

**Randolph-Clay High School**  
**Student Handbook**  
**2020-2021**



## **Table of Contents**

<b><u>Topics</u></b>	<b><u>Page Numbers</u></b>
Principal's Letter	3
School Calendar	4
Faculty & Staff	5
School Beliefs	6-7
Technology/Monitoring Policy	8-19
Digital Code of Conduct	20-22
Virtual School Schedule	23
Virtual Platforms	24-26
PowerSchool	
Google Classroom	
Nearpod	
Virtual School Dress Code/Attendance	27
Schedule Change/Career Goals	28
Graduation Requirements	29-30
Dual Enrollment/Semester Exams	31
Grading Policy	32
Attendance Policy	33-35
Campus Maintenance/Cell Phone	36-37
Dress Code	38-39
Drug Abuse	40-41
Family Educational Rights	42-43
Field Trips/Fundraising	44
Hearing, Vision/Immunizations	45
Grievance Procedure	46-47
Discipline Rules/Procedures	48-60
Title I Compact Agreement	
Mobile Device Agreement	

**Greetings Students:**

**My name is Kimberly Ingram and as your Principal 2020-2021 and as your principal I want you to know that I take these three issues very seriously. With this in mind, as we start this school year as we ended last year in a pandemic I want you to know that our goal of providing you with a quality education has not changed.**

**1<sup>st</sup> your education-It's my job and my mission to see that you receive the best education possible and in doing so I will never let anyone or anything stand in the way of that happening. (That means I won't let YOU stand in your way either).**

**2<sup>nd</sup> your safety. Your parents entrust their most precious asset to me and to my staff everyday - You. And in doing so, it is my responsibility to keep you safe with all the means that I have at my disposal and to make sure that you are safe and cared for at school and during extracurricular activities.**

**3<sup>rd</sup> you become College and Career Ready upon Graduation in ensuring that you receive an education and graduate on time with your class, it is very important to me that you leave the hall of Randolph-Clay High School College and Career Ready. This means that whether you choose to continue your education, join the armed forces or enter the work forces that we have equipped you with the necessary skills (academic, social and emotional) to start and choose your future.**

**Lastly, I am proud to continue as your principal and I want you to know that you never need an appointment to see me because my door ((virtual and literal) is always open.**

**Sincerely,**

**Dr. Kimberly W. Ingram**

<b>RANDOLPH COUNTY SCHOOL CALENDAR 2020-2021</b>			
	<b>JULY 2020</b>		<b>FEBRUARY 2021</b>
23	New Teacher/Personnel Orientation	4	Progress Reports 3 <sup>rd</sup> 9 Weeks
27-31	Preplanning	11	Early Release/ ½ Day PL
		12-15	Mid-Winter Break (Schools Closed)**
	<b>AUGUST 2020</b>	17	End of 6 <sup>th</sup> Month
3-7	Preplanning		
6	Virtual Open House		<b>MARCH 2021</b>
10	Students First Day	4	FTE Count #3
28	End of 1 <sup>st</sup> Month	10	End of 3 <sup>rd</sup> 9 Weeks (45 days)
		16	End of 7 <sup>th</sup> Month
	<b>SEPTEMBER 2020</b>	18	Report Cards/½ Day Students & P/T Conf.
2	Progress Reports		
7	Labor Day (Schools Closed)		<b>APRIL 2021</b>
25	End of 2 <sup>nd</sup> Month	2	Early Release/ ½ Day PL
		5-9	Spring Break
	<b>OCTOBER 2020</b>	16	End of 8 <sup>th</sup> Month
2	End of 1 <sup>st</sup> 9 Weeks (45 Days)		
6	FTE #1		<b>MAY 2021</b>
7	Report Cards		Head Start/PK EOY Program
7	½ Day for Students & Parent/Teacher Conf.		Kindergarten EOY Program
12-16	Fall Break (Schools Closed)		Elementary Honors Day Programs
30	End of 3 <sup>rd</sup> Month		5 <sup>th</sup> Grade EOY Program
			Middle School Honors Day Programs
	<b>NOVEMBER 2020</b>		8 <sup>th</sup> Grade EOY Program
11	Progress Reports 2 <sup>nd</sup> 9 Weeks		High School Honors Day Program
20	½ Day PL	21	Students Last Day/Early Release
23-27	Thanksgiving Holidays (Schools Closed)	21	Graduation for Randolph – Clay HS
		21	End of 4 <sup>th</sup> 9 Weeks (45 days)/2 <sup>nd</sup> semester (180 days)
	<b>DECEMBER 2020</b>	24-27	Post Planning
4	End of 4 <sup>th</sup> Month	31	Memorial Day School Closed
18	End of 2 <sup>nd</sup> 9 Weeks (45 days)/1 <sup>st</sup> Sem. (90 days)		
18	Early Release		<b>Student Days = 175</b>
21-31	Winter Break (Schools Closed)		<b>Teacher Days = 190</b>
	<b>JANUARY 2021</b>		
1-4	Winter Break (Schools Closed)		
4	Teacher PL Day		
5	Students Return from Winter Break		
13	Report Cards		
15	End of 5 <sup>th</sup> Month		
18	MLK Holiday (Schools Closed)		

Randolph-Clay High School  
Faculty & Staff  
2020-2021

**Office Staff**

Bailey, Stuart  
Christian, Felicia  
Cobb, James  
Coley, Michael  
Collier, Brian  
Cooper, ShaKeythia  
Gresham, Holly  
Ingram, Kim  
Moore, Temeisha  
Murphy, Wesley  
Walker, Johnny  
White-Davis  
Wilborn, Angela  
Wooden, Tanyika

**Content Area**

Media Center  
Front Office  
Technology  
Asst. Principal/Athletic Dir.  
District Effectiveness Coordinator  
Bldg Secretary/Records/Attendance  
Bookkeeper  
Principal  
C.T.A.E. Director  
RCLC Director/Head Football Coach  
SRO  
School Improvement Dir/Academic Coach  
School Nurse  
Counselor

**Teachers**

	<b><u>Content Area</u></b>
Andrews, Vincent	Agriculture
Boone, Isaiah	Music/Band
Brown, Janice	Education Pathway
Cash, Jala	10 <sup>th</sup> ELA/12 <sup>th</sup> LIT
Fair, Rashad	S.P.E.D.
Farheen, Sumayya	Adv Alg
Griffin, LaRosa	Science
Johnson, Christopher	Graphics
Koduru, Madhavi	Econ/Personal Finance/Civic
Moore, Temeisha	Business
Moreno, Luis	Spanish I & II
Murphy, Wesley	RC
Oliver, Melvin	Physical/Environmental Science
Register, Darlene	Economics/World History
Rucker, Darlene	S.P.E.D.
Swantic, Scott	P.E./Health
Teal, Teresa	Alg I/Supp/Found of Alg/Pre-Cal
Venkat, Rao	Geometry/Support/Alg I
Walton, Stephanie	S.P.E.D. Self-Contained
Willis, Mariah	9 <sup>th</sup> ELA/11 <sup>th</sup> LIT

**Paraprofessionals**

	<b><u>Content Area</u></b>
Battle, Fredresha	S.P.E.D.
Burks, Rhonda	RCLC/floating
Gibson, Rosa	ISS
Manyeah, Gustina	Floating
McCray, Talae	S.P.E.D.
Sealy, Vivian	S.P.E.D.
Snelling, Rosaland	Floating
Tarver, Betty	S.P.E.D.

**Custodial Staff**

Forrester, Mary  
Glover, Dwyllan  
Hallford, Ray  
Lee, Edwin  
Tamplin, Betty

## **SCHOOL BELIEFS**

The **Randolph-Clay faculty** believes every individual is a worthy person with unique needs and learning styles.

**We believe** everyone deserves to learn and develop intellectually, socially, physically and morally.

**We believe** a positive self-concept is necessary to develop the skills that will enable a person to become a productive citizen in a democratic society.

**We believe** cooperation between parents; the community and the school are necessary if we are to have a successful school program for our children.

**We believe** our sequential curriculum is the foundation of a basic skills program that provides everyone many opportunities to learn and to grow.

**We believe** when parents, students, the community and the school are joined in cooperative effort, success is inevitable.

**Randolph-Clay High School's** students will graduate with the education and knowledge that will prepare them to enter into a society characterized by a global economy, advanced technology, societal complexity and continuous change. This vision can be accomplished by a collaborative effort among educators, students, parents and the community.

The school is determined to help students reach high, benchmarked academic standards. This is one reason why the school has adopted a standards-based academic reform model. All students are individuals; they are unique and have different needs. To meet the needs of all students, a standards-based curriculum places student performance as the target for improvement. Aligned instructional systems, high performance management, professional learning communities, parent and community involvement, and standards and assessment are other advantages that optimize student performance.

All features of a standards-based curriculum work together to promote student success. The standards-based environment at RCHS will be characterized by the following traits:

1. All students will participate in a rigorous curriculum aligned to standards
2. Safety Net Programs will be in place with ramp-up courses in Math, Language Arts, tutoring, summer school etc.
3. Parental involvement will ensure an understanding about the importance of establishing clear curricular priorities
4. Rituals and routines will be shared school wide

## **WE BELIEVE**

- Technology touches almost every part of our lives.
- Technology in the hands of students can serve as an equalizer, providing students with access to information and tools that empower them as learners.
- Technology in the hands of students can increase student engagement and thus student performance, satisfaction, and interest in school.
- Technology in the hands of students can change the way teachers teach, offering educators effective ways to reach different types of learners and assess student understanding through multiple means.
- Technology in the hands of students can better equip the workers of tomorrow to investigate and solve real world challenges similar to those they will experience in the workplace.
- Technology in the hands of students is one of the largest paradigms shifts in teaching and learning to be experienced by today's educators.
- Technology infrastructure must be designed and implemented in a manner to allow the seamless implementation of an environment where personalized learning thrives in the Randolph Clay Middle School classrooms.

