



RANDOLPH-CLAY MIDDLE SCHOOL

Student Handbook 2019-2020

Dr. Tangela Madge, Superintendent
Dr. Donna Drakeford, Assistant Superintendent
Dr. Sherrod Willaford, Principal

School Address: 3451 Hwy 266, Cuthbert, Georgia 39840

Message from the Administration

Greetings Randolph-Clay Middle School Family,

On behalf of the faculty and staff of Randolph-Clay Middle School, let us welcome you to the 2019-2020 school year. We are proud that we can present to you this student agenda book which will assist us in improving our school to home communications; as well as, support our students in becoming more organized.

Please examine the student agenda book carefully and notice its features. One feature that the agenda book has for your reference is the calendar. Additionally, it tells you about our mission, goals, and curriculum that guides our actions throughout the year. You also have our school-based practices regarding student conduct, as well as the grading, promotion, and retention policies.

While the agenda book serves primarily as an organizer to keep our students focused, we hope that it will also support our students with time management and responsibility. Each student will be expected to write their assignments, tasks, and projects for each class. We hope that you will ask to review the agenda book daily. The information provided in the agenda book is designed to answer your questions about our school and general policies related to the school system. If the information that you need is not provided, please do not hesitate to contact the middle school office. Again, we are proud that we can present this agenda book to you and hope that the benefits from its use will be great.

I would like to thank you in advance for the support you provide us. We ask that you continue to support us by visiting the school and participating in school related activities. If there is ever a need, please feel free to contact us at 229-732-2790 and we will make ourselves available to discuss any and all questions. Let's have a great year!!!

Educationally,

Randolph-Clay Middle School Administration, Faculty, and Staff

**Randolph County Schools
School Calendar
2019-2020**

	AUGUST 2019		FEBRUARY 2020
1	Open House	7	Progress Reports 3 rd 9 Weeks
5	Students' First Day of School	17	President's Day (Schools Closed)
	SEPTEMBER 2019		MARCH 2020
2	Labor Day (Schools Closed)	12	End of 3 rd 9 Weeks
4	Progress Reports 1 st 9 Weeks	18	Report Cards (1/2-day Students & P/T Conference)
	OCTOBER 2019		APRIL 2020
4	End of 1 st 9 Weeks	3	Early Release Day
7-11	Fall Break (Schools Closed)	6-10	Spring Break**
14	Teacher Workday (Students Do Not Report)	17	Progress Reports 4 th 9 Weeks
23	Reports Cards Distributed (½ Day for Students & Parent/Teacher Conference Day)		
			MAY 2020
	NOVEMBER 2019	18	Kindergarten EOY Celebration
13	Progress Reports 2 nd 9 Weeks	19	5 th Grade EOY Celebration
25-29	Thanksgiving Holidays (Schools Closed)	20	8 th Grade EOY Pledge to Graduate Ceremony
		21	HS & PK Program EOY Celebration
		21	Field Day/Intramural Games
	DECEMBER 2019	22	Students Last Day – Early Release Day
20	End of 2 nd 9 Weeks /1 st semester	22	Graduation (RCHS)
20	Early Release Day	25	Memorial Day (School Closed)
23-1/3	Winter Break (School Closed)	26-28	Post Planning
		28	Report Card Pick Up for all Schools
	JANUARY 2020		
1-3	Winter Break/Schools Closed		
6	Student Holiday/Teacher Workday		Student Days = 180
7	Students return from Winter Break		Teacher Days = 190
15	Report Cards/1/2 Day for Students & Parent/Teacher Conferences		
20	MLK Holiday (Schools Closed)		
Potential Make-up Days**			
<u>State Assessments</u>			
<ul style="list-style-type: none"> • PSAT – October 24, 2019 • Spring EOG/EOC – April 20-May 8, 2019 • Summer EOG – May 11 – July 17, 2020 • Summer EOC – June 15 – July 17, 2020 • GKIDS (TBA) 			

Randolph-Clay Middle School

Mission

The mission of Randolph-Clay Middle School, a standards-driven school wherein academic achievement and the unique characteristics of the middle school learner are addressed, is to ensure that all students reach their academic potential and are fundamentally prepared to pursue college or a career in an ever changing global society by providing:

- a safe and orderly environment that fosters intellectual, social, and emotional growth
- opportunities for learning and exploration that will support students in graduating from high school and beyond

Objectives

- 100% of our students will meet or exceed the standards according to local, state, and national assessments
- 100% of our students will exhibit effective problem-solving skills in their academic and social interactions
- 100% of our students will be responsible, participatory members of our school and will contribute to a safe and orderly environment
- 100% of our students will identify and pursue individual goals and aspirations

Beliefs

- We believe 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 a cooperative effort, success is inevitable.

**Randolph Clay Middle School
Administration, Faculty, and Staff**

Principal	Dr. Sherrod D. Willaford
Assistant Principal/Instructional Coach	Ms. Katrina Hall
Counselor	Ms. Jeanette Burks
Middle School Secretary/Data Entry	Ms. Gabreale Fillingame
MS & HS Building Secretary/Records	Mrs. Sha'Keythia Cooper-Graddy
Bookkeeper	Ms. Holly Gresham
6 th & 7 th grade English/Language Arts and Social Studies Teacher	Ms. Chanisha Allen
6 th & 7 th grade Mathematics Teacher	Mr. David Barnes
6 th & 7 th grade Mathematics & Science Teacher	Mrs. Yvonne Bradley-Lumpkin
6 th & 7 th grade English/Language Arts Teacher	Ms. Rodeshia Burks
7 th & 8 th grade English/Language Arts & Social Studies Teacher	Ms. Nates Davis
8 th grade Mathematics Teacher	Mr. Marlon Gilbert
Parent Liaison	Ms. Shayla Gilbert
Special Education Paraprofessional	Ms. Alycia Hayes
ISS Paraprofessional	Ms. Genetta Moore
6 th , 7 th , and 8 th grade Special Education Teacher and Caseload Manager	Mrs. Robin Nicholson
Title I Paraprofessional	Ms. Kimbrel Pinkins
6 th , 7 th , & 8 th grade Science Teacher	Mrs. Melissa Ragan
Special Education Paraprofessional	Ms. Theresa Rivers
7 th & 8 th grade English/Language Arts & Social Studies Teacher	Ms. Sommer Thomas
Reading Interventionist	TBA
Teacher Assistant	Mrs. Theresa Nicholson
Custodian	Mrs. Charlene Coleman
Communities In Schools Site Coordinator	Ms. Wesiona Walker

MIDDLE SCHOOL INFORMATION AND PROCEDURES

ACCIDENTS

Each student is to report any accident no matter how minor it may seem. The teacher to whom it is reported will fill out the proper form and refer the student to the office for further handling if necessary. Serious accidents should be reported directly to the office.

Changing Schedules

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

1. Student has already passed the class.
2. 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. After one week, all schedule changing should be complete.
4. 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.

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 be in attendance at 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 160 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 80 days to receive credit.

A student must sign in before 11:45 a.m. to be considered present. Students will be referred to the Attendance Support Team after absences of 3 days, 5 days, 8 days, 10 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 (pre-induction 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 100. 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. Class attendance will be recorded by each classroom teacher. 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.
2. 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.
3. Students in grades 6-8 cannot exceed over 18 absences per year. Parents/guardians may

appeal.

4. In case of a prolonged absence due to medical care, the parent/guardian must seek assistance from the Principal for homebound instruction.
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.
6. Any student who transfers to another school system who has 18 days absences will receive "Failing" on his/her records.
7. 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.

BELL SCHEDULE

****Morning Arrival, Breakfast, Advisement: 7:30-7:55****

7:55-8:40	1 st Period
8:45-9:30	2 nd Period
9:35-10:20	3 rd Period
10:25-11:55	4 th Period
12:00-12:45	5 th Period
12:50-1:35	6 th Period
1:40-2:25	7 th Period
2:30-3:15	8 th Period

****Lunch: 11:00-11:45****

BEHAVIOR

General Student Behavior

Students should behave in a manner that will be a credit to our school. Students are to refrain from the following:

1. Smoking in the building or on school grounds and possessing tobacco, alcohol or drugs at school or at any school function
2. Fighting or intimidation on or near school property
3. Showing disrespect or disobedience to teachers and staff
4. Extreme dress or appearance which is disruptive to class or other violation(s) of the dress code
5. Defacing or destroying school property
7. Carrying food outside of the cafeteria
8. Loitering in the halls
9. Being tardy to class
10. Running or rowdy behavior in the building
11. Dropping waste paper, candy wrappers, etc, in the building
12. Gambling or betting
13. Chewing gum
14. Showing physical displays of affection

15. Using profanity
16. Being in halls during class, lunch, or before school without a pass
17. Stealing
19. Throwing food in the cafeteria, breaking in line, or leaving lunch trays on table
20. Skipping school
21. Misbehaving on the bus
22. Walking on the grass areas which surround the parking area of the school
23. Occupying the lunch chairs and/or tables unless you are eating
24. Remaining in the building after school unsupervised
25. Bringing playing cards to school
26. Other violations of the law

Behavior at Assemblies and School Sponsored Events

The following behavior should be observed by all students during assemblies:

1. Students will proceed to assemblies under the direct leadership of their teachers.
2. Students should move quickly, quietly, and in good order.
3. The dismissal of students from assemblies will be accompanied in an orderly manner under the direction of their teachers or school administration.
4. Students will show respect for guest speakers by refraining from talking loudly or being disruptive during the speaker's presentation.

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. 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 the violation. Punishment could include as much as corporal punishment, ISS, work detail, suspension, recommendation for expulsion and/or referral to legal authorities.

BUS RULES

The bus is an extension of the classroom/school, and the bus driver should be extended the same respect as the classroom teacher. In the interest of your child's safety riding the school bus to and from school, the following procedures are listed. If followed, this will permit the school bus driver to give full attention to the hazards of traffic and arrive safely to school and home. Discuss these with your child and help him/her see the importance of cooperation for the benefit of all. Students riding buses are expected to demonstrate appropriate behavior and good manners.

1. The bus driver has the authority to assign seats to students
2. Keep your arms and head inside the bus window
3. Eating, drinking or smoking on the bus is prohibited; Students are to help keep the buses clean.
4. Knives or other weapons are not allowed on the bus; They will be confiscated
5. No materials should be thrown out of the bus window; Be sure to take all of your belongings with you when you leave the bus
6. Profane or vulgar language is not permitted on the bus nor while waiting for the bus
7. Moving from one seat to another without permission of the driver is not allowed
8. Please cooperate with the driver and other students in making your bus the best behaved, safest and cleanest bus in the system
9. Buses run on schedule and cannot wait for passengers; Buses will stop at certain points along routes where people must gather. Buses cannot stop in front of every house
10. Safety requires that the attention of the bus driver shall be given to the road. If necessary, bus drivers are authorized to file written discipline referrals with the school Principals;

Students misbehaving or distracting the attention of the driver could lose their bus riding privileges

11. If a student is suspended from a bus, he/she will not be allowed on that bus or any other bus until his/her parents/guardian have contacted the school administration
12. Unless instructed by the Principal, the driver will not permit a student to leave the bus at any station other than his/her regular stop without written permission from a parent or guardian; This permission note should include a phone number and should be given to the school secretary for verification, she will then issue a Bus Pass; Once a student gets on a bus, he/she is not to get off until he/she reaches his/her destination.
13. Parents of the student are required to pay for any property damage to or mutilation of the bus
14. The Randolph County Transportation Director may recommend suspension for students who violate bus rules from their respective counties; The administration will discipline bus rule violators for their misconduct
15. Students who board buses with book bags must hold the book bags below the back of the seat
16. Students who ride a bus to school must also ride the bus home in the afternoon unless they have written permission from their parent or guardian and have the permission slip verified by an administrator
17. Students should board the bus in the loading zone only.

