAR RIDERS PROCEDURES**

Students are to arrive at or after 7:40 a.m. daily to the cafeteria for breakfast. Breakfast will end at 8:10 a.m. All car riders should be picked up no later than 4:00 p.m. from the front of the school building.

### **CELL PHONES**

Please refer to the School Board policy – POSSESSION/USE OF ELECTRONIC DEVICES BY STUDENTS in the Sumter County Schools Student Code of Conduct manual regarding cell phones and other electronic devices. The school will not be held responsible for lost or damaged student cell phones. Cell phones are not to be used during the school day. If a cell phone is seen or heard, it will be confiscated, and ABE points will be deducted. A parent or guardian may come after school between 4:00 p.m. and 4:30 p.m. to pick up cell phones without paying, but the holding time of phone remains as above.

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.**

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ADMINISTRATIVE PROCEDURE  
Sumter County Board of Education

Approved: 4/13/2017

### **CHECK OUT PROCEDURES**

The time to end the official school day will be posted at each school and will be clearly communicated to both students and parents. Students are expected to remain in class each day until the dismissal bell rings. This does not, of course, prevent a parent from occasionally picking up his/her child from school for a valid reason. The emphasis here is on the words “occasionally” and “valid.” It is very disruptive to an entire class when a student is called to the

office. If your child must leave school before the regular dismissal time, he/she will be paged from the office and sent to you. Teachers are not permitted to release any student until the office contacts them. The school strongly recommends that only parents or legal guardians pick up students from school. **No check out will be allowed after 3:30p.m.**

**Students will be permitted to be checked out early only by persons whose names are on the authorized checkout list for that student and who can present a photo I.D.**

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 a student out of school must be listed on the student's registration form and be able to provide a proper picture identification. This will ensure 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.

### **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. Your best source of information is the radio. Telephone lines will be for official emergency use by the school.

### **CLUBS AND ORGANIZATIONS STATEMENT**

Extracurricular clubs and activities are an important part of the life of the high-school child. Membership in different clubs and organizations gives students the opportunity to develop skills in social interaction, to be creative, and to assume positions of responsibility.

### **CLUB INITIATIONS**

No school club/organization or student shall participate in hazing or any type of initiation activity. Involvement in such activity shall be subject to disciplinary action by the administration (as prescribed by the state law). **For the protection and safety of Sumter County School students, there will be no initiation activities.**

### **CONTAGIOUS DISEASES**

Any child who has a condition which is contagious such as pink eye, impetigo, head lice, etc., 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. Please do not send delivery of flowers, candy, stuffed animals, etc. on students' Birthdays, Holidays, or Valentine's Day.

### **ELECTRONIC DEVICES**

All communication devices should be left at home. They will not be allowed in classes or at school events without a permission slip from the office. Any item that disrupts the instructional day should not be brought to school. Those items that interfere with the classroom will be confiscated by the teacher and turned in to the principal. Toy guns or other look-alike weapons will be considered weapons. They will not be allowed on campus for any reason. Students who violate this rule will be subject to disciplinary action.

## **ENROLLMENT RESTRICTIONS**

### **II. Requirements for Enrollment**

#### **1. Authority to Enroll**

Under the provisions stated in O.C.G.A. § 20-2-690.1, a parent, guardian, or other person has the authority to enroll a student in a publicly funded Georgia school.

- A. 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.
- B. The principal of the school to which a student is seeking admission 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.
- C. 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.
- D. 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.

#### **2. Age Eligibility**

Other than students specifically exempted by rule or by law, the following individuals are eligible for enrollment:

- A. Students who have attained the age of five by September 1 unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as prescribed in O.C.G.A. § 20-2-150; or
- B. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade accredited by a state or regional accrediting agency or the equivalent

- thereof, are otherwise qualified and will attain the age of five for kindergarten or six for first grade by December 31; or
- c. Special education students through the age of 21 or until they receive a regular high school diploma.

### **3. Evidence of Date of Birth**

Other than students specifically exempted by State Board rule or by Georgia law, before admitting any student to a school in the school system, the superintendent or designee shall accept evidence in the order set forth below that shows the individual's date of birth:

- 1) A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;
  - 2) A military ID;
  - 3) A valid driver's license;
  - 4) A passport;
  - 5) An adoption record;
  - 6) A religious record signed by an authorized religious official;
  - 7) An official school transcript; or
  - 8) If none of these evidences can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
- A. Upon presentation of one of these evidences above, a photocopy of the document shall be placed in the student's record and the document that is presented shall be returned to the parent, guardian, or other person.
  - B. A student will be identified in the local Student Information System (SIS) and in the Georgia Statewide Student Information System (GSSIS) by the student's legal name as it appears on the documentation submitted for age verification as cited above or in a court order changing the student's name.
  - C. Once a student has successfully enrolled in any publicly-funded Georgia school by providing one of the evidences cited above and is recorded in the Georgia Testing Identifier application (see SBOE Rule 160-5-1-.07), further proof of age is deemed unnecessary.

### **4. Other Documents Required During the Enrollment Process**

The parent or guardian, or other person must provide:

- A. 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.
- B. 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.
- C. 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.
- D. 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 are:*

1. A lease or rental agreement consisting of written evidence that the agreement is valid and current, **and** a current utility bill (gas, electric, water, telephone, or cable). Records must include the name and street address of the parent/guardian.
- OR
2. A property tax statement or home ownership title (property deed, warranty deed, quit-claim deed, or security deed), **and** a current utility bill (gas, electric, water, telephone, or cable). Records must include the name and street address of the parent/guardian.

**5. Students Placed by DHR or DJJ**

- A. When a student is being placed by DHR into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act. Foster children awaiting permanent placement qualify as homeless under the McKinney-Vento Act.
- B. Upon notification by DJJ that a student will be enrolling in the school system, the school system shall enroll the student in his or her home school, as opposed to an alternative educational setting, unless the Case Management Consultation team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an Individualized Education Program (IEP) team shall take precedence.
- C. Upon notification by DHR or DJJ, the school system shall immediately enroll a student in the physical or legal custody of DHR or DJJ or a student placed by DHR or DJJ in a residential facility located within the school system's jurisdiction, pursuant to O.C.G.A. § 20-2-133. The school system will follow guidelines developed by the State Department of Education governing the provision of education services provided by local school systems to students being served in therapeutic facilities.

**6. Provisional Enrollment**

A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances in the discretion of the superintendent or designee.

- A. The superintendent or designee shall notify the registering parent, guardian, or other person at least 10 calendar days prior to the withdrawal of the student.
- B. If evidence is not provided within this period, the superintendent or designee shall mark the student withdrawn at the end of the thirtieth day.

- i. The registering parent, guardian, or other person will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.
  - ii. The superintendent shall report violations to the appropriate authorities for adjudication.
- C. O.C.G.A. § 20-2-150(c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.
- D. Students pre-registering for school are not eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
- E. The provisions of O.C.G.A. § 20-2-670 regarding transfer of discipline actions or felony convictions for students in grade 7 and above shall take precedence over any provisional enrollment.
- F. A student shall be allowed to enroll in the school system if the student meets residency and other specified qualifications and otherwise would not be denied enrollment under O.C.G.A. § 20-2-751.1 and O.C.G.A. § 20-2-751.2 concerning student expulsion.
- G. The school system is not responsible for making determinations regarding immigration and visa status. The school system will accept non-immigrant, foreign students on visas and immigrants/non-visa-holders who meet age and residency requirements without inquiring about their legal status, in accordance with federal or state law and SBOE rule.

### **III. Admission of Students Suspended or Expelled from Other School Districts**

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.

A student who has withdrawn from school in another school district to avoid receiving a suspension or a hearing as to whether the student should be suspended for more than 10 consecutive days or expelled may not enroll in the schools in this school district until the student has completed a hearing before the previous Board of Education or its designated tribunal and that Board of Education has determined the guilt or innocence of the student and the appropriate disposition of charges against that student.

The Superintendent shall have the authority to waive this policy as to any student when the denial of admission to a school in this district would constitute a violation of the Individuals with Disabilities Act, the Rehabilitation Act of 1973 or other federal or state law.

### **EXTRA-CURRICULAR ACTIVITIES**

Sumter County Schools offer a wide range of activities to help provide a well-rounded educational program. Included are clubs, band, cheerleaders, sports, and academic teams. Membership and information regarding qualifications are presented to the student body. Additional information can be obtained from the office, coach or sponsor of the activity.

Extracurricular activities are governed by state standards and regulations. Any student participating in activities must have passed 5 of 7 (traditional) or 3 of 4 (block) academic

subjects the previous semester to be eligible. Sponsors are expected to check all candidates' records carefully. This rule is part of state requirements for all extracurricular activities. Students who are assigned to afterschool Alternative Behavior Education intervention (ABE) detention, In School Suspension (ISS) or Out of School Suspension (OSS) will not be allowed to participate in any extracurricular activities on any school campus until the time is served.

### **FEES AND FINES**

All fees and fines must be paid at the end of each school term. Students who owe fees for textbooks or materials should pay their teacher during the school year. During the summer, textbook fees and fines should be paid in the front office. Students who owe Media center fines should pay those fines in the media center. Any fee or fine related to sports must be paid prior to students being able to participate in the next season. All financial obligations to the school must be met prior to graduation. In addition, there will be a processing fee of \$5 for ADAPT, DDS Attendance, Notary, Birth Certificate, Official Transcripts, etc.

### **FIRE DRILLS/LOCK DOWN/TORNADO DRILLS/DISASTER DRILLS**

Fire drills will be held monthly (except November and February) with an additional drill during the first two weeks of school. Evacuation routes are posted in all rooms. When the fire alarm sounds, students are to line up quietly and file out of the building to the designated areas where their teacher will take roll. If the alarm rings during a class change or during students' lunch period, students are to leave the building by the nearest exit.

During the case of a **LOCKDOWN**, students will not be allowed to checkout/leave the build. For the safety of parents/guardians and stakeholders, no one will be allowed to enter/leave the building during this time.

Tornado drills will be held in lieu of fire drills during November and February. When a tornado watch is announced, students will move to their assigned area and await further instructions. If a tornado warning is issued, all students and staff members will assume the "duck and cover" position until the signal for "all clear" is sounded.

**OTHER EMERGENCY DRILLS** will be held as directed by the county.

Monthly disaster drills will be scheduled during the school year and should be respected for the protection of life. Instructions are posted in each classroom and teachers will inform students of proper procedures for evacuating the building.

### **HALL PASSES**

All students outside a class period must have in their possession a valid hall pass or agenda planner. Students can expect disciplinary action if found without a hall pass or agenda planner.

All students will respect any school personnel checking hall passes or agenda planners. Student will be expected to give name, grade, and answer any other questions asked.

Teachers will not allow a student to enter or disrupt a class without permission from the teacher who is responsible for the student at the time.

### **HEALTH RECORDS**

Student health records refer to (maintained privacy etc.) immunizations that are required for school attendance.