## **OVERVIEW**

Randolph-Clay High School views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of Randolph-Clay High School to maintain an environment that promotes ethical and responsible conduct in all digital resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent *and* for the student. During student registration, the return of previously registered students, and each subsequent yearly update, you will be given the opportunity to view the Acceptable Use Agreement, and during these processes you acknowledge that you understand and accept the information in this document.

**RANDOLPH CLAY HIGH SCHOOL students and families must understand that:**

1. All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
2. All users of the district network and equipment must comply at all times with Randolph County School District policies, and Staff Use of Internet, Social Networks and Other Forms of Electronic Communication.
3. Laptops, iPads, tablets, and all technology equipment associated with the device are on loan to students and remain the property of Randolph County School District.
4. All users are accountable to all school, district, local, state, and federal laws.
5. All use of the technology equipment and network must support education.
6. Students and families must follow all guidelines set forth in this document and by district staff.
7. All rules and guidelines are in effect before, during, and after school hours for all district laptops, iPads, tablets, and technology equipment whether on or off the school campus.
8. All files stored on district equipment or on the network are property of the district and may be subject for reviewing and monitoring.
9. The term “equipment” or “technology” refers to laptops, iPads, tablets, Chromebooks, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
10. Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement.
11. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned Randolph County School District username. Students will not share their password with other students at any time.
16. Students may not loan equipment to any other person for any reason, as students *and* their parent/guardian are held financially responsible for any loss of components.
17. Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. Randolph County School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. Randolph County School District & Randolph Clay Middle School reserves the right to confiscate the equipment at any time.



## Parent/Guardian Responsibilities for Students with Mobile Devices (Grades 2-12)

Randolph-Clay High School makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the laptops in the home. There are several responsibilities assumed by the parent/guardian. These are outlined below.

### Sign the Student/Parent Acceptable User Agreement (located at the end of this handbook)

#### ***Parent/Guardian Responsibility***

In order for students to be issued a laptop, iPad, or tablet (device) a student and his/her parent/guardian must acknowledge acceptance of the Acceptable Use for Technology – Electronic Mobile Device. A student will not be issued a device until the agreement has been accepted and a hard copy has been signed by both parent and student and returned to the school.

#### **Accept Liability**

##### ***Parent/Guardian Responsibility***

- Damaged because of negligence

The **parent/guardian/student** are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Intentionally damaged

Lost or stolen devices must be reported to school and/or police immediately. In cases involving theft a police report will be required.

#### **Monitor Student Use**

##### ***Parent/Guardian Responsibility***

The **parent/guardian** must agree to monitor student use at home (if applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

#### *Suggestions*

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.

- Develop a set of rules/expectations for internet use at home. Some websites provide parent/child agreements for you to sign.

- Only allow internet use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing while online. Ask questions and request that they show you his or her work often.

## Support Student Safety

### *Shared Responsibility*

this section are intended to help students be safe on the path to and from school. Student safety always comes first.

For schools and parents/guardians alike, student safety is always a high priority. The precautions described in

### *Parent/Guardian Responsibility*

- If someone demands your laptop or iPad, give it to the person. Report the incident immediately.

The parent/guardian must agree to monitor student use at home

(If applicable) and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

## Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources. **Violations of these rules and guidelines will result in disciplinary action. Students will receive laptop and/or iPad-related training at school during the first weeks of school. Below you will find a summary of the main points of each training topic.**

## Electronic Resource Policy and Responsible Use Procedures

### *General Guidelines*

All use of technology must:

- Support learning

#### *Security Reminders*

- Follow local, state, and federal laws
- Be school appropriate

- **Do not share logins or passwords**

Exception: students are asked to share passwords with parents or guardians

- Do not develop programs to harass others, hack, bring in viruses, or change others' files
- Follow Internet safety guidelines

#### *Activities Requiring Teacher Permission*

- Using equipment during class
- Using headphones in class

All files must be school appropriate.

Inappropriate materials include **explicit** or **implicit** references to:

#### *Inappropriate Content*

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

#### *Thumb Drives*

All district rules and guidelines apply to any thumb drive plugged in to district equipment

### **Equipment Use, Care, and Classroom Routines**

#### *Handling*

- Keep your laptop or iPad in the district designated protective case or cover at all times.
- Always use two hands to carry the device.
- Never leave the laptop or iPad unattended for any reason.

#### *Useful Habits*

- Ensure that the laptop or iPad is resting securely on the desktop/tabletop.

- Never place your laptop or iPad on the floor.
- Close the lid of the laptop before standing up.
- Never leave your laptop or iPad unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen before walking away.
- Follow all directions given by the teacher. Failure to follow district policies and teacher instructions could result in disciplinary action.
- A laptop, iPad, or tablet should never be open if a student is consuming food or drink.
- Use the laptop, iPad, or tablet in a common room of the home.

The laptop, iPad, or tablet stays in the protective cover at all times. Charge the laptop, iPad, or tablet fully each night.

#### *Care of device at school*

- The laptop, iPad, or tablet stays in the protective cover at all times. The power cord/charger should always be available if/when needed.
- Charge the laptop, iPad, or tablet fully at the end of each day. For devices that are not taken home, the student is responsible for ensuring that the power cord is connected to the device in the cart so that it will be charged for the next day.
- Store the device on a desk or table. Books and/or binders should never be placed on top of a laptop, iPad, or tablet. If the device is not in use, it should either be stored on top of a desk/table. It should never be on the floor?

#### *Traveling to and from School*

- Use the laptop, iPad, or tablet in a common room of the home.
- Store the laptop, iPad, or tablet on a desk or table - **never on the floor!**
- Protect the device from:
  - \* Extreme heat or cold.
  - \* Food and drinks
  - \* Small children
  - \* Pets
- Completely shut down the laptop, iPad, or tablet before traveling.
- Do not leave the device in a vehicle.

### *Prohibited Actions*

Students are prohibited from:

- Putting stickers or additional markings on the laptop or iPads, bag/cases, batteries, or power cord/chargers.
- Defacing district issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptop or iPads.
- The protective cover for the laptop or iPad should never be removed, for any reason, as doing so will lead to damage to the device for which you will be responsible.

### **Email for Students**

#### *Purpose*

classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the International Society for Technology in Education Student Standards (ISTE-Student Standards).

All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district staff and

#### *Guidelines and Reminders*

This means that administrators and teachers may check students' email and

Email should be used for educational purposes only.

- Email transmissions are monitored by the district to ensure appropriate use.

will be alerted to any inappropriate content.

- All email and its/their contents are property of the district.
- Email should only be used by the authorized owner of the account.

- Students should protect their passwords at all times. Any suspected breach of a student's assigned Randolph County School District account should be reported immediately.

#### *Unacceptable Use Examples*

Non-education related forwards (e.g. jokes, chain letters, images, etc.).

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

### **Webcams**

#### ***Purpose***

Each student device may be equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

#### ***Examples of Use***

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

### **Movies**

*At Home* Streaming movies on your laptop or iPad is allowed at home with permission from parents/guardians. **Note: devices are filtered at home with limited access to streaming services.**

### **Gaming**

#### ***At School***

School Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

#### ***At Home***

- You have permission from your parents/guardian.
- The content of the game is school appropriate.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

**You are not allowed to load personal software onto your district owned device.**

Online gaming is allowed at home if all of the following conditions are met:

### **Desktop Backgrounds and Screensavers**

Any images set as the desktop or Home Screen background must be in line with Use of Technology Resources in Instruction guidelines.

- Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action and/or loss of laptop or iPad privileges.

### **Copyright and Plagiarism**

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

### **Technology Discipline**

#### *School-Based Discipline*

The discipline policies at each school encompass the one-to-one/digital environment. Please reference the Student Code of Conduct for details.

#### *Progressive Discipline*

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.  
Progressive Discipline Steps Example

*The following are for illustration purposes only.* The appropriate progressive discipline steps for the individual would apply.

- Warning
- Parent contact
- School-based consequences
- Administration referral

### **Examples of Unacceptable Use**

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the district Internet filtering system
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email
19. Attempts to defeat or bypass the district's Internet filter
20. Deleting browser history
21. Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
22. Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
23. Unauthorized downloading or installing software
24. Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

#### **Device Security**

##### *Laptop, iPad, or Tablet Security*

Security is in place on the device to prevent certain activities. These include downloading or installing software on the device, removing software, changing system settings, etc.

##### *Internet Filtering*

Randolph County School District maintains an Internet filtering software package. This program automatically filters all student access to the Internet.



**Damaged Equipment***Accidental Damage vs Negligence*

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

**Lost/Stolen Equipment Lost***Reporting Process*

If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her. If it is reported that a student has not brought the device to school (or used for educational purposes) for an extended period of time, the school will consider the device to be lost and could charge the student's account for full replacement of the device and its related equipment.

*Financial Responsibility*

The circumstances of each situation involving lost equipment will be investigated. Students/parents will be held financially responsible for any lost equipment. After investigation, if a laptop or iPad is deemed lost, the school will make a determination regarding a replacement device.

*Stolen Equipment**Reporting Process*

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner.

*Financial Responsibility*

equipment. Remember, it is the parent's/student's responsibility to report the theft to the proper police and school authorities immediately upon incident. After investigation, if a laptop or iPad is deemed stolen, the

Students/parents will be held financially responsible and will be billed for full replacement costs for stolen

school will make a determination regarding a replacement device.