Bus Conduct (Local Policy)

The privilege of riding a school bus in Randolph County is contingent upon the behavior of the student. Since this is a privilege and not an inherent right, misbehavior on the bus may result in either temporary or permanent suspension from any or all school buses of this county. Any misconduct on a school bus is a serious offense and the maximum allowable disciplinary action may be given for each offense. A student is expected to follow the same rules of conduct on a bus as in the classroom. This policy applies to all Randolph-Clay Middle School students.

Bus Transported Students

Students who are transported on our school buses may not transfer to private cars, motorcycles, etc. upon the arrival at the Elementary School. In the afternoon, students who leave school in private cars may not transfer to buses at any other school. Violators will be reported to the Principal and may lose all school bus and/or automobile privileges.

Emergency Evacuation of School Buses

Emergency evacuation procedures have been established by the Randolph County School District for all students within the school district. These procedures are designed to protect the student in case of an emergency while being transported. Such emergencies include fire, danger of fire, danger of collision, inclement weather, mechanical failure or other unsafe conditions. The drivers, who are responsible for safety aboard buses, as well as the students will practice bus evacuation periodically. Evacuation procedures are listed below.

Front Door Evacuation. The evacuation will be conducted with the same procedure as loading and unloading. This means one side at a time or staggered seats, as explained by your driver. To ensure a safe exit, you should have your hands free. Leave all lunch boxes, books and all other personal belongings on the bus. Disembark the bus in a safe and orderly manner as quickly as possible and go to a safe point at least one hundred (100) feet from the bus. Remain there until further instructions are given.

Rear Door Evacuation. The bus driver should walk through the bus to the rear exit and direct the preassigned leader and helpers to take their positions. The leader will open the rear

emergency door, exit and stand clear, ready to lead exiting passengers to a safe location pointed out by the driver. The helpers will exit and take their positions, one on each side of the rear emergency exit, and assist passengers in exiting the bus in a safe and orderly manner. Passengers should remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis. The driver will also advise you to leave all personal items on the bus, to keep your hands free and to button all coats and sweaters. All tall passengers should be reminded to duck their heads in order to exit safely. Disembark as quickly as possible to a safe point at least one hundred (100) feet from the bus. Remain there until further instructions are given.

Front and Rear Exit Evacuation. The bus will be divided into a front section and a rear section. The front section will evacuate following the front door evacuation procedure and the rear section will evacuate following the rear door evacuation procedure. As in any emergency, evacuate the bus quickly and in an orderly manner. Go to a point at least one hundred (100) feet from the bus. Wait there for further instructions.

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 Middle School. All paper and trash should be placed in the proper receptacles.

CELL PHONES

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 as 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 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, or 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 of 10:30 a.m. and 11:30 a.m. or 3:00 p.m. and 4:00 p.m.

1st Offense – (Warning) Confiscated and turned over to an administrator – device will be returned to student.

2nd Offense – (Warning) Confiscated and turned over to an administrator – Device will be returned to student.

3rd 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 of 10:30 a.m. and 11:30 a.m. Or 3:00 p.m. and 4:00 p.m.

4th 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 of 10:30 a.m. and 11:30 a.m. Or 3:00 p.m. and 4:00 p.m.

1-day ISS

5th Offenses - (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 of 10:30 a.m. and 11:30 a.m. Or 3:00 p.m. and 4:00 p.m. 2-3 days ISS

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

CHILD ABUSE

The Randolph-Clay Middle School counselors are the school contact people for child abuse.

DISTURBANCE DEVICES: RADIOS, CASSETTES, ETC.

Students are asked not to bring radios, cassette players, cameras, beepers, noise makers, pets, water guns, or any nuisance devices to school except as a part of a supervised activity. Any action or piece of equipment that will create a disturbance in the school is strictly prohibited, and such items will be confiscated.

DRESS CODE

The appearance of students shall insure that they be 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. 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, 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 permitted by any student.
4. Boys must wear their pants at the waist. Pants should not sag below the waist
5. No clothing which advertises alcohol, drugs, tobacco, or has any obscene or suggestive words or pictures.
6. No club, fraternity, or sorority clothing that is not school sponsored.
7. 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. No ripped or distressed jeans.
8. No jewelry adorning the nose, in the hair or on the ears that is deemed distracting to the instructional process. No hoop earrings for boys. No visible body piercing (eyebrow, lip, nose).
9. No interlocking rings that cover more than one finger or any ring that can be construed as a weapon.
10. No hats, hoods, or sunglasses in the building.
11. 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.
12. No tight fitting dresses.
13. No ripped or distress jeans or shirts.
14. No bandanas or headwraps (except for religious reasons)
15. No leggings, jeggings, tights, mid-drift shirts that show any type of skin, short skirts, or backless sandals, flip flops, no headgear.

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

DRUG ABUSE HELPLINE & CRISIS INTERVENTION HOTLINE

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. The toll-free number for crisis is (800) 715-4225.

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 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 Middle and High School levels.

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 by the Georgia Department of Education 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, 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.

EXEMPTION FROM SEX EDUCATION AND AIDS PREVENTION EDUCATION

Parents who object to their child being instructed in sex education and AIDS Prevention may submit a written notice to the Principal that they want their child exempted from the instruction.

The teacher of the child will be notified. The teacher will provide alternative instruction (i.e. work in the Media Center). The parent's request will be filed in the student's permanent folder.

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 make arrangements 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 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.

(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 extra-curricular activity.
3. Requests for school buses to be used for school-sponsored activities must be submitted in writing to the Superintendent's office one month 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 extra-curricular 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.

GIFTED STUDENTS

There are identifiable children and youth in Randolph 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 90th 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.

GRADING POLICY (6-12)

Randolph-Clay Middle School's grading policy is:

A= 90-100
 B= 80-89
 C= 75-79
 D= 70-74
 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.

GRIEVANCE & COMPLAINT PROCEDURES

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. A pass is necessary in order for a student to visit the counselor.

HALL PASSES

Students are not to be in the halls during class without an official hall pass. Each hall pass **must** have the student's name, destination, date, time dismissed, and the teacher's signature.

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.

HOMEWORK POLICY

Each teacher will assign homework at a minimum of 40 minutes once per week; 10 minutes 4 times per week or its equivalent.

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.

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.

IMMUNIZATION

The law of the State of Georgia requires a school "Certificate of Immunization" for each student entering or attending school (Form #3032). 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. This means that a student must have a Tetanus Booster vaccine every 10 years.

For students entering the school system from another state, they will have 30 calendar days to get the school a Certificate of Immunization or the student will not be allowed to remain in school.

References: Official Code of Georgia Annotated, Section 20-2-771 and the Rules of the Department of Human Resources, Division of Physical Health, Chapter 290-5-4.

INSURANCE

A group accident insurance policy is made possible through the school. All students and teachers are eligible to participate in this policy. Students participating in contact sports are required to have accident insurance. Students not taking the group accident insurance offered through the school are required to bring to school proof of adequate insurance.

INTERROGATIONS AND SEARCHES OF STUDENTS

The Randolph County School System endeavors to provide a safe and secure environment for all students. The principal of each school in the Randolph County School System or authorized representative, possesses the authority to conduct reasonable interrogations and searches of students in order to properly investigate and punish student misconduct. A witness must be present.

The principal of each school or authorized representative, possesses the authority to conduct inspection of students' school lockers or articles carried upon their persons. Such search shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noise makers, contraband drugs, a handgun or other dangerous weapons. In the event the search of a student, personal possessions, or locker, reveals the student is concealing material possession of which is prohibited by federal, state, or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

ENGLISH LEARNERS' LANGUAGE SURVEY

Students whose home language is not English will be tested at the time of enrollment in order to determine the need for testing or instructional accommodations.

LOST AND FOUND

Any library book which is found should be returned to the Media Center. Textbooks and other items found should be turned in to the office. Anyone who has lost an item should inquire in the office.

MEDIA CENTER POLICIES AND PROCEDURES

1. The Media Center is open from 7:30 a.m. to 3:40 p.m. daily.
2. With an official library pass, students may visit the Media Center before homeroom, and at lunch. Passes will be issued in the Media Center between classes.
3. A student must obtain an official pass from the classroom teacher, sign in at the desk and leave the pass with the librarian. The librarian will sign the pass when the student leaves

- the Media Center.
4. Books are checked out for a period of two weeks.
 5. Reserved books, periodicals and certain reference books may be checked out at 2:00 p.m. for overnight use. These materials must be returned by the end of homeroom period the following day.
 6. The overdue fine for a book is 5 cents per day; a magazine is 10 cents per day; a Reference or Reserved Material is 25 cents per day. Fines are used to purchase materials for the Media Center.
 7. Students who have overdue Media Center materials shall lose the privilege of checking out additional materials. However, students may continue to use the learning resources within the confines of the Media Center.
 8. Students who return material which exhibit wear in excess of which might be attributed to normal use shall be assessed according to the damage.
 9. Students may use any audio-visual materials and equipment in the Media Center for classroom assignments.
 10. Students who disturb others or fail to do work will be sent back to the classroom.
 11. All students must check with the aide or the librarian before leaving the Media Center.
 12. Passes to the restroom or lockers will be given at the discretion of the librarian.

MEDICATION

Medication for illness cannot be administered to anyone unless there is a note from the parent/guardian giving consent. All medication should be kept in the school office.

MEDICATION ADMINISTRATION BETWEEN SCHOOL, PARENTS, MEDICAL PROFESSIONS, AND THE STUDENT

The health of a child is an important factor in the learning process. Cooperation among the health department, the private medical sector, the home, the school is essential. In general, the administration of medication to pupils while they are in school is to be avoided. Treatment schedules which allow doses to be given at times other than during school hours are preferred and encouraged. When, in the opinion of the prescribing physician it is necessary for the patient's best interest that medication be given during school hours, the principal, with the advice of health care personnel, to include school nurses, will be responsible for the establishment of a safe method of storage and the administration of medication in accordance with procedures developed by the Superintendent. The term "drugs or medication" shall mean all substances including but not limited to prescription drugs, inhalants, pills, tablets, capsules and all other legal and/or illegal drugs or substances shall come under the responsibility of health care personnel. Any student required or requesting to take medication while at school will follow the procedures provided by the school administration prior to possessing and using medication on school property. The referred to procedures are described in JGCD-R.

MONEY-VALUABLES

Students may bring money to school for supplies or snacks. Articles found should be turned in to the office. Randolph-Clay Middle School will not be responsible for lost items of any nature. Students are encouraged to leave large sums of money at home.

NO PASS/NO PLAY POLICY

In order to participate in extracurricular activities, students must pass at least five out of seven classes the preceding semester. Randolph-Clay Middle School will produce an ineligibility list each semester. This list will show grade, student's name, and period of ineligibility.

