

**Rabun County  
High School**



**2022-2023  
Student Handbook**



# Rabun County High School

## 2022 - 2023

The Rabun County High School Student Handbook/Agenda Book went to press on June 17, 2022. Any district changes in information contained within this document supersede the information contained herein. Students will be notified of any changes during the first week of school through a handbook addendum or through class meetings and/or advisement teachers. A copy of the Rabun County Code of Student Conduct is included in this agenda book.

"Notwithstanding any of the rules and regulations contained herein, the Code of Student Conduct adopted by members of the Rabun County Board of Education shall govern all long-term suspensions and all expulsions with respect to offenses committed by students, for which a due process hearing is held before the Disciplinary Hearing Officer for the Rabun County School District."

### **RIGHT TO KNOW**

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Rabun County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s).

The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's principal.

## **RABUN COUNTY SCHOOLS 2022-2023 CALENDAR**

July 29 – August 4	Pre-Planning
August 5	First Day of School
September 5*	Labor Day Holiday
October 7	End of 1st Nine Weeks
October 10-14	Fall Break
October 17	Teacher In-Service
November 18	Early Release Day
November 21-25*	Thanksgiving Holiday
December 20	Early Release Day / End of First Semester
December 21 - January 2*	Winter Holidays
January 3	Teacher In-Service
January 4	Students Return
January 16*	Martin Luther King Holiday
February 20-21*	Presidents Day Holiday
February 21	Teacher In-Service
March 10	End of 3rd Nine Weeks
March 20 – April 7*	Spring Break
May 26	End of Second Semester/Graduation
May 29	Memorial Day Holiday
May 20-31	Post-Planning

\*Bad Weather Make-up Days or Student Holiday

Dear Parents and Students:

I am privileged to have the opportunity to serve as the Principal of Rabun County High School, and I am excited to welcome you to the 2022-2023 school year. I look forward to what the new school year holds as we work together to build upon the rich history of pride and tradition here at Rabun County High School.

Each new school year offers the unending promise of a blank page for our students. New beginnings provide us an opportunity to renew our commitment to each member of our school and community, and to carefully craft the chapter of our lives we wish to write. Our students play an integral role in making our school unique and ensuring we achieve our vision of Excellence in Everything. Rabun County High School provides a broad range of life changing experiences in the areas of academics, fine arts, CTAE, athletics, leadership, and community outreach. I encourage you all to take advantage of these amazing opportunities to broaden your horizons and look for an opportunity to get connected through one of these opportunities. Your high school experience is greatly enhanced when you get involved!

A strength of any school community is the joint effort of parents, faculty, and staff to establish and maintain high expectations for all areas of student growth and development. To this end, we have created this Handbook to help you become more familiar with the educational opportunities and responsibilities of RCHS students and parents.

It is our expectation that by providing high-quality instruction and various opportunities for extracurricular participation, all our students will be prepared to make informed choices about their futures. Whether their path leads them to our nation's most prestigious colleges and universities, to pursue technical or vocational training, to join the workforce, or to serve in the military, Rabun County High School will provide every opportunity for our students to experience success. To that end, we expect every student to give their very best effort each and every day as we work alongside them to achieve their academic and personal goals. We will be unwavering in the high expectations we set for our students, and we will celebrate their successes.

I can't wait to experience what the new school year has in store for each and every one of us. Working together, we will achieve excellence and carry on the pride and traditions of the Wildcat Nation!

Justin M. Spillers

## **MISSION AND BELIEF STATEMENTS**

### **Rabun County High School's Vision**

"Achieving excellence in everything we do."

### **Rabun County High School's Mission**

"Creating a culture of academic and personal success through positive relationships, hard work, and an emphasis on student ownership."

### **Rabun County High School's Goals**

- We will provide a safe environment for students to learn and excel.
- We will provide challenging curricula and high expectations for learnings.
- We will develop students who take responsibility for their learning and their own actions.
- Our students will understand the value of hard work.
- We will develop students who are kind and compassionate towards others.
- We will develop students who are employable and/or college ready.
- Our students will be confident in their ability to solve problems and experience success.
- We will recruit, hire, and retain a highly effective and diverse staff dedicated to helping our students succeed.

## **RABUN COUNTY HIGH SCHOOL**

230 Wildcat Hill  
TIGER, GEORGIA 30576  
706-782-4526

Principal	Justin Spillers
Assistant Principal	Allen Blair
Assistant Principal	Kelsey Thompson
CTAE Director	Tammie West
Athletic Director	Jason Gibson
Cafeteria Manager	Nacoma Speed

## **RABUN COUNTY BOARD OF EDUCATION**

Steve Cabe – Chairman  
Wayne Stevens  
Curt Haban  
Molly Lima  
Mark Beck

Superintendent of Schools	Dr. April Childers
Assistant Superintendent:	Matt Remillard
Assistant Superintendent:	Kelly McKay
Technology Coordinator	Greg Purcell
Transportation Director	Marty Dixon

## CONTACTS FOR STUDENTS

### If you need:

Athletics  
Accident Insurance Claim Forms  
Admittance Slips, Attendance, Tardiness  
Announcements  
Approval of Activities  
Clubs  
Discipline Information  
Fees and Fines  
College Information  
Scholarship Information  
Transcript Requests  
Testing / Advisement  
Work-Based Learning  
Literary Events  
Lockers  
Lost and Found  
Lunchroom  
Medical Attention  
Parking Permits  
To be listened to  
  
To report vandalism  
CTAE Pathway Guidance and Programs  
Withdrawing or Entering School

### Go to:

Coach Gibson  
Front Office  
Administrative office  
Mr. Spillers  
Mr. Spillers  
Mr. Spillers  
Administrative Team  
Mrs. Bennett  
Mrs. Addington / Mrs. Stockton  
Mrs. Addington / Mrs. Stockton  
Mrs. Ramey  
Mr. Blair  
Ms. West  
Mrs. Lanich & Mr. Cole  
Mrs. Hollifield  
Administrative Office  
Ms. Speed  
Mrs. Worley  
Mr. Phil Sidey  
Mrs. Addington / Mrs. Stockton / Mrs. War  
Administrative Team  
Administrative office  
Ms. West  
Mr. Spillers & Mrs. Ramey

## **I. Administrative Office**

The administrative offices are available to students who need to conduct official business. **These offices are not for loitering or socializing.** Students are permitted to transact business with the offices before or after school.

All students sent to the office for disciplinary reasons are to report directly to the receptionist or secretary and turn in the accompanying misconduct report before being seated. Students given misconduct reports at the end of class are to report to the office prior to going to the next class. Students failing to report to the office after they have been given misconduct reports are subject to disciplinary action.

### **School Attendance**

#### **A. Student Attendance**

Rabun County Board of Education considers regular school attendance essential to student achievement. Punctual and regular attendance is the joint responsibility of the parent and student.

#### **Georgia Attendance Laws:**

Age 6 to 16: Mandatory attendance is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child during the ages of mandatory attendance shall be responsible for enrolling the child in a public school, private school, or home school program.

Age 5 and younger: All children enrolled for twenty school days or more in a public school prior to their sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age.

**Consequences and Penalties for Violating Georgia Attendance Laws:** Rabun County Board of Education is required by law to report violations of Georgia attendance laws. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the Board of Education, parents will receive a certified letter informing them a case is being filed with Juvenile Court. All violations will be filed with Rabun County Juvenile Court for prosecution as a Child In Need of Services (CHINS) case and will result in the parents and/or students being served a summons to appear in court.

Student Consequences The Court may order the following dispositions in reference to the student, including, but not limited: permitting the child to remain with their caregivers with or without conditions prescribed by the court; placing the child on probation; requiring community service; requiring the child to attend structured after school or evening program; requiring the child be supervised during the day; transferring temporary custody of the child; ordering the child and his or her parent, guardian, or legal custodian to participate in counseling; ordering the Department of Family and Children Services to create a case plan and ordering parent participation; requiring as a condition of probation that the child obtain a high school diploma or equivalent; continuing court involvement supervision for the time necessary for compliance, not to exceed two years; and/or utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future.