### Replacement and Repair Costs

#### Reporting Process

If equipment is stolen, the school must be notified, and a police report must be filed immediately. A copy of the police report must be provided to the school by the student or parent in a timely manner. The District reserves the right to deny coverage in the event of abuse of the theft/burglary/robbery coverage. Students will be issued financial obligations forms if any of the following occurs:

Chromebooks		Ipad	
Item Description	Cost of Repair/Replacement	Item Description	Cost of Repair/Replacement
Damaged Chromebook	\$340.00	Damaged Ipad	\$374.00
<i>Charger</i>	<i>\$59.00</i>	<i>Charger</i>	<i>\$38.00</i>
<i>Protection Cover</i>	<i>\$32.00</i>	<i>Protection Cover</i>	<i>\$32.00</i>

#### Terms and Conditions of the Computing Device Agreement:

Student access to computers is one way that Randolph County Elementary School enhances the learning opportunities for our students. Use of the devices is a privilege. Students who use a computing device at school are expected to follow Randolph County School District & Randolph County Elementary School's policies, procedures and practices. It is imperative that the device the student is issued be maintained and handled in a responsible way.

Educators have the capability not just to create resources but to share their content across several levels of education. In other words, any educators at any level in our school can collaborate with any student to provide a complete classroom experience online. We strive to provide excellence by focusing on 21<sup>st</sup> Century, future ready skills that will prepare our students for College and Career Readiness.

**What can I do to make sure my student is successful with their Remote Learning Day?** Our number one goal with remote learning is to make sure your child continues to learn and is safe. With a new process, there will be many things your student can share about their learning and demonstrate success, but there will also be some areas of improvement for the whole system. When students return to school, there will be an opportunity for the home and students to share (strengths and needs improvement) about the remote learning experience.

**How will my students get the remote learning assignments that they need to complete at home?** Teachers will have lessons for your student loaded in via packets and/or Google Classroom. Prior to leaving the school building, students will receive the necessary resources to complete their work at home. Students who are English Language Learners/Special education will receive additional materials and support.

Students, grades K-12, will be able to use Google Docs (create and edit documents), Microsoft Excel (create and edit spreadsheets), Microsoft PowerPoint (create and edit presentations), and Microsoft Publisher (create and edit diagrams) offline. There will be some lessons that will have videos or other media. Teachers will work with the students to have this information downloaded to their laptop or iPad, prior to leaving the school for the day.

**How many lessons will my student need to complete?**

**Students will complete lessons and assignments as assigned by the teacher.**

**How can we work with the teacher?** Teachers will be available throughout the day via virtual office/Planning hours. And Fridays. During these hours, our teachers will be accessible through a line of communication and be available for feedback, discussion and for grading of student work via PowerSchool.

**What is my student's responsibility?** How long do the students have to complete the lesson(s) assigned on Remote Learning Days? Students are expected to complete the lesson(s) assigned by their teachers on a daily basis. Remote Learning days are about extending learning outside of the school building and not stopping instruction. Teachers will enter grades into PowerSchool after 5 days of instruction. Students will have FIVE school days to complete any make up work after the work is assigned.

## Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Elizabeth Public School Board policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. [See district fair use and copyright guidelines for more information \(Policy 6142.10\).](#) [Students will practice safe and appropriate online](#) behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- using racist, profane, pornographic, sexually oriented, or obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on the district network
- encrypting communications so as to avoid security review or monitoring by the system administrator
- using the network to provide addresses or other personal information that others may use inappropriately
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
- using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee
- streaming media, such as radio, games, video, etc., for non-educational purposes

- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources
- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location where others may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage.

Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams,

graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).

## APPENDICES

### A. REMOTE-LEARNING DAYS

Remote-learning allows Randolph County School District to extend learning into the home and keep everyone safe during emergency closures.

Google Classroom is a tool that integrates many facets of education into one platform. Randolph County Elementary School educators can create an engaging and stimulating atmosphere via virtual learning now with Google Classroom. More digital tools could be added.

At the core of Google Classroom –all educators in our school can create their own virtual platform for students to receive the following: instruction, guides and resources, assignments and assessments, and other forms of direct delivery instruction.

**Students need to log into class 5 minutes before the start of each class period.**

## 2020-2021 VIRTUAL LEARNING SCHEDULE

### Monday-Thursday

Periods	Time	Instructional Time
Faculty & Staff Arrive	9:00	
1 <sup>st</sup> period	9:15a-9:45a	30 mins
2 <sup>nd</sup> period	10:00a-10:30a	30 mins
3 <sup>rd</sup> period	10:45a-11:15a	30 mins
4 <sup>th</sup> period	11:30a-12:00p*	30 mins
<b>Lunch</b>	<b>12:00p-12:45p</b>	
5 <sup>th</sup> period	12:45p-1:15p*	30 mins
6 <sup>th</sup> period	1:30p-2:00p*	30 mins
7 <sup>th</sup> period	2:15p-2:45p	30 mins
Sanitize workspace	2:45p-3:00p	

\*= Denotes RCMS Exploratory class periods which is taught by RCHS teachers

15 minutes is allotted between each class period to allow students to remain online and ask instructors questions immediately following the lesson and transition to log in to the next class

scheduled. **Students who are 15 minutes late for a class will be counted as absent from the class.**

Fridays are reserved during virtual learning for parent conferences, staff development, student advisements, assignments, & tutoring.

## RCHS 2020-2021 Virtual Platforms



### **Steps to access Nearpod:**

- 1. Log into Nearpod.com**
- 2. Use the CODE that is provided by your teacher**
- 3. You should have access to the teacher's assignment.**
- 4. As a student, you are already in the teacher's class.**
  - \*Make sure that you are entering the code for the teacher who assigned the lesson. All codes are different.**

### **Steps to access Google Classroom:**



1. Go to **Google Classroom**. **Students** can go to the website **classroom.google.com** or use the **Google Classroom** app on their mobile devices.
2. Join a **Class**. **Students** locate the plus icon in the upper right of the **classroom** page to enter the join code. ...
3. Locate the Assignment. ...



4. Click on Open. ...
5. Blue Turn In Button.

Google Meet is an online meeting room where you will be able to communicate with your teacher and classmates.

#### Joining a Google Meet from Google Classroom

<b>STEP 1</b> Go to <b>classroom.google.com</b> or select “ <b>Classroom</b> ” from the Google Apps menu	<b>STEP 2</b> Locate your teacher’s post that includes a link to the Google Meet; click the link to enter the meeting room
<b>STEP 3</b> You may see a pop-up window that says “ <b>Allow Meet to use your camera and microphone</b> ”; click “ <b>Dismiss</b> ”	<b>STEP 4</b> You may be asked to turn your camera and microphone on; click “ <b>Allow</b> ”
<b>STEP 5</b> Click “ <b>Join now</b> ”	

#### Joining a Google Meet from Your Calendar

<p><b>STEP 1</b> Go to <b>calendar.google.com</b> or select “<b>Calendar</b>” from the Google Apps menu</p>	<p><b>STEP 2</b> Locate and click the calendar event</p>
<p><b>STEP 3</b> Click “<b>Join Hangouts Meet</b>”</p>	<p><b>STEP 4</b> You may see a pop-up window that says “<b>Allow Meet to use your camera and microphone</b>”; click “<b>Dismiss</b>”</p>
<p><b>STEP 5</b> You may be asked to turn your camera and microphone on. Click “<b>Allow</b>”.</p>	<p><b>STEP 6</b> Click “<b>Join now</b>”</p>

### Using Google Meet

Learn the Google Meet interface and how to use it.

- A. **Main screen:** This is where your teacher will appear
- B. **Chat:** Chat with your teacher and classmates
- C. **Microphone:** Turn your microphone on and off
- D. **End call:** Leave the class meeting
- E. **Camera:** Turn your camera on/off
- F. **Captions:** Turn on captions to read what you’re hearing
- G. **Present now:** Share your screen

### **Virtual Attendance/Dress Code and Grading Procedures**

- **Students must log on every day for class and turn on the camera to be counted as present.**
- **Teachers will check attendance after the first five minutes of each class.**
- **If a student misses two or more days within the same week, the parent will be sent a letter and be contacted by the Attendance Support Team.**
- **If a student misses three or more days, the Attendance Support Team will make a home visit.**
- **Students must log into the class to be counted as present.**
- **Students must be dressed appropriately. This means that students cannot attend class without a shirt or top covering all that will be visible on camera.**
- **Teachers will update grades weekly. Parents can view grades in PowerSchool. Progress reports will be visible in PowerSchool.**

## **Changing Schedules**

Student schedules can be changed for any of the following reasons:

1. Student has already passed the class.
2. Placement in remedial class.
3. Failure to pass prerequisite class.
4. Failure to pass required courses.
5. Class exceeds maximum class size.

## **Procedure for Schedule Changing**

1. No schedule changes will be made except in unusual circumstances.
2. All requests for schedule changes must be made to the guidance counselor. Any schedule change must be approved by the Principal and may require a conference with the parent.
3. State mandates that all students are to be scheduled for a minimum of six periods per day with no exceptions for dual enrollment. Middle grades are excluded.
4. After one week, all schedule changes should be complete.
5. If a student believes a schedule change is necessary, he/she must follow the required procedure for change and give the form to the homeroom teacher who will deliver it to the appropriate personnel. The student will be informed if the request is accepted or denied after it has been received.

## **Career Goals**

To help students plan their career objectives, Randolph-Clay High School has the following career goals:

1. To help the student identify his/her interests, abilities, and values and their relationship to careers.
2. To help the student identify occupational characteristics of various jobs.
3. To help the student identify entry qualifications, typical work activities, advancement opportunities and personal benefits for a variety of careers.
4. To help the student establish tentative career goals consistent with personal lifestyles, values, abilities and interests.
5. To help the student be able to identify different routes to the same occupation.
6. To help the student make a realistic career decision to pursue or reject further exploration of a specific career.
7. To help the student acquire basic knowledge, attitudes, and skills required of entry-level personnel in specific occupations.
8. To help the student explore careers by providing career materials and software in the career center (located in the Media Center).