NURSE/SCHOOL CLINIC

The school provides a Registered Professional Nurse. The clinic is open from 7:50a.m. - 3:30 p.m. on Tuesdays and Thursdays with the exception of 12:00 - 12:30 when the nurse is at lunch. The nurse can be reached by radio for emergencies during this time - contact can be made from either school office. Occasionally, the nurse has to leave the clinic during the day. When these situations occur, an explanatory note is posted on the clinic door (office radio contact can be made). The clinic is stocked with medications that can be purchased over the counter for general complaints and First Aid.

Prescription strength medication is not provided at school. A prescription must be obtained from a Medical Doctor. The nurse will assess and evaluate students and recommend referrals if necessary. The nurse is not licensed to make a diagnosis, only a Medical Doctor can make a diagnosis.

Over the counter medications should never be brought to school by a student - Only over the counter medications stocked in the clinic will be given at school. Prescription medications should be taken before and after school and not brought to school. If it is absolutely necessary that a prescription medication be taken at school, the parent is encouraged to bring this into the nurse's office. Medication should be taken to the nurse before school. Only prescription medication in an original prescription bottle (labeled specifically for the student and taken as scheduled at home) and absolutely needing to be administered during school hours will be accepted. Generally, prescription medications that cause drowsiness will not be accepted for giving at school. **No student should ever take their own medication at school. Students found with or found taking or giving other students medications will be subject to appropriate disciplinary action.** An exception to this is a student inhaler. Students with asthma or other respiratory problems are encouraged to keep an inhaler with them at all times and use it as needed before reporting to the nurse. Parents of students that require medication and/or a medical treatment daily at school on a long-term basis will need to schedule an appointment with the school nurse. Parents of students with exceptional health problems are encouraged to schedule an appointment with the school nurse. Randolph County School System is an approved provider for Children's Intervention School Services - a Georgia Medicaid program. A permission letter is sent home at the beginning of each school year. A parent or legal guardian must complete and sign this form and the student should return this to their homeroom teacher. The homeroom teacher will forward the form to the nurse. Only students that have a signed permission form on file can receive medication of any type in the clinic. Students age 18 or greater can make medical decisions for themselves under Georgia law. Parents of students will be called only when a medical emergency is determined by the nurse. Parents are strongly encouraged to provide names and school hour telephone numbers of persons to contact for a student emergency and should notify the school nurse in writing of any changes in these listings during the school year; These are the individuals who will be notified in case of an emergency.

Annual Screenings

In the interest of your continued good health, the Randolph County School Board and the administration has adopted a standard that includes the following annual screenings. Students will be called during the year for a screening if it applies to them; Parents that do not wish to have a screening performed on their child should put this refusal in writing to the school nurse, preferably at the beginning of the school year.

- 7th Hearing, Vision, and Dental screening.

- 6th and 8th grade Scoliosis (a simple unclothed-in privacy-screening of the back in order to determine a possible curvature of the spine)

- Referrals made by teachers and administrators for other students

Students needing a follow-up will be given a letter to take to their parent/guardian. Parents are not notified of normal findings. The clinic is provided as an additional service, at your school, to assist students and parents with at school medical needs. The clinic is not intended to be a substitute for medical needs required at home or at a physician's office. It should be used only when necessary. A student's main objective at school should be to stay alert and in class. Anytime that the nurse feels that a student is abusing school clinic services, "just to get out of a class," parents and the principal will be notified. The school nurse can write a disciplinary referral for inappropriate conduct of a student seeking medical treatment.

ON/OFF LIMITS AREAS

The following areas are designated for grades 6-8 before school, during lunch and break: The outside media center front to the student parking lot.

ACADEMIC DISHONESTY/PLAGIARISM/CHEATING POLICY

Randolph-Clay Middle School requires an academic environment that is free from all forms of academic dishonesty. Students must meet challenges with honesty and individual effort.

Students earn respect for themselves and their academic work through academic integrity and ethical conduct. In all work submitted for academic credit, students are expected to represent themselves honestly. No form of student work is exempt from this policy. **Cheating** (getting or giving unauthorized help on an assignment, quiz, or test) and **plagiarism** (submitting work as your own that is someone else's) are forms of academic conduct that will result in the following consequences:

- The student must re-do the assignment.
- The student will receive no grade or credit for the assignment as determined by the teacher, principal or his designee.
- The student must submit an alternative assignment as determined by the teacher, the Principal or his designee.
- Parent will be notified in all cases of academic dishonesty

In addition to the consequences listed above, students may lose privileges, positions, or opportunities requiring trustworthiness and responsibility. Students may also receive a disciplinary referral and be held to the consequences listed in the code of conduct.

PROMOTION, PLACEMENT, AND RETENTION

A. A student shall be promoted when the student has met promotion criteria as outlined in this policy (practice).

B. In the event that the GAMS or the GAMS retest is not available at one or more grade levels or the GAMS scores are not returned in time to make a decision regarding grade placement, promotion shall be determined by the remaining criteria for that grade(s) and/or other identified local, state, or federal assessments.

C. Individualized Education Plan (IEPs) shall establish promotion standards for students with disabilities. The Individualized Education Plan Committee shall serve as the placement committee for these students.

D. Promotion criteria:

1. Grade Six to Grade Seven AND Grade Seven to Grade Eight Promotion Criteria

a. The student must:

1. pass six of the seven academic subjects and a minimum of one of two connections classes.

AND

2. score in performance level II, III, or IV on the reading **and** math portions of the GAMS.

b. A student who does not achieve promotion criteria will be referred to the Retention Committee. The Retention Committee shall:

1. place the student into the next grade level

OR

2. retain in the current grade level.

2. Grade Eight to Grade Nine Promotion Criteria

a. The student must:

1. pass six of the seven academic subjects and a minimum of one of two connections classes.

AND

2. score in performance level II, III, or IV on the reading **and** math portions of the GAMS.

b. A student who does not achieve promotion criteria will be referred to the Retention Committee.

c. When a student scores in performance Level II, III, or IV in reading and math on the GAMS, but fails to meet other aspects of the promotion criteria, the Retention Committee shall:

1. place the student into ninth grade

OR

2. retain in eighth grade

AND/OR

3. recommend summer school for accelerated, differentiated, **and/or additional instruction** in one or more academic subjects during the next school year.

d. When a student scores in Performance Level I in reading and/or math on the GAMS, the student shall:

1. be assigned to summer school program for accelerated, differentiated, and/or additional instruction in reading and/or math

AND

2. following the summer school opportunity, the student shall be given a second administration of the GAMS or an alternative assessment instrument that is appropriate for the students grade level a provided for by the State Board of Education and the local board of education in the area(s) not passed on the first administration of the test(s).

e. Beginning with the 2017-2018 school year, a student who does not pass the retest of the GAMS in reading and/or math, or alternative assessment shall be retained in eighth grade. Within ten calendar days (excluding weekends and holidays) of the receipt of the second GAMS scores, the

school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the reading and/or math teacher(s) regarding the decision to retain the student.

f. If the parent or guardian or reading and/or math teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

g. The Placement Committee shall ensure that a plan for accelerated, differentiated, or additional instruction will be updated or developed to help ensure the students success during the next school year. The Student Support Team shall implement and oversee the plan.

h. A student's failure to take the GAMS in reading and/or math on any of the designated testing dates or alternative assessment instrument that is appropriate for the student's grade level provided by the State Board of Education and/or the Randolph County Board of Education shall result in the student being retained. The decision to retain the student can be appealed by the parent or guardian or reading and/or math teacher(s) as delineated above.

It is the policy of the State of Georgia that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The principal shall annually notify parents or guardians that placement or promotion of a student in a grade, class, or program will be based on the academic achievement of the student on the state's summative assessment and grade level performance standards.

I. DEFINITIONS

Accelerated instruction - challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Educational Accountability, to meet grade-level standards in the shortest possible time.

Additional instruction - academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Educational Accountability, to grade level performance. It may include more instructional time, allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter session instruction.

Differentiated instruction – instructional strategies designed to meet individual student learning needs.

Grade level- standard of performance, as defined by the Office of Accountability on a Criterion-Referenced Competency Test.

Placement – the assignment of a student to specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

Promotion - the assignment of a student to a higher-grade level based on the student's achievement of established criteria in the current grade.

Retention – the reassignment of a student to the current grade level during the next school year.

II. REQUIREMENTS FOR GRADE 8

- a. In accordance with State Board policy, promotion requirements for grade 8 shall be

determined as follows:

1. No eighth-grade student shall be promoted to the ninth grade if the student does not achieve performance level II on the Georgia Milestones in reading and mathematics and meet promotion standards established by the Randolph County Board of Education.
2. The school principal may retain a student who performs satisfactorily on the Georgia Milestones, but whose documented daily class performance does not reflect mastery of established grade level Performance Standards. The following may also be considered by the professional school staff in determining promotion, placement, or retention of a student:
 - i. Regular school attendance
 - ii. Previous interventions
 - iii. Age and level of social and emotional maturity
- b. When a student does not perform at performance level II or better in grade 8 on the Georgia Milestones section specified above, then the following shall occur:
 1. Within ten calendar days, excluding weekends and holidays, or receipt of the Georgia Milestones individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following
 - i. The student's below-grade-level performance on the Georgia Milestones;
 - ii. The specific retest(s) to be given the students and the testing date(s);
 - iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Georgia Milestones; and
 - iv. The possibility that the student might be retained at the same grade level for the next school year.
 2. The student shall be given an opportunity for accelerated, differentiated or additional instruction in the applicable subject(s) prior to the retesting opportunity. Such opportunities may be provided through participation in the Extended Day Program and/or the Extended Year Program; and
 3. The student shall be retested with appropriate section(s) of the Georgia Milestones or an alternative assessment instrument that is appropriate for the student's grade level as provided for the State Board of Education and the Randolph County Board of Education
- c. When a student does not perform at performance level II on the Georgia Milestones in grade 8 and also does not perform at performance level II on a second opportunity to take the assessment, then the following shall occur:
 1. The school principal shall retain the student for the next school year except as otherwise provided for in this rule.
 2. The school principal shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
 - i. The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student.
 - ii. The notice shall describe the composition and functions of the placement committee; it may describe the option of the parent or guardian, teacher(s), or principal to invited individuals who can provide information or facilitate understanding of the issues to be

- discussed to attend the placement committee meeting; and
 - iii. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
3. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal
 - i. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestones or the alternative assessment instrument on which the student failed to perform at performance level II.
 - ii. The principal shall notify in writing by first-class mail the parent or guardian and the team of the time and place for convening the placement committee.
 - iii. The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones or the alternative assessment instrument and performance standards established by the Randolph County Board of Education.
 - iv. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next school year, the student is likely to perform at grade level by the conclusion of the following school year.
 - v. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the following year.
 - vi. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
 4. The school's Student Support Team (SST) shall direct the development of a plan for accelerated, differentiated, or additional instruction for each student who does not achieve grade level performance in grade 8 on the Georgia Milestones specified in section (a) above whether the student is retained, placed or promoted for the subsequent year.
 5. A student who is absent or otherwise unable to take the Georgia Milestones in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Randolph County Board of Education. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
 6. A student's failure to take the Georgia Milestones in grade 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's

grade level as provided for by the State Board of Education and the Randolph County Board of Education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in rule 160-4-2.11.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.
8. The Randolph County Board of Education shall support the decision of the placement committee and will deny any further appeal.