### **HOMELESS**

Students defined as homeless are allowed to enroll in school. A homeless child or youth is 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**

In an effort to increase school security and safety, all students are required to wear a student ID card on a clip or lanyard, both of which will be issued to every student at the beginning of the school year for the first time at no charge. All students must wear the ID Clip or lanyard daily during school hours. For safety purposes, all students must be visually identifiable to school staff. These badges will be used to check out books from the media center. They will also be used to obtain breakfast and lunch trays. Damaged and lost badges will be replaced for \$5.

### **IMMUNIZATIONS**

Georgia's immunization requirements for children attending seventh grade have been revised to align with the current Recommendations of the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Effective July 1, 2014, all children born on or after January 1, 2002 who are attending seventh grade, and children who are new entrants into a Georgia school in grades eight through twelve, must have received one dose of T-dap vaccine and one dose of meningococcal conjugate vaccine.

### **ILLNESS/ACCIDENTS**

If your child is injured or is ill at school, we will make him/her as comfortable as possible and then call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers you listed on the student registration form. If no one can be reached in a critical emergency, the child will be transported to the hospital. It is very important that the school has an updated working phone number on the emergency contact form. **No school employee is permitted to give any aspirin.**

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names(s)
2. Complete and up-to-date address
3. Home phone number and parent(s) work phone (connected and working)
4. Emergency phone number of a friend or relative (connected and working)
5. Physician's name and phone
6. Medical Alert information
7. Authorized person(s) allowed to pick up child

**No school employee is permitted to give medication without written parental consent.**

### **LOCKERS**

Students may rent a locker through homeroom for \$5.00. Students are strongly encouraged to take advantage of this means of security, especially because they are responsible for books and materials issued to them by the school. Students are not to share their lockers or locker combination with others. Lockers may be inspected at any time by school officials. Lockers may only be used at designated times. Students who violate the rules will forfeit locker

privileges. Only school locks may be used and must not be removed from the lockers. Students must pay for replacement locks if lock is missing.

### **LUNCHROOM INFORMATION**

Students are expected to eat in the lunchroom in a quiet and orderly manner. Each student is responsible for returning trays and disposing litter to the proper places. Food cannot be taken from the lunchroom. Neither fast foods nor soft drinks may be brought into the lunchroom. Parents are welcome to have lunch with their child. Please call the office to make reservations and find out the cost for adult lunches.

All students 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. If your child has food allergies, please list them in writing and give the list to the teacher. She will see that the nutrition workers are aware of the allergies. It is assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why a child cannot drink milk. **NO SOFT DRINK CONTAINERS ARE ALLOWED.** For sanitary considerations, the Georgia State School Food Service prohibits the students from giving or accepting food in the cafeteria.

The school will provide a nutritionally balanced breakfast and lunch to all pupils regardless of their ability to pay or their race, color, national origin, age, sex or handicap.

**Students must have I.D. cards in order to eat breakfast and lunch.**

### **MEDICATION/NURSE**

Medical care of the individual student is the responsibility of the parent or guardian. No school employee shall be responsible in any way for administering any drugs or other medication to a student attending Sumter County Schools, except as consented by parents and following specific administrative procedures.

**Medication to be administered during school must be brought to the school office. Failure to do so will result in disciplinary action.** The parent/guardian must send a note to the office in order for the student to take any medication while at school. Medicine must be in the original container. The note must include the name of the medication and the time it is to be given.

### **PARENT PERMISSION TO DROP OUT**

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 the requirements for a public school, a private school, or a home study program.

### **PLEDGE**

Reciting the Pledge of Allegiance during morning announcements is just 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.

### **RETURNED CHECKS**

If a check is returned from the bank (insufficient funds, stop payment, etc.) parents will be required to redeem the returned check with cash or money order in the front office. A charge will be assessed for any returned check in accordance with Georgia Code O.C.G.A § Section 13-6-15 not to exceed \$30.00 or 5 percent of the face amount of the instrument, whichever is greater. 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 permission from the school principal. Students are not to buy or sell toys, food, supplies, or products at school.

### **SCHOOL HOURS**

Regular School operating hours for the school day will be 7:30 a.m. to 3:55 p.m. Students who arrive before 7:30 a.m. (car riders, walkers, bus, and etc.) will not be allowed in the building.

### **SCHOOL INSURANCE**

School insurance is available to all students. An insurance packet will be sent home during the first week of school. Purchase of the insurance is optional. 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. The school offers accidental coverage only through National Security Insurance Company. Both “School Day” and “24-Hour” coverage are available.

### **SCHOOL SUPPLIES**

Students are required to have their own materials, books, paper, and pencils as prescribed by the teacher. Teachers or other students will not supply pencils and paper to others. School supplies can be purchased from the school store.

### **SEX EDUCATION**

HR 914 requests support for reproductive freedom of choice and family planning and recognizes the need for state and federal funds to facilitate reproductive health services, age appropriate, medically accurate sex education, and federal funding for voluntary international family planning.

### **STUDENT SURVEYS**

Americus-Sumter High School students will occasionally be asked to participate in local and state surveys. If you do not wish for your child to participate, please send a written statement to the school (Main office).



## SUMTER COUNTY SCHOOLS DRESS CODE POLICY

Students, at all times, 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 be worn at all times. **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 be worn at all times.
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.

**\*Administration will use its discretion on whether or not 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 worn over the dress at all times.
4. Sun dresses must be worn with a jacket at all times.
5. No spaghetti strap blouses or dresses unless an acceptable shirt is worn at all times.
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 skin tight 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 down and have to 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

### **VEHICLES/PARKING PERMITS**

School personnel have the authority to regulate the operation of motor vehicles on school property and property used by the school. Any violation of the rules may result in the revocation of a student's parking permit or other disciplinary measures that are deemed necessary. Students maintain their driving/parking privileges by obeying and following the rules and regulations below.

Student must complete a vehicle registration form prior to receiving a permit. Permits may be purchased for the school year in the front office at Americus-Sumter High School for a fee of \$25. Students will have two school days after classes begin to purchase permits. New students will have two days after registration to purchase permits. Cars without a permit will be ticketed or towed at the owner's expense. All vehicles parked on school grounds and property used by the school must be registered and be parked in the designated lots. Cars not parked in the designated student parking lot will be ticketed or towed. Loitering or visitation in the parking lot is prohibited. The Sumter County School System is not responsible for vehicles, or its, contents, while parked on school property or property used by the school. Student vehicles may be inspected whenever a school administrator has reasonable grounds or reasonable suspicion that illegal or unauthorized materials are present in or on the vehicle. Such inspections/searches may be conducted without notice, without student consent, and without a search warrant. No reckless driving will be tolerated. In the event a student purchases another vehicle or switches vehicles, it

shall be the student's responsibility to notify the office of the change. Parking privileges will be revoked upon the tenth tardy to school for the remainder of the current nine weeks period. Parking violations will be assessed at \$5 for the first violation, \$10 for the second violation, and \$20 per subsequent violation. Vehicles will be towed at the owners' expense if parked in a restricted area.

### **TARDIES**

Tardiness is defined as (1) being late for school, or (2) late for class. Students are tardy to school at 8:10 a.m. Tardies accumulate on a nine weeks basis. A little late is too late! Students are tardy to class when the student is not in the classroom when the tardy bell sounds. Students who are tardy to class will report to class and sign the tardy roster. Students tardy to school will report to Panther Support to sign in and retrieve a tardy slip to submit to the teacher.

### **TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT**

Section a. 1 of the Georgia's Teenage and Adult Driver Responsibility Act of 1997 requires that local school systems certify whether or not a student's attendance pattern and discipline record allow him or her to have a Georgia's Driver's permit or license. The Sumter County School System's central office is required by this law to receive information from the school regarding students 15 or 17 years old whose driver licenses are to be revoked or not issued according to the provisions of the law. Such a student is one who:

- Has dropped out of school without graduating and has remained out of school for ten consecutive school days.
- Has more than ten consecutive school days of unexcused absences in any semester or combination of two consecutive quarters; or
- Has been suspended from school for:
  - I. Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - II. Possession or sale of drugs or alcohol on school property; or
  - III. Possession or use of a weapon on school property.

**\*\*Notarized Attendance Certificates may be obtained from the school's office.**

### **TEXTBOOKS**

Textbooks are the responsibility of the student. All students must pay for lost or damaged textbooks, based on the State textbook prices. Students will not be issued another text until the lost textbook fee is paid.

### **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 10:30 a.m. Permission will not be granted if parent cannot be reached. Bus passes may be picked up from student services during lunch.

### **VISITORS**

Parents and other visitors are always welcome and encouraged to come to the school. We invite you to visit your child's classroom and school and get acquainted with the teachers.

1. All visitors must report to the office upon entering the building.
2. **All visitors must have a Visitor's Pass before they will be allowed to visit any part of the school building. Visitors that are not authorized are loitering and are considered trespassing.**

### **WASTE, FRAUD, AND ABUSE**

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.

### **DEFINITIONS**

*Fraud* - the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Sumter County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

*Waste* - the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

*Abuse* - the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

### **STATEMENT OF ADMINISTRATIVE REGULATIONS**

The Sumter County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud, waste, or abuse of any kind to determine if disciplinary, financial recovery and/or criminal action should be taken.

### **CONFIDENTIALITY**

All reports of suspected fraud, waste, or abuse must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

### **PROCEDURES AND RESPONSIBILITIES**

1. Anyone suspecting fraud, waste or abuse concerning federal, state or local programs should report their concerns to the Superintendent or the Superintendent's designee of the Sumter County Board of Education at 100 Learning Lane, Americus, GA 31719, or call (229) 931-8500.
2. Any employee with Sumter County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. The employee is to contact the Superintendent or the Superintendent's designee at (229) 931-8500. Employees have the responsibility to report suspected fraud, waste or abuse. All reports can be made in confidence.
3. The Sumter County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud, waste or abuse.

6. A hard copy of these Fraud, Waste, or Abuse Administrative Regulations and **Code of Ethics** shall be disseminated to all employees at the beginning of each school year and will sign attesting that he/she has received the information and understands its contents, and be posted in a visible location at all schools and facilities and on the Sumter County Schools website ([www.sumterschools.org](http://www.sumterschools.org)) on the Federal Programs Web Page.
7. A report shall be made to the Sumter County Board of Education if fraud, waste, or abuse is suspected of or by the Superintendent.

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

## **SECTION V: STUDENT CODE OF CONDUCT**

### **SCS STUDENT BEHAVIOR CODE**

#### **Board Policy Student Discipline**

**Descriptor Code: JCDA**

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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

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**Date Adopted: September 12, 2002**

**Last Revised: April 11, 2013**

**Sumter County Board of Education**

It is the purpose of the Sumter County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be



necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

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

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### **AUTHORITY OF THE PRINCIPAL/AUTHORITY OF THE TEACHER**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct covered or not covered in this Code, the principal may undertake corrective measures that 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. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

\*\* Each time a student is given In-School Suspension or Out-School Suspension the parent(s)/guardian 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, 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.

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.

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 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 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 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 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 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 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 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, and
- information regarding how the student's parents may contact the principal.

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

- 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 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
- 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 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 any disciplinary or placement action.