## Graduation Requirements

(Students entering Ninth Grade 2020-2021)

**23 Carnegie Units**

**\*\*7 Units each year\*\***

### **CORE COURSES**

Language Arts 4 units(**Ninth Grade Lit**, Tenth Grade Lit, **American Lit**, British Lit)

Math 4 units(**Coordinate Algebra**, **Analytic Geometry**, Advanced Algebra, Fourth Math)

Science 4 units(**Biology**, **Physical Science**, Chemistry, Human Anatomy, Environmental Science)

Social Studies 4 units(Civics, **Economics**, **United States History**, World History)

For College Only:2 units Foreign Language(Spanish)

Courses in bold print have an end of Course Test (EOCT). These tests count 20% of final grade.

### **NON-CORE COURSES**

Health ½ unit

Personal Fitness ½ unit

Electives 4.5

Technology Career 3 units Technology Pathways(Agricultural Business and Production Technology, Business and Information Management, Auto Technology)

Culinary Arts-Dual Enrollment with Albany Technical College

Law Enforcement-Dual Enrollment with Albany Technical College

Early Childhood and Development-Dual Enrollment with Albany Technical College

## **GRADUATION**

**High School Diplomas** will be awarded to students who meet all graduation requirements including attendance and Carnegie Units.

### **Determination of Valedictorian and Salutatorian**

The student in the college preparatory program with the highest class ranking as determined by cumulative grade point average rounded to the nearest thousandth, shall be recognized as Valedictorian. The student in the college preparatory program with the second highest class ranking as determined by cumulative grade point average, rounded to the nearest thousandth, shall be recognized as Salutatorian. Students must have attended high school in the system for a minimum of eight quarters (including the senior year at the school of graduation) to be named Valedictorian or Salutatorian. Transfer credit used for calculation of cumulative grade point averages for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted only from high schools accredited by the Southern Association of Colleges and Schools (or agency recognized as a regional accrediting agency by SACs).

### **Grade Point Average and Class Ranking**

Class ranking shall be determined by the cumulative grade point average of graduating seniors at the completion of the first semester. The grade point average shall be determined by use of a four point system for grades earned: A=4; B=3; C=2; F=0. College preparatory courses completed shall be weighted one additional point for passing grades: A=5; B=4; C=3; F=0. College and Advanced Placement (AP) Courses completed shall be weighted one additional point for passing grades: A=6; B=5; C=4; F=0.

### **Public Recognition**

The Valedictorian and the Salutatorian shall be recognized at the graduation ceremony of the high school. 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. If a tie in class ranking for Salutatorian exists, each student will be publicly acknowledged.

### **Criteria for Breaking Ties**

If scholarships or financial grants are to be awarded on class ranking as Valedictorian and/or Salutatorian and the scholarships or grants cannot be shared among the student's ties for Valedictorian and/or Salutatorian, the following criteria will be used in turn to break ties in class rankings.

Valedictorian: 1) Numeric grade average of the core courses to the 2<sup>nd</sup> decimal place; if a tie still exists, 2) number of college preparatory classes taken; if a tie still exists, 3) Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. The highest verbal and mathematics scores will be used.

Salutatorian: 1) Numeric grade averages to the 2<sup>nd</sup> decimal place; if a tie still exists, 2) Number of college preparatory classes taken; if a tie still exists, 3) Scholastic Aptitude (SAT) Scores.

After using the tie-breaking criteria, the student with the highest class ranking would receive any scholarship awards for Salutatorian. All students tied for Salutatorian will be recognized publicly. 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.

## **DUAL ENROLLMENT/MOVE ON WHEN READY**

In an effort to meet the needs of certain well-qualified students, Randolph-Clay High School and accredited colleges cooperatively have established a dual enrollment program. The purpose of this program is to enable a high school second semester junior or senior to be enrolled jointly in high school and college. Students who desire to enter the dual enrollment program should apply through the guidance office.

## **EXAMS AND SEMESTER EXAMS**

85 or above average	May miss 0 days
90 or above average	May miss 1 day
95 or above average	May miss 2 days

All students need to have the opportunity to take cumulative tests. For this reason, no student may be exempt during the first semester. Exemption eligibility will apply to second semester testing only. The teacher will verify the students attendance and eligibility to exempt.

**Randolph-Clay High school is a GHSA member school and adheres to the eligibility policy which is as follows:**

**To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. A student is required to pass classes that carry at least 2.5 Units counting toward graduation the semester immediately preceding participation. Exception: First semester ninth-grade students. See GHSA eligibility requirements for more information.**

### **GRADING POLICY (6-12)**

Randolph-Clay Comprehensive High School's grading policy is:

A= 90-100

C=70-79

B= 80-89

F=Below 70

#### **Student Conduct/Academic Grade (Local Policy)**

Students' grades are to be awarded according to academic achievement and Randolph County Board of Education policy. Grades shall not be altered, removed or denied as a form of punishment for student misconduct.

### **HOMEWORK POLICY**

Each teacher will assign homework at his/her discretion.

### **HONOR ROLL**

#### **Principal's**

To be eligible for the Principal's Honor Roll, a student must be taking 7 courses and earn an "A" in each course. These students are eligible for the READ (Representing Exceptional Academic Dedication) card if they maintain an "A" average for the semester.

#### **Regular Honor Roll/Merit Roll**

To be eligible for Regular Honor Roll, a student must be taking 7 courses and earn a "B" or above in each course

### **GIFTED STUDENTS**

There are identifiable children and youth in Randolph County (Clay County) who demonstrate a high degree of intellectual ability, and who need special instruction, special ancillary services or both to achieve at levels commensurate with their intellectual abilities. The Randolph County Board of Education requires the development and operation of programs of gifted education for students in grades K - 12 who are eligible for services as outlined by GBOE Rule 160-4-2-.38 Code IDDD(2).

Referrals of potentially gifted students enrolled in the Randolph County School System may be made by classroom teachers, counselors, administrators, parents, self or any responsible person who has knowledge of the student's intellectual functioning. Students scoring at or above the 90<sup>th</sup> percentile on the total battery or composite score or in total reading or total math will be automatically referred for further consideration by the Gifted Eligibility Team.



The gifted program operates as described in the Randolph County Gifted Administrative Procedures and Program Description and the Continuation Policy as approved by the Board of Education.

## **ATTENDANCE POLICY**

### **Rationale**

Regular attendance is essential to the educational process. Students who are absent from class for any reason are deprived of a variety of educational opportunities. Absence from school must be only for the most serious reasons including but not limited to personal illness, death in the immediate family or serious illness, legal appointments, religious holidays or conditions rendering attendance impossible.

Students shall attend public schools in accordance with requirements of the Compulsory School Attendance Law and for the number of full-length days prescribed by law. Parents or guardians are required to send children between the ages of six and sixteen to school unless the child is specifically exempt. Children specifically exempt from the requirement of the Compulsory School Attendance Law are those who are mentally or physically incapacitated to perform school duties.

**For a student to receive credit, he/she must attend school for a minimum of 180 days per year and have a valid excuse for missed days. For classes which are only one semester in length, he/she must be in attendance 90 days to receive credit.**

**A student must sign in before 11:30 a.m. to be considered present.**

**Students will be referred to the Attendance Support Team after absences of 2 days, 3 days, 4 days, 6 days and every absence thereafter.**

### **Excused Absences**

1. Students can be temporarily excused from school (1) when they are ill, and whose attendance in school would endanger their health or the health of others; (2) in whose immediate family there is a serious illness or death which would reasonably necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) when mandated by governmental agencies (preinduction physical examination of service in armed forces or court order); (5) school sponsored experiences; (6) whose parent/guardian is in military service (U. S. Armed Forces or National Guard) and has been called to duty for or is on leave from overseas deployment in a combat zone or support posting will be granted up to five (5) days of excused absences per school year to visit his/her parent prior to their deployment or during the parent's leave; (7) Conditions rendering attendance impossible or hazardous to student health or safety.

2. Students who are at least 12 years of age and are serving as pages of the Georgia General Assembly shall be marked present by the local school in which they are enrolled for the days missed from school for this purpose.
3. Students may be excused from school when prevented due to conditions rendering school attendance impossible or hazardous to their health or safety.
4. Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be included in the daily absentee count.
5. A student may request make-up work for an excused absence. Make-up work must be arranged within three school days after the last date of absence. If a student fails to do the required make-up work, the teacher has the authority to give a zero for the assignment.

### **Unexcused Absences**

Unexcused absences or all failures to attend school other than specifically excused by the administration shall include but not to be limited to the following:

1. Oversleeping
2. Missing the bus
3. Babysitting
4. Joining the family for vacation outing
5. Skipping school or cutting class

Makeup work for unexcused absences must be approved by the principal and the child can receive a maximum grade of 85 - or less; If the homework, quiz or test is not made up, the student will receive a zero (0). Students are responsible for checking with their teacher(s) for all missed work, including tests.

### **Regulations**

1. Students are expected to attend school 180 days.
2. Class attendance will be recorded by each classroom teacher.
3. Excuses for absences are to be taken directly to the front office before school begins. The front office personnel will sign the Absence Admit Slip and should determine whether an absence is excused or unexcused according to the regulations of the Attendance Register. The Absence Admit Slip should then be carried to each class for the teachers' signature. Students failing to bring a slip to class should be admitted that day and referred to the proper administrator at the day's end.

4. If excuses are not brought the first day upon returning to school after absence, an unexcused pass to class will be issued. The student has three days in which to bring the excuse. If the student doesn't bring an excuse within 3 days after an absence, then he/she automatically becomes unexcused. Students who fail to produce an Absence Admit Slip will be penalized. If this becomes habitual, the consequences will be more severe.
5. Students in grades 9-12 will not be allowed to miss more than 6 days per year. A student who misses more than 6 days per semester may not receive credit. The Principal or designated assistant will mail a letter to the parents/guardian when a student has missed 2 days, 3 days, 4 days, 6 days and every absence thereafter. The student will be referred to the Attendance Support Team. The decision of the Attendance Support Team cannot be appealed.
6. Students in grades 6-8 cannot exceed over 5 absences per year. Parents/guardians may appeal. Refer to #6.
8. In case of a prolonged absence due to medical care, the parent/guardian must seek assistance from the Principal for homebound instruction.
9. A student may request make-up work for an excused absence. Make-up work must be arranged within three school days after the last date of absence.
10. Any student who transfers to another school system who has 6 days absences will receive "Failing" on his/her records.
11. Principals are required to advise parents/guardians and students of all attendance regulations at the time of registration at the beginning of the school year.