III. REQUIREMENTS FOR THE NON-BENCHMARK GRADES 6 AND 7

- a. Recommendations concerning instructional placement and progress of students in the off-grades shall be the responsibility of the principal, teacher(s), and other professional staff in accordance with the established Performance Standards established by the Randolph County Board of Education and the State Board of Education. Performance Standards are based on applicable grade level State Assessment Program-Revised (GKAP-R) objectives; and established local benchmarks. However, the final decision concerning placement rests with the principal.
- b. The following may also be considered by the professional school staff in determining promotion, placement or retention of a student;
 1. Previous interventions, including retentions
 2. Age and level of social and emotional maturity
 3. Regular school attendance
- c. Retention/Placement Decision Process:
 1. The teacher(s), individually and/or working through SST, should modify instructional strategies for students experiencing difficulty and confer with the principal, instructional supervisor, counselor, grade level team and/or other appropriate personnel for additional suggestions. At the middle school level, modifications should be documented in the minutes of the RTI team planning session(s).
 2. The teacher(s) should refer students who continue to experience difficulty to the SST. Every effort will be made to ensure that parents attend the meetings at which their child's instructional program is being discussed. The SST should recommend strategies or interventions which parents should use to assist the school in working with the child.
 3. The teacher(s) and parent(s) will implement interventions and teachers recommended by the SST.
 4. The SST will evaluate the effectiveness of interventions, and either add/modify strategies, monitor, or refer the student for further testing in the SST process.
 5. Any student that is not on track for promotion at the end of the second nine-weeks grading period should be referred to the school SST and a conference must be scheduled by the principal and/or teacher to inform the parent(s) of the possibility of retention or placement for the next school year. At this time, intervention strategies that will be implemented through the SST process will be discussed. If the parent cannot attend the conference, a copy of the SST conference minutes will be sent to the parent(s) by first-class mail. Notification of placement/retention must be presented in writing and signed by the parent(s) and the teacher(s). The signature of the parent(s) indicates knowledge not necessarily agreement.
 6. At least one additional conference will be held with the parent(s) after the third nine-weeks' grading period to discuss the student's progress, what results

additional modifications and the possibility of retention or placement for the following school year. The SST chairperson will annotate on the SST minutes the results of the meeting: placement, retention.

SCHOOL PROPERTY

Do not destroy or deface the school building or property in any way. Parents/guardians are responsible for any deliberate damage done by any student. We will not hesitate to take action to prevent this from occurring.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964. Sexual harassment is deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment or academic achievement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or evaluating a student's performance.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or learning environment.
- 4.

There are three basic forms of sexual harassment;

1. Verbal: unwelcome suggestive remarks, sexual insults, innuendo, jokes and humor about sex or gender-specific traits, sexual propositions or threats.
2. Non-Verbal: unwelcome suggestive or insulting sounds, leering/ogling, whistling, obscene gestures and obscene graphic materials.
3. Physical: cornering, unwelcome touching, pinching, brushing the body, and actual or attempted rape or assault.

Some acts of sexual harassment against a student may constitute child abuse or other specific crimes. The Randolph County School System must determine whether the allegations suggest child abuse and if so, then immediately report the allegations to the proper authorities in accordance with state law. The Randolph County School System has an obligation to protect students from sexual harassment. Examples of sexual harassment include making demeaning comments about a girl's ability to excel in a class historically considered a "boys" subject, privately talking to a student about sexual matters, or hugging or touching a student inappropriately. A teacher, administrator, or other employee using such position to threaten a student, e.g. lower a grade or remove such student from a team, are examples of Sexual Harassment. Sexual harassment of students can be harassment of students by employees or other students.

Complaints and/or rumors of sexual harassment will receive prompt attention. All complaints will be investigated, and a written, factual report will be developed. Penalties for sexual harassment may include a reprimand: a "cease and desist" directive, a reassignment or transfer, probation or termination. Both the complainant and the accused have the right to appeal any aspect of the decision. Student penalties may include: a reprimand, a "cease and desist" directive, reporting to juvenile or law enforcement authorities, in-school suspension, suspension and expulsion.

Retaliations against complainants is forbidden and constitutes harassment.

Date Adopted: 6/30/2010

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other school employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered in O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission of Ethics Division.

“Sexual Abuse” means a person's employing, using, persuading, inducing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

“Sexual Misconduct” includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was lesbian or gay).
5. Spied on students as they dressed, showered, or used the restroom at school.
6. Flashed or “mooned” students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, *etc.*
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

SMOKING PROHIBITED/NO Vapping

Students may not smoke or use tobacco at school, on school buses, or on any school property. This includes all use of tobacco in any form. Tobacco products will be confiscated and not returned.

STUDENT BEHAVIOR CODE OF CONDUCT

The school system reserves the right to discipline students whose behavior is subversive to good order and control in the schools. The administration has the responsibility to interpret and

enforce this behavior. Students who refuse to comply with assigned consequences for behavior code violation(s) will not be allowed to continue to attend school until such consequences can be satisfied.

Instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline, which may be described as the absence of distractions, frictions, and disturbances which interfere with the effective functioning of the student, class, teacher and school. It is also the presence of a friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

As students progress in our school, it is reasonable to assume that an increase in age and maturity will result in the students' assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the Student Behavior Code of Conduct shall apply to all Middle School students from sixth (6th) grade through eighth (8th) grade during the following times and in the following places:

- *on the school grounds and/or any school property;
- *on the school grounds at any other time when the school is being used by a school group;
- *off the school grounds at a school activity, function, or event;
- *en route to and from school, on a school bus or other school vehicle.

The regulations and due process procedures of the Student Behavior Code of Conduct are designed to protect all members of the educational community in the exercise of their rights and duties. Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with the due process of the law. Students engaging in major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of the State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option. The Student Code of Conduct shall be approved annually by the Board of Education and shall have the same enforcement power as a Board of Education policy.

Definitions of Disciplinary Actions

1. **Expulsion:** Removal of a student from the school system for an extended period or permanently by the decision of a tribunal and/or the Randolph County Board of Education.
2. **Out-of-School Suspension:** Removal of a student from the school campus and exclusion from all school sponsored activities for a designated period by either administration, tribunal, or Randolph County Board of Education.
3. **In-School Suspension:** Removal of the student from all classes and school-sponsored activities during the school day by the administration. The student will be in attendance at the ISS classroom for the full school day. Misconduct will result in additional days/extended stay. Monday thru Thursday ISS assignments may include extended time – in order to receive appropriate after-school instruction; ISS assignments Monday thru Wednesday will be from 8:00 AM until 6:00 PM and Thursdays from 8:00 AM until 5:30 PM.
4. **Detention Hall:** Detention is a supervised Study Hall in a designated classroom which is used to modify behavior when suspension may be too severe. Students who are assigned detention must bring homework or other school related assignments. Detention will be held daily from 3:25 - 5:25 p.m. It takes precedence over all extracurricular activities, after school jobs, or requests from teachers. Parents are responsible for transportation

home after detention hall. Occasionally, students may be allowed to ride the Activity Bus home in extreme/difficult circumstances. Parents will be notified, if possible, by telephone and a note sent home by the student. If a student misses detention hall, he/she will be assigned to In-School Suspension.

5. **Corporal Punishment:** A teacher shall not inflict corporal punishment. The Principal or Administrative Assistant may administer corporal punishment to students if they deem it necessary. The corporal punishment shall not be excessive or unduly severe. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the student is informed beforehand that specific misbehavior could occasion its use; it is provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
Prior to administering corporal punishment, the principal/designee will inform the witness (a certified employee) of the reason for the punishment in front of the student. The principal or Administrative Assistant who administers corporal punishment must provide the child's parent's, upon request, a written explanation of the reasons for the punishment and the names of the principal, or designee, and certified witness who were present. Corporal punishment shall not be administered to a child whose parents or legal guardian have *upon the day of enrollment of the student filed* with the principal of the school a statement from a medical doctor licensed in Georgia stating that it is detrimental to the child's mental or emotional stability.
6. **Law Enforcement Involvement:** Law enforcement agencies can be contacted at the discretion of the school administration if criminal activity occurs on campus, if disruption is excessive, or if chronic truancy is a problem. Law enforcement agencies must be notified without exception in situations involving weapons, alcohol, or drugs.
7. **Referral to Alternative Program:** When less severe strategies seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the alternative program if age-appropriate. This referral is in lieu of recommendation for expulsion. Alternative School placement is for a minimum of one semester. Students will not return to regular school until positive behavioral changes occur. Misbehavior at Alternative School can result in recommendation for expulsion.
8. **Bus Suspension:** Removal of a student from all Randolph County System Transportation facilities for a designated period of time by the administration or the Randolph County Board of Education.

*Note: Consequences listed are considered minimum punishment. The Georgia General Assembly requires that this Student Behavior Code include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be charged as an adult.

Discipline Protocol (Exceptional Education)

1. Define problem
2. Major infractions
 - a. Automatic referral (see RCMHS referral #1-29)
3. Minor infractions
 - a. Notify case manager/Ex Ed director/another Ex Ed teacher – documented in writing
 - b. Contact parent – (contact made by primary teacher & case manager)
 - c. Strategies from case manager given to teacher – documented; If assigned - outside agency will be notified of excessive behaviors

- d. Repeat B (as often as needed or until given other instructions from Administrator)
- e. Mandatory Parent Conference – parent, child, case manager, administrator, Ex Ed director, teachers (all that apply or are available)
- f. IEP/Manifestation/FBA/BIP
- g. On-going documentation – are strategies working (BIP), documentation of strategies being used
- h. Time-out in different Ex Ed teacher's classroom when warranted – must be approved by administrator
- i. Office referral (detention, ISS, OSS, will be used on as-needed basis)
- j. We will use time-out at home; 1/2 day at home; Saturday school; participation in tutorials; during the day safety-nets as means of make-up/catch up when possible, due to being removed from classroom for discipline issues

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.