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

- Send written notification of the action to the teacher and the parents of the student
- 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. 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 deem appropriate to improve the student's behavior or both.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. The following is an **example of the progressive discipline procedures**:

- **1<sup>st</sup> OFFENSE- Warning (verbal or written)/ Deduction of ABE Points**
- **2<sup>nd</sup> OFFENSE- Contact parent/guardian/ ABE Intervention Assigned**
- **3<sup>rd</sup> OFFENSE- Teacher Detention/ABE Intervention Assigned**
- **4<sup>th</sup> OFFENSE- Referral to office**

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

- Warning and/or Counseling with a School Administrator or Counselor
- Alternative Behavior Education Referral (ABE)
- Loss of Privileges
- Isolation or Time Out
- Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention
- Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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

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.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified, if possible. School

officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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.

### **ALTERNATIVE BEHAVIOR EDUCATION (ABE)**

ABE utilizes interactive software which emphasizes the importance of responsible behavior. Furthermore, this program empowers teachers and administrators with the ability to combat dropout rates, disproportionality, number of referrals, and ISS/OSS assignments. As for students, ABE is designed with student behavior and social success in mind.

Students will be placed on a point system. They will gain or lose points throughout the building during the week and the following weeks to come as they meet certain point thresholds. These thresholds are called triggers and based on these triggers students will receive rewards or consequences. An example of this would be the following situation: A student is sleeping in class and not completing any assignments. The student is awakened by the teacher and the student fails to comply with the teacher. The teacher will deduct ABE points for sleeping in class, not complying with the teacher, and classroom disruption. These point deductions will result in ABE Checking Account Triggers.

#### **ABE Checking Account Triggers**

<b>50 – 45 points:</b>	<b>Weekly Reward</b>
<b>44 – 40 points:</b>	<b>Satisfactory</b>
<b>39 – 35 points:</b>	<b>1 Day of Lunch Detention and Parent Contact by Teacher</b>
<b>34 – 30 points:</b>	<b>2 Days of Lunch Detention and Parent Contact by Teacher</b>
<b>29 – 20 points:</b>	<b>ABE Intervention with Lunch Detention Daily until ABE Intervention is complete</b>
<b>&lt; 20 points:</b>	<b>Office Discipline Referral in Infinite Campus</b>

***\* No Weekly Reward when students drop below 45 points; Points are cumulative for the week and class-to-class.***

In addition to the rewards or consequences, our students will have other rewards and discipline consequences. For example, students will receive incentives/rewards for positive behavior or after school detention with interventions for non-positive behaviors which will be held on Tuesdays and Thursdays from 4:00 p.m. to 5:00 p.m. Should your child have ABE detention, it will be your responsibility to pick up your child at 5:00 p.m. If a student is assigned ABE intervention they will also have lunch detention until all requirements are met (80% Pass rate on each module). If a student fails to report to ABE detention, additional interventions will be assigned. Also, students who continually fail to report to ABE afterschool detention will be suspended until a parent conference is held.

### **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, lockers, or student automobiles

under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student may be in possession of illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.
2. **Locker Searches:** Student lockers are school property. School authorities have the right to conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. It is the responsibility of the student assigned to the locker to secure and be responsible for personal possessions and school property.
3. **Automobile Searches:** Vehicles parked on campus during the school day are required to be registered with the school and display the appropriate permit. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interiors of students' vehicles may be inspected/searched whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols, inspections, and searches may be conducted without notice, without student consent, and without a search warrant.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

### **DISCIPLINARY JURISDICTION OVER STUDENT CONTACT OFF-CAMPUS STUDENT MISCONDUCT AND JURISDICTION POSTING**

#### **Off-Campus Student Misconduct**

A student who has been **arrested, indicted, adjudicated, convicted,** or having information filed for conduct that occurs off-campus, and while the student is not in attendance at a school related event or activity, will be automatically placed in an alternative education program with/without a hearing, or will be recommended for expulsion or long-term suspension at a Student Evidentiary Hearing, provided that:

1. The Superintendent or designee has a reasonable belief that the student has engaged in conduct punishable as a felony or a delinquent act which would be a felony if committed by an adult, and the Superintendent (designee) believes the continued presence of the student in a regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. Students placed in an alternative education program under this provision will remain in such program pending the disposition of their criminal case. The Superintendent (designee) will review the outcome of the criminal case at that time and make a determination as to whether the student may return to his/her neighborhood school or remain in the alternative education program.
2. In addition, the School District has the authority to take disciplinary action regarding any off-campus, non-school related actions taken by students, which has a direct and immediate impact on school discipline, the learning environment, or the welfare and/or safety of students and staff. A student who has committed a criminal act while off-campus is subject to disciplinary action, up to and including expulsion.
3. The School District can also refuse to readmit or reenroll a student that has been expelled or suspended because the student has been convicted of, adjudicated to have committed, indicted for, or having information filed for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

#### **When and how principals become involved in discipline**

**Jurisdiction:** School administrators are authorized to take disciplinary action for misconduct that occurs:

- On the school grounds before, during or after school hours,
- On the school grounds at any time when the school is being used by a school group;
- Off the school grounds at a school activity or function or even,
- En route to and from school;
- On school buses or at bus stops;
- 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 have 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 up to and including expulsion from school. Such act could include, but is not limited to, a felony, a delinquent act which would be considered to be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct of a serious nature. A student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, is also subject to in-school suspension and/or assignment to an alternative education program.

## **INVESTIGATION OF MISCONDUCT**

### **STUDENT CODE OF CONDUCT**

#### **STATEMENT OF ADMINISTRATIVE PROCEDURES**

**INTRODUCTION** - Instruction should take place in a school environment conducive to learning. Effective instruction requires good order and discipline. Good order and discipline mean the absence of distraction and disturbance which interfere with functions of the teachers, students, class and school. Good order and discipline mean the presence of a friendly, business-like atmosphere in which students and school personnel work cooperatively toward established and accepted goals.

Students who misbehave usually have academic difficulties, and removal from school almost inevitably adds to their academic problems. Sometimes expulsion is precisely what a delinquent student desires. Also, as the school loses contact with a student and loses its opportunity to work with the student to eliminate antisocial behavior, the student may continue the misconduct in a way more dangerous to himself/herself and others. When the regular classroom is not the place for the student, other provisions will be made.

**STUDENT CODE OF CONDUCT** - Each student is expected to:

- Demonstrate courtesy and respect for others
- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials and assignments to class
- Be well-groomed and dress appropriately
- Obey all campus and classroom rules
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct

The District may impose campus, classroom, or club/organization rules in addition to those found in the Code of Conduct. These rules may be listed in the student handbooks or posted in classrooms, or published in extracurricular handbooks, state or national organization by-laws, and/or constitutions, and may or may not constitute violations of the Code of Conduct. Additional rules or requirements, not part of the Student Code, are adopted and approved by the sponsor, principal, and/or district administrator.

Sponsors and coaches of extracurricular activities may develop and enforce standards of conduct that are higher than the District's general standards and may condition membership or the student's participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs anytime, on or off school property; however, no provision of an extracurricular behavioral standard shall have the effect of discriminating the basis of gender, race, disability, religion, or ethnicity.

Organizational standards of behavior of an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in independent disciplinary actions. **A student may be removed from participation in extracurricular activities or may be excluded from school graduation/honors programs for violation of the Student Code of Conduct.**

### **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:** In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to 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 specified 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 substance which, when taken into the body causes noticeably impaired behavior and/or obvious physical symptoms. This definition includes illegal substances; legal substances such as alcohol, tobacco, solvents, and medicines; and all others covered under 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:** 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 (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine or similar device. Destructive device also includes any weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.

**Fireworks:** The term "fireworks" means any combustible or explosive composition or any substance of 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 stand 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.

**Long-Term Suspension:** Suspension from school for more than ten (10) days.

**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.

**Placement Review Committee:** A committee at each school established to determine the placement of a student who has been removed by class when a teacher withholds consent to return such student to the teacher's class.

**Possession:** The actual care, custody, control or management of an object or substance. A student shall be considered to be in possession of any substance or object prohibited or regulated by this Code if the substance or object is:

1. On the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, or backpack;
2. In any private vehicle used by the student for transportation to or from school or a school-related activity, including but not limited to a truck, auto, motorcycle, or bicycle; and
3. Any school property used by the student including a locker or a desk.

**Probation:** A conditional period of enrollment during a trial period

**School Authorities:** A school principal, an assistant principal, a School Resource Officer or any other school employee designated by the principal to administer discipline or to conduct inspections or searches of students, student lockers, student desks, or automobiles.

**School Safety Zone:** In or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school, or school board and used for elementary or secondary education.

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

**Short-Term Suspension:** A temporary termination of enrollment for up to ten (10) days until stipulated conditions are met.

**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.

**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 drug 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.

**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:** The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this policy includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons:

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.**

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## **OFFENSES AND CONSEQUENCES**

### **DISCIPLINE RULES AND CONSEQUENCES**

#### Disciplinary Procedures

Americus-Sumter High School follows a progressive discipline plan. Students are given ample opportunities to correct the disruptive behavior. After the teacher has dealt with the behavior, if a student continues the behavior, the student will be written up on a “discipline referral form.” The school administration will then implement the “CODE of Conduct” consequences listed on the following pages.

#### **01. ACADEMIC DISHONESTY**

**OFFENSE:** Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

- **Plagiarism:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabrication:** The falsification of data, information, or citations in any formal academic exercise.
- **Deception:** Providing false information to an instructor concerning a formal academic exercise—*e.g.*, giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheating:** Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- **Bribery:** or paid services. Giving certain test answers for money.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- **Professorial misconduct:** Professorial acts that are academically fraudulent equate to academic fraud.

#### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: Parent contacted, student assigned 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: Parent conference, assigned 3 Blocks ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: Parent conference, assigned 3 days ISS and 5 ABE interventions
- 4<sup>th</sup> Offense: Parent conference, assigned 1 day OSS and 5 ABE interventions. Student placed on a behavioral contract
- 5<sup>th</sup> Offense: Parent conference, assigned 5 days OSS. Student referred for tribunal hearing

**\*\* In ALL cases the student’s grade will be penalized at the discretion of the teacher**

#### **02. ACTS OF BIGOTRY**

**OFFENSE:** While on school grounds or during school activities engaging in any verbal or physical acts of bigotry whether observed, overheard, or known to be fact, by a member of the school faculty.

#### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS and 3 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS and 5 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 5 Days OSS, Referral to Tribunal

### **03. ALCOHOL**

**OFFENSE:** A student shall not possess, sell, use, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind. (*Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.*)

#### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days suspension from school pending a tribunal. Parent must provide proof of professional counseling prior to student return to school

A STUDENT WHO VIOLATES THIS RULE WILL FACE SUSPENSION FROM ALL EXTRACURRICULAR ACTIVITIES AND ANY ELECTED/APPOINTED STUDENT BODY OFFICE FOR ONE CALENDAR YEAR. (*In every instance, law enforcement will be notified.*)

### **04. ARSON**

**OFFENSE:** Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

#### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Restitution, Referral to Law Enforcement and Referral to Tribunal

### **05. ASSAULT/ BATTERY/ THREATENING ON SCHOOL EMPLOYEE**

**OFFENSE:** Engaging in an assault on and/or battery of any school employee on or off school property, if school-related. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee. (GA Code 20-2-753) Code Section (20-2-751.6) Relating to suspension policy for students committing acts of physical violence resulting in injury to teachers would be amended in: Subsection (a), (b), (c) to permit local boards to use disciplinary hearing officers or panels, in addition to tribunals, to hear cases involving students committing acts of physical violence resulting in injury to teachers.