### **Tardy to Class**

Students late to class are to report to the classroom teacher, not to the office. Tardiness on the part of a student will be reported to the office on each offense.

### **Late to School**

A student who is late to school must sign in at the front office for a permit to enter class.

### **Possible Punishment for Violations of School Rules**

We optimistically expect students to conduct themselves in such a way as to bring credit to their school and themselves; the vast majority of the students usually do.

It is important that we inform you, however, that students who fail to abide by school rules will be subject to disciplinary action. The punishment will be related to the seriousness of the offense and the frequency of violation. Punishment could include as much as corporal punishment, ISS, work detail, suspension, recommendation for expulsion and/or referral to legal authorities

### **CAMPUS MAINTENANCE**

A clean school campus is the result of a combined effort by students as well as staff personnel. Students are encouraged to assist in maintaining the beautification of our campus at Randolph Clay High School. All paper and trash should be placed in the proper receptacles.

### **CHILD ABUSE**

The Randolph-Clay High School counselors are the school contact people for child abuse. As School Employees we are all mandated reporters. Any abuse should be reported immediately to your supervisor.

### **RANDOLPH COUNTY SCHOOL SYSTEM:**

#### **CELL PHONE POLICY**

**This policy also applies to iPods, MP3 players, etc. \*\***

Randolph County School District policy allows the possession of telecommunications devices by students on campus during the regular school day.

During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), these devices also must be turned off and may not be used by students.

Cell phones, iPods, MP3 players, etc. must not be carried in a visible manner and should be kept out of sight. Not only are these devices a potential distraction to the classroom learning environment, but the technology available makes it possible for students to photograph and send copies of tests to other students, text message answers to test questions to other students, and otherwise compromise the integrity of our teachers' assessments and grading of student learning. The interpretation of the policy has been expanded to include iPods, MP3 players, etc. because so many telecommunications devices combine these features with those of a cell phone. Also, for safety reasons, while students are riding RCSS buses this policy

is in effect just as if the student was in a classroom during the school day. The use of any electronic device is prohibited on the buses. There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

### **Reason for Confiscation:**

The only reasons for school personnel to ask a student to surrender a cell phone, an iPod, or an MP3 player would be:

a - if the cell phone rang or vibrated (which would mean that the phone was turned on, and in violation of the policy), or

b - if school personnel saw the cell phone, iPod, or MP3 player (which would mean that the device was visible and in violation of the policy).

If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, iPod, MP3 player, etc.) will be confiscated by school personnel.

Refusal by a student to surrender the device is not an option. Cell phones, iPods,

MP3 players, etc. confiscated as a result will be returned to a parent or guardian the next business day between the hours 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m.

### **CONSEQUENCES:**

**1<sup>st</sup> Offense-(Warning) Confiscated and turned over to an administrator –Device will be returned to the student.**

**2<sup>nd</sup> Offense-(Warning) Confiscated and turned over to an administrator –Device will be returned to the student.**

**3<sup>rd</sup> Offense-Device is taken up and turned in to the front office. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m.**

**4<sup>th</sup> Offense- (Failure to Comply) Device is taken up and turned in to the front office. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m. 1 day of ISS**

**5<sup>th</sup> Offense- (Failure to Comply) Device is taken up and turned in to the front office. Confiscated cell phones will be returned to a parent or guardian the next business day between the hours 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m. 3 days ISS.**

**6<sup>th</sup> Offense-(Failure to Comply) Student will lose his/her cell phone privileges for the remainder of the school year. If caught with a cell phone, the student will be suspended for 2 days. Any incidents after the suspension, students will be suspended for five days.**

## **DRESS CODE**

The appearance of students shall ensure that they are clean, neat and properly dressed. They shall observe modes of dress, styles of hair and standards of personal grooming which are in conformity with the studious atmosphere necessary in schools.

Dress shall not be extreme to the point of creating a disturbance of the educational atmosphere. Writing or drawing on clothing which is derogatory, inflammatory, profane or crude will not be permitted.

The dress code shall, as a minimum, include the following:

1. Girls may wear pants at or below the knee, tight fitting pants are prohibited. Boys may wear pants at or below the knee.
2. Hemlines on skirts or dresses must be at or below the knee. Mini-skirts/dresses, micro-dresses/skirts sundresses and tennis skirts/dresses are prohibited. No "See through tops". Shoes must be worn at all times; shoes must have a back, heel or strap for support. No bedroom shoes. No shower shoes. Girls may not wear shoes with a 4 or 5 inch heel; typically called stilettos, including "wedge heels" this type of shoe can cause foot injury and is not suitable to be worn throughout the school day.
3. All tops or shirts must fully cover the midriff standing, sitting, and moving around. No tank tops or torn t-shirts. Sleeveless tops are not permitted by any student.
4. Males are allowed to have polo style shirts out; this includes rounded and square shirt tails.  
**(Any dress code violation is subject to a referral of insubordination.)**
5. Boys must wear their pants at the waist. Pants should not sag below the waist
6. No clothing which advertises alcohol, drugs, tobacco, or has any obscene or suggestive words or pictures.
7. No club, fraternity, or sorority clothing that is not school sponsored.
8. No clothing fad or way of wearing clothes that is not in good taste or is deemed distracting to the instructional process. No sagging, inside-out, revealing fabrics, and visible underwear permitted.
9. No jewelry adorning the nose, in the hair or on the ears that is deemed distracting to the instructional process. No visible body piercing (eyebrow, lip, nose, tongue). No hoop earrings for boys. If a student gets piercing during school term and can't take piercing out, the student will be subject to ISS and in some cases OSS.
10. No interlocking rings that cover more than one finger or any ring that can be construed as a weapon.
11. No hats or sunglasses in the building.
12. For students in violation of the dress code, parents will be notified; if students are unable to change clothes they will be assigned to ISS for the day.
13. No form fitting dresses.

14. No Ripped Jeans.
15. No Rip Shirts
16. No bandanas or headwraps (except for religious reasons)

**Students will not be allowed to wear the following types of clothing for the 2018-2019 school year: distressed jeans(jeans with rips and holes) of any kind, tights, leggings and jeggings (with or without pockets), mid-drift shirts that show any type of skin, short skirts, body conforming (tight fitting) dresses/skirts or backless sandals (flip flops), no headgear (bonnets, head scarfs, doo-rags, bandanas or any type of head wraps, No headphones of any type (beats or earbuds).**

The school administration will be the final judge of compliance or non-compliance with the dress code.

## **DRUG ABUSE HELPLINE**

The toll-free number for the Drug Abuse Helpline is (800) 338-6745. Students are encouraged to call for help if they are experiencing drug or alcohol related problems.

## **DRUG-FREE SCHOOL/COMMUNITIES ACT OF 1989**

### **SECTION 5145: SECTION 22 (P.L. 101-226)**

A top priority of the Randolph County Board of Education is to provide a safe and secure environment for all students and personnel. An appropriate learning climate must be established and maintained to ensure such an environment.

Unlawful use or possession of illicit drugs and alcohol is prohibited in the Randolph County School System or on the premises. Unlawful manufacture, distribution and/or dispensing, possession or use of illicit drugs and alcohol is prohibited in the Randolph County School System or on the premises.

The above violations are wrong, harmful, and illegal. Violations by PERSONNEL may result in suspension and/or termination as well as criminal charges.

**Notification to Employees.** A copy of the drug policy outlining conduct and sanctions will be given to employees and they will be required to sign that they received the information.

**Notification to Students/Parents/Guardians.** Parents and students will be notified that compliance with the standards of conduct is mandatory. Parents/guardians and students will be informed of the sanctions by letter at the Elementary School level and through the Student Handbook at the High School level.

**Drug Education/Curricula.** The Randolph County School System will implement and offer a comprehensive drug education program for students in Kindergarten through 12th grade. The curricula will be age appropriate and will be developmental and preventive in scope. Objectives used will include those developed in the State Quality Core Curriculum for grades K-8 and those developed by the State for 9-12.

All teachers who are responsible for student instruction in drug education will have appropriate training and materials.

**Resources.** A list of resources and information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be obtained by the System for students and personnel who need and/or request this information

**Program Effectiveness.** Annually the drug abuse/prevention program will be evaluated to determine its effectiveness and to determine changes and/or additions which are needed.

Records concerning drug abuse and disciplinary sanctions will be kept and analyzed to determine program effectiveness and if uniform sanctions are being administered to violators.



**Procedure for Handling Incidents of Abuse.** Procedure for handling incidents in the school involving the possession, sale and/or use of drugs, alcohol or any other behavior affecting substances shall be as follows:

1. Definite assignments shall be given to personnel within the individual school.
  - a. The Principal will be responsible for carrying out the policy and its supporting procedures within his/her school.
  - b. The Principal will serve as the clearing point for records, reports, and inquiries relating to his/her school.
  - c. Staff members shall report any violation of this policy to any of the school's administrative staff.
2. The parent/guardian of any involved student shall be contacted immediately.
3. Disciplinary action shall be specific.
  - a. A student known to be in violation of this policy shall be suspended by the administration from school. A referral to the Board or Disciplinary Tribunal for further action may be made.
  - b. A student known to be under the influence of such substances at school shall be suspended for a minimum of five (5) days.
  - c. A student's suspension may be reduced at the discretion of the administration if a student seeks and obtains treatment from an approved intervention or treatment program. The Principal or designee will furnish information to the student or the student's parents/guardian regarding the approved intervention and treatment programs.
4. The school will cooperate with the Police Department and Sheriff's Department by reporting the source of supply, if known, and by developing an in-service instruction program for staff members.
5. The school will assist students who use drugs or abuse alcohol by counseling, drug abuse education, cooperation with city or county health departments and individual physicians in appropriate health care and by other appropriate means.
6. A copy of this policy shall be provided to all parents/guardians and students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child; or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own records. Parents or eligible students should submit to the [appropriate school official] a written request identifying the record(s) they wish to inspect. The [appropriate school official] will decide for access and provide notice of such arrangements.