Parent(s) Consequences The Court may order the following dispositions in reference to the parent, including, but not limited: using contempt powers to incarcerate the parent or guardian for up to 20 days; imposing a fine up to \$1000.00; requiring the child's parent, guardian, or legal custodian to participate in parenting classes; and/or requiring the child's parent, guardian, or legal custodian to enter into a contract or plan as part of the disposition of any charges against the child to provide supervision and control for the child.

Any violations or non-compliance by the parent(s) or guardian occurring beyond a contempt charge shall immediately be referred to the District Attorney's office by the Juvenile Court for prosecution of the parent(s) or guardian under O.C.G.A. 20-2-690.1. Any person found in violation of said Code shall be guilty of a misdemeanor and, upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00; imprisonment not to exceed 30 days; community service; or any combination of such penalties.

### **SATURDAY SCHOOL**

Saturday School provides an opportunity for students to make up unexcused absences along with serving as an alternative for students to serve disciplinary consequences without missing time in the classroom. Saturday School sessions will occur approximately two times per month, and students and parents will be provided appropriate notification of any Saturday school assignment.

### **RCHS ATTENDANCE POLICY**

It is imperative that students attend every class each day in order to maximize their full academic potential. Only doctor's appointments with a verified doctor's note, an illness or death in the immediate family, court order, religious holidays, and/or the deployment of a parent in the military are considered excused absences. Absences due to other major life events/emergencies must be cleared with Mr. Spillers. All other absences will be considered unexcused. Students with seven (7) or more unexcused absences in a semester will receive an Administrative Failure for the course(s) in which the absences occurred.



## **EXCUSED ABSENCES:**

For an absence to be excused, the following two (2) conditions must be met:

1. A student shall not be absent from school or from any class or other required school hours except for conditions specified below:
  - Personal illness or attendance in school that endangers a student's health or the health of others. (Only verified doctor's notes or a note from the school nurse will be accepted.)
  - A serious illness or death in a student's immediate family necessitating absence from school.
  - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
  - The observance of religious holidays, necessitating absence from school.
  - Conditions rendering attendance impossible or hazardous to student health or safety.
  - A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five (5) school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.
  - The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.
2. Within three (3) days of return to school, students are required to present appropriate written medical documentation (doctor note) or legal documentation to the school for the purpose of validating that an absence(s) is excused. If a note is not submitted within three (3) days of return to school, the absence(s) will be recorded as unexcused.

***\*\*Parent notes are not considered valid documentation for the conditions above. If you have specific questions, please contact school administration.***

**UNEXCUSED ABSENCES:** All absences that are not validated as excused according to the above conditions will be considered unexcused.

**TARDY:** A student is tardy when he or she arrives at school, an assigned class, or a school activity after the designated time.

**CHECKOUT:** A checkout is when a student leaves school prior to regular dismissal time. A note signed by a parent stating the reason and time for the checkout must be turned in or faxed to the front office before the beginning of the official school day. **No phone checkouts will be allowed.** All notes must be verified and approved prior to the student leaving campus.

**COUNTING PRESENT:** Students shall be counted present when they are:

1. Present for at least half of the instructional time required at each grade level (grades 9-12, 25 minutes of each class period).
2. Serving as pages of the Georgia General Assembly.
3. In attendance, in grades 9-12, by individual class.
4. Approved for interruption of instruction in grades 9-12.
5. Students in foster care shall be counted present when they attend court proceedings related to their foster care.
6. Receiving hospital / homebound services.

**MAKE-UP WORK:** It is the student's responsibility to make up any work missed during his / her absence. After returning to school, all arrangements to make up work must be completed within three (3) school days.

## **OFFICIAL COLLEGE VISITS**

- Juniors may take one official college visit without an attendance penalty as long as official documentation from the college is provided.
- Seniors may take two official college visits without an attendance penalty as long as official documentation from the college is provided.

## **UNEXCUSED ABSENCES & ATHLETICS:**

- Student athletes absent for an entire school day without a doctor's note will be allowed to attend athletic practices on the day of their absence, but they may not participate.
- Student athletes must be present for at least 4 out of 7 class periods in order to participate in athletic practices and/or competitions unless a doctor's note is provided.
- Chronic absenteeism may disqualify a student from participating in an athletic sport.

## SCHOOL PROCEDURES

In addition to the following procedures, the Principal or designee may address students and/or parent(s)/guardian(s) by phone, mail, or in person, at any time school attendance is a concern. The attendance procedures are based on absences per school year.

Unexcused Absences	Notification
<b>Beginning of School Year OR Upon Enrollment</b>	<p><b>Written Notice to Parents:</b> Parent will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><b>Written Notice to Students:</b> Students will receive notice of the school attendance policy along with the consequences and penalties for failing to comply with Georgia attendance laws at the beginning of the school year.</p> <p><i>After two attempts by the school to obtain a signature of receipt, a copy will be sent via certified, return receipt, or first class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i></p>
<b>1+</b>	<p><b>Phone Call:</b> Parent will receive an automated phone call from the school indicating that an absence has occurred.</p>
<b>5</b>	<p><b>Letter:</b> Parent will receive a letter from the school explaining the student has missed 5 unexcused days of school and reminding the parent of the importance of regular attendance.</p> <p><i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the occurrence of five unexcused days of absences without response, the school system will send such notice via certified, return receipt requested, or first-class mail.</i></p>
<b>7</b>	<p><b>Student &amp; Parent Meeting:</b> Parent will be contacted and a meeting will be scheduled with an administrator to discuss attendance concerns and a collaborative path forward to improve attendance. Parents will also be notified their student will receive an Administrative Failure for the current semester in the courses in which the student has seven (7) or more unexcused absences.</p>
<b>10+</b>	<p><b>Letter:</b> Parents will receive a letter from the school explaining the student has missed 10 unexcused days of school during the current semester, the school system social worker will be notified, and truancy paperwork may be filed for students under 16 years of age.</p>

## MAKING UP UNEXCUSED ABSENCES

Saturday School provides an opportunity for students to make up unexcused absences. Students can earn back unexcused absences as one Saturday School served earns one absence back. Saturday School sessions will occur periodically through each semester. Students must make arrangements with Mr. Spillers in advance to register for Saturday School.

Saturday School begins promptly at 8:30AM and ends at 12:00PM. Students that are tardy will be turned away. Students will report directly to the RCHS Cafeteria upon arrival. Students must stay for the entire session to earn credit; no partial credit will be awarded. Students are expected to be on task, awake, and working the entire time. Any student who does not follow these expectations will be dismissed, and no credit will be awarded.

Students who need to submit attendance waiver letters at the end of the semester for excessive unexcused absences will not be allowed to submit a letter unless the student has attended a minimum of two Saturday School sessions. A student with a passing grade and seven (7) or more unexcused absences in a semester will earn an Administrative Failure (AF) for that specific semester and be required to retake the class to earn credit.

- **There will be NO transportation provided.**

\*\*Two no-shows for Saturday School will result in the loss of the privilege of attending Saturday School for the remainder of the semester.

## STUDENT ATTENDANCE APPEALS PROCESS

Students with seven (7) or more unexcused absences receiving an Administrative Failure may request an attendance appeal upon notification of the Administrative Failure by the principal or the principal's designee. Requests for an attendance appeal must be submitted in writing to the principal or the principal's designee no later than 7 calendar days from the issuance of an Administrative Failure. Students must meet the following criteria in order for their attendance appeal request to be considered:

- Student has attended a minimum of two (2) Saturday School sessions.
- Student provides the reason for each absence in order from the first to the last absence.
- Student provides a medical diagnosis and/or documentation provided by the licensed practitioner diagnosing and/or treating the condition. (This includes an M.D, D.O, PA-C, D.C, Psychiatrist etc.)

The student appeal will be reviewed by a committee consisting of school administration, the student's school counselor, and the student's classroom teacher.

**Student Withdrawal:** For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Rabun County Board of Education shall withdraw students in accordance with the requirements of SBOE Rule 160-5-1-28. If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).

**Enrollment Requirements for Driver's License/Permit (O.C.G.A. § 40-5-22):** The Department of Driver Services shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time of application for an instruction permit or driver's license the minor presents acceptable proof that he or she has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion or has terminated his or her secondary education and is enrolled in a postsecondary school, or is pursuing a general education development (GED) diploma, or the records of the DDS indicate that the applicant is enrolled in and not under suspension or expulsion from a public or private school or is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such program.