#### **CONSEQUENCES:**

Minimum 10 days OSS. Student will be referred to a tribunal hearing for long term suspension and a formal complaint will be filed with the proper authorities.

### **06. BEING IN AN UNAUTHORIZED AREA**

**OFFENSE:** Being in areas designated as unauthorized  
*Students are not to be in unauthorized areas of the school without written permission.*

#### **CONSEQUENCES:**

1<sup>st</sup> Offense: 3 Days ISS and 3 ABE interventions afterschool detention  
2<sup>nd</sup> Offense: 3 Days OSS and 5 ABE interventions afterschool detention, student placed on a behavior contract  
3<sup>rd</sup> Offense: 5 Days OSS and 5 ABE interventions afterschool detention

### **07. BREAKING AND ENTERING-BURGLARY**

**OFFENSE:** Unlawful entry into a building or other structure with the intent to commit a crime.

#### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, and Referral to Law Enforcement or Juvenile Authorities

## **08. BULLYING**

**OFFENSE:** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm or emotional distress caused by repeated teasing, taunting, joking, name calling, etc. This includes cyber bullying, text message threats, and other electronic threats.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, meet with school counselor, Parent Conference prior to release from ISS and 3 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 3 Days OSS and 5 ABE interventions afterschool detention, Student placed on a behavior contract
- 3<sup>rd</sup> Offense: Minimum 5 Days OSS, Referral to Tribunal

## **09. CAMPUS DISTURBANCES/DISORDERLY CONDUCT**

**OFFENSE:** Causing substantial disruption of learning opportunities, the normal operating procedure of the school, and/or threatening the safety of other students

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 1 Day ISS (no warning) and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: 3 Days ISS, Meet with school counselor, and 3 ABE Interventions afterschool detention
- 3<sup>rd</sup> Offense: 5 Days ISS and 5 ABE interventions afterschool detention
- 4<sup>th</sup> Offense: 3 Days OSS, 5 ABE interventions afterschool detention, student placed on a behavioral contract
- 5<sup>th</sup> Offense: 5 Days OSS with Referral to Tribunal

\*Substantial disruption may lead to law enforcement referral\*

Georgia Code Section 20-2-1181 states that “it shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as established by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.”

## **10. CLASSROOM DISTURBANCE**

**OFFENSE:** Disrupting the learning environment

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days/Blocks ISS, meet with school counselor, parent conference prior to release from ISS, and 1 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 1 Day OSS and 5 ABE interventions afterschool detention
- 4<sup>th</sup> Offense: 3 Days OSS, 5 ABE interventions afterschool detention, and Student placed on a behavioral contract
- 5<sup>th</sup> Offense: Administrator’s Discretion and/or referral to tribunal hearing

## **11. CELL PHONE/ELECTRONIC DEVICES/BANNED OBJECTS**

**OFFENSE:** Electronic devices will not be allowed at school. Only devices necessary for student learning will be allowed. Electronic devices, ear phones, toys, games, etc. are not allowed at school. Any material stored or saved on confiscated electronic devices/cell phones may be searched by school officials. **CONFISCATED ITEMS MAY ONLY BE PICKED UP BY A PARENT OR LEGAL GUARDIAN. ALL CONFISCATED DEVICES WILL BE DISCARDED AT THE END OF THE SCHOOL YEAR.**

## **Cell Phone Policy**

- 1) Cell phones are not to be used during the school day. If a cell phone is seen or heard, it will be confiscated, and ABE points will be deducted. The guidelines for cell phone violations are as follows.

1<sup>st</sup> Offense – Student must pay \$6.00 at end of day (or the following day if is taken up after 11:00 A.M.)

2<sup>nd</sup> Offense- Student must pay \$7.00 after phone is kept for a week.

3<sup>rd</sup> Offense- Student must pay \$10.00 after phone is kept for 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 **between 4:00 pm and 4:30 pm** to pick up cell phones without paying, but the holding time of phone remains as above.

- 2) 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 5 days 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 1 month.**

## **12. COMPUTER TRESPASS**

**OFFENSE:** Unauthorized use of a computer, computer network, or data

### **CONSEQUENCES:**

Penalty at the discretion of the administrator which may include, but is not limited to loss of computer privilege, ISS, suspension, suspension for a tribunal hearing, and/or referral to law enforcement officials, or juvenile authorities. Immediate restitution for any damages is required. (**See Internet Usage Policy**) Pornography

## **13. DISOBEDIENCE, DISRESPECT, MISCONDUCT, AND/OR INSUBORDINATION** **(Following Directions, Refusal to obey faculty, Inappropriate Behavior, Interruption Instruction)**

**OFFENSE:** Acting in a rude, disobedient, disrespectful and/or insubordinate manner and/or refusing to identify oneself correctly upon request.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, meet with school counselor, parent conference prior to release from ISS, and 1 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 3 Days OSS and 5 ABE interventions afterschool detention and student placed on a behavioral contract
- 4<sup>th</sup> Offense: 5 Days OSS with Referral to Tribunal

*\*Blatant disrespect may result in immediate suspension*

## **14. DRUGS: Drug related, Drugs, Pseudo Drugs**

**OFFENSE:** 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, prescription, 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, white-out, and/or rubber cement does not constitute a violation of this policy.

**Georgia law**, 16-12-191, provides that persons may be in possession of *medical* marijuana under limited circumstances defined in the law. 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. Parents must administer medical marijuana off campus to the student.

**Federal law** has NOT changed and possession of any form of marijuana is illegal.

*(Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.)*

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: Minimum ten-day suspension. The student will be referred to a tribunal for a formal hearing.  
IF A STUDENT IS CHARGED WITH A FELONY OR DESIGNATED FELONY POSSESSION:  
THE STUDENT IS SUSPENDED FOR 10 SCHOOL DAYS AND IS REFERRED TO A DUE PROCESS HEARING WHICH MAY IMPOSE LONG TERM SUSPENSION, EXPULSION, AND/OR ASSIGNMENT TO AN ALTERNATIVE SCHOOL.

*\*(In every instance, law enforcement officials and parents will be notified.)*

**15. FIGHTING/BATTERY**

**OFFENSE:** It shall be unlawful for any person or persons to engage in fighting. Fighting is a serious offense. Students may be charged with affray, disruption of public school, battery, and/or assault. If a student claims self-defense, it is the **student's responsibility** to prove that they acted in self-defense.

*(Based on investigation and evidence presented administrative discretion of consequences.)*

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days OSS and 3 ABE interventions afterschool detention  
2<sup>nd</sup> Offense: 5 Days OSS, 5 ABE interventions afterschool detention and student placed on a behavioral contract  
3<sup>rd</sup> Offense: 10 Days OSS with Tribunal Referral

*NOTE: If a school system employee is hit, whether intentionally or not, during the process of breaking up a fight, the student will receive a minimum ten-day suspension. In addition the student may be referred to a formal hearing.*

*NOTE: A legal complaint may be filed with the proper law enforcement officials at the discretion of the administration.*

**16. FOOD ITEMS** \* (Gum, candy, soft drinks, junk food) (Unless school-approved)

**OFFENSE:** Unauthorized possessing/chewing/eating/selling/buying of identified food items

**CONSEQUENCES:**

- 1<sup>st</sup> Offense: 1 Day/Block ISS, 1 ABE interventions afterschool detention, parent conference prior to release from ISS  
2<sup>nd</sup> Offense: 2 Days/Blocks ISS and 3 ABE interventions afterschool detention  
3<sup>rd</sup> Offense: 3 Days OSS and 5 ABE interventions afterschool detention  
(\*Note: In all instances, items and/or money will be confiscated and disposed of)



## **17. FORGERY/FALSE SIGNATURES/FORGED PASSES (False info, False signature)**

**OFFENSE:** Forging checks, school or parent documents, hall passes, absence or check out excuses, etc.

### **CONSEQUENCES:** Possible referral to law enforcement.

- 1<sup>st</sup> Offense: 3 Days ISS, 1 ABE interventions afterschool detention, and parent conference prior to release from ISS
- 2<sup>nd</sup> Offense: 5 Days ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 1 Day OSS and 5 ABE interventions afterschool detention
- 4<sup>th</sup> Offense: 3 Days OSS, 5 ABE interventions afterschool detention, and student placed on a behavior contract
- 5<sup>th</sup> Offense: Administrator discretion and/or referral to tribunal hearing

## **18. GAMBLING**

**OFFENSE:** Participating in illegal gambling, games of chance or possession of illegal gambling devices such as dice. Gambling on school property or while attending an activity under school supervision is not allowed.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, meet with school counselor, parent conference prior to release from ISS, and 3 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS, 5 ABE interventions afterschool detention and student placed on a behavior contract
- 3<sup>rd</sup> Offense: 5 Days OSS and a referral to disciplinary tribunal

**(Note: All gambling devices and/or money will be confiscated and given to law enforcement or returned to parent.) \*Law enforcement may be notified.**

## **19. HOMICIDE**

**OFFENSE:** Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 10 Days OSS, Tribunal referral, Notification of Law Enforcement.

## **20. INAPPROPRIATE DISPLAY OF AFFECTION**

**OFFENSE:** Displaying inappropriate expressions of affection such as kissing, holding hands, embracing, and petting, etc., while at school or at any school sponsored activity.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: WARNING, meet with school counselor, parent conference prior, and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS and parent conference meet with ASHS counselor, parent conference prior to release from ISS, and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 3 Days OSS and 5 ABE interventions afterschool detention

## **21. INAPPROPRIATE SEXUAL BEHAVIOR**

**OFFENSE:** Making sexual advances and or requesting sexual favors of any nature without force at school or any of its functions.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days OSS, meet with school counselor, parent conference prior to return from OSS, 3 ABE interventions afterschool detention, and student placed on a behavior contract
- 2<sup>nd</sup> Offense: 5 Days OSS, Referral to Tribunal
- \* (Possible Referral to Law Enforcement based on the severity of the student's actions.)

## **22. INDECENT EXPOSURE**

**OFFENSE:** Violating the school's dress code and/or removing one's own or another's clothing or acts which offend against commonly recognized standards of good taste.

### **CONSEQUENCES:**

Penalty at the discretion of the administrator which may include In-School Suspension, suspension, or suspension for a formal hearing.