(2) Request the amendment of the student=s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student=s privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of a student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student=s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Randolph County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

The Randolph County School district has designated the following information as directory information:

- (1) Student's name, address, and telephone number;
- (2) Student's date and place of birth;
- (3) Student's participation in official school clubs and sports;
- (4) Weight and height of student if he/she is a member of an athletic team;
- (5) Dates of attendance at the Randolph County School System schools; and
- (6) Awards received during the time enrolled in the Randolph County School System.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the [principal of the school at which the student is enrolled] in writing.

### **FIELD TRIPS AND EXCURSIONS**

Educational field trips which contain true educational experiences are encouraged by the Randolph County Board of Education. Recognizing that learning is not confined to the classroom, the Board encourages selective field trips. The responsibility of approval and justification of the trip is placed in the hands of the principal and superintendent. No monies collected through Randolph County Schools projects will be used for any pleasure trips to the beach, mountains, or any other trips not directly connected with school activities. The exception will be the annual Senior trip, which must be approved in advance by the Randolph County Board of Education.

In accordance with this policy, the following administrative rules were developed:

1. Request for field trips must be submitted to the school administrator on a Randolph County Field Trip Request Form.
2. The administrator either approves or disapproves the request. If approved, it must be sent to the Superintendent's office for final approval. The Superintendent holds the school's administrator responsible for determining whether or not the field trip is curriculum related or school related extracurricular activity.
3. Requests for school buses to be used for school-sponsored activities must be submitted in writing to the Superintendent's office one week prior to the activity and approved in writing by the Superintendent or designee.
4. Copies of the Field Trip Request form will remain in the Superintendent's office and the principal. A copy will also be returned to the teacher who originated the request.

The use of an individual teacher's automobile on approved field trips is not encouraged but in the event this is necessary, the Randolph County Board of Education will reimburse the employee the amount of the actual expense incurred. All requests for reimbursement shall be made on an employee's expense statement and accompanied by a receipt. Extra-curricular school related trips may be reimbursed through the club or organization account in the school's general fund. Field trips for school sponsored extracurricular activities are permitted but the club or organization is financially responsible for the bus driver and extra gas.

### **FUND RAISING/CLUBS**

Students are permitted to engage in the sale of approved items as a means of financially supporting the programs and activities of clubs and school organizations. All fund-raising activities must be approved by the principal, the superintendent, and the Board of Education before solicitation begins. The sale of raffle tickets by students as a school sponsored activity is illegal, against State Board of Education Standards, and will not be permitted. This policy does not prohibit parent support organizations from conducting raffle ticket sales.

### **HEARING, VISION & DENTAL EXAMS**

Students entering a Georgia school system for the first time are required to have hearing, vision, and dental examinations. Copies of the results will be placed in their permanent folder. The records clerk is responsible for reminding parents/guardians who fail to get the examinations for their child within the first seven days after enrollment. This procedure is as follows:

1. The records clerk will inform out-of-state students and their parents/guardians when enrolling at Randolph-Clay that they are required to have hearing, vision, and dental examinations within three weeks.
2. If after seven days a student from out-of-state has not had the examinations, the records clerk will send a letter to the parents/guardians informing them that their child needs the required examinations.
3. If after fourteen days, the student has not had the required examinations, the records clerk will send a second letter and if possible, telephone the parents.

### **IMMUNIZATION**

The law of the State of Georgia requires a school "Certificate of Immunization" for each student entering or attending school (Form #3300). This form must be kept on file and available for inspection by health officials as long as the child attends this school. The West Central Health District requires that all students be adequately immunized for their age.

Those students who transfer to this school from within the State of Georgia are required to have a current "Certificate of Immunization" to be enrolled. If they do not have this certification, the Immunization Program field office in Valdosta may be contacted and they will get immunization data from parents/guardians or the county where the vaccinations were given and will report back to the school immediately. If immunizations are up to date, the Health Department will fill out a Certificate of Immunization and the student then may be enrolled into the school system. If immunizations are not adequate for the student's age, the parent/guardian may bring the student to the Randolph or Clay County Health Department for immunization needed to comply with District Health Department Rules.

## **GRIEVANCE PROCEDURE**

### **Parents/Guardians**

The Randolph County Board of Education encourages all parents/guardians to resolve their complaints informally and through the proper chain of command.

Parents/Guardians who have a complaint with a teacher(s) are urged to contact the school office to make an appointment with the teacher.

If the matter is not resolved, the parent/guardian is to contact the Principal for an appointment to discuss the matter. Parents/guardians and school officials are encouraged to resolve their complaints informally and in the spirit of congeniality whenever possible.

If either the Complainant or the school personnel is dissatisfied after they have sought to have the complaint resolved, the Superintendent of the Randolph County School System shall be notified in writing by either the parent/guardian or the school official.

Within ten working days of receiving the written notification, the Superintendent will review the matter. He/She may set up appointments for discussion if it is deemed necessary for clarification.

Ruling on the matter by the Superintendent will be given in writing to the Complainant and the school personnel within five working days of the ruling on the matter.

### **Students**

Knowing that students sometimes have complaints against school personnel and the school itself, the Board of Education desires the complaints be resolved informally in the spirit of congeniality whenever possible. It is also desired that disputes concerning students be handled professionally and as a learning experience in the democratic process.

If a student has a complaint against a teacher, the student should first talk with the teacher in order to cooperatively work out the differences.

If the student does not feel that the matter has been worked out with the teacher, the student should request a conference with the Principal or his/her designee.

The Principal may handle the complaint through a designee or committee. After the Principal has made a ruling, if the student is not satisfied with the ruling, the student and his/her parent/guardian may submit a complaint in writing to the Superintendent within ten working days of the Principal's ruling. The complaint

must be signed by both the student and a parent/guardian and must contain the specific complaint and the Principal's ruling. Within ten working days of receiving the complaint, the Superintendent will make a ruling.

If the Complainants are not satisfied, they may request an audience with the Board of Education. This written request must be submitted seven working days before the Board meeting which is held on the Second Tuesday of each month.

If the Complainants are not satisfied with the Board's ruling, they may issue a complaint to the State Department of Education.

### **GUIDANCE**

The guidance program seeks to give aid to each student in knowing and accepting him/herself as a worthwhile person and a member of society. Orientation services are continuous. The counselors work with students in planning course selection for the next school year. All the counselors assist the student in identifying his/her abilities and interests through the interpretation of achievement and mental abilities tests. The student is aided in relating his/her hobbies, social abilities and occupational interests to career planning. This is done through studying course offerings and requirements. Parents may make appointments to visit the counselors by calling the school office. An appointment slip is necessary in order for a student to visit the counselor.

## **Discipline Rules and Consequences**

### **Disciplinary Procedures**

Randolph-Clay 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.

#### **SCHOOL-WIDE DISCIPLINE PLAN**

##### **1. INAPPROPRIATE DISPLAY OF AFFECTION State Code 33**

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, Counseling and Parent Contact

2<sup>nd</sup> OFFENSE: 1day ISS and Parent Contact

3<sup>rd</sup> OFFENSE: 3 days ISS, parent conference prior to release from ISS

4<sup>th</sup> or greater OFFENSE: Administrative discretion

##### **2. ALCOHOL State Code 01**

OFFENSE: **Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action.** (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 EXTRA CURRICULAR ACTIVITIES AND ANY ELECTED/APPOINTED STUDENT BODY OFFICE FOR ONE CALENDAR YEAR.)

(In every instance, law enforcement will be notified.)

##### **3. ARSON State Code 02**

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 Out-of-School Suspension, Restitution, Referral to Law Enforcement and Referral to Tribunal

##### **4. ASSAULT AND BATTERY ON SCHOOL EMPLOYEE State Codes 03/27**

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 ten-day suspension. Student will be referred to a tribunal hearing for long term suspension and a formal complaint will be filed with the proper authorities.

##### **5. ACTS OF BIGOTRY State Code 24**

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, counseling referral, parent conference prior to release from ISS



2<sup>nd</sup> OFFENSE: 5 Days ISS

3<sup>rd</sup> OFFENSE: 3 Days Out-of-School Suspension, Referral to Tribunal

#### **6. BULLYING State Code 29**

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

Bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate

#### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: 3 Days OSS, guidance conference, Possible Tribunal Referral

2<sup>nd</sup> OFFENSE: 5 Days OSS, guidance conference, possible tribunal referral

3<sup>rd</sup> OFFENSE: 10 Days OSS, Referral to Tribunal

#### **7. BREAKING AND ENTERING-BURGLARY State Code 04**

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, Referral to Law Enforcement or Juvenile Authorities

#### **8a. CAMPUS DISTURBANCES/DISORDERLY CONDUCT State Code 06**

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

#### **CONSEQUENCES:**

**Level 1:** Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior

Offense 1: 1 Day ISS/1 Day bus suspension

Offense 2: 3 Days ISS/3 Days bus suspension

Offense 3: 5 Days ISS/5 Days bus suspension

**Level 2:** Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action; includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior

Offense 1: 1 Day OSS

Offense 2: 3 Days OSS

Offense 3: 5 Days OSS

**Level 3:** Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment or poses a threat to the health or safety of others;

\*Level 3 may be used for students who violate the school policy on disorderly conduct three or more times during the same school year; includes but not limited to disruptive behavior on school bus and misbehavior during a fire drill or other safety exercise

Offense 1: 3 to 10 Days OSS; Referral to Tribunal Hearing, Possible criminal charges filed

\*\*\*Administrator's Discretion

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."