### C. Checking Out

1. Fax or bring a note to the office before 1st period begins. It must include the student's name, reason for dismissal, and time of dismissal. It must be signed by a parent and must have a phone number where the parent can be reached for verification. The student will not be allowed to leave unless the office verifies the note. **No phone checkouts allowed.**
2. Students are not allowed to return to school after checking out unless they have a medical appointment, are appearing in court, going to vote, or are attending a funeral. Written documentation from the health care provider or the court is required. Other requests to return to campus must be approved by the administration.
3. Student checkout on days before holidays or on exam days is by note only. No checkout requests will be accepted by phone.
4. **CHECKING OUT FOR LUNCH IS NOT PERMITTED.**

**Any student who leaves the school without properly signing out and without authorization will face possible suspension. To leave school during the day at any time and for any reason, a student must sign out through the administrative office.**

### D. Late Arrival

Upon late arrival to school, after 8:05 AM, students must sign-in with the ISS Instructor, receive an admittance slip to class, and report directly to class.

### E. Tardy

Students are expected to be on time for each class. A tardy occurs if a student is not in class after the tardy bell rings. When the bell rings, all teachers' doors will be locked and students will be required to have an admit slip to enter class. Students arriving more than five minutes late will be considered absent from the class as outlined in the attendance policy. Doctor and dental appointments will not count against the student if a doctor's note is provided at the time of arrival. The following consequences apply concerning tardies:

Tardies 1, 2, & 3 – Warning (Parent Phone Call After Third Tardy)

Tardies 4 – 3 Days Lunch Detention

Tardies 5 – 4 Days Lunch Detention / Loss of Field Trip Privileges

Tardies 6 – 1 Day Saturday School / 1 Day ISS

Tardies 7 – Meeting with Administration or ISS Instructor, Loss of Parking Privilege (Ten School Days), 2 Days ISS

Tardies 8 – Loss of Parking Privilege (Thirty School Days), 3 Days ISS

Tardies 9 – Loss of Parking Privilege (Remainder of Semester), 1 Day OSS

10 or More Tardies – Tribunal

### F. School-Sponsored Non-Instructional Activities

In accordance with Board Policy IED, a student may miss a class up to ten (10) days a year for school-sponsored, non-instructional activities. Should you anticipate exceeding this limit, you must appeal to the Board of Education for an extension. **Visiting colleges, technical schools, etc., is not a school-sponsored activity and will be counted as an absence from school.**

If a student is planning to miss a class/classes because of a school-sponsored non-instructional activity, that student is responsible for obtaining the prior approval form, completing it, and having all teachers sign it one full day in advance. Make-up work must be arranged with the teacher within three (3) days of returning to school. It is the student's responsibility, and not the teacher's responsibility, to arrange a time to make up any work that has been missed.

### G. Hospital Homebound

Any student who is confined to home or hospital for medical reasons for ten (10) or more days may be eligible for hospital-homebound services. Parents or guardians may contact Mr. Thompson at the school for more information.

## H. Withdrawals from school

Students withdrawing from school must pick up and complete a form from the Registrar's Office located above the Media Center. All financial obligations must be met and all student Chromebook items must be returned before withdrawal is complete.

## II. GRADUATION REQUIREMENTS

All students will be required to complete a total of **25** units for graduation. All students will take:

- 4 units of English
- 4 units of Science
- 4 units of Mathematics
- 3 units of Social Studies
- At least 3 units required from: Foreign Language\* and/or CTAE and/or Fine Arts for all students
- At least 6 additional electives
- Health (.5) and Personal Fitness (.5)

\*Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language. Georgia Department of Technical and Adult Education (DTAE) institutions (Technical College System of Georgia) do not require modern language for admissions.

Students must receive approval from Mr. Spillers in order to graduate early. Any student wishing to graduate early must provide a written request to Mr. Spillers prior to August 1<sup>st</sup> of the requested graduating year.

### Career, Technical, and Agricultural Education (CTAE) Pathways

- Agriscience Systems Diversified Ag
- Animal / Mechanics Systems
- Agriculture Mechanics Systems
- Food Animal Systems
- Plant Mechanical Systems
- Audio / Video Technology & Film
- Business & Technology
- Therapeutic Services / Patient Care
- Animation & Digital Media
- Manufacturing Pathway
- Engineering & Technology

### Work Based Learning

- Effective with the 2015-2016 9<sup>th</sup> grade class, in order to participate in the work based learning program the following requirements must be met:
  - On-track with pathway completion
  - Job aligned with pathway
  - Principal approval
- Work Based Learning is a privilege and may be revoked at any time by the Principal.
  - Students failing a course are not permitted to participate in Work Based Learning
  - Students that do not adhere to our attendance and tardy policies are not permitted to participate in Work Based Learning
- Students that fall within the above listed categories will be required to attend a study hall during their scheduled Work Based Learning periods
- Grades, attendance, and tardies will be reviewed weekly.

### PROMOTION REQUIREMENTS

<b>Promotion to</b>	<b>Requires student to</b>	<b>On track with</b>
10th grade	Earn 5 Units	*(5)
11th grade	Earn 11 Units	*(11)
12th grade	Earn 18 Units	*(18)

*\*A student must pass five (5) out of seven (7) classes from the preceding semester and earn the indicated credit units to satisfy the "on-track" requirements for extracurricular and athletic eligibility.*

### III. ACADEMIC INFORMATION

#### Course Sequences (Traditional, Honors, & Advanced)

Rabun County High School is committed to providing a rigorous course curriculum for every student enrolled in our school. The following course sequences and classifications are designed to provide the most appropriate challenge for each of our unique learners:

#### RCHS ACADEMIC COURSE SEQUENCES

Traditional Math Sequence		Honors Math Sequence	Advanced Math Sequence
8th	<i>8th Grade Math / REP</i>	<i>Honors 8th Grade Math / Algebra I</i>	<i>Algebra I</i>
9th	College Readiness / Foundations	Honors Algebra I	Accelerated Geometry
10th	Algebra I	Honors Geometry	Honors Algebra II
11th	Geometry	Honors Algebra II	Pre-Calc/MOWR
12th	Algebra II	Pre-Calc / MOWR	AP Calculus / AP Statistics / MOWR
Traditional ELA Sequence		Honors ELA Sequence	Advanced ELA Sequence
8th	<i>8th Grade ELA</i>	<i>8th Grade ELA or Honors 8th Grade ELA</i>	<i>Honors 8th Grade ELA</i>
9th	9th Grade ELA	Honors 9th Grade ELA	Honors 9th Grade ELA
10th	World Lit	Honors World Lit or Dramatic Writing	AP Language
11th	American Lit	Honors American Lit	AP Lit / MOWR
12th	Multicultural Lit	MOWR or Dramatic Writing	MOWR or Dramatic Writing
Traditional Science Sequence		Honors Science Sequence	Advanced Science Sequence
8th	<i>8th Grade Science</i>	<i>8th Science / Physical Science</i>	<i>Physical Science</i>
9th	Environmental Science	Environmental Science	Honors Biology
10th	Earth Science	Biology	Chemistry
11th	Physical Science	Physical Science	Physics / AP Chemistry / AP Environmental / AP Biology
12th	Biology	Forensics / Chemistry / CTAE	AP Chemistry / AP Environmental / AP Biology / Forensics
Traditional Social Studies Sequence		Honors Social Studies Sequence	Advanced Social Studies Sequence
8th	<i>8th Grade Georgia Studies</i>	<i>8th Grade Georgia Studies</i>	<i>8th Grade Georgia Studies</i>
9th	-----N/A-----	-----N/A-----	AP Human Geography
10th	World History	Honors World History	AP World History
11th	U.S. History	Honors U.S. History	AP U.S. History
12th	Economics / Gov't	Honors Economics / Honors Gov't / AP Gov't / MOWR Economics	Economics / AP Gov't / MOWR Economics