2019-2020 Randolph-Clay Middle School

Student Behavior Code of Conduct

Rule 00 CONTINUATION OF INCIDENT <i>An event with multiple incidents for a single action has occurred.</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Multiple infractions occurring simultaneously	<i>Suspension up to 10 days; recommendation for student disciplinary hearing on case-by-case basis</i>
RULE 01 ALCOHOL <i>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action. <u>PERSISTENTLY DANGEROUS EVENT 2% OR MORE OF THE STUDENT POPULATION</u></i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Unintentional possession of alcohol	<i>Suspension permissible 1-5 days</i>
Level II – Under the influence of alcohol without possession	<i>Suspension permissible 1-10 days; notify law enforcement</i>
Level III – Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol	<i>Suspension permissible 1-10 days; notify law enforcement; may result in recommendation for long-term suspension or expulsion</i>
Rule 02 ARSON <i>Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of unapproved items.") <u>PERSISTENTLY DANGEROUS EVENT</u></i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – N/A	
Level II – Attempt to commit arson or transporting or possessing incendiary devices to school (i.e. includes but is not limited to trashcan fires without damage to school)	<i>Suspension permissible 1-10 days; notify law enforcement agency</i>
Level III – Intentional damage as a result of arson-related activity or the use of an incendiary device	<i>Suspension permissible 1-10 days; substantial damage to property will result in a mandatory recommendation for long-term suspension or expulsion; notify law enforcement</i>
Rule 03 BATTERY <i>Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)</i>	

Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level I – Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries</p> <p>Level II – Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries</p> <p>Level III – Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year</p>	<p><i>Suspension up to 5 days; mandatory parent conference prior to student's return from suspension to develop disciplinary contract</i></p> <p><i>Suspension permissible 1-10 days; may recommend for a long-term suspension or expulsion; refer to law enforcement agency</i></p> <p><i>Automatic 10-day suspension; a recommendation for expulsion; refer to law enforcement agency that has jurisdiction</i></p> <p>Note: A student who intentionally commits any act of physical violence resulting in substantial physical injury to a school employee shall be immediately long-term suspended and recommended for a tribunal. The student may be allowed by the tribunal to attend alternative school.</p>
<p>Rule 04 BREAKING AND ENTERING – BURGLARY <i>Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building or remaining in a dwelling with the intent to commit a theft.)</i></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level III – Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)</p>	<p><i>Suspension permissible 1-10 days; may recommend for a long-term suspension or expulsion; request restitution for damages; refer to law enforcement</i></p>
<p>Rule 05 COMPUTER TRESPASS <i>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</i></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition

<p>Level I – N/A</p> <p>Level II – Unauthorized use of school computer for anything other than instructional purposes; includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy</p> <p>Level III – Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization).</p>	<p><i>Suspension permissible 1-10 days</i></p> <p><i>Suspension permissible 1-10 days; may permanently revoke the user's school access to Randolph County internet services; may request restitution for damages caused by the student; refer to law enforcement agency</i></p>
<p>Rule 06 DISORDERLY CONDUCT <i>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)</i></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level I – Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others</p> <p>Level II – 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</p> <p>Level III – Creating or contributing to a severe disturbance that substantially disrupts the school environment and poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year</p>	<p><i>Suspension permissible 1-5 days; mandatory parent conference prior to student's return from suspension to develop disciplinary contract</i></p> <p><i>Suspension permissible 1-10 days as well as other recommendations in Level I; notify School Resource Officer (SRO) who will determine if criminal charges are necessary</i></p> <p><i>Suspension permissible 1-10 days as well as other recommendations in Level I; notify School Resource Officer (SRO) who will determine if criminal charges are necessary; may result in recommendation for long-term suspension or expulsion</i></p>

Rule 07 DRUGS, EXCEPT ALCOHOL AND TOBACCO *Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. **PERSISTENTLY DANGEROUS EVENT IF LEVEL III & 2% OR MORE OF SCHOOL POPULATION***

Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs.	<i>Suspension permissible 1-5 days</i>
Level II – Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	<i>Suspension permissible 1-5 days</i>
Level III – Unlawful use, cultivation, manufacture, distribution, transmission, sharing, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, substances purported to be drugs, synthetic drugs, bath salts or equipment or devices used for preparing or using drugs or narcotics	<i>Automatic referral to law enforcement; automatic 10-day suspension; notify Superintendent's office or designee; referral for a student disciplinary hearing;</i>
Note: Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	

Rule 08 FIGHTING *Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)*

Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries	<i>Suspension permissible 1-5 days; mandatory parent conference prior to student's return from suspension to develop disciplinary contract</i>
Note: Multiple infractions may result in referral to a disciplinary tribunal	
Level II – A physical confrontation resulting in mild or moderate injuries (e.g. limited scratches, bloody noses or other forms of marks on the body of the participants)	<i>Same as Level I - Notify School Resource Officer (SRO) who will determine if criminal charges are necessary</i>

<p>Note: Multiple infractions may result in referral to a disciplinary tribunal</p> <p>Level III – Individual engages in repeated incidents (two or more) of violence(battery)/ fighting during the course of a school year or has been in repeated physical confrontations where severe injuries have occurred (e.g. broken/fractured bones, cuts requiring suturing, blacken and severally swollen eyes)</p>	<p><i>Suspension permissible 1-10 days, recommendation to a disciplinary tribunal and referral to law enforcement; Note: (Maintain documentation of parent conference, disciplinary contract and chronic disruptor notification, and any other intervention or services provided to change behavior)</i></p>
<p>Note: The administrator should make every effort to determine the aggressor. A student who does not start a fight but end up in a fight may be charged with fighting if he or she could have avoided the fight.</p>	
<p>Rule 09 HOMICIDE Refer to GA Law, Code Section 16-5-1 for definition <u>PERSISTENTLY DANGEROUS EVENT</u></p>	
<p>Description of Behavior Code Violation Severity Level</p>	<p>Recommended Disposition</p>
<p>Level III – Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.</p>	<p><i>Automatic 10-day suspension; a recommendation for expulsion; refer to law enforcement agency</i></p>
<p>Rule 10 KIDNAPPING The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will. <u>PERSISTENTLY DANGEROUS EVENT</u></p>	
<p>Description of Behavior Code Violation Severity Level</p>	<p>Recommended Disposition</p>
<p>Level III – The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</p>	<p><i>Automatic 10-day suspension; a recommendation for expulsion; refer to law enforcement agency</i></p>
<p>Rule 11 LARCENY/THEFT The unlawful taking of property belonging to another person or entity (i.e. school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)</p>	
<p>Description of Behavior Code Violation Severity Level</p>	<p>Recommended Disposition</p>
<p>Level I – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100</p>	<p><i>Suspension permissible 1-10 days; return, replace or reimburse property; Notify School Resource Officer (SRO) who will determine if criminal charges are necessary; mandatory parent conference prior to student's return from suspension to develop disciplinary contract</i></p>

<p>Level II – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250</p> <p>Level III – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year</p>	<p><i>Same as Level I - Notify School Resource Officer (SRO) who will determine if criminal charges are necessary</i></p> <p><i>Suspension permissible 1-10 days, recommendation to a disciplinary tribunal and referral to law enforcement</i></p>
Rule 12 MOTOR VEHICLE THEFT <i>Theft or attempted theft of any motor vehicle</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level III – Theft or attempted theft of any motor vehicle. Includes but not limited to cars, trucks, ATVs, golf carts, etc.</p>	<p><i>Automatic 10-day suspension; may recommend long-term suspension to expulsion; refer to law enforcement</i></p>
Rule 13 ROBBERY <i>The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.) <u>PERSISTENTLY DANGEROUS EVENT IF LEVEL III</u></i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level II – Robbery without the use of a weapon; taking something by force or threat of force.</p> <p>Level III – Robbery with the use of a weapon; weapons may include but are not limited to guns, knives, clubs, razor blades, etc.</p>	<p><i>Automatic 10-day suspension; a recommendation for long-term suspension to expulsion; refer to law enforcement agency</i></p> <p><i>Automatic 10-day suspension; recommendation for expulsion; refer to law enforcement agency</i></p>
Rule 14 SEXUAL BATTERY <i>Touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. <u>PERSISTENTLY DANGEROUS EVENT</u></i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level III – Touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.</p>	<p><i>Automatic 10-day suspension; a recommendation for expulsion; refer to law enforcement agency</i></p>
Rule 15 SEXUAL HARASSMENT <i>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; possession of sexually explicit images; gender-based harassment that creates an intimidating, hostile, or offensive</i>	

<i>educational or work environment</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Comments that perpetuate gender stereotypes or suggestive jokes that are not directed toward specific individuals	<i>Suspension up to 5 days; mandatory parent conference prior to student's return from suspension to develop disciplinary contract</i>
Level II – Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed toward specific individuals or group of individuals	<i>Suspension up to 10 days; mandatory parent conference prior to student's return from suspension</i>
Level III – Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the school year	<i>Automatic 10-day suspension; may recommend long-term suspension or expulsion; refer to law enforcement</i>
Rule 16 SEXUAL OFFENSES <i>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in Levels 2 or 3	<i>Suspension permissible 1-10 days; may recommend long-term suspension or expulsion on a case-by-case basis; refer to law enforcement agency</i>
Level II – Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts	<i>Suspension permissible 1-10 days; may recommend long-term suspension or expulsion on a case-by-case basis; refer to law enforcement agency</i>
Level III – Engaging in sexual activities on school grounds or during school activities; indecent exposure of private body parts	<i>Suspension permissible 1-10 days; may recommend long-term suspension or expulsion; refer to law enforcement agency</i>
Rule 17 THREAT/INTIMIDATION <i>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</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition

<p>Level II – Physical, verbal, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack</p>	<p><i>Suspension up to 10 days; mandatory parent conference prior to student's return from suspension to develop disciplinary contract</i></p>
<p>Level III – School-wide physical, verbal, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack</p>	<p><i>Complete a threat assessment; suspension permissible 1-10 days; may recommend long-term suspension to expulsion on a case-by-case basis; refer to law enforcement agency</i></p>
<p><i>Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visible bodily harm may be coded as bullying.</i></p>	

Rule 18 TOBACCO *Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school*

Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level I – Unintentional possession of tobacco products</p>	<p><i>Suspension permissible 1-3 days;</i></p>
<p>Level II – Use of or knowledgeable possession of tobacco products</p>	<p><i>Suspension permissible 1-5 days;</i></p>
<p>Level III – Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year</p>	<p><i>Suspension permissible 1-10 days; may recommend long-term suspension on a case-by-case basis</i></p>

Rule 19 TRESPASSING *Entering or remaining on campus without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)*

Description of Behavior Code Violation Severity Level	Recommended Disposition
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<p>Level II – Entering or remaining on school grounds or facilities without authorization and with no lawful purpose</p> <p>Level III – Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year</p>	<p><i>Suspension permissible 1-10 days; refer to law enforcement agency to issue a criminal trespass warning</i></p> <p><i>Suspension permissible 1-10 days; may recommend long-term suspension or expulsion on a case-by-case basis; refer to law enforcement</i></p>
<p>Rule 20 VANDALISM <i>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</i></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level II – Participating in the minor destruction, damage or defacement of school property or private property without permission</p> <p>Level III – Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year</p>	<p><i>Suspension permissible 1-10 days; request for restitution for damages; may notify law enforcement</i></p> <p><i>Suspension permissible 1-10 days; may recommend long-term suspension or expulsion on a case-by-case basis; request restitution for damages; refer to law enforcement agency</i></p>
<p>Rule 21- OFF CAMPUS CONDUCT</p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>If a student engages in misbehavior, while a student is not on school property or at a school function, activity, or event, which directly or potentially has an adverse effect, on the good order, discipline and welfare in the school, the school may take disciplinary action(s) against the student.</p>	<p><i>Suspension permissible 1-10 days; may result in long term suspension or expulsion</i></p>
<p>Rule 22 WEAPONS - KNIFE <i>The possession, use, or intention to use any type of knife.</i> <u>PERSISTENTLY DANGEROUS EVENT 2 % OR MORE OF STUDENT POPULATION</u></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level I – Unintentional possession of a knife or knife-like item without intent to harm or intimidate</p>	<p><i>Suspension permissible 1-10 days; automatic referral to law enforcement agency if blade is greater than 2 inches; all incidents shall be reported to the Superintendent or designee</i></p>

Level II – Intentional possession of a knife or knife-like item without intent to harm or intimidate	<i>Suspension permissible 1-10 days; automatic referral to law enforcement agency if blade is greater than 2 inches; may recommend long-term suspension or expulsion on a case-by-case basis</i>
Level III – Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate	<i>Complete a threat assessment; automatic 10-day suspension; may recommend expulsion; refer to law enforcement agency</i>