*\*Indecent exposure is defined as removing clothing items, pulling down pants, wearing pants significantly below the waistline, or unzipping pants in public. Unzipping pants and/or pulling them down while wearing shorts underneath will be treated as indecent exposure.*

## **23. KIDNAPPING**

**OFFENSE:** Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Notification of Law Enforcement

## **24. LEAVING CAMPUS WITHOUT PERMISSION OR SKIPPING**

**OFFENSE:** A student shall not be absent from school or from any class or other required school function during school hours except for illness or other providential cause, nor shall any student encourage, urge or counsel other students to violate this rule. Truancy, skipping class or required in-school activity out of class without valid permission, being in areas designated as unauthorized (students are not to be in unauthorized areas of the school without written permission.) and/or leaving campus without permission constitute skipping.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, parent conference prior to release from ISS, and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 3 Days OSS, 5 ABE interventions afterschool detention, and student placed on a behavior contract
- 4<sup>th</sup> Offense: Minimum 5 Days OSS, Referral to Tribunal

## **25. MISBEHAVIOR IN IN-SCHOOL SUSPENSION (ISS)**

**OFFENSE:** Acting in a rude, disobedient, disrespectful, and/or insubordinate manner, causing a disruption, use of profanity, and/or failure to follow rules while in ISS.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 1 day OSS, parent conference, and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: 3 days OSS, and 3 ABE interventions afterschool detention with mandatory parent conference prior to student returning to school. Student will be placed on a behavior contract.
- 3<sup>rd</sup> Offense: Minimum 5 days OSS and referral to tribunal

## **26. MOTOR VEHICLE THEFT**

**OFFENSE:** Theft or attempted theft of a motor vehicle (car, truck, motorcycle, RV, dune buggy, ATV, or anything that is self-propelled.)

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, and Referral to Law Enforcement or Juvenile Authorities

## **27. NON-SANCTIONED GROUP ACTIVITIES (GANG RELATED ACTIVITIES)**

**OFFENSE:** Participating in an activity related to non-sanctioned groups while on school premises or at a school function. Gangs are 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 School 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 students or non-student visiting on the premises of any school facility shall not be permitted.

There is zero tolerance in the Sumter County School System for non-sanctioned group activities which are detrimental to a healthy and safe school environment.

1. No colors, bandanas, articles of clothing, or paraphernalia which promote or identify with a non-sanctioned group is acceptable. No extremes in dress and/or grooming will be permitted.
2. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions.
3. No signs, symbols, gestures, songs, drawings, or writings which show an allegiance or affiliation with non-sanctioned groups will be permitted. Tattoos, body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.
4. Any items found on school property which display signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with a non-sanctioned group will be confiscated by school officials and turned over to law enforcement agencies.
5. No student shall threaten to commit, or actually commit, any crime of violence or damage property with the purpose of terrorizing another; cause the evacuation of a building, place of assembly, school bus, or other school facility, or otherwise disrupt the orderly operation of any activity on any school campus or school property in reckless disregard of the risk of causing such terror or disruption.
6. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other students to violate any section or paragraph of this policy shall be deemed to have violated this policy.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 3 Days OSS, meet with school counselor, mandatory parent conference prior to student returning to school, and 3 ABE interventions afterschool detention

- 2<sup>nd</sup> Offense: 5 Days OSS, 5 ABE interventions afterschool detention, and mandatory parent conference prior to student returning to school. Student will be placed on a behavior contract.
- 3<sup>rd</sup> Offense: 10 Days OSS, Referral to Tribunal, Referral to Law Enforcement

## **28. OBSCENITY**

**OFFENSE:** Using profane, vulgar, and/or obscene words or gestures, or improper dress, possession of pornographic material.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, meet with school counselor, mandatory parent conference prior to student release from ISS, and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 3 Days OSS, 5 ABE interventions afterschool detention, and mandatory parent conference prior to student returning to school. Student will be placed on a behavior contract.
- 4<sup>th</sup> Offense: 5 Days OSS with Referral to Tribunal

*NOTE: If obscenity is directed toward any school system employee, consequences will result in a minimum of five (5) days suspension from school and may result in a formal hearing.*

## **29. PARKING VIOLATION**

**OFFENSE:** Parking in a reserved or unauthorized area, parking without a permit, speeding, playing loud music, general safety violation, or other inappropriate behavior in the parking lots.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: \$5 parking violation fee and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: \$10 parking violation fee and possible suspension of parking privileges and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense and subsequent offenses: \$20 parking violation fee, possible permanent loss of parking privileges, and possible vehicle towing at owner's expense and 5 ABE interventions afterschool detention

**\*\* All unpaid parking fines will be added to the student's senior debt.**

## **30. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS (LIGHTER/MATCHES)**

**OFFENSE:** Carrying, possessing or having under such person's control while at 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). (GA Code O.C. GA. 16-11-127.1) Punishment is subject to administrative discretion based on the severity of the offense.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, meet with school counselor, mandatory parent conference prior to student release from ISS, and 3 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 3 Days OSS, 5 ABE interventions afterschool detention, and mandatory parent conference prior to student returning to school. Student will be placed on a behavior contract.
- 3<sup>rd</sup> Offense: Minimum 5 Days OSS, Tribunal Referral

### **31. PRANKS**

**OFFENSE:** Causing substantial disruption of learning opportunities, the normal operating procedure of the school, and/or threatening the safety of other students. Destroying, vandalizing of, and/or threatening to destroy public or private property located on school premises or at a school function. (This may include such actions as use of bombs, explosive devices, setting fires, pulling or vandalizing fire alarms, calling 911, the deliberate destruction or defacement of school property.)

**Consequences:** Based on the severity of each situation the administrator will use their discretion for appropriate consequences. Which may include but not limited to the following listed below.

- Repayment for damages
- ISS or OSS depending upon the severity of the incident
- ABE interventions
- Student removal from Extracurricular/Graduation/Honors programs
- Clean up by students involved (unless outside service is required)
- Law enforcement referral for damages and battery/assault
- Holding of diploma

#### **\*Substantial disruption may lead to law enforcement referral\***

Georgia Code Section 20-2-1181 states that “it shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as established by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.”

### **32. ROBBERY**

**OFFENSE:** Taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force, threat, or violence and/or by putting the victim in fear.

#### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

### **33. SEXUAL BATTERY**

**OFFENSE:** Forcible sexual union against a person's will; or not forcibly or against the person's will when the victim is incapable of giving consent because of age or mental incapacity, (Includes rape, attempted rape, fondling, indecent liberties, child molestation).

#### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

### **34. SEXUAL HARASSMENT**

**OFFENSE:** Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. It causes tension for others. It shall be a violation of this policy for any student or any member of the district staff to harass a student through conduct or communication 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 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.
- Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:
  - are directed at a person because of his or her sex
  - are unwanted, unwelcome, and unwelcome
  - cause a person to feel uncomfortable or offended
  - create an environment that makes learning difficult
  - are pervasive and ongoing.

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. 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 complaint 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 to harass a student through conduct or communications of a sexual nature as defined.

### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days OSS, meet with school counselor, mandatory parent conference prior to student return from OSS, and 3 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 5 Days OSS, Referral to Tribunal, Referral to Law Enforcement

**35. SEXUAL MISCONDUCT** A student shall not engage in physical sexual activity on school property or at school sponsored events. A student shall not be in possession of any sexually oriented device or material.

Parents and students should be aware of the consequences, including potential criminal penalties, of underage sexual conduct that can include criminal charges and the student being tried as an adult. Sexual offenses are prohibited with and against members of the same sex as well as members of the opposite sex. Students may not engage in consensual sexual acts on school

grounds or at a school activity, function, or event whether on or off school grounds. Sexual Misconduct is defined as amorous kissing or similar displays of affection; any form of sexual activity; or exposing one's intimate body parts or "mooning" to another student or adult. A student may be charged with Sexual Battery for intentionally making physical contact with the intimate parts of another person without the consent of that person. A student may be charged with Sexual Molestation for doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes forcing another person to make physical contact with the student's intimate body parts. Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual misconduct, or other inappropriate behavior is urged to immediately make a report of the act to any teacher, counselor or administrator at his/her school.

### **What Teenagers Need to Know About Sex and the Law?**

- a. If you are 18, you are considered to be an adult even if you are still in high school. Anyone younger than 18 is a "minor."
- b. "Sexting" is a crime. You and your friends can be charged criminally if there is a nude or partially nude photo of you on their cell phone or computer—even if you took the photo yourself. You can get into trouble, too, for sending it to them. Once you send the photo, you cannot control who else they share it with or where they post it.
- c. If you touch, slap or pinch someone's breast or bottom as a joke in school, it may not be a joke to that person. If the person you touch finds it offensive, the legal system will not take it as a joke either.
- d. If you are convicted of a sex offense, even as a juvenile, you will be required to register as a sex offender. You will have to notify the police every time you move, get a new job, or attend a new school.
- e. If you have consensual sexual contact with someone under the age of 16, you can be charged with statutory rape in juvenile court even if you are under the age of 16 as well. If your case then is transferred to adult court, you will be treated as an adult sex offender and subject to the same penalties as an adult.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 10 Days OSS, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

### **36. SKIPPING ABE/ISS**

**OFFENSE:** Failure to report to ABE/ISS when assigned. In all cases the students must serve assigned additional ABE detention/ISS days upon returning to school.

### **CONSEQUENCES:**

1<sup>st</sup> Offense: 1 additional day of ISS, mandatory parent conference prior to student release from ISS, and 1 ABE intervention afterschool detention  
2<sup>nd</sup> Offense: 1 Day OSS and 3 ABE interventions afterschool detention  
3<sup>rd</sup> Offense: 3 Days OSS and 5 ABE interventions afterschool detention Student will be placed on a behavior contract.  
4<sup>th</sup> Offense: Minimum of 5 Days OSS, Referral to Tribunal

### **37. TARDINESS TO CLASS/SCHOOL (Policy)**

**OFFENSE:** Tardiness is defined as (1) being late for school, or (2) late for class. Tardies accumulate on a nine week basis. Tardiness occurs when a student is not in the classroom when the tardy bell sounds. Students who are tardy to class will report to class and sign the tardy

roster. Students tardy to school (8:10 a.m.) will report to the office to sign in and retrieve a tardy slip excused/unexcused to submit to the teacher. This will affect students' attendance for credit.

**CONSEQUENCES:**

1 <sup>st</sup> Tardy:	Warning (Teacher must document on Tardy Log) and 1 ABE intervention lunch detention
2 <sup>nd</sup> Tardy:	Parent Notification (Letter must be sent by Teacher) and 1 ABE intervention lunch detention
3 <sup>rd</sup> Tardy:	Office Referral: 1 Day ABE after-school detention
4 <sup>th</sup> Tardy:	Office Referral: 1 Day ISS and 1 ABE intervention afterschool/lunch detention
5 <sup>th</sup> Tardy:	Office Referral: 2 Days ISS and 3 ABE interventions afterschool/lunch detention
6 <sup>th</sup> Tardy:	Office Referral: 3 Days ISS and 5 ABE interventions afterschool/lunch detention
7 <sup>th</sup> Tardy:	Office Referral: 1 Day OSS and 5 ABE interventions afterschool detention
All Other:	Office Referral: 1 Day OSS and 5 ABE interventions afterschool detention

- **Tardy Policy starts over each Nine Weeks**
- **Late to Detention = additional day**
- **Detention is Monday and Thursday (4:00 p.m. – 5:00 p.m.) in the ISS/Assigned Teacher Classroom**

**38. TERRORISTIC THREATS TOWARDS SCHOOL**

**OFFENSE:** O.C.G.A. 16-11-37(a) A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance, as such term is defined in Code Section 12-8-92, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.