Many of our Honors and Advanced Sequence courses require students to make specific academic decisions beginning in the 9<sup>th</sup> grade, so it is important that parents and students begin looking at course sequences early. In order to provide guidance to students and parents, as well as to ensure that all students are appropriately challenged in all academic courses, the following criteria apply to our Honors and Advanced sequence courses:

<b>Honors Sequence Criteria / Prerequisites</b>	<b>Advanced Sequence Criteria / Prerequisites</b>
<p><b>EOG/EOC Scores:</b> Students must score a 3 or 4 on their most recent EOG and/or EOC assessment.</p> <p><i>Students scoring a 2 on their most recent EOG/EOC must meet BOTH the Teacher Recommendation AND Performance criteria.</i></p>	<p><b>EOG/EOC Scores:</b> Students must score a 3 or 4 on their most recent EOC or EOG assessment or a minimum score of 3 on their most recent AP Exam.</p>
<b>AND</b>	<b>AND</b>
<p><b>Teacher Recommendation:</b> Students must receive a written recommendation from their most recent content area teacher.</p>	<p><b>Teacher Recommendation:</b> Students must receive a written recommendation from their most recent content area teacher and/or a recommendation from the AP teacher whose class they plan to take.</p>
<b>OR</b>	<b>OR</b>
<p><b>Performance:</b> Students must earn an 85 or above in their two previous specific core content courses. Students must maintain an 80 or above in all high school specific core content courses.</p>	<p><b>Performance:</b> Students must earn a 90 or above in their two previous core content courses.</p>
<p><b>Students must meet the EOG/EOC requirement and either the Teacher Recommendation or Performance requirement.</b></p>	

### A. Champions Program (Student Advisement)

High school students will be divided into Champions groups based on the grade level of the student. Students will be advised throughout their high school years in regards to overall credits, courses needed for graduation, class schedule, and post high school career options. Students will also be required to develop academic, attendance, behavior and personal goals that will be evaluated and monitored throughout the school year.

### B. Course Schedules

Students are required to maintain a full schedule at all times. For Dual Enrollment purposes, a full schedule is a minimum of 6 classes, and for all other high school students, a full schedule is 7 classes. It is the student's responsibility to notify administration and/or school counselors prior to dropping a Dual Enrollment course. Students who drop a Dual Enrollment course will be required to add an additional class to their schedule. Based on the date of the Dual Enrollment withdrawal, the new course may be a no-credit Advanced Study Skills course.

## Dual Enrollment

### **Purpose**

The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. Beginning with Fall term 2015 (FY 2016) the program is offered during all terms of the school year; fall, spring and summer semester or fall, winter, spring, and summer quarter.

In order to participate in the Dual Enrollment program at Rabun County High School, students must meet the eligibility requirements AND sign the Rabun County High School Dual Enrollment Parent Agreement.

### **Eligibility**

To be eligible for the Dual Enrollment program, a student must:

1. Be enrolled in the eleventh or twelfth grade (9th grade begins with Fall term) of a private or public high school in Georgia or a home study program within the State of Georgia operated in accordance with O.C.G.A. §20-2-690(c);
2. Be admitted to an eligible, participating USG, TCSG or Private postsecondary institution as a dual credit enrollment student;
3. Be enrolled in courses listed in the approved Dual Enrollment Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.
5. Meet Rabun County High School's Dual Enrollment academic criteria.

## Dual Enrollment Grade Conversions

In the absence of a numerical grade provided to the school on the student's college transcript, letter grades will be converted to numerical grades as follows:

**A = 95   B = 85   C = 75   D = 70   F = 69   W = 69   WF = 69**

Note: Postsecondary institutions may be on a different grading scale. Students will receive a high school grade which is a numeric grade per the scale above on the high school transcript and a college grade on the college transcript. Program grades will not be weighted on the student's official transcript.

### Award Amount

Students, who meet all eligibility requirements, will receive a student-specific award amount to be applied toward tuition, mandatory fees and a book allowance. Aid is paid to the postsecondary institution.

### Course Directory

Upon choosing an eligible Georgia postsecondary institution, the student will select postsecondary courses from the Dual Enrollment course list found in the [Dual Enrollment Course Directory](#) (GAfutures website).

### Application Procedure

Students attending an eligible public or private high school or participating in the GAMES Academy or the Advanced Academy of Georgia must complete the [Dual Enrollment online application](https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/) (<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>).

The application consists of three parts:

1. Student & Parent/Guardian
2. High School/Home Study
3. Postsecondary Institution

All three sections of the application must be completed and submitted to GSFC.

GSFC must receive the complete Dual Enrollment application no later than the last day of the postsecondary term, semester or quarter or the student's withdrawal date whichever occurs first.

High school and postsecondary institutions may set earlier institutional deadlines for participation. Check with your high school and postsecondary institution for deadlines each term, semester or quarter.

**PLEASE SEE MRS. ADDINGTON OR MRS. STOCKTON ABOUT THE APPLICATION PROCESS.**

### Potential Impact Student GPA

It is important for both students and parents to understand that all grades earned through the Dual Enrollment program will affect a student's GPA, both at Rabun County High School and on their official college transcript. Any student wishing to withdraw from a Dual Enrollment course **must meet with a guidance counselor** to discuss the potential impact that decision will have.

### Impact on HOPE and Zell Miller Scholarship Eligibility

- Dual credit enrollment hours taken at a postsecondary institution, under which Dual Enrollment payments have been made, are not counted as attempted-hours, nor included in the combined paid-hours limit.
- Dual credit enrollment hours of the Accel program, paid prior to Spring term 2011 will be included in both the 127 semester/190 quarter hours limit and combined paid-hours limit. This includes payments from the HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, and Accel programs.

### C. Units

Most courses at Rabun County High School are scheduled for an entire school year and consist of two semesters of eighteen (18) weeks in length. Each semester carries ½ unit credit each. A final grade is assigned at the end of each semester and consists of a mid-term and/or final exam that counts for 20% of each semester's final grade.

**Schedule changes will only be made during the first 10 days of the first semester.** Any changes made outside of this drop/add window will receive no credit. For students enrolling for the first time, with no previous enrollment for the current school year, credit will only be awarded if they enroll within the first 18 days of school.

#### D. Grading System:

The following grade equivalencies are for all classes and grades:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
0 - 69	=	F

A grade of 70 is the lowest passing grade. No grade over 100 will be given in any subject or any grading period. All incompletes must be made up within ten (10) calendar days after the semester ends.

Report cards will be sent out each **nine (9) weeks**. Each student will be encouraged to use the agenda book to maintain a record of his/her progress in each class.

Parents are encouraged to use the parent portal within the student information system to track their student's progress throughout the year. Parents can create an account through PowerSchool Parent. [www.rabuncountyschools.org](http://www.rabuncountyschools.org)

Rabun County High School will not accept transfer credits awarded with a final grade below 70.

#### E. Graduation Ceremony

Only students who have completed all academic and attendance requirements will be allowed to participate in the graduation ceremony.

#### F. Academic Honors

Students having an overall average of 90 - 100 will be on the Principal's Honor Roll. Both will be calculated at the end of 1st semester and 2nd semester. All obligations must be paid before graduation.

##### Honor Graduate

To be an honor graduate, a student must have a cumulative average of 90 or above (not an 89.6 rounded to a 90). Teachers will factor in the seniors' nine points for those taking Advanced Placement courses.

Honor graduate status will be determined at the end of the first semester, and at the end of the second semester. Once a student has earned honor graduate status at the end of the first semester, their status will not be revoked. Students receiving this distinction will be awarded their honor patches during the senior night awards ceremony, and their names will be printed in the graduation ceremony program. Students who attain an honor graduate status after the first semester will receive their honor recognition during graduation practice.

##### Beginning with the Class of 2021

To qualify for Valedictorian, Salutatorian, or Historian, a student must have attended Rabun County High School full-time for three (3) of the four (4) years of his/her schooling (9-12), including the junior and senior year. Students are also required to take one or more Honors, Dual Enrollment, or AP level courses.

A weighted average will be used to determine the Valedictorian, Salutatorian, and Historian. To determine a qualifying student's GPA, points will be added to a student's final grades for all Honors, Dual Enrollment, and AP courses:

- Honors Courses = 5 Points
- Dual Enrollment Courses = 7 Points
- AP Courses = 9 Points (These points are already automatically added to an AP student's final course grade.)