Rule 23 WEAPONS – OTHER *The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).* **PERSISTENTLY DANGEROUS EVENT 2% OR MORE OF STUDENT POPULATION**

Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level II – Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.</p> <p>Level III – Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, mace, tear gas, pepper spray, etc.</p>	<p><i>Suspension permissible 1-10 days; automatic referral to law enforcement agency; may recommend long-term suspension or expulsion on a case-by-case basis</i></p> <p><i>Automatic 10-day suspension; complete a threat assessment; may recommend expulsion; refer to law enforcement agency</i></p>

Rule 24 OTHER INCIDENT FOR A STATE-REPORTED DISCIPLINE ACTION *The administration of the school system and local school reserve the right to punish behavior which is subversive to good order and discipline in the Randolph County School System even though such behavior is not specified within the discipline rules. Any other discipline incident for which a student is given a disciplinary consequence such as in-school suspension, administrative action, detention, suspended from riding the bus, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738).*

Description of Behavior Code Violation Severity Level	Recommended Disposition
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<p>Level I – Discipline incident for which a student is given a disciplinary consequence such as in-school suspension, administrative action, detention, suspended from riding the bus, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)</p> <p>Level II – Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types (Students who exhaust a Behavioral Contract developed with school administrators may be recommend for a Student Disciplinary Hearing.)</p>	<p><i>Level I - Level II - Suspension permissible 1-10 days; may recommend long-term suspension or expulsion on a case-by-case basis</i></p>
<p>Rule 25 WEAPONS HANDGUNS <i>Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. PERSISTENTLY DANGEROUS EVENT 2 % OR MORE OF STUDENT POPULATION</i></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level III – Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm</p>	<p><i>Automatic referral to the law enforcement agency; mandatory referral for a student disciplinary hearing and mandatory recommendation for expulsion for one calendar year; all incidents shall be reported to the Superintendent or designee. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis</i></p>
<p>Rule 26 WEAPONS – RIFLE/SHOTGUN <i>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. PERSISTENTLY DANGEROUS EVENT 2% OR MORE OF STUDENT POPULATION</i></p>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level III – Intentional or unintentional</p>	<p><i>Automatic referral to the law enforcement;</i></p>

possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm	<i>mandatory referral for a student disciplinary hearing and mandatory recommendation for expulsion for one calendar year; all incidents shall be reported to the Superintendent or designee. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis</i>
Rule 27 SERIOUS BODILY INJURY <i>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level III – Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death	<i>Automatic referral to the law enforcement agency; mandatory referral for a student disciplinary hearing and mandatory recommendation for expulsion for one calendar year; all incidents shall be reported to the Superintendent or designee. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis</i>
Rule 28 OTHER FIREARMS <i>Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (e.g. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks.) [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].</i> <u>PERSISTANTLY DANGEROUS EVENT 2% OR MORE OF STUDENT POPULATION</u>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level III - Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives	<i>Automatic referral to the law enforcement; mandatory referral for a student disciplinary hearing and mandatory recommendation for expulsion for one calendar year; all incidents shall be reported to the Superintendent or designee. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis</i>

NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Rule 29 BULLYING *A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.*

Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level I – FIRST OFFENSE OF BULLYING - 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</p> <p>Level II – SECOND OFFENSE OF BULLYING 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 the use of electronic equipment on school property or using school equipment to harass or intimidate</p> <p>Level III – Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, or threatens educational environment Note: Retaliation toward participants in an investigation related to reporting bullying is strictly prohibited.</p>	<p><i>Suspension up to 10 days permissible; mandatory parent conference prior to student's return from suspension to develop disciplinary contract (<u>Maximum penalties may be exceeded if injuries result</u>); notify law enforcement agency</i></p> <p><i>Suspension permissible 1-10 days; mandatory parent conference prior to student's return from suspension to review disciplinary contract (<u>Maximum penalties may be exceeded if injuries result</u>); notify law enforcement agency</i></p> <p><i>For a third instance of bullying involving students, the student will be assigned to the alternative school as a minimum, but more severe punishment (long-term suspension to expulsion) may be applied</i></p>

Rule 30 ATTENDANCE RELATED *Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.*

Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	<p>1-4 unexcused absences: disciplinary actions determined by the local school parental notification from teacher parental conference with school administrator, etc.</p> <p>5 unexcused absences: Referred to local Attendance Support Team; parent conference required; attendance contract signed</p> <p>10 absences: Principal may require a medical excuse for subsequent absences</p> <p>10 unexcused absences: refer to the school social worker; possible referral to Juvenile Court or Department of Family and Children's Services</p> <p><u>(Please refer to the Randolph County School System Attendance Protocol for further information.)</u></p>

Rule 31 DRESS CODE VIOLATION *Violation of school dress code that includes standards for appropriate school attire.*

Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building	<p>1st OFFENSE – student warning and parent notification</p> <p>2nd OFFENSE – up to 2 days of ISS permissible, mandatory parent contact, development of behavior contract</p> <p>3rd OFFENSE– up to two days of OSS permissible; parent conference; review behavior contract with student and parent</p>

Level II – Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promotion of the use or abuse of tobacco, alcohol or drugs; creating a threat to the health and safety of other students; creating a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments

Level III – Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

4th OFFENSE up to three days of OSS permissible; mandatory parent conference and final warning of the possibility of alternative placement

5th OFFENSE Suspension permissible 1-10 days; referral to student disciplinary hearing

Rule 32 ACADEMIC DISHONESTY *Receiving or providing unauthorized assistance on classroom projects, assignments or exams.*

Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments	Level 1 Receive a "0" on project, assessment, project, etc... Level 2 Receive a "0" on assignment or project, Suspension permissible 1-3 days.
Level II – Intentional plagiarism or cheating on a minor classroom assignment or project	Level 3 Receive a "0" on exam; Suspension permissible 1-10 days; notification to district level testing coordinator when state assessments are involved;
Level III – Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year	

Rule 33 OTHER – STUDENT INCIVILITY *Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.*

Description of Behavior Code Violation Severity Level	Recommended Disposition
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<p>Level I – 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, etc.)</p> <p>Level II – Blatant insubordination or the use of inappropriate language directed toward school staff or peers; intentional misrepresentation of the truth. (May include but is not limited to profanity or obscene language directed toward school staff; issuing false reports on other students; insubordination.)</p> <p>Level III – Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.</p>	<p><i>Suspension permissible 1-5 days</i></p> <p><i>Suspension permissible 1-5 days</i></p> <p><i>Suspension up to 10 days; mandatory parent conference to develop disciplinary contract; may recommend long-term suspension on a case-by-case basis</i></p>
<p>Rule 34 OTHER – POSSESSION OF UNAPPROVED ITEMS <i>The use or possession of any unauthorized item disruptive to the school environment.</i></p>	
<p>Description of Behavior Code Violation Severity Level</p>	<p>Recommended Disposition</p>
<p>Level I – Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc.; includes possession of pepper spray and mace</p>	<p>Level 1 Suspension permissible 1-3 day(s)</p>
<p>Level II – The use of the any unauthorized item (e.g. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc.; includes the use of pepper spray and mace without injury</p>	<p>Level 2 suspension permissible 1-10; if pepper spray, mace or similar agent is dispensed and creates a major disruption may refer for a student disciplinary hearing and refer to law enforcement</p>
<p>Level III – The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but is not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs,</p>	<p>Level 3 suspension permissible 1-10; may refer for a student disciplinary hearing and to the law enforcement</p>

CO2 cartridges; includes the use of pepper spray and mace with injury	
Rule 35 GANG RELATED <i>Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior.</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
<p>Level II – Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang which may include, but is not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity</p> <p>Level III – The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity</p>	<p>1st offense: Suspension permissible 1-10 days; automatic referral to law enforcement; mandatory parent conference; mandatory behavior contract (<u>specific to gang-related activity</u>) before returning to school</p> <p>2nd Offense: Mandatory 10 day out of school suspension; automatic referral to law enforcement; automatic student disciplinary hearing.</p>
Rule 36 REPEATED OFFENSES <i>Collection of state reportable offenses that occur on multiple school days</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level I – Collection of minor incidents	Suspension up to 5 days; mandatory parent conference to develop disciplinary contract

Level II – Collection of moderate incidents	<i>Suspension up to 10 days; mandatory parent conference prior to develop disciplinary contract; may recommend long-term suspension on a case-by-case basis</i>
Level III – Collection of severe incidents	<i>Suspension permissible 1-10 days; may recommend long-term suspension or expulsion on a case-by-case basis</i>
Rule 37 ASSAULT AND/OR BATTERY ON A SCHOOL EMPLOYEE - <i>Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition
Level III – Threaten to cause or cause physical injury or mental anguish to or make a terroristic threat toward a school employee or school resource office on the school grounds during a school activity, function, or event off school grounds, or while on school suspension	<i>Automatic suspension- 10 days with mandatory recommendation for long-term suspension or expulsion; may refer to law enforcement agency.</i>
	<i>Note: A student who intentionally commits any act of physical violence resulting in substantial physical injury to a school employee shall be permanently expelled from Randolph-Clay Middle School. The student may be allowed by the tribunal to attend alternative school.</i>
Rule 40 OTHER NON-DISCIPLINARY INCIDENT <i>This code is used exclusively for the reporting Physical Restraint.</i>	
Description of Behavior Code Violation Severity Level	Recommended Disposition

STUDENT HEARING PROCEDURE

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

1. The superintendent shall convene a hearing in the following cases:
 - a. Where a student other than one in Kindergarten through third grade has committed an alleged assault or battery upon a teacher, other school official or employee;
 - b. Where a student other than one in Kindergarten through third grade has intentionally caused substantial damage while on school premises to personal property belonging to a teacher, other school official, employee or student, and the school principal determines that expulsion or long suspension may be the appropriate punishment.
 - c. In any other discipline matter when the principal or Superintendent determines the offense should be punished by long-term suspension or expulsion.

The members of the Randolph County Board of Education will serve as the hearing tribunal unless the Board chooses to appoint five (5) of its professional, certified employees to serve as members of the hearing tribunals. The selection of employees to serve on tribunals shall be in accordance with rules and regulations to be promulgated by the Superintendent and staff.

If such hearing officers, panels or tribunals are established, such rules and regulations must include the following:

1. Provisions governing the manner of selecting the hearing officers or members of the panels or tribunals and the number of members thereof;
2. Provisions governing procedures to be followed by such hearing officers, panels, or tribunals in fact-finding, hearing and reporting recommendations to the local Board;
3. Provisions granting a right to appeal to the local Board when the punishment imposed by hearing officers, panels or tribunals is long-term suspension or expulsion; and
4. Provisions whereby the local School Superintendent may suspend enforcement of the suspension or expulsion ordered by the hearing officers, panels or tribunals pending outcome of any appeal to the local Board.

Whenever a principal refers a student discipline matter to the Superintendent, the Superintendent shall send a letter by certified mail to the student and parents/guardians containing a short and plain statement of the matters asserted and the charges against the student, including names of any witnesses who may be called to testify at the hearing, a statement setting forth the right of the student to present evidence, call and cross-examine witnesses and be represented by legal counsel.

The hearing tribunal shall have made a verbatim electronic or written record of the hearing. The tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student and parents/guardians. The appeal process shall be presented in the copy of the decision.

STUDENT RELEASE TO NON-CUSTODIAL PARENTS

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written permission from the custodial parent(s)/guardian(s), unless the person seeking the release presents a court order specifically authorizing or directing the release of custody by the school. It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those whose names are filed in the child's records.