#### **8b. Student Incivility Code 33**

OFFENSE: Student Incivility (33)-Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.

**Level 1:** Failure to comply with instructions or the inadvertent use of inappropriate language; may include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions

Offense 1: 1 Day ISS

Offense 2: 2 Day ISS; Parent Letter

Offense 3: 1 Day OSS; Parent Conference

**Level 2:** Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth; profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination

Offense 1: 3 Day OSS; Parent Conference

Offense 2: 5 Day OSS; Behavior Contract

Offense 3: 10 Days OSS; Referral to Tribunal Hearing

**Level 3:** Blatant and repeated insubordination or intentional misrepresentation of the truth

\*Level 3 may be used for students who violate the school policy on student incivility three or more times during the same school year; issuing false reports on school staff;

Offense 1: 5 Day OSS; Behavior Contract

Offense 2: 10 Day OSS; Referral to Tribunal Hearing

Offense 3: 10 Day OSS; Referral to Tribunal Hearing

## **9. CELL PHONE/ELECTRONIC DEVICES/BANNED OBJECTS State Code 33**

OFFENSE: Using cell phone while at school. Cell phone use is not allowed on campus. Cell phones should not be visible for any reason during school hours. This includes cell phone cases. Any material stored or saved on confiscated cell phones may be searched by school officials. Electronic devices, toys, games, etc. are not allowed at school. Book bags and oversized purses will not be allowed in classrooms. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEM THAT IS CONFISCATED, LOST, OR STOLEN. CONFISCATED ITEMS MAY ONLY BE PICKED UP BY A PARENT OR LEGAL GUARDIAN. ALL CONFISCATED DEVICES NOT PICKED UP WILL BE DISCARDED AT THE END OF THE SCHOOL YEAR.** CONSEQUENCES:

Realizing the role cell phones have come to play in everyday life, cell phone possessions by a student on a school campus is acceptable. Knowing the disruptive factor that cellular phones are in the school setting if not properly maintained, the following guidelines are provided. Cellular phones may be in the possession of a student at any time, but may not be visible for any reason from opening time until the closing of each school. Students cannot use cell phones or other electronics inside the school building at any time. This includes before school and after school. In the event a student violates this mandate the following consequences shall be applied without exception:

### **1<sup>st</sup> OFFENSE-**

- Confiscate device
- 1 day of ISS
- Phone will be returned to the student after completion of ISS.

### **2<sup>nd</sup> OFFENSE-**

- Confiscate device
- Contact parent
- 2 days of ISS
- Phone will be returned to student's parent or guardian after completion of ISS

### **3<sup>rd</sup> OFFENSE-**

- Confiscate device
- 3 days of ISS
- Phone will be returned to student's parent or guardian after completion of ISS

### **4<sup>th</sup> OFFENSE-**

- Confiscate device
- 5 days ISS
- Phone will be returned to student's parent or guardian after completion of assigned ISS time

### **5<sup>th</sup> OFFENSE and subsequent referrals-**

- Confiscate device for the remainder of the school year.

- **1 Days OSS**

#### **10. COMPUTER TRESPASS State Code 05**

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

##### **CONSEQUENCES:**

Penalty at the discretion of the administrator which may include, but is not limited to 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 State Code 33**

#### **11. DISOBEDIENCE, DISRESPECT, MISCONDUCT, AND/OR INSUBORDINATION State Code 33**

**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 counseling referral, parent conference prior to release from ISS

2<sup>nd</sup> OFFENSE: 5 Days

3<sup>rd</sup> OFFENSE: 1 Days Out-of-School Suspension and placed on Behavioral Contract

4<sup>th</sup> OFFENSE: Minimum 3 Days Out-of-School Suspension with Referral to Tribunal

(\*Blatant disrespect may result in immediate suspension)

#### **12. VIOLATION OF DRESS CODE State Code 014/ ID VIOLATION State Code 31**

(\* see dress code on pages)

**OFFENSE:** Violation of dress code standards.

##### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: Parent contact, assigned 1day ISS, may return to class upon change of clothing with approval from Administrator.

2<sup>nd</sup> OFFENSE: Assigned 2 days of ISS. Parent conference prior to release from ISS.

3<sup>rd</sup> OFFENSE: Assigned 3days ISS.

4<sup>th</sup> OFFENSE: Assigned 3 days ISS with mandatory parent conference prior to release from ISS

5<sup>th</sup> OFFENSE: Assigned 1 days OSS with mandatory parent conference.

6<sup>th</sup> OFFENSE: Assigned 3 days OSS Student placed on probation with next offense resulting in Tribunal.

7<sup>th</sup> OFFENSE: Assigned 3 days OSS Referral to Tribunal.

#### **13. DRUGS State Codes: 07**

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

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

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

1<sup>st</sup> OFFENSE: 10 days OSS; Referral to Tribunal Hearing, Criminal charges filed

#### **14. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS State Code 28**

##### **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 counseling referral, parent conference prior to release from ISS

2<sup>nd</sup> OFFENSE: 3 Days Out-of-School Suspension

3<sup>rd</sup> OFFENSE: Minimum 5 Days Out-of-School Suspension, Tribunal referral

### **15. ACADEMIC DISHONESTY State Code 32**

OFFENSE: Receiving or providing unauthorized assistance on classroom projects, assignments, or exams

#### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: Teacher Managed

2<sup>nd</sup> OFFENSE: Parent contacted, assigned 1 day of ISS

3<sup>rd</sup> OFFENSE: Parent contacted, assigned 3 days ISS

4<sup>th</sup> OFFENSE: Parent contacted, assigned 1 day OSS. Student placed on behavioral contract.

5<sup>th</sup> OFFENSE: Parent contacted, assigned 3 days OSS. Student may be referred for tribunal hearing.

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

### **16. FIGHTING/BATTERY (Based on investigation and administrative discretion.)**

OFFENSE:

**Battery (03) -Intentional touching or striking of another person to intentionally cause bodily harm**

**Fighting (08) - Mutual participation in a fight involving physical violence where there is no one main offender and there is intent to harm**

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.

#### **CONSEQUENCES:**

Offense 1: 5 days OSS

Offense 2: 10 days OSS; Referral to Tribunal Hearing

Students who initiate fights or instigate them will receive punishment at the discretion of Administrator.

**(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 will be filed with the proper law enforcement officials at the discretion of the administration.**

### **17. FOOD ITEMS State Code 34\* (Gum, candy, soft drinks, junk food) (Unless school-approved)**

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

#### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: 1 day/Period ISS

2<sup>nd</sup> OFFENSE: 2 days/Periods ISS counseling referral, parent conference prior to release from ISS

3<sup>rd</sup> OFFENSE: 3 days/Periods ISS, parent conference prior to release from ISS

**(\*Note: In all instances, items and/or money will be confiscated and disposed of)**

### **18. FORGERY/FALSE SIGNATURES/FORGED PASSES**

**State Codes: 24**

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: 1 to 3 Days ISS

2<sup>nd</sup> OFFENSE: 3 to 5 Days ISS

3<sup>rd</sup> OFFENSE: 1 Day Out-of-School Suspension

4<sup>th</sup> OFFENSE: 3 Days Out-of-Schools Suspension

5<sup>th</sup> OFFENSE: Administrator's Discretion and/or referral to tribunal hearing

### **19. GAMBLING State Code 24**

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 In-School Suspension counseling referral, parent conference prior to release from ISS

2<sup>nd</sup> OFFENSE: 5 Days In-School Suspension

3<sup>rd</sup> OFFENSE: Minimum 3 Days Out-of-School 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.

## **20. NON-SANCTIONED GROUP ACTIVITIES (GANG RELATED ACTIVITIES) State Code 35**

**OFFENSE:** Participating in an activity related to non-sanctioned groups (3 or more persons) 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 Randolph 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 Randolph 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 Randolph County School System for non-sanctioned group activities which are detrimental to a healthy and safe school environment. 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. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions. 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. 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. 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. 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 Out-of-School Suspension, counseling referral, mandatory parent conference prior to returning to school

2<sup>nd</sup> OFFENSE: 5 Days Out-of-School Suspension

3<sup>rd</sup> OFFENSE: 10 Days Out-of-School Suspension, a Referral to Tribunal, and Referral to Law Enforcement

## **21. HOMICIDE State Code 09**

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

**CONSEQUENCES:** 10 Days Out-of-School Suspension, Referral to Tribunal

## **22. INDECENT EXPOSURE State Code 24**

**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. ISS SKIPPING State Code 30**

**OFFENSE:** Failure to report to ISS when assigned. In all cases the student must serve assigned ISS days upon returning to school.

**CONSEQUENCES:**

1<sup>st</sup> OFFENSE: 1 additional day of ISS, parental contact.

2<sup>nd</sup> OFFENSE: 2 Days of additional ISS assignment. Parent conference before student is released from ISS.

3<sup>rd</sup> OFFENSE: 3 Days of additional ISS assignment.

4<sup>th</sup> OFFENSE: 1 to 5 Days OSS, Referral to Tribunal

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

##### **State Codes: Leaving Campus 30, Skipping 30**

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. Students who are more than ten (10) minutes late to class without permission are guilty of skipping.

##### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: 1 to 3 Days ISS counseling referral, parent conference prior to release from ISS

2<sup>nd</sup> OFFENSE: 5 Days ISS

3<sup>rd</sup> OFFENSE: 3 Days Out-of-School Suspension

4<sup>th</sup> OFFENSE: Minimum 5 Days Out-of-Suspension, Referral to Tribunal

\*\*\*Administrator's Discretion in the event a student leaves the campus without permission.