These points will only be added for the determination of Valedictorian, Salutatorian, and Historian, and will not appear on the student's report card or final transcript (with the exception of the nine (9) points added for AP courses). For the purpose of calculating Valedictorian, Salutatorian, and Historian, grades will not be capped at 100, with the exception of AP courses. Grades will be averaged to the 100th of a point at the end of the first semester grading period to determine Valedictorian, Salutatorian, or Historian. In the event of a tie, a determination will be made based on the student with the greatest number of successfully completed AP and Dual Enrollment courses. To be a Valedictorian, Salutatorian, or Historian, a student must graduate with his or her class. Second semester Dual Enrollment scores will not be available and therefore not a part of this average.

Speeches delivered by the Valedictorian, Salutatorian, and Historian as a part of the graduation ceremony are a privilege that must meet the following guidelines:

- Speeches must meet the Senior Class sponsor's approval;
- Speeches must be positive, encouraging, and uplifting;
- The principal has final approval of all speeches.



## **Star Student**

**2022-2023 STAR student nominees** must satisfy all of the following requirements:

1. Be a **legally enrolled senior** in an accredited Georgia public or private high school. The school must be accredited by the Georgia Accrediting Commission (GAC), Southern Association of Colleges and Schools (SACS) and/or the Georgia Private School Accreditation Council (GAPSAC).
  - A legally enrolled senior is a student who has registered – and been accepted – as a student in the school and will graduate with the 2022 senior class. Seniors who are jointly enrolled in high school and college are eligible for STAR honors if all other requirements are met. (College and high school grades are averaged to determine rank.)
  - Seniors who complete graduation requirements prior to the end of the school year and who will graduate with the current year's graduating class are eligible for STAR honors if they meet other requirements.
  - **NOTE:** The STAR Program is designed to recognize high school seniors who have the highest SAT score in their graduating class and meet all the other program requirements. How many classes a student takes off campus or how involved the student is with extra-curricular activities at the school are irrelevant in determining the STAR Student.
2. **Take the two-part SAT any year on any national testing date through and including November 2022. Important: November 2022, is the last acceptable SAT test date for the 2023 PAGE STAR program.**
3. Score highest on a **single test date** (scores may **not** be combined from two or more test dates) on the three-part SAT among qualified seniors in the school. Nominees' SAT scores must be equal to or higher than the latest available national average published by College Board in late September on the math (513), critical reading (497) and writing (487) sections.
4. Be in the **top 10 percent or be among the top 10 students numerically**, whichever category provides the largest number of eligible students in the school.

A student must meet the "top 10" requirement based on cumulative high school (grades 9 through 11) grade average numerically computed by utilizing the system normally utilized by the school. Calculation should be on cumulative grades through the junior year.  
**If the student with the highest SAT score does not meet the top 10 criterion, the student with the next highest SAT score who does meet the criterion becomes the nominee.**

**Visit [www.gafutures.org](http://www.gafutures.org) to gather information about colleges, financial aid, HOPE Scholarship, and more.**

### **G. Summer School**

Any course taken off the campus of Rabun County High School must be approved by the administration in order to receive credit. This includes all Dual Enrollment courses.

Georgia Virtual High School offers on-line courses for the students state-wide. Students can take an entire course, from any Internet-connected computer, available 24 hours a day, seven days a week. The summer program is tuition-based, and enrollment space is limited. Therefore, students are accepted on a first-come first-serve basis. The cost depends on the Carnegie Unit. Payment will be due at the time of registration. For more information, visit the website at [www.galearning.org](http://www.galearning.org).

RGHS also offers Credit Recovery. This program allows students to use the GradPoint program to gain credits for failed classes. Students must register for this service with Mrs. Jones or through the administration. Parent permission is required and must be on file with the office.

## **IV. STUDENT INFORMATION**

### **A. Activities and Projects**

No activity will be approved unless the sponsor can be present during the scheduled activity. All school functions must be properly chaperoned by school personnel. All school activities and functions must be placed on the school calendar and approved in advance by the principal. All fund-raisers must be approved by the Board of Education and meet local board policy requirements.

### **B. Assembly Etiquette**

1. Movement into and out of the gym and fine arts building should be in an orderly fashion with no running, pushing, loud talking, or crowding. Students will sit in sections assigned to each grade level and will be dismissed by grade levels.
2. Talking and unnecessary movement during any kind of program are rude and inappropriate.
3. Use of good taste and common sense in showing your appreciation for a performance is encouraged. Applause (when appropriate) in good taste is encouraged; catcalls, chants, and whistling are unacceptable.
4. Students at Rabun County High are expected to show the utmost class, manners, and respect toward any person(s) who is/are speaking to or leading an assembly program. No type of misbehavior will be tolerated.

### **C. Daily Announcements**

School announcements will be posted daily on the TVs located throughout campus.

#### **D. Field Trips**

Rabun County High School students may be given the opportunity to participate in field trips that will take them off campus. Students must have permission from their parents in writing before they are permitted to go on any trip sponsored by the school. All trips must be properly chaperoned. **NO** student is permitted to drive a vehicle on school-sponsored trips. It is the responsibility of the student to arrange to complete the work missed due to a field trip. Students are still subject to all school rules and regulations that apply on campus. Students may be excluded from field trips based on teacher input regarding academic performance. Any student failing **one (1) or more** courses or having **five (5) or more** unexcused absences and/or tardies will not be allowed to participate in any field trip.

The full participation of students in all classroom activities is provided free of charge and no student will ever be denied these opportunities because of the inability or unwillingness of his/her parents/guardians to donate financially in support of these activities.

#### **E. Financial Responsibilities**

Students must clear up all financial obligations for any fines or fees owed to the school at the end of each semester and/or prior to graduation.

This must be done in order to participate in the graduation ceremony.

#### **F. Fire Drills and Emergency Procedures**

Rabun County High School will conduct fire and tornado drills periodically. The tornado drill will be announced over the intercom. Return to class will be announced over the intercom. The intercom system will be used when possible to communicate with everyone during drills or actual emergencies. Students will be given instructions on the evacuation process for both drills. An Emergency Procedures Plan is in place for all other emergencies.

#### **G. Complaints**

If you feel you have been treated unfairly by someone in charge, come to the administrative office and tell us your problem. However, remember always to obey your teacher and administrators before making your complaint.

#### **H. Immunization Certificate**

All students will have on file, with the school, a Georgia Certificate of Immunization proving that they are currently on those immunizations or shots required by the state of Georgia. A student will be withdrawn from school if he or she fails to produce this certificate within thirty (30) days of enrolling in our school unless the student is eligible for a waiver as provided by state law.

**All students age 16 years or older entering the 11th grade must have received one booster dose of the meningitis (MCV4) by July 1, 2021.**

Documentation of the vaccination must be submitted to the school registrar.

#### **I. School Insurance**

The Board of Education endorses an accident insurance policy for students.

Application forms and more information will be given out during the first week of school. Students and parents are reminded that the school insurance or athletic insurance will not pay for 100% of a claim. Students who participate in extracurricular activities must be covered by school insurance or a personal policy. All students who are involved in an athletic activity must have insurance of some type before they are allowed to practice.

#### **J. Lockers**

Lockers are provided for the storage of books and equipment. The locker becomes the student's responsibility but does not become the student's personal possession. Therefore, the school has the right to open and search lockers at any time without prior notice to the student. Defacing the locker doors will result in paying for the locker door. The locker fee is \$5.00. Students having problems should see Mrs. Hollifield before school begins.

#### **K. Lost and Found**

Lost and found will be located in the Administrative Office. It will be cleaned out at the end of each semester. The school will take unclaimed items to *Sharing and Caring*.

#### **L. School Nurse**

School Nurses assist students with medication, perform assessments with complaints of illness, care for minor wounds, audit immunization forms, check for head lice and perform hearing, vision, dental and BMI screenings. First aid supplies and emergency medications are kept in the school clinic. If the nurse is not available, teachers, paraprofessionals or office staff will care for your child's needs.