STUDENT SOLICITING AND SALES

Students **are not allowed** to solicit or sell anything in the name of Randolph-Clay Middle School unless an approved fund raiser has been cleared.

OVERVIEW OF STUDENT SUPPORT TEAM (SST) PROCEDURE

The Student Support Team process is a school-based problem-solving team composed primarily of educators who provide support to teachers to reduce the level of underachievement of students. The intervention team uses approaches that offer a systematic process to successfully close the gap through which students at risk have traditionally fallen. Educators work together to uncover the underlying reason that a student might be experiencing academic or behavioral difficulties and to assemble and implement practical interventions to address the student's problem.

The SST process emphasizes that early intervention for struggling students is a function of the general education program and not of special education. SST has a vital role in creating high achieving students with the following goals:

- 1) Enables teachers to teach more effectively
- 2) Enables students to acquire academic and social competencies, achieve standards, become independent learners for life.
- 3) Create a collaborative culture among all staff.

THE PROCESS:

The process begins when a teacher makes a request for assistance. This initial request is known as the Response to Intervention (RTI). The referring teacher clarifies the problem, collects needed data, and promptly schedules a team meeting. At this meeting, the team focuses on brainstorming, evaluating, and selecting high probability interventions and creating a Plan of Intervention for the student. An implementation period of a sufficient length of time follows (approximately 4-6 weeks) with support provided to the teacher to assist with interventions. The team monitors the intervention and reconvenes for a follow-up meeting to review the outcomes and determines next steps. The problem-solving process continues until the intervention (s) is successful or until a determination is made that a more in-depth evaluation for special services is required. When it becomes apparent that a student is not responding to standard teaching on behavior management techniques, the classroom teachers implement different strategies with the assistance of colleagues and/or parents. If outcomes are still unsatisfactory, then a referral for SST is an appropriate next step. If the student is not making the desired changes, it may be necessary to make a referral to SST. The SST Team address classroom or student issues at the request of the teacher or school personnel. A supportive team from a broad range of school and community personnel. A supportive team from a broad range of school and community personnel including school psychologist, special education teacher, school counselor, administrator, mentor, and parents address five components of problem-solving in order help the student to be successful: 1) review and clarification of the student's problem, 2) brainstorm possible interventions, 3) discuss and evaluate the interventions, 4) choose interventions, and 5) develop an action plan to monitor the student's progress over time. The Pyramid of Interventions is the continuum used to provide tiered instruction and interventions unique to each student.

Parental concerns about the RTI or SST processes should be addressed with the child's teacher in a collaborative effort to help student who struggle academically or behaviorally.

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions against your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally

requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

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

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

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

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

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by **the impartial review official**.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing **and copied to the other party**.
- c. The grievant will have an opportunity to examine the child's educational **records prior to the hearing**
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause **for continuance of the hearing**.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. (34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant and answer questions **posed by the review official**.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and **names of witnesses to be present.**

g. The impartial review official shall determine the weight to be given any evidence based on its **reliability and probative value.**

h. The hearing **shall be closed to the public.**

i. The issues of the hearing will be limited to those raised in the written or oral **request for the hearing.**

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions **of the witnesses.**

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall **be retained by the recipient.**

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence **supports his or her claim.**

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact **Ms. Jeanette Burks at 229-732-2792.**

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. **34 CFR 104.33.**

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. **34 CFR 104.33.**

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

STUDENT WITHDRAWALS

Any student withdrawing from Randolph-Clay Middle School should come to the Record Clerk's office and pick up a Withdrawal Form. If the student withdraws officially, a copy of the Immunization Certificate will be given which will be needed to enroll in another school. All school textbooks and property should be turned in at this time. When a student desires to withdraw from school he/she must have the written permission of his/her parent/guardian if under the age of eighteen prior to withdrawing.

Prior to accepting such permission, the principal will have conference with the student and parent/guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and the parent/guardian educational options available and the consequences of not earning a high school diploma.

SUSPENSION/EXPULSION/IN-SCHOOL-SUSPENSION

At home suspension means that a student who is guilty of an offense will be sent home for a period of 1 to 10 days. The student will be counted absent. Make-up work is to be assigned at the discretion of the administrator.

For offenses of an extremely serious nature or for repeated offenses of a serious nature, the Principal may recommend to the Superintendent, after a tribunal hearing, that the student be expelled. If the Randolph County Superintendent concurs, expulsion will be recommended to the Board. The Board will give the student a formal hearing and then vote on whether to expel or not to expel.

Students may be assigned to In-School Suspension (ISS) rather than out-of-school suspension in many cases. Students in ISS will be counted present and will receive work from their regular teachers for each class period. ISS students lose all regular school day privileges except lunch and rest room breaks. ISS students must serve 7 full periods per day.

Students serving out-of-school suspension or ISS **cannot** participate in any school activity.

TECHNOLOGY SERVICES

Board Policy – Internet Acceptable Use

It is the belief of the Randolph County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing children to live in the 21st Century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Randolph County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students. It shall be the policy of the Randolph County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school have access to the Internet:

1. A qualifying “technology protection measure” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures of guidelines developed by the superintendent, administrators, and /or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measures to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in section 1703(b)(2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mails, chat rooms, and other forms of direct electronic communication;
 - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors;
 - e. Restrict minor’s access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000; and
 - f. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

The technology resources are provided for educational purposes that promote and are consistent with the

instructional goals of the Randolph County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services, or any school computer shall comply with the acceptable use guidelines. Except where otherwise prohibited by applicable law, the district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Randolph County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to many inappropriate sites. However, it should not be assumed that users are completely prevented from accessing, sending, or receiving objectionable communications. Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Randolph County Board of Education's acceptable use policy shall be subject to revocation of such privilege of access and potential disciplinary action.

Specific Provisions Regarding E-Mail

E-mail accounts are provided to some employees and students for the period of time in which they are active in the school system. Unless required to be retained by some other applicable law, regulation, or policy, such e-mail accounts will be removed and deleted when such employee or student is no longer active within the school system. Randolph County School System has implemented technology systems that filter all incoming e-mails in an effort to detect SPAM (junk mail) and e-mail messages which may contain viruses, may be inappropriate for student viewing, or have other attributes that may compromise network security. E-mails containing certain types of files as attachments will be filtered out. The Randolph County Technology Department shall publish a general overview of the current e-mail filtering system which shall be available at the request of any staff member with an active e-mail account. Such general overview shall include a description of the current filtering protocols and guidelines for troubleshooting e-mail related problems.

No e-mail filtering system is perfect. Occasionally, e-mails which are not spam or otherwise inappropriate or dangerous will be filtered out of a user's inbox. Because of the risk of unsolicited e-mails compromising network security, the Randolph County School System chooses to err on the side of caution in the implementation of its e-mail filtering program. To the extent practical, if a user experiences a problem with e-mail communication, that user should review the troubleshooting guidelines published by the Technology Department prior to contacting the department.

INTERNET SAFETY

It is the policy of the Randolph County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. N. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act:

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. These measures shall be overseen by the Superintendent or his or her designee. Such blocking or filtering shall conform to the requirements of the Children’s Internet Protection Act and all other applicable laws.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Randolph County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-call “hacking”, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

To the extent practical, it shall be the responsibility of teachers and administrators to supervise and monitor usage of the online computer network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his or her designee.

TEST RESULTS: USE AND DISSEMINATION

Use

The Randolph County Board of Education recognizes the value of using Student Assessment Program results to improve instruction at the school level. As a means of attaining such improvement, the Randolph County Board of Education directs that the test results be used for the following purposes.

- A. To identify individual student strengths and weaknesses in skill development.
- B. To diagnose strengths and weaknesses of groups.
- C. To individualize instruction.
- D. To report progress to parents.
- E. To select curriculum materials.
- F. To set the pace of instruction.
- G. To select methods of instruction.
- H. To counsel students.
- I. To help determine revisions needed in the curriculum.

Dissemination

The Randolph County School Superintendent shall ensure that data derived from the Student Assessment Program are compiled, analyzed, summarized and reported to the Randolph County Board of Education annually in order to provide an overall picture of Randolph County student achievement. The Randolph County School Superintendent shall release data as required by Georgia Law. Scores for individual students shall be made available only to appropriate personnel within the school system in which the student is enrolled and to the parent(s) or legal guardian(s) of each student as provided by law.

Students shall be apprised of the test performance by such persona as designated in each individual school.

Staff development shall be provided as needed so this information may be shared with students in a positive manner.

Time will be provided for short individual conferences with assigned students.

Parents shall be apprised of the test results achieved by their children. A standard reporting form will be developed for this reporting.

Parents may request a conference with school personnel if additional information is desired.

The Family Education Rights and Privacy Act of 1974 provides that any school system receiving federal

funds cannot exclude any parent or student over the age of 18 from any school records or data relating to the student. It also provides that any system receiving federal funds cannot release any student records to anyone without written consent of the parents or the student if over eighteen, with the exceptions made for other school officials and governmental education agencies.

Test results and other similar information are public records since they are compiled and maintained by public officials and are paid for with tax dollars. The State Open Records Law provides that any citizen has the right to inspect all state, county and municipal records. However, this right of inspection does not apply to records that are specifically required by the federal government to be kept confidential or to medical records and similar files, the disclosure of which would be an invasion of personal privacy. Individual aptitude and achievement test results are generally thought of as confidential and releasing them would constitute an invasion of personal privacy.

TEXTBOOKS & PERSONALIZED LEARNING DEVICES (CHROMEBOOKS AND/OR iPADS)

1. Free textbooks are provided to students pursuant to Georgia School Statutes. Such books are the property of the taxpayers/citizens and must be cared for properly. Students who lose textbooks or damage them will be held accountable. Students will also be held accountable for textbooks damaged beyond normal wear.
2. All textbooks copyrighted from 2008 to present will result in full payment. Books copyrighted prior to 2008 will be priced according to condition.
3. All textbooks will be checked quarterly by all teachers. Students who lose textbooks will have their names placed on the Fines Owed List until they are returned or paid in full.

THREATS

Notes or markings that relate to threats **will not be tolerated**. Students are subject to severe punishment and may be charged with terroristic threats. Threats that are designed to terrorize could result in criminal charges.

TITLE I

Title I of the Elementary and Secondary Education Act provides financial assistance to state and local educational agencies to meet the needs of at-risk children. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging performance standards. The program serves children in elementary and secondary schools who have demonstrated that extra assistance is needed. Title I also serves children who attend parochial and private schools.

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

TITLE II PART A: PROGRAM OVERVIEW

Title II Part A - Teacher and Principal Quality is funding authorized through the No Child Left Behind (NCLB) Act of 2001, a restructuring of the former Eisenhower Professional Development Program combined with the federal Class Size Reduction funds and includes comprehensive professional development and planning.

VISITORS

Any visitor, including former students, having valid business at the school must report to the front office and request a visitor's permit from the principal's secretary.

WEAPONS

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "**WEAPON**" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife or any other knife having a blade of three or more inches, straight-edge razor or razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon like kind, and stun gun or taser.

Violation may result in expulsion from school for one year and/or criminal prosecution.