Students **charged** with making a terroristic threat toward the school or students (verbally or via social media) the student may be permanently expelled or expelled for a specific period of time. OCGA 20-2-690.1 clearly gives the school system the authority to expel a student, particularly when there is a threat to the safety and security of the school.

**CONSEQUENCES:**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | 3 Days OSS and 5 ABE interventions afterschool detention. Student will be placed on a behavior contract.             |
| 2 <sup>nd</sup> Offense: | Minimum of 5 Days OSS, Referral to Tribunal<br><i>*(Law enforcement officials will be notified in all incidents)</i> |

**39. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT**

**OFFENSE:** Threatening and/or intimidating another student: touching, pushing, or threatening the person bodily or psychologically. Possible referral to law enforcement

**CONSEQUENCES:**

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | 3 Days ISS, meet with school counselor, mandatory parent conference prior to release from ISS and 1 ABE intervention afterschool detention |
| 2 <sup>nd</sup> Offense: | 5 Days ISS, mandatory parent conference prior to release from ISS and 3 ABE interventions afterschool detention                            |



- 3<sup>rd</sup> Offense: 3 Days OSS, mandatory parent conference prior to return from OSS and 5 ABE interventions afterschool detention. Student placed on a behavior contract.
- 4<sup>th</sup> Offense: Minimum 5 Days OSS, Referral to Tribunal

#### **40. THEFT OR POSSESSION OF STOLEN PROPERTY**

**OFFENSE:** Theft without threat, violence or bodily harm of public or private property located on school premises or at a school function. Based on the value of the object, law enforcement may be notified. **Consequence may result in immediate suspension based on administrative discretion.**

#### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS\*, meet with school counselor, mandatory parent conference prior to release from ISS and 3 ABE interventions afterschool detention
- 2<sup>nd</sup> Offense: 3 Days OSS\*, mandatory parent conference prior to return from OSS and 5 ABE interventions afterschool detention. Student placed on a behavior contract.
- 3<sup>rd</sup> Offense: Minimum 5 Days OSS and Referral to Tribunal\*
- (\*Possible referral to law enforcement officials or juvenile authorities.)*

#### **41. TOBACCO**

**OFFENSE:** The possession or use of tobacco on school campus and/or school property is not permitted. This includes all school related activities that met inside school facilities or sponsored by an organization of the school meeting elsewhere. In addition, cigarettes, lighters, or matches should not be brought to school. Possible referral to law enforcement and immediate suspension.

#### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: 3 Days ISS, meet with school counselor, mandatory parent conference prior to release from ISS and 1 ABE intervention afterschool detention
- 2<sup>nd</sup> Offense: 5 Days ISS, meet with school counselor, mandatory parent conference prior to release from ISS and 3 ABE interventions afterschool detention
- 3<sup>rd</sup> Offense: 3 Days OSS, mandatory parent conference prior to return from OSS and 5 ABE interventions afterschool detention. Student placed on a behavior contract.
- 4<sup>th</sup> Offense: Minimum 5 Days OSS with a referral to tribunal

#### **42. TRESPASSING**

**OFFENSE:** Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry (includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.) No trespassing or loitering is allowed.

#### **CONSEQUENCES:**

- 1<sup>st</sup> Offense: Notify Parents and Trespass Letter & possible referral to Law Enforcement
- 2<sup>nd</sup> Offense: Referral to Law Enforcement & tribunal hearing

#### **43. VANDALISM**

**OFFENSE:** Destroying, vandalizing of, and/or threatening to destroy public or private property located on school premises or at a school function. (This may include such actions as use of bombs, explosive devices, setting fires, pulling or vandalizing fire alarms, calling 911, the deliberate destruction or defacement of school property.)

### **CONSEQUENCES:**

- 1st Offense: 3 Days ISS , meet with school counselor, mandatory parent conference prior to release from ISS and 1 ABE intervention afterschool detention
- 2nd Offense: 5 Days ISS, meet with school counselor, mandatory parent conference prior to release from ISS and 3 ABE interventions afterschool detention
- 3rd Offense: 1 Day OSS, meet with school counselor, mandatory parent conference prior to return from OSS and 5 ABE interventions afterschool detention
- 4th Offense: 3 Days OSS, mandatory parent conference prior to return from OSS and 5 ABE interventions afterschool detention. Student placed on a behavior contract.
- 5th Offense: Administrative discretion

**(Immediate restitution for damages and possible referral to law enforcement. May result in immediate suspension)**

### **44. VIOLATION OF DRESS CODE/ID VIOLATION**

**OFFENSE:** Violation of dress code policy pages 62-63. Student ID's should be worn at all times while on school property. ID's **MUST BE FOR THE CURRENT SCHOOL YEAR**. Wearing an old ID will constitute an ID Violation. Failure to wear school ID may result in disciplinary action. A \$5.00 fee will be charged for all replacement ID's. Replacement ID's may be purchased in the media center before 8:10 a.m.

### **CONSEQUENCES:**

- 1st Offense: Sequester in ISS until clothes are changed/call parents  
Letter will be sent home
- 2nd Offense: Sequester in ABE after school the rest of the day  
Assigned to ABE next day
- 3rd Offense: Follow regular disciplinary procedures (ABE 2 Full Interventions)

### **45. WEAPONS (Hand Gun, Knife, Other, Rifle, Firearm)**

**OFFENSE:** Possessing a dangerous instrument or weapon on school property or at a school event. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury and intended for use as a weapon, in a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. A "weapon," "tool" or "instrument" means and includes by way of illustration but is not limited to the following items:

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.

If a student turns in a weapon found, school authorities have to make an insightful determination as to whether the student is truthful in reporting *finding* a weapon as opposed to being in *possession* of the weapon. In cases where doubt exists, proof remains with the student. Please be reminded that the case law ruling from the State Board of Education is that **intent** must be determined in order to expel a student for possession of a weapon.

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.

A student is deemed to be in possession of an illegal and/or banned item(s) under BOE policy when such item(s) is/are on the person of the student, in the student's possession, in the student's locker, in the student's vehicle on school property or on property being used by the school system.

### CONSEQUENCES:

1st Offense: 10 Days OSS, Referral to Tribunal, Notification of Law Enforcement

**THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE DECISIONS ON OTHER SCHOOL MATTERS IN THE BEST INTEREST OF THE STUDENT BODY IN ANY OR ALL MATTERS NOT SPECIFICALLY ADDRESSED IN THIS HANDBOOK. ANY ITEM BROUGHT ONTO SCHOOL PROPERTY MAY BE SEARCHED AT ANY TIME. SCHOOL ADMINISTRATORS RESERVE THE RIGHT TO CHANGE THE CONSEQUENCE FOR ANY DISCIPLINE VIOLATION BASED ON THE SEVERITY OF THE INFRACTION AND ADMINISTRATIVE DISCRETION. STUDENTS MAY SERVE A MAXIMUM OF 15 DAYS IN ISS (IN SCHOOL SUSPENSION). ONCE A STUDENT HAS REACHED THE 15 DAY MAXIMUM, ANY FUTURE OFFENSES WILL RESULT IN IMMEDIATE OUT OF SCHOOL SUSPENSION.**

**STUDENTS WHO ACCUMULATE 8 DISCIPLINE REFERRALS (to not include bus and tardy referrals) IN A SCHOOL YEAR WILL BE PLACED ON BEHAVIOR CONTRACT. VIOLATION OF THIS CONTRACT WILL RESULT IN A MANDATORY 10 DAY SUSPENSION AND REFERRAL TO TRIBUNAL.**



**SCS TRANSPORTATION MANUAL (SAFE STUDENT RIDING INSTRUCTIONS)**  
**SAFE STUDENT RIDING INSTRUCTIONS**

Welcome to another great year! We look forward to transporting your child this school year. To insure 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 class room; therefore, the same rules of Self-Respect, Respect for Others, and Respect for other's property will apply at 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. In order 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 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 prolonged periods.

**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 has to cross the road, he/she must wait for the bus to come to a complete stop and wait for the driver to give instructions for 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 arrival of the bus. 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 has to 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 ever approaching the bus to board. Student 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 there until they reach their school or destination.

### **While On The Bus**

Once students board the bus, the driver has total responsibility of your child's safety. Students must follow the listed "Bus Regulations" found in "Code of Student Conduct" to insure a safe ride, whether they are being transported 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 exiting the bus.

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 the 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 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 according to the order they arrive to the bus and should use the handrail to board. 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 there until they reach their designated stop.

### **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, they 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 rolls 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 for 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 mail box, 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 for traffic to clear before crossing 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. Each time a school bus and a train collide; the train wins! This is why it is so important for the driver to have their full attention on the rail road 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 Rail Road 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 solely because we have 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 to arrive.

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 making a decision to evacuate a bus. A bus may be required to be evacuated if it is disabled next to a high volume roadway, high speed limit roadway, on or near a bridge, on a steep hill, in curve or near water or any unsafe area.

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 rare occasions, the driver is incoherent so we may depend on the older, mature students to help with evacuation. This type of evacuation is practiced with all students during the beginning of each 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 for any reason and to always use their "While Loading and Unloading the Bus" directions found on pages 96-98.

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 from the bus in 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 31719  
229-931-8529 (PHONE)  
22-931-7455 (FAX)**

I have read and understand the contents of the Student Riding instructions. Please keep the Student Riding Instructions for your future reference to review with your child during the course of the school year.

**(Please sign SAFE STUDENT RIDING INSTRUCTIONS)**

**SCHOOL BUS DISCIPLINE POLICY**  
**High 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 the bus pass request, parent name, signature, and contact number. All bus pass requests should be submitted to the front office no later 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**

- 1st Offense: Ten (10) days suspension and mandatory parent and transportation department conference before students can ride the bus again
- 2nd Offense: Twenty (20) days bus suspension
- 3rd Offense: Loss of bus riding privilege for the remainder of the school term

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

- 1st Offense: Five (5) days bus suspension and mandatory parent and transportation department conference before the student can ride the bus
- 2nd Offense: Ten (10) days bus suspension
- 3rd Offense: Twenty (20) days suspension
- 4th 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
- 1st Offense: Five (5) days bus suspension
  - 2nd Offense: Ten (10) days bus suspension
  - 3rd Offense: Twenty (20) days bus suspension
  - 4th Offense: Loss of bus riding privilege for the remainder of the school term

**BULLYING**

- 1st Offense: Five (5) days bus suspension
- 2nd Offense: Ten (10) days bus suspension
- 3rd Offense: Twenty (20) days bus suspension
- 4th 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. Water, food, 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, hitting, kicking, or playing
- H. Sunglasses unless prescribed by physician
- I. Yelling out the window or inside the bus
- J. Gum chewing
- K. Getting on or off the bus while in motion
- L. The use of mirrors, lasers, flash cameras, lights, reflective devices or any electrical communication devices in a manner that might interfere with the operation of the school bus is prohibited.
- M. Any other action that might cause disruption for the driver
  - 1st Offense: Two (2) days bus suspension
  - 2nd Offense: Five (5) days bus suspension
  - 3rd Offense: Ten (10) days bus suspension
  - 4th 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 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

**No student shall be allowed to ride any Sumter County 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.**



## **SECTION VI: APPENDICES**

### **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 is 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.” Directory information may be released by the school district without the consent of a parent or student.