Additionally, school nurses will, with the assistance of the parent/guardian and child's health care provider, formulate an Individualized Healthcare Plan (IHP) for students with chronic illness such as asthma, diabetes and seizure disorders. Please contact your school nurse if you believe your child needs an IHP for care during school hours. Parents are asked to notify and update their child's bus driver of any concerning health conditions as well.

### Permission to Receive Treatment from the School Nurse

Below is a list of treatments the school may use for your child:

Acetaminophen (Tylenol)	Antacids (TUMS)	Calamine lotion	Aloe	Orajel
Ibuprofen (Advil/Motrin)	Salt water gargle	Alcohol	Vaseline	Peppermints
Triple Antibiotic Ointment	Elastic support wrap	Ginger Ale	Eye Rinse	
Meat tenderizer for stings	Cold/Warm Pack	Saltines		

Please contact your school nurse if any modifications are needed for your child. If you have any questions about the administration of medication or treatments in the schools, please contact the school nurse.

### Emergency Transportation and Treatment Release

School personnel have permission to contact your child's healthcare provider for further medical information as it relates to treatment provided for school. In case of serious illness or injury, the school may call Emergency Medical Services (911) for immediate transportation to the hospital. Your signature for handbook receipt authorizes transport by EMS and treatment by the hospital emergency staff for your child. \*While a parent or guardian will be contacted as soon as possible for medical direction concerning their child, our primary concern will be to stabilize the student as EMS advises.

### Students with Diabetes

School Personnel will be trained to implement a student's Diabetes Medical Management Plan. This is a document provided by the student's doctor for all students with Diabetes. If authorized by the management plan and the parent/guardian, the student will be able to manage his/her own condition and carry the necessary supplies and equipment at all times.

### Accident/Illness/Medication

It is important that all accidents be reported to the teacher. In the event of an accident, students will be brought to the office or nurse for first aid. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. We will attempt to contact parents to help make decisions when a child is sick at school. Students sent home with a fever must be fever free for 24 hours without fever reducing medication before returning to school unless a doctor's note is provided stating the child is not contagious.

### RABUN COUNTY SCHOOLS LETTER TO PARENT REGARDING MEDICATION IN SCHOOL

We understand that in order to be safe and able to benefit from the educational program, some students will need to take medication at school. If your student must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your student at the appropriate time(s)
- Long Term prescriptions: Obtain a copy of a medication form from the school, take the form to your student's healthcare provider and have the form completed by listing the medications needed, dosage, and time of day the medication is to be administered. The health care provider and parent must sign the form. Prescription medicines must be brought to school in a pharmacy labeled container with instructions on how and when the medication is to be given. Pharmacies will provide a second labeled container for this use.
- Over-the-counter drugs and short-term medications must be received in **the original container** with the student's name, name of medication, times to be given, dosage to be given and a note signed by the parent including parent phone number to be reached if necessary. **DO NOT SEND MEDICATIONS WITH THE STUDENT ON THE BUS.**
- Emergency medications will be allowed to be carried by the student with an "Authorization to Carry Prescription" form signed by their physician, parent and student.
- School personnel will not give any medication to students unless they have received a medication form properly completed and signed by the appropriate persons, and the medication has been received in the original container. In fairness to the giving of medication and to protect the safety of your student, there will be no exceptions to this policy. All medication **MUST** be brought to the school nurse or to the office by the parent/guardian.

### **M. Parking**

1. Parking permits will be sold according to seniority by class. Parking on campus is a privilege. Students are reminded to drive in a responsible and safe manner when entering the campus, driving in the parking lot, and leaving in the afternoon. Anyone who displays unsafe or reckless driving habits and endangers other people's lives will not be allowed to drive on campus and will be disciplined accordingly.
2. A student is required to park in assigned space after the vehicle is registered with the office. **Under no circumstances may a student use another student's parking space. No student may leave campus and return before school ends at 3:10 unless approved by the administration.**
3. All student vehicles on campus must be registered within the first week of the school year or within 3 days of entering school during the year. Students attaining 16 years of age during the school year should register vehicles prior to bringing vehicles on campus.

4. **Students should exit vehicles immediately upon arrival on campus and should not return to vehicles until leaving campus for the day. The violation of this rule could result in driving privileges being revoked or the student being placed in ISS.**
5. All students must be licensed and covered by insurance. The school is not responsible for the vehicle or contents.
6. Student vehicles parked on campus are subject to search by school officials at any time and without notice. The parking lot is periodically checked by Drug Dogs.
7. No student shall have any form of weapon, drugs, alcohol, or any substance illegal to minors in his/her vehicle. All items found in a vehicle are the responsibility of the owner.
8. Parking permit fee is \$40.00 if bought during the first semester, \$25 if bought second semester. There will be no refund if a parking space is revoked for any reason by the administration.
9. **All students who buy parking passes will be eligible for a random drug test to be administered at the High School at designated times. Students selected will not be notified until the day and time of their test. Students selected for the test may not check out until the test is administered.**

#### **N. Searches**

The policy of the Rabun County Board of Education maintains that lockers, desks, and other property furnished to the student, whether by rental to the student or not, remain the property of the Board of Education. This property is subject to search by school officials. Book bags may also be searched by school officials if deemed necessary. Student vehicles parked on campus are also subject to search if deemed necessary. All confiscated items will be turned over to a parent or proper law enforcement. Failure to pick up confiscated items will result in proper disposal.

#### **O. Visitors/Parents**

Students are not permitted to have guests at any time during the school day. All visitors/parents to Rabun County High School must check-in at the Main Entrance Gate with Campus Security. Campus Security will direct you to the Front Office where you will be asked to show your identification. You will then receive a visitor's badge which must be displayed at all times while on campus.

Automated gates on campus are regulated via a video-call system. All visitors must remove their hats/sunglasses and have their face visible when requesting access. Gates are set to allow ONE car through at a time. Do not attempt to follow another car through the gate without checking in. Any damage to the gate, the video-call system, or the visitor's vehicle as a result of not following the proper procedures is the sole responsibility of the vehicle operator. Any cost associated with repair of these items will be the responsibility of the vehicle operator.

Rabun County Schools will ask all visitors to present identification (driver's license) to be scanned into our digital visitor management system. This is a District wide program, so all schools will continue to follow the procedures outlined.

The system will require visitors to scan a valid driver's license prior to obtaining a badge to enter the school or pick up a student. Upon entry into the office, visitors will present their ID to the front desk at which time the employee will scan the license into the kiosk. Using the information from a driver's license or state identification card, the system will check the scanned information against a national database of registered sex offenders, as well as school-entered information on individuals who are not allowed on campus. Once approved, visitors will obtain a visitor badge from the office staff so all guests to the building are easily identified. Any visitor who is not wearing a badge will be escorted back to the front office until proper procedures have been followed. If you are picking up a child you will not receive a visitor badge after the scan, you will be instructed to complete the normal check out system for students.

\*\*\* If you do not have a driver's license, please bring another form of valid photo ID or call ahead of time to speak with the staff in the main office.

Our front office staff will keep either the driver's license or other identification of each visitor entering the school. All visitors must check out before exiting the building and retrieve their driver's license or other identification. If you have further questions please contact your school administration.

#### **P. Volunteer Information**

If you would like to volunteer at RCHS please see Amy Pruitt at the Board of Education for details on the volunteer approval process.

#### **Q. Work Based Learning (WBL):**

Juniors and Seniors have the opportunity to participate in work based learning through one of the following: apprenticeship, internship, or work study. In apprenticeship and internship, students are working in jobs related to career goals and courses taken at the high school. Students may receive up to three credits through the work program. Ms. Tammie West is the program contact for RCHS. Work Based Learning is a privilege and may be revoked at any time by the Principal.

#### **R. Drug Testing**

The Rabun County Board of Education firmly believes that the use and abuse of drugs that are not prescribed or used as prescribed are detrimental to the physical, emotional and mental well-being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the Superintendent and his/her staffs to develop and implement drug screening procedures for all students who wish to participate in any interscholastic athletic activity, any interscholastic extracurricular activity or any student who applies for a parking permit and intends parking a vehicle on school grounds.