WELLNESS POLICY

Philosophy: the Randolph County School Board believes that children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. The Board also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

Nutrition: Academic performance and quality of life issues are affected by the choice and availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

- a. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Nutrition Services Department or contracted vendors. Menu and product selection shall utilize student, parent, staff and community advisory groups whenever possible.
- b. Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.
- c. A la carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents and staff.
- d. Vending Machines
 1. All snack vending machines shall provide only single serving snacks that meet at least two, with at least 50% of the items meeting three of the following: 300 or fewer calories; six grams of fat or less, one or more grams of fiber, at least 10% or RDA of calcium, iron, vitamin A or vitamin C.
 2. Vending machines where student meals are served or eaten shall not include carbonated beverages.
 3. All beverage vending machines in secondary school public areas and all faculty/staff areas at school and district sites shall include:
 - a. Water
 - b. 100% fruit juice
 - c. Non-carbonated drinks with less than 150 calories per container
 - d. No more than 1/3 of the choices will be carbonated drinks
- e. Nutrition services shall support classroom activities for all elementary students that include hands-on application of good nutrition practices to promote health and reduce obesity.

USER AGREEMENT

I understand and will abide by the Technology Services Board Policy – Internet Acceptable Use. I understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Print Student Name _____

Student Signature _____

PARENT/GUARDIAN CONSENT (Users under the age of 18 must have a parent/guardian also read and sign this agreement):

As the parent or guardian of this student, I have read the Technology Services Board Policy – Internet Acceptable Use. I understand that this use is designed for educational purposes only, and that the Randolph County Schools have taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the Randolph County Schools to restrict access from all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Print Parent/Guardian Name _____

Parent/Guardian Signature _____

STUDENT AGREEMENT

As a Randolph-Clay High School Student, I agree to abide by all rules and regulations as set forth by teachers and administrators. Thus, it is important that teachers are allowed to teach, and students are allowed to learn in an orderly environment which is conducive to teaching and learning.

Student Signature _____

Parent/Guardian Signature _____

Randolph County School System

98 School Drive
Cuthbert, GA 39840
(229) 732-3601 FAX (229) 732-3840
www.sowegak12.org

Rodney Burks, *Chairman*
Ra'Mel Thomas, *Vice-Chairperson*
Henry Cook, *Board Member*

Jack Fowler, *Board Member*
Dymple McDonald, *Board Member*
Dr. Tangela Madge, *Superintendent*

PARENTS RIGHT-TO-KNOW

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act, the **Randolph County School System** would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principals: Dr. Kimberly W. Ingram, RCHS at 229-732-2101; Dr. Sherrod Williford, RCMS at 229-732-2790; and Traci Price, RCES at 229-732-3794.

Sincerely,

Dr. Tangela Madge

Tangela Madge, Ed. D.
Superintendent of Schools

Randolph County School System

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Jack Fowler, *Board Member*
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Dr. Tangela Madge, *Superintendent*

PARENTS RIGHT-TO-KNOW

Julio, 30 de 2019

Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, en el Sistema Educativo Randolph Clay, nos gustaría comunicarle que puede solicitar información sobre las cualificaciones profesionales del (de los) maestro(s) y/o para profesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
 - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
 - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
 - está enseñando en el campo de la disciplina de la certificación del maestro.
 - Si son para profesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o para profesional de su hijo/a, comuníquese con : Dr. Kimberly W. Ingram, RCHS at 229-732-2101; Dr. Sherrod Willaford, RCMS at 229-732-2790; and Traci Price, RCES at 229-732-3794. Luis, Moreno 4077253870
Saludos cordiales,

Sinceramente,

Dr. Tangela Madge

Tangela Madge, Ed. D.
Superintendente del sistema



Randolph-Clay Middle School
3451 GA Hwy 266, Cuthbert, Georgia 39840
229-732-2790(Middle School) 229-732-2101(High School)

Dr. Sherrod Willaford, RCMS Principal
Katrina Hall, RCMS Assistant Principal

School-Parent Compact 2019-2020
6th-8th Grade
(Revised July 1, 2019)

What is a School-Parent Compact?

The school-parent compact is a written agreement between teachers and parents and provides an opportunity to create new partnerships in your school community. It is a document that explains what families and schools can do to help children reach high academic standards of excellence.

Jointly Developed

During the revision of this document meetings were held with teachers, students, and parents in the Spring of 2019. The parent input meeting was held in the Spring of 2019. All parents will have an opportunity to give input on the revision of this document. There was a two week input opportunity given to parents before this revised document was sent home. To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

District Vision and Mission

The Randolph County School System will become an empowering environment that provides a 21st century education that ensures accountability, academic success, and work force readiness in a global society. Ultimately, we will become one of the leading school systems in our Regional Education Service Agency (RESA) district and in the state.

The Randolph County School System will provide a high-quality education in a safe environment for all students. We will ensure this through all stakeholders working cooperatively. Therefore, all students will develop the necessary skills to achieve academically and become a productive citizen in an ever-changing society.

Randolph-Clay Middle School Goals:

Academic Achievement

In grades 6-8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in English/Language Arts will increase by 10% on the 2020 results.

- Focusing on reading comprehension, vocabulary development, fluency, and writing. In grades 6-8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in Mathematics will increase by 10% on the 2020 results.
- Focusing on math computational fluency, problem solving, reasoning, and geometry. In grade 8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in Social Studies will increase by 10% on the 2020 results.
- In grade 8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in Social Science will increase by 10% on the 2020 results.

School Climate

Increase the College and Career Ready Performance Index school climate rating by decreasing the number of students missing 6 or more days and discipline referrals by 5% at the end of the 2019-2020 school year as measured by PowerSchool.

Parent Engagement

Increase the percentage of parents and community stakeholders participating and attending school related events by 10% at the end of the 2019-2020 school year.

Teacher Responsibilities:

At RCMS it is important that all students achieve academic success. Therefore, I agree to carry out the following responsibilities to the best of my ability to meet all required goals of the state, district, and school:

- provide parents with math resources to support their child's math computational fluency, problem solving, reasoning, and geometry;
- give parents resources to help their child practice reading comprehension, vocabulary development, fluency, and writing;
- believe that each student can achieve academic success;
- help each child grow to his/her fullest potential;
- provide meaningful and appropriate homework activities;
- maintain open lines of communication with students and his/her parent;
- seek ways to involve parents in the school program;

Student Responsibilities:

- Practice math computational fluency, problem solving, reasoning, and geometry outside of class;
- Practice reading comprehension, vocabulary development, fluency, and writing;
- Believe that I can learn and will learn.

Parent Responsibilities:

- Use math resources provided by the school to support my child's math computational fluency, problem solving, reasoning, and geometry;
- Support my child in practicing reading comprehension, vocabulary development, fluency, and writing;
- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers;
- Support the school in developing productive and competitive members of society;
- Talk with my child about his/her school activities every day;
- Encourage my child to read at home
- Volunteer at my child's school as an active participant and serve as a role model;

Communication about Student Learning:

Randolph-Clay Middle School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- School Messenger
- Teacher websites
- Parent-Teacher Conferences
- Weekly Folders
- Emails to parents on student's progress
- Phone Calls
- Home Access
- Parent Portal

Activities to Build Partnerships:

Randolph-Clay Middle School offers ongoing events and programs to build partnerships with families:

- Family Math Night
- Curriculum Night
- Parent Resource Center

- Volunteering

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. The School-Parent Compact will be discussed with you during the parent-teacher conferences and throughout the year at different school-family events as we work together to help your child succeeds in school. We look forward to our school-parent partnership!

Teacher/School Representative Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____



School Parent and Family Engagement Policy
Randolph-Clay Middle School
School Year 2019-2020
Revision Date 07/30/2019

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

The **Randolph-Clay Middle School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

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

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

JOINTLY DEVELOPED

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

- *Annual Input meeting will be held to solicit from parents/families on how to spend the Title I set aside. A sign in sheet, agenda and minutes will be kept by the Title I Coordinator at RCMS as evidence of meeting(s). Parents will also be notified about the opportunity to provide input regarding spending Title I Parent set aside via school website, letter to parent, and messenger phone system.*
- *An annual review of the Title I program at RCMS will be held in the fall of the year. This meeting will present the RCMS Title I information to all parents/families. All parents will be invited to this meeting. A sign in sheet, agenda, and minutes will be kept by the Title I Coordinator at RCMS as evidence of meeting.*

ANNUAL TITLE I MEETING

Randolph-Clay Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- *RCMS will utilize the Messenger phone system to call each parent/family to announce Title I meetings.*
- *RCMS will utilize the RCMS webpage to advertise the meeting dates, locations and times.*
- *RCMS will utilize flyers sent home to parents/families of meeting dates, locations, and times.*
- *RCMS will utilize the school marquee to advertise the meeting dates, locations, and times.*

COMMUNICATIONS

Randolph-Clay Middle School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

All parents are invited to participate in Title I program input meeting and planning. RCM S utilizes parent meetings, email, flyers, and our school website to invite all parents to participate in parent activities for the purpose of Title I program planning. Information about our Title I program, including our Title I Parent and Family Engagement policy, School Improvement Plan, and School-Parent Compact are published on our school website and are available in the front office and parent feedback and input is invited on these plans.

Parent conferences will be held throughout the year. In addition to scheduled parent conferences, teachers maintain contact with parents by phone and email. Conference times are offered at flexible hours to accommodate parent schedules.

SCHOOL-PARENT COMPACT

Randolph-Clay Middle School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- *When developing the School-Parent Compact, parents are asked to participate in the needs analysis of RCMS.*
- *Randolph County School System has developed a parent survey that is sent to all RCMS parent/families in the spring. The results of this survey are used to develop the Title I plan for the next year.*
- *A parent meeting is held to present a draft of the School-Parent Compact and input from parents is solicited at the parent input meeting.*
- *A sign in sheet, agenda and minutes will be kept by the Title I Director at RCMS as evidence of meeting(s).*

RESERVATION OF FUNDS

Randolph-Clay Middle School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Reserving 1 percent from the total amount of Title I funds it receives in FY20 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parent and family engagement budget that addresses their needs assessment and parent recommendations.

COORDINATION OF SERVICES

Randolph-Clay Middle School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

Offering programs and referring struggling students to the programs to provide additional support for children after school and through the summer.

BUILDING CAPACITY OF PARENTS

Randolph-Clay Middle School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards
 - The State and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress
 - How to work with educators to improve the achievement of their child

The parent and family engagement activities scheduled (tentatively) for this coming year are events that have been successfully attended previously, in addition to some new opportunities. Title I Parent Night, Title I Planning Meetings, Open House, GA Milestone Nights, and workshops on teaching parents how to help children with homework and healthy learning environments.

Workshops will be held throughout the year for parents in conjunction with the school system.

Updates about student growth, achievement, and behavior are sent home to Parents in the middle and end of the nine weeks grading period (ie. progress reports and report cards). Parent conferences will be held throughout the year. In addition to scheduled parent conferences, teachers maintain contact with parents by phone and email. Conference times are offered at flexible hours to accommodate parent schedules. Informational material, including developmental health, college/career, and study skill materials, are available in our counselor's offices.

BUILDING CAPACITY OF SCHOOL STAFF

Randolph-Clay Middle School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Providing professional learning sessions for teachers and staff on the importance of communicating with parents about positive behaviors and advancements in achievement, along with keeping parents informed when their students are struggling or having behavior difficulties.

Randolph-Clay Middle School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

Offering parent meetings more than once and at different times of the day to increase the involvement from parents.