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

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 Human Resources, 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 Human Resources 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:

Federal Regulations Compliance Officer  
Sumter County School District  
100 Learning Lane  
Americus, Georgia 31719  
(229) 931-8500

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.**

### **SAMPLE NOTICE**

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:

**Title VI**  
Gayla Braziel  
Sumter County BOE  
100 Learning Lane  
Americus, GA 31719  
(229) 931-8500

**504 and ADA**  
Jacqueline King  
Sumter County BOE  
100 Learning Lane  
Americus, GA 31719  
(229) 931-8500

**Title IX**  
Helen Ricketts  
Sumter County BOE  
100 Learning Lane  
Americus, GA 31719  
(229) 931-8500

**APPENDIX B**

**ACCEPTABLE USE POLICY AGREEMENT**

**Sumter County School System Student Internet  
Acceptable Use Policy  
AGREEMENT**

STUDENT'S FULL NAME \_\_\_\_\_

Application Date \_\_\_\_\_ Homeroom teacher \_\_\_\_\_

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

(Sign and Leave in Book)  
.....

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): \_\_\_\_\_

(Sign and Leave in Book)  
.....

---

The Sumter County Board of Education recognizes the necessity of regular school attendance for academic success. At the same time, it recognizes that some absences are unavoidable and should be excused.

**Excused Absences**

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

1. Personal illness or when attendance in school would endanger a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. In other circumstances where the principal determines that an absence should be excused.

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

A student shall be counted as present when serving as a page for the Georgia General Assembly.

A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present under the following circumstances:

- a. When they are in attendance at least one half of the instructional day;
- b. When serving as pages in the Georgia General Assembly;
- c. Students in foster care shall be counted present when attending court proceedings relating to their foster care; and,
- d. If a Student Teen Election Participant (STEP) Program is established by the Superintendent and the local election superintendent, eligible students shall be counted present for up to two days per school year while volunteering as poll officers during elections.

**Grades and Absences**

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

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

In addressing student attendance issues, this school system shall comply with requirements of state law, State Board of Education rules and Student Attendance Protocol developed with guidance from Lisa L. Jones, Judge, Juvenile Court, Southwestern Judicial Circuit. A copy of this protocol is available for review at the system office and at each school. Pertinent parts of the Protocol are included in student handbooks. After schools have exhausted their resources for

dealing with unexcused absences, the Protocol requires that a juvenile complaint (Form 90) be filed in the Juvenile court of Sumter County by the School Resource Officer.

### **Uniform Withdrawal Criteria**

For the purpose of accurately measuring the academic performance and the attendance of students enrolled in school, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
  - a. Has missed more than 10 consecutive days of unexcused absences;
  - b. Is not subject to compulsory school attendance; and
  - c. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

The principal or appropriate central office personnel shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.

2. Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
3. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

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**ADOPTED: AUGUST 11, 2005**

**Sumter County Board of Education**

### **BOARD POLICY**

**Descriptor Code: JBD**

#### **Absences and Excuses**

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A student shall not be absent from school or from any class or other required school hours except for illness or other providential cause, unless with written permission of the teacher, principal, or their duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, pupils may be excused for the following reasons:

- a. Personally ill and when attendance in school would endanger their health or the health of others;
- b. A serious illness or death in their immediate family necessitates absence from school;
- c. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
- d. Celebrating religious holidays;
- e. Conditions render attendance impossible or hazardous to their health or safety; and
- f. Registering to vote or voting, for a period not to exceed one day.

A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Students shall be counted present under the following circumstances:

- a. When they are in attendance at least one half of the instructional day;
- b. When serving as pages in the Georgia General Assembly;
- c. Students in foster care shall be counted present when attending court proceedings relating to their foster care; and,
- d. If a Student Teen Election Participant (STEP) Program is established by the Superintendent and the local election superintendent, eligible students shall be counted present for up to two days per school year while volunteering as poll officers during elections.

Excuses for absences shall be furnished in writing, shall be signed by the student's parent or guardian and shall specifically state the reasons for the absence. Excuses shall be dated and brought to the homeroom teacher within five days after the student's absence. All excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. 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. After five (5) days no excuse is valid. Work missed due to out of school suspensions may not be made up. All make-up work must be completed within five (5) days of the student's return to school.

For the purposes of perfect attendance awards, students shall be counted present when they are in attendance at least one half of the instructional day or serving as pages of the Georgia General Assembly.

The Superintendent has the authority to affect the procedures and rules to carry out this policy.

#### High School Attendance Policy

A student shall not be absent from school or from any class or other required activity unless with prior written permission of the principal or designee except for reasons stated. No student shall encourage, urge or counsel other students to violate this policy.

Beginning in the 2014-2015 school year and continuing for subsequent years, any high school student having more than 7 excused, approved or unexcused absences in a class during a school year will receive no credit for that class unless a waiver is granted by the Attendance Committee.

The Attendance Committee is a standing committee composed of five (5) members appointed by the principals and chaired by an administrator. The chair shall vote only in case of a tie.

The Attendance Committee shall use the following guidelines in determining whether to grant a waiver:

- a. If all absences are excused, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absence.
- b. If any absences are unexcused, the Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the semester based on excessive absences. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.



The Superintendent and/or his or her designee has the authority to enact rules to carry out this policy.

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**ADOPTED: April 11, 1996**

**LAST REVISED: March 13, 2014**

**Sumter County Board of Education**

## **BOE POLICY STUDENT COMPLAINTS AND GRIEVANCES**

### **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

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

As part of its Assurances with 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 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.

**\*In order to file a complaint regarding Fraud, Waste or Abuse involving U.S. Department of Education funds or programs, please visit:**

<http://www2.ed.gov/about/offices/list/oig/hotline.html>

Revised 6/21/2016

# Sumter County Schools

## Complaint Form for Federal Programs under the Elementary and Secondary Act of 1965

Please print

Name (Complainant): _____		
Mailing Address: _____		
Phone Number (Home): _____		
Phone _____	Number _____	(Cell): _____
Phone _____	Number _____	(Work): _____
Email Address: _____		
Agency/Agencies complaint is being filed against: _____		
Date on which violation occurred: _____		
Statement that the Sumter County Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):          		
The facts on which the statement is based and the specific requirement allegedly violated (attached additional sheets if necessary):          		

\_\_\_\_\_  
**Signature of Complainant**

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

\_\_\_\_\_  
Signature of District Receiving

\_\_\_\_\_  
Date

**\*In order to file a complaint regarding Fraud, Waste or Abuse involving US Department of Education funds or programs, please visit  
<http://www2.ed.gov/about/offices/list/oig/hotline.html>**

## **BOE POLICY SECLUSION AND RESTRAINT**

All Sumter County schools support a positive approach with proactive strategies to address students with behavioral needs. Therefore, restraint and seclusion shall be used only when there seems to be an imminent risk of danger to the individual student or to others. Restraint and seclusion shall be used only as a last resort as an intervention choice. In the event that restraint or seclusion is used, the dignity, privacy, and safety of individuals shall be preserved. Restraint and seclusion shall be initiated only in situations that are identified as an emergency and shall be implemented only in a competent and responsible manner.

On July 8, 2010, the Georgia Board of Education approved rule 160-5-1.35 regarding the use of restraint in Georgia Schools. The Sumter County policy is provided below.

### **DESCRIPTOR CODE:**

The Sumter County Board of Education establishes the following standards for the safe administration of physical restraint with regard to enrolled students.

1. The use of chemical restraint, mechanical restraint, or prone restraint, as defined by the Georgia Department of Education Rule 160-5-1-.35, is prohibited within the Sumter County School District.
2. The use of seclusion, as defined by Georgia department of Education rule 160-5-1-.35, is prohibited within the Sumter County School District.
  - a. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student.
  - b. Seclusion does not include “time-out” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.
  - c. Seclusion does not include in school- suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.
3. Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.
  - a. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or promoting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.
  - b. Physical restraint shall not be used:
    - i. As a form of discipline or punishment, or
    - ii. When the student cannot be safely restrained, or
    - iii. When the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.
  - c. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.
4. Before any staff member may implement physical restraint, he or she should have completed an approved training program.

- a. Approved training programs will address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.
  - b. Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each training. Copies of such documentation will be made available to the Georgia department of Education or any member of the public upon request.
  - c. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint is not available, he or she should ask other students, if present, to request assistance immediately.
5. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.
6. Whenever physical restraint is used on a student, the school or program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.
7. This policy does not prohibit a staff member from utilizing time-out, as defined in paragraph (2) above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.
8. This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.
9. Deciding whether the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.
10. In some instances, in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
11. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

## **CLUBS AND ORGANIZATIONS AND SPONSORS**

Americus-Sumter High School Chorus	Keith Thomas
Anchor Club/ History Club	Tracy Wilson, Calandra Parker
Art Club	Letitia Williams
Athletic Director	Coleman Price
Band	Debra Hughes
Baseball	Brandon Mitchell
Basketball (Boys)	Johnny Genwright
Basketball (Girls)	Sherri Harris
BETA Club	Annita Belcher
Cheerleading	Alicia Green
Cross Country	Shanicka Dyson
DECA	Alicia Green
Family Career and Community Leaders of America (FCCLA)	Sekemia Caldwell, Nancy Green
Football	Ross Couch
French Club	Justin McConnell
Future Business Leaders Of America (FBLA)	Pamela Harvey, Kristan Price
Future Farmers of America (FFA)	Benjamin Pope
Golf	Rodney Shelton
Graduation Committee	Alicia Green, Sekemia Caldwell, Barbara Mitchell, Tracy Wilson, English Rep(s)
HOSA	Barbara Mitchell
JROTC	LTC David Cook, 1SG Seth Howell
Math Team	Kamecha Sims, David Ndaayezwi
One Act Play	Keith Thomas
Parking	Amanda Sumner
Prom	Sekemia Caldwell-Johnson
Science Club	Arfroze Arshi
Senior Class Sponsors	Alicia Green, Barbara Mitchell
Skills USA	Fredrick Mohl
Soccer (Boys)	Felix Jimenez
Soccer (Girls)	Lisa Calkins
Softball	Coleman Price
Spanish Club	Chad Duke
Swimming	TBA
Technology Student Association (TSA)	Ethel Shaw
Tennis (Boys)	Carl Willis
Tennis (Girls)	Terri Lee
Track (Boys)	Paul Blue
Girls)	Shanicka Dyson
Volleyball	Shatyriah Crawford
Wrestling	Thomas Prater
	David Cook
Yearbook	Kristan Price



**PARENT OPT – OUT OF CLUB PARTICIPATION**

**Parental Opt-Out of Club Participation**

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the current school year. I understand that if a club for which information has been provided is started after this information is distributed. I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participation in the student club(s) listed below:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

(Please Print)

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

\_\_\_\_\_  
Date

# Sumter County School System

## Medication Authorization Form

Name of Student \_\_\_\_\_  
Name of Parent/Guardian \_\_\_\_\_ Day Time Phone # \_\_\_\_\_  
Emergency Contact if parent is unavailable: \_\_\_\_\_ Phone # \_\_\_\_\_

**MEDICAL CONDITION(S)** \_\_\_\_\_

(For example: Asthma, diabetes, severe allergies, seizures, etc.)