## S. Elevators

Students are not allowed to use the elevators without permission from the administration

### **SCHOOL SPONSORED CLUBS/EVENT(S)**

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization. For your convenience, a form is included in this handbook if you do not wish for your student to participate in the club you have designated on the form. **No club may be formed during the school year.** All students who participate in clubs will be eligible for a random drug test to be administered at the high school at designated times. Students selected will not be notified until the day and time of their test. Students selected for the test may not check out until the test is administered.

### **Clubs**

Membership in clubs is limited only by the student's ability to continue satisfactory academic work, to attend meetings, and to abide by adopted policies. All club funds must be deposited with the principal's office, which will be subject to audit each year, and records will be kept. All clubs must plan for dues that will underwrite expenditures. All clubs are required to be active and have some type of school or community project. In order to establish a new club at Rabun County High School, these conditions must be met:

1. There must be a way to become affiliated with a national sponsor.
2. A checklist of steps to become affiliated must be provided to the administration.
3. An overview and sample of the activities that the club intends to be involved with must be turned in to the administration for approval based on policies stated in the Board of Education Policy and Procedures Handbook.
4. Clubs must have a faculty sponsor/advisor at RCHS.
5. New clubs must be approved by the Student Council.

**ANCHOR CLUB** – Sponsored by the Pilot Club of Clayton, this service club invites students (10-12) with an overall GPA of 90 to join. Dues are \$22.00 each year, and there is an initial pin fee of \$10.00.

Sponsor – TBD and April Marshall

**ART CLUB** – The R.C.H.S. Art Club is open for membership to anyone who is interested in learning about and promoting the Visual Arts. The purpose of the club is to promote the Visual Arts in the school, the community, and the state. The Art Club holds fund-raisers and uses the proceeds for field trips and scholarships. There is a \$10.00 membership fee, payable by the second meeting. Students must participate in recycling duties.

Sponsor – Amy Jarrard

**DRAMA CLUB** – Any student who has actively participated in the Drama I and Drama II class may become a member of this club.

Sponsor – Georgann Lanich

**FISHING CLUB** – This club is for students interested in bass fishing.

Sponsor – Jennifer Ramey & Anthony Queen

**FRENCH CLUB** – This club is for students interested in the promotion and understanding of the French language and French culture.

Sponsor – Justin Shook

**FUTURE BUSINESS LEADERS OF AMERICA** – This club is for students interested in the business field and is open to students in grades 9-12.

Sponsor – Allison Watts

**FUTURE FARMERS OF AMERICA** – This is an organization for all students interested in agriculture. To qualify, a student must be in grades 9-12 and take at least one class of agriculture.

Sponsors – Clay Brown and Dillon Parker

**FELLOWSHIP OF CHRISTIAN ATHLETES** – This club is open to all athletes. Its purpose is to build a strong relationship with one another through a common bond in Jesus Christ.

Sponsor – Bryan Getty

**HEALTH OCCUPATIONS STUDENTS OF AMERICA** – (HOSA) This club is open to any student interested in a healthcare career. The club is state and nationally affiliated. Students have the opportunity to participate in skills events on local, district, state, and national level.

Sponsor – Alicia McCracken

**INTERACT CLUB** – This club is a Rotary-sponsored club for secondary school students. Members will perform service projects on a regular basis. The club's purpose is to instill leadership and citizenship in students. Students must maintain an academic average which allows them to be eligible for the HOPE scholarship and contribute to a minimum number of service projects.

Sponsors – TBD

**NATIONAL ART HONOR SOCIETY** – The N.A.H.S. is a national organization. Membership in this chapter shall be based upon art scholarship, service, and character. This club will promote and recognize students who show outstanding ability in art, bring art to the attention of the school and community, and further aesthetic awareness in all aspects of the school's total program.

Sponsor – Amy Jarrard

**NATIONAL HONOR SOCIETY** – National Honor Society is a national organization that rewards exceptional students for community service and volunteerism, in addition to high academic standing. To remain in NHS, a student must maintain an overall GPA of 90 in addition to contributing a minimum number of service hours.

Sponsors – April Jones and Shelly Drummond

**NATIONAL TECHNICAL HONOR SOCIETY** – National Technical Honor Society is an honor organization to help recognize Career Tech students for their hard work and achievements. Students must maintain an overall GPA of 3.0 or higher and must be enrolled in at least the second course in a career/technical education pathway or have completed at least one CTE pathway. Students must also be a member of the related CTSO.

Sponsors – Tammie West

**PROM COMMITTEE** – This committee is composed of junior class students chosen by prom sponsors on the basis of applications. These students plan and decorate the Junior - Senior Prom.

Sponsors – Amy Jarrard

**READING CLUB** – The goals of the Reading Club at Rabun County High School are to promote reading for pleasure and offer students increased opportunities to engage in meaningful reading. Membership in the Reading Club is required for students who want to compete on the RCHS Reading Team. Club members will also participate in a variety of activities throughout the year promoting literacy in our schools and community.

Sponsor – Deana Dunn

**SADD** – Originally, the mission of the SADD chapter was to help young people say “No” to drinking and driving. Students have told us that positive peer pressure, role models and other strategies can help them say “No” to more than drinking and driving. And that is why SADD has become a peer leadership organization dedicated to preventing destructive decisions.

Sponsor – Mackenzie Darrah

**SKILLS USA** – This club is open to students in grades 9-12. It is state and nationally affiliated and competes at state level each year at the Technology Student Association Convention.

Sponsors – Kyle Rolader

**SPANISH CLUB** – This club is for students who are currently enrolled in Spanish 1, 2, and 3. The club is to further knowledge about Spanish culture and to provide extra opportunities to improve or maintain speaking and listening skills through extracurricular activities.

Sponsor – TBD

**TECHNOLOGY STUDENT ASSOCIATION (TSA)** – The Georgia TSA seeks to prepare its members to be successful leaders and responsible citizens in a technological society through co-curricular activities within the technology education program and through various competitions.

Advisor – Brent Hinkel

**TRI MUSIC HONOR SOCIETY** – The purpose of this organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students of secondary schools. Students in grades 10, 11, and 12 may be eligible for membership.

Advisor – Tessa Backer

**PROM** – The Junior-Senior Prom is a cherished event held in the spring of each year. Attendees must be under the age of twenty-one and/or should be enrolled at RCHS. Middle School students are not permitted at Prom. Non-RCHS students who are planning to attend as dates must complete the non-student request to attend form, be granted approval to attend, and present a valid photo ID verifying their age prior to admittance. Students planning to bring a non-RCHS student as a date must also inform the prom sponsor, complete the non-RCHS student request to attend form, and receive proper approval no later than two weeks prior to the event. Students may not bring a date 21 years of age or older. Students who purchase tickets for dates who have not been previously approved to attend are subject to the forfeiture of the Non-Refundable prom ticket. Inappropriate attire, as deemed by the administration, which violates the decency and modesty clause of the RCHS Code of Conduct will not be permitted. **Prom tickets are non-refundable and non-transferable.**

### **Graduation Patch/Chord Guidelines**

**TSA** – Students have to be enrolled in an Engineering or Manufacturing class, and be an active member of TSA. OR Students must a Pathway Completer and be an active member of TSA

**CTAE** – CTAE students must have successfully completed at least one CTAE pathway for the CTAE patch. CTAE students must have passed at least one EOPA upon completion of their pathway(s) to wear the CTAE pin.

**ANCHOR** – Maintain a minimum of an 85 average, attend at least 4 events, and participate in at least 2 community service functions.

**Dual Enrollment** – The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. In order to receive an Honor's patch upon graduation for his/her coursework in Dual Enrollment, a student must meet the following requirements:

1. Be enrolled in a minimum of 4 Dual Enrollment semesters offered on the campus of Rabun County High School.
2. Maintain an average of a 90 for all 4 classes. This will be calculated by averaging the term grades for the first semester and second semester of each respective course.

The patch is an honor and is distributed to those students who go above and beyond to maintain an A average in a college-level course.

**AP Honors Graduate** – For a student to receive an AP Honors Graduate Patch the student must have earned a 3 or higher on 2 or more AP Classes offered at RCHS.