#### **25. KIDNAPPING State Code 10**

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: Referral to Law Enforcement**

1<sup>st</sup> OFFENSE: 10 Days Out-of-School Suspension, Referral to Tribunal

#### **26. MOTOR VEHICLE THEFT State Code 12**

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 Out-of-School Suspension, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

#### **27. OBSCENITY State Code 33**

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

##### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: 1 Day ISS parent contact.

2<sup>nd</sup> OFFENSE: 1 to 3 Days ISS counseling referral, parent conference prior to release from ISS.

3<sup>rd</sup> OFFENSE: 1 OSS

4<sup>th</sup> OFFENSE: Minimum 5 Days Out-of-School 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.)**

#### **28. ROBBERY State Code 13**

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 Out-of-School Suspension, Referral to Tribunal, Referral to Law Enforcement or Juvenile Authorities.

#### **29. SEXUAL BATTERY State Code 14**

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 Out-of-School Suspension, Referral to Tribunal and Referral to Law Enforcement

**30. INAPPROPRIATE SEXUAL BEHAVIOR/INTERCOURSE ON SCHOOL CAMPUS OR BUS State Code 16**

OFFENSE: Making sexual advances, requesting sexual favors or being involved in sexual conduct of any nature without force at school or any of its functions.

**CONSEQUENCES: Discretion of Administrator**

1<sup>st</sup> OFFENSE: 10 days of OSS; Referral to Tribunal

**(Possible Referral to Law Enforcement based on the severity of the student's actions.)**

**31. SEXUAL HARASSMENT State Code 15**

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 uninvited, unwanted, 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 Randolph 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 ISS counseling referral, parent conference prior to release from ISS.

2<sup>nd</sup> OFFENSE: 3 Days Out-of-School Suspension

3<sup>rd</sup> OFFENSE: Minimum 5 Days Out-of-School Suspension, Referral to Tribunal, Referral to Law Enforcement

**32. TARDINESS TO CLASS / SCHOOL State Code 030**

**OFFENSE:** Tardiness is defined as (1) being late for school, or (2) late for class. Tardies accumulate on a semester 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 the office and receive an office tardy pass. Students tardy to school (7:50) 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.

<b>1<sup>st</sup> Tardy</b>	<b>Warning (Teacher must document on Tardy Log)</b>
<b>2<sup>nd</sup> Tardy</b>	<b>Parent Notification</b>
<b>3<sup>rd</sup> Tardy</b>	<b>Office Referral 1 Day ISS or Corporal Punishment</b>
<b>5<sup>th</sup> Tardy</b>	<b>Office Referral 2 Days ISS</b>
<b>7<sup>th</sup> Tardy</b>	<b>Office Referral (5 Days ISS)</b>
<b>10 or More</b>	<b>Office Referral (1 Day OSS)</b>

**ABE\_Students assigned to ISS will also be assigned an ABE module for their current offense. The ABE module will have to be completed for the student to be released back to class.**

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

**State Codes: Burglary 04, Theft 011, Stolen Property 011**

**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; Parent meeting with SRO; Restitution of costs or return of item

2<sup>nd</sup> OFFENSE: 5 days ISS; Parent meeting with SRO; Restitution of costs or return of item

3<sup>rd</sup> OFFENSE: Minimum 5 Days Out-of-School Suspension, Restitution of costs or return of item and Referral to Tribunal \*

(\*Possible referral to law enforcement officials or juvenile authorities.)

### **34. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT State Code 017**

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

Possible referral to law enforcement

**CONSEQUENCES:** \*Possible Referral to Law Enforcement

1<sup>st</sup> OFFENSE: 3 Days ISS counseling referral, parent conference prior to release from ISS.

2<sup>nd</sup> OFFENSE: 5 Days ISS

3<sup>rd</sup> OFFENSE: 3 Days Out-of-School Suspension

4<sup>th</sup> OFFENSE: Minimum 5 Days Out-of-School Suspension, Referral to Tribunal

Discretion of Administrator on any offense

### **35. TOBACCO USE State Code 018**

**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 counseling referral, parent conference prior to release from ISS.

2<sup>nd</sup> Offense: 5 Days ISS with counseling

3<sup>rd</sup> OFFENSE: 1 Day Out of school suspension

4<sup>th</sup> OFFENSE: Minimum 3 Days Out of school suspension with a referral to tribunal

### **36. TRESPASSING State Code 019**

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

### **37. VANDALISM State Code 020**

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:**

1<sup>st</sup> OFFENSE: 3 Days ISS counseling referral, parent conference prior to release from ISS.

2<sup>nd</sup> OFFENSE: 3 Days OSS

3<sup>rd</sup> OFFENSE: 5 Days OSS

4<sup>th</sup> OFFENSE: 10 Days OSS, Tribunal Hearing

5<sup>th</sup> OFFENSE: Administrative discretion

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

### **38. WEAPONS**

#### **State Codes: Hand Gun 025, Knife 022, Other 023, Rifle 026, Firearm 028**

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: any pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, laser gun, pellet or BB gun, “look a-like” firearms, or any weapon designated or intended to propel a missile of any kind, whether loaded or unloaded; any dirk knife, Bowie, lock-blade, hunting, pen, pocket, switchblade, utility, ballistic knife, or any knife of any size whatsoever; any straightedge, regular, retractable or other razor or razor blade whatsoever; chain spring stick, night stick, pipe, or studded or pointed bracelets; metal brass or other artificial knuckles, blackjack, any bat, club, ax handle or other bludgeon-type weapon; any “martial arts” device, including any flaying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, nun chahak, nun chuck, non chaku, dart, shuriken, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

A student is deemed to be in possession of an illegal and/or banned item(s) under this 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, at any school function or activity or any school event held away from the school.

#### **CONSEQUENCES:**

1<sup>st</sup> OFFENSE: 10 Days Out-of-School Suspension, Referral to Tribunal, Notification of Law Enforcement.

### **39. Misbehavior in ISS State Code 033**

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: Remainder of ISS served as OSS

2<sup>nd</sup> Offense: 3 days OSS with mandatory parent conference prior to student returning to school Student will be placed on behavior contract.

3<sup>rd</sup> Offense: Minimum 5 days OSS and referral to tribunal

#### **40. Parking violation State Code 033**

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

2<sup>nd</sup> Offense: \$10 parking violation fee and possible suspension of parking privileges. Mandatory parent conference.

3<sup>rd</sup> and subsequent offenses: \$15 parking violation fee, possible permanent loss of parking privileges, and possible vehicle towing at owner's expense.

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

##### **Driving and Parking rules**

- Student drivers are expected to be in school on time and not leave before their dismissal.
- Unauthorized vehicles are not allowed on school property during school hours. Since parking stickers are not transferable, a student driver must promptly notify Mrs. Cooper-Graddy and Officer Sullivan if he or she is no longer using the vehicle authorized on the Student Use of Vehicle Contract.
- Student drivers must abide by state and local traffic laws at all times on school property.
- Student drivers may not return to their vehicles or move them during the school day without administrative permission.
- Student drivers can face disciplinary consequences for allowing fellow students to be unauthorized passengers in their vehicles.
- Students must park on the last row in the Student Parking lot. If you are caught parking on any other row your driving privileges will be suspended.
- You must hold a Class D License in order to drive.

##### **Consequences**

- 3 -Times Late to School-Warning
- 5 -Times Late to School-Referral to Principal/Assistant Principal
- 7 -Times Late to School-Driving Privileges suspended for a week and Referral to Principal
- 10- Driving Privileges suspended for the entire school year

**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 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.**

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

#### **POLICY FOR PROHIBITING BULLYING, HARASSMENT AND INTIMIDATION**

The Randolph County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions.

Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.
- Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:
  - Loss of a privilege
  - Reassignment of seats in the classroom, cafeteria or school bus
  - Reassignment of classes
  - In-school suspension
  - Out-of-school suspension
  - Detention
  - Expulsion (through appropriate due process hearing)
  - Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of

electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

- The procedures for intervening in bullying behavior include, but are not limited, to the following:
- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

**1. Investigate**

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School

police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

**2. Notify**

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

**3. Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

**4. Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

Upon receiving a report of bullying, the following actions are the minimal requirements, pursuant to Georgia's bullying law (O.C.G.A. 20-2-751.4). However, school principals are not limited in performing additional measures as they deem reasonably appropriate. It should be noted that bullying may be witnessed directly by staff or reported by a student, parent or stakeholder by name or anonymously through hotlines such as the Georgia Department of Education's **1-877-SAY STOP** (1-877-729-7867) School Safety Hotline. School officials should develop and communicate methods for students and others to report incidents of bullying.

## **STUDENT DRIVERS/RIDERS**

### **Parking Procedures and Regulations**

1. Students must park in the student parking area in their assigned space, make sure all doors are locked, and vacate cars as soon as they arrive. No loitering is permitted whatsoever. If you desire to return to your car before dismissal, you must secure permission from an administrator.
2. Students are not permitted to drive off campus after dismissal while the buses are departing from the campus. The parking lot monitor will hold students.
3. For safety reasons, the Georgia State Patrol has been alerted to check Highway 266 from Cuthbert to Fort Gaines after school has been dismissed.
4. All cars must exit via the student parking lot only. Those leaving from the teacher's parking lot or from in front of the building will be turned in and may lose their permits.
5. All students must have a valid Driver's Permit if they drive on campus and a valid Rider's Permit if you ride with someone other than your parent. You may obtain a Driver's hang tag for \$20.00 from the Administrative Assistant.
6. Riders Permits are obtained by taking a parent/guardian signed note to the Administrative Assistant.
7. All drivers on campus must have a valid driver's license and proof of valid insurance.
8. Students who leave school early officially are not allowed back on campus without proper authorization from an administrator.
9. Drivers are not to transport students who do not have an official Riders Permit.
10. Parking privileges can be cancelled at any time if students violate **any** school rule.