**NOTE: ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER.**

### **NON-PRESCRIPTION/OVER-THE-COUNTER MEDICINES to be administered at school**

<i>Name of Medication</i>	<i>Dosage</i>	<i>Times/Frequency</i>
_____	_____	_____
_____	_____	_____

### **PRESCRIPTION MEDICATIONS to be administered at school**

<i>Name of Medication</i>	<i>Dosage</i>	<i>Times/Frequency</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In order for a student with asthma, allergies or diabetes to carry and self-administer his/her prescribed medication, a licensed healthcare provider must provide a statement confirming that the student is able to self-administer the medication listed on this form.

If the student is seeking diabetes care at school, a diabetes medical management form signed by the licensed healthcare provider must be attached.

Please list any special instructions: \_\_\_\_\_

I hereby release and agree to hold harmless and indemnify the School District and any of its employees or agents from any liability whatsoever occasioned by the administration or non-administration of the above described medication to my child during school hours in accordance with the above instructions.

I further authorize the prescribing physician to discuss with the principal or his/her designated staff member any matter regarding the medication to be administered.

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

## **IMAGE RELEASE FORM**

### **Publicity Release for Publication of Student Work/Photographs**

As parent/guardian of the student named above, I have read the Student Publicity Release section in the System Secondary Handbook and have designated choices on the following page regarding publication of my student's work and image (photograph) in newsletters, yearbooks, local radio/TV broadcasts, newspapers, and periodicals.

---

Student Signature

---

Date

---

Parent Signature

---

Date

### **AFFIRMATION OF KNOWLEDGE**

Please read, sign and return to the school.

.....

I, \_\_\_\_\_, have read and understand the policies set forth in this 2019-2020 edition of the Americus-Sumter High School Student Handbook. Furthermore, I agree to abide by these policies.

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

\_\_\_\_\_  
Date

.....

I, \_\_\_\_\_, have read and understand the policies set forth in this 2019-2020 edition of the Americus-Sumter High School Student Handbook. I expect my son/daughter to abide by these policies.

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

\_\_\_\_\_  
Date

.....

I, \_\_\_\_\_, have reviewed the clubs and organizations offered at Americus-Sumter High School for the 2019-2020 school year. At this time, I do not wish for my child, \_\_\_\_\_, to participate in the following clubs/organization(s)  
\_\_\_\_\_.

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

\_\_\_\_\_  
Date

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

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

Home phone number: \_\_\_\_\_

Please sign and return this page.

## **ATTENDANCE LAW REQUIREMENT**

In accordance with the Georgia House Bill 1190 (2004) the Sumter County School System is required to notify parents/guardians and students (age 10 and older by September 1) of the possible consequences and penalties for violation of attendance policies if a student has five (5) or more unexcused absences from school.

### *Parent Liability for Truancy:*

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

HB 1190 (2004) requires that parents/guardians and students (age 10 and older by September 1) be notified and sign a form that indicated receipt of a written statement of possible consequences and penalties for violation of attendance policies. The House Bill (Section 10) reads: “Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of **five (5) unexcused days of absence** for a child shall constitute a separate offense.”

Dear Parents or Guardians,

Truancy is defined as being absent from school without appropriate documentation or permission. Your child, \_\_\_\_\_ has been out \_\_\_\_\_ days without an excuse.

Sumter County School System is required by law to notify parents/guardians and students (age 10 and older by September 1) of the possible consequences and penalties for violation of attendance policies if a student has five (5) or more unexcused absences from school.

Parents/Guardians may be charged with a misdemeanor if they are causing the child’s absence from school. The penalty can be up to \$100.00 fine and up to 30 days in jail for each day the child has an unexcused absence from school.

Parents must take the responsibility for keeping children in school. Please provide us with a written excuse each time your child is absent. Also, please sign the enclosed Attendance Law Requirement notice and return to your child’s homeroom teacher as soon as possible.

Sincerely,

Principal

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

### **ATTENDANCE LAW REQUIREMENT**

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

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

\_\_\_\_\_  
Grade/Homeroom

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
*Parent/Guardian signature*

\_\_\_\_\_  
*Student signature*

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

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

Please sign and return this page.

**BUS INFORMATION**

***SUMTER COUNTY SCHOOLS TRANSPORTATION DEPARTMENT***

100 Learning Lane  
Americus, Georgia 31719  
Phone 229-931-8507  
Fax 229-931-7455

Tracy Monts  
Supervisor

Mark Harnage  
Fleet Manager

Derether Harris  
Routing Clerk

---

I have read and understand the contents of the Student Riding Instructions. Please keep the Student Riding Instructions for your future reference to review with your child during the course of the school year.

Please sign and return this page.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**\*Sign and Turn Back in to Your Child's School\***

# AMERICUS-SUMTER HIGH SCHOOL



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805 Harold Ave., Americus Ga. 31709

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Dr. Marnie Dutcher, Assistant Principal

Mr. Todd Vickery, Assistant Principal

## School Parent Involvement Policy

### Americus-Sumter High School

**2018-2019**

Principal: Kimothy Hadley

Revised: May 9, 2018

*The mission of Americus-Sumter High School is to provide a quality and equitable education to all students. We will endeavor to achieve a 100% graduation rate and have all students score above state and national averages on all standardized tests.*

#### **PART I: GENERAL EXPECTATIONS**

In support of strengthening student academic achievement, **Americus-Sumter High School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1116(b) and (c) of Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Americus-Sumter High School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA) .



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

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

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

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## **PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

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

- Obtain parent input in how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent.
- Utilize parent input from parent surveys. At the end of the year, a survey is sent to parents. Comments will be used to re-examine the School plan. In addition, parents on the local school advisor team will review the parents' comments and assist in addressing the suggestions and concerns of the survey.
- Monthly parent workshop evaluations are reviewed to determine what changes need to be made to the workshops to make them more useful to parents.

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

- Parents will receive a copy of the school Parent Involvement Policy and School-Parent Compact under Title I to all parents at Americus-Sumter High School. Students will receive information to take home to parents on the first day of school or upon enrollment. A New Student Orientation Packet is provided to parents upon enrollment with important Title I and school information. At the Annual Title I meeting parents will receive copies of both School-Parent Compact and the school-level Parent Involvement Policy. All parents are invited to attend this Annual Title I meeting with at least three different forms of

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advertisement. The time and date that the meeting is held is based upon times and dates suggested by parents in evaluation forms and the Spring Parent Survey.

**Americus-Sumter High School** will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening.

- Workshops will be held at various times to accommodate parents without transportation. The following information will be shared at these meetings:
  - Explanation of the Title I program at Americus-Sumter High School
  - Explanation of the Every Student Succeed Act (ESSA)
  - Explanation of the School-Parent Compact
  - Explanation of the parents' responsibility to support the school's efforts to educate their children as outlined in the school compact
  - Invite and encourage parents to use the resources available in the parent center
  - Discuss the assessments given and expected proficiency levels
  - Give parents a list of workshops to be presented and also allow them to add workshops that they would like to have added to this list
  - Distribute the Title I Information Sheet

2. **Americus-Sumter High School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs; through quarterly meetings and/or informational packets sent home.
- Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet. This information will be provided in content area syllabi, Curriculum Night, parent workshops, and through ongoing parent conferences.
- Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child, and respond to any such suggestions as soon as practicably possible; parent conferences are available to parents. Monthly parent workshops are also offered to all parents at Sumter High School.

3. **Americus-Sumter High School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the

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entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

- Include the input of teachers. Teachers will review the compact at a staff training and make the necessary changes needed to address the school needs.
- Include the input of students. Students who serve on the student council will have the opportunity to review the compact at the end of each school term to provide input.
- Schedule an annual stakeholder meeting to review/revise the school-parent compact with parents.
- Distribute school-parent compact prior to October 1st.

4. **Americus-Sumter High School** will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. **Americus-Sumter High School** will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

- The State's student academic achievement standards; through content syllabi, curriculum night and various parent workshops held throughout the year.
- The State and local academic assessments including alternate assessments; through curriculum night, parent workshops and information in the monthly school newsletter.
- The requirements of Part A; through the Annual Title I meeting held in September and the Title I information sheet provided in student agendas and at various parent workshops.
- How to monitor their child's progress; through the use of Infinite Campus and various parent workshops throughout the year.
- How to work with educators; through the parent survey, parent input forms on staff training topics, parent co-presenter at staff training, parent-teacher conferences and parent workshops held throughout the year.

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- B. **Americus-Sumter High School** will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by;
- Providing the following opportunities and trainings to help parents work with the school to improve their student's achievement:
    - Back to School Parent Night
    - Academic Pep Rallies
    - Preparing for College workshops
    - Financial Aid Workshops
    - Stakeholder Meetings
    - Curriculum Night
    - Enhancing Parent Involvement parent workshop
    - Literacy Parent Workshop
    - Understanding State and Local Assessments parent workshop
    - Preparing for Standardized Tests parent workshop
    - Understanding Assessment Results parent workshop
    - Technology Parent Workshop
- C. **Americus-Sumter High School** will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and the school, by:
- **Americus-Sumter High School** offers four staff trainings per year on the following topics:
    - Benefits of parent involvement and impact on student achievement
    - Ways to reach out to and effectively communicate with parents
    - How to get parent involved in homework
    - Open topic (topic is based on parent input)
- D. **Americus-Sumter High School** asks for parent input on staff training topics through input forms and the Parent Survey given out at the beginning of the year. At one of the

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staff trainings held during the year, a parent co-presenter is in attendance at a staff training to give parent perspective on parent involvement topics.

- E. **Americus-Sumter High School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- F. **Americus-Sumter High School** holds two events per year where the parent involvement coordinator and another program coordinate a school event together. For example, coordinating activities with IDEA (Students with disabilities/Special Education). This is done to ensure that all parents have an opportunity to participate in workshops with topics relevant to their students.
- G. **Americus-Sumter High School** holds two events per year where the parent involvement coordinator and a business or community organization coordinate a school event together. This is to ensure that schools, parents and the community are working together to help increase student achievement.
- H. **Americus-Sumter High School** will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
- I. **Americus-Sumter High School** will involve the parents of children served in Title I, part A schools in the decisions about how the 1 percent of Title I, Part A reserved funds for parent and family engagement will be spent.
- J. **Americus-Sumter High School** will provide other reasonable support for parental involvement activities under section 1116 as parents may request, by;

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- ASHS Website:
  - o The website can be accessed at ([www.ashs.sumterschools.org](http://www.ashs.sumterschools.org)) or through the Sumter County Schools website (<http://sumtercounty.schoolinsites.com>). Any news that concerns the school such as clubs, social, scholarships, or school related information can be found here. The website is frequently updated.
- Infinite Campus
  - o The Sumter County School District uses a software program that will allow parents to view their child's school records anywhere, anytime, via the Internet. Infinite Campus will be available to every parent or guardian of a student enrolled in the Sumter County School District.