**National Art Honor Society – Section 1** - To remain a member in good standing, a member must pay dues, **\$3.00** as well as any other fees that may arise, and complete **seven** service hours within the current school year, with appropriate documentation. **Section 2** - Attendance is required at each called monthly meeting as well as any special occasion or emergency meetings. In the case in which a member cannot attend for various reasons, he/ she should as soon as possible see the N.A.H.S. advisor, Amy Jarrard. **Section 3** To graduate with NAHS honors and earn the right to wear a patch at graduation, a member must remain in good standing until the day and hour of graduation. **Section 4** - Members must maintain a minimum 90 average in all visual arts classes. **Section 5** - Members must maintain a minimum of 85 for an overall GPA. **Section 6** - Members may stay active during which there are no visual arts classes on their schedule as long as they fulfill all of the other requirements each year. **Section 7** - Members are expected to both show good character both during school hours as well as in their home life and community activities. Your behavior is a reflection of this NAHS chapter as well as yourself. **Section 8** - In the event that an infraction of the bylaws, a review by the officers and sponsor will be conducted. In the event that the individual, in question, is an officer the individual will not participate in the review. Possible disciplinary actions include, but are not limited to, suspension from the R.C.H.S. N.A.H.S. for a minimum of a semester or permanent membership revocation. This applies to all chapter bylaws as well as school rules stated in the RCHS student handbook.

**National Honor Society** – Member in good standing with RCHS National Honor Society, which means they have a 90 overall GPA and have continually completed their 20 community service hours for the year.

**FCA** – A regular FCA patch - any senior who has consistently been a member of FCA throughout their time at RCHS, and has regularly attended club day meetings and at least occasionally attended morning meetings. A Student Leader FCA patch - any senior who has been selected by the FCA sponsor as having the character, leadership potential, and shared core beliefs of the FCA organization to qualify them as a Student Leader. Once selected, that student must show a willingness to attend morning meetings and club day meetings regularly, but also lead meetings on a regular basis.

**International Thespian Society (Drama)** – Students earn a patch from the International Thespian Association (drama honor society) by earning at least thirty points. Students earn points by participating in productions, being a part of competitions, and performing. For the most part, students earn eight points for main roles or design work and four points for supporting roles or backstage work. More points are earned for being a part of various competitions. Basically, anyone who is fully active in the theatre at Rabun County High School for at least two years will earn thirty points.

**Spanish Club** – A student must be a member in good standing with the Spanish Club. A student must have completed the AP Spanish course AND taken the AP Exam.

**SADD** – Students must have been an active member for all four years OR during their entire time at RCHS.

**FBLA** – Students must be an active member for at least 2 years – this includes a student's Senior year – and sell a minimum of \$50 worth of Cat Cards for each year active. Students must attend one of the following each active year: Field Trip, Conference, or Competition. Students are allowed to miss no more than 2 meetings per year. Dues must be paid for each active year.

**Skills USA** – Must be an active member – this includes video fundraising and competitive events

**Interact** – Members must participate in a minimum of 7 club sponsored service projects each year.

## **V. Student Records**

### **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal [or appropriate official] a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures.

(5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202.

(7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with:

Rabun County Board of Education  
963 Tiger Connector Road  
Tiger, Georgia 30576  
Attention: Assistant Superintendent 6-12

## **VI. STUDENT CODE OF CONDUCT**

The philosophy of Rabun County High School is that all students have the right to learn. To accomplish this goal, each student must be in a safe and secure school atmosphere that provides students with the maximum opportunity for learning.

Students who have progressed to high school are expected to conduct themselves properly. The school expects that students make a good effort to behave appropriately in each class. The administration of discipline is as fair and consistent as possible. The welfare of and respect for the individual student, as well as that of other students in the school, are of utmost importance in deciding proper courses of action.

Parent involvement through conferences is the most desirable avenue for correcting behavioral problems and will be used when possible. Disciplinary actions may include any or all of the following: conferences, detention, suspension of privileges, suspension to In-School Suspension (ISS), out-of-school suspension (OSS), referral to the Student Disciplinary Tribunal Committee for possible expulsion, and referral to the appropriate law enforcement agency that has jurisdiction. Any student who receives fifteen (15) or more days of suspension for disciplinary reasons within one school year may be recommended to the Student Disciplinary Tribunal Committee for disciplinary action.

## **STUDENT CODE OF CONDUCT**

Handbook Revised 6/14/2022



## **Discipline**

The teacher is in full charge of the classroom as well as proper conduct throughout the building and grounds. The teacher is primarily responsible for the maintenance of discipline of students under their authority.

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

## **STUDENT CODE OF CONDUCT**

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

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

- At school or on school property at any time
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system; and at school bus stops.

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

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

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

As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

## **Standards for Student Behavior**

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district.

## **Behavioral Expectations**

Each student is expected to:

- Demonstrate respect and courtesy toward all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the Rabun County High School dress code;
- Respect the rights and privileges of other students, teachers, and other employees of Rabun County Schools;
- Respect the property of others, including Rabun County Schools property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

## **Disciplinary Procedures**

The disciplinary procedures outlined in this behavior code are clearly stated to insure that all students are aware of unacceptable behavior that is in violation of school district policies and the consequences of such policy violations. Offenses are classified as Level One, Level Two, or Level Three.

## DEFINITION OF TERMS

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

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

**Bullying:** In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication

- 1) is directed specifically at students or school personnel,
- 2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
- 3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

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

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

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

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

**Dress Code:** The current dress code is explained in the student handbook, and all students are expected to follow that dress code at all times.

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

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

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

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

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

**Harassment:** Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited. See also Sexual Harassment.

**Hazardous Object:** This term includes any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

**Sexual Harassment:** Sexual Harassment: Sexual harassment as defined under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or
  - "Dating Violence"- sex-based violence committed by a person-
    - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - (i) The length of the relationship.
      - (ii) The type of relationship.
      - (iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or "Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

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

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

**Vape:** Any device used to vaporize or atomize any substance.

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

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

## LEVEL ONE

Offenses classified as Level One are less serious violations of the Behavior Code. Offenses classified as **Level One** include, but are not limited to:

- **Public affection;**
- **Gambling;**
- **Cheating;**
- **Violation of the Rabun County High School dress code;**
- **Forgery;**
- **Possession of explicit/obscene material**
- **Any behavior which disrupts the learning environment of the classroom or school not listed as a major offense.**

## LEVEL TWO

Student offenses classified as **Level Two** are serious violations of the behavior code. Level Two offenses include, but are not limited to:

- **Possession of a hazardous object in a school safety zone;**
- **Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar or profane language;**
- **Fighting;**
- **Possession/use of tobacco products**
- **Violation of school dress code.**
  
- **Disruption of the orderly school environment, including but not limited to the inciting, advising, or counseling of others to engage in prohibited acts, sexual misconduct, or harassing other students or any school employee.**
- **Failure to comply with the local and district-wide provisions relating to the use of the electronic communication network as defined by policy IFBG - *Internet Acceptable Use*;**
- **Leaving campus without proper authorization.**
- **Failure to comply with compulsory attendance as required under Code Section 20-2-690.1 and the Rabun County Schools Attendance Protocol.**
- **Repeated occurrence of offenses listed under Level Three.**
- **Activating a fire alarm under false pretenses**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;**
- **Disobeying directives given by teachers, administrators, or other school staff**
- **Classroom and school disturbances**
- **Use of profane, vulgar, or obscene words or indecent exposure**
- **Use during instructional time of cell phone or electronic communication device, except for health or other reasons approved by an administrator**
- **Moving and non-moving driving violations**
- **Giving false information to school officials**
- **Chronic disciplinary problems**
- **AWOL**

Before a student is suspended (in-school or out-of-school) for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended (in-school or out-of-school), a reasonable attempt will be made to notify the student's parents.**

## LEVEL THREE

Student offenses classified as **Level Three** are those that threaten the safety of students and staff, disrupt the orderly school environment, and/or may result in injury or loss of property.

Level Three Offenses include:

- **Possession of a weapon in a school safety zone**
- **Possession of a firearm in a school safety zone** as defined by 18 U.S.C. § 921. A student who possesses a firearm, bomb, or other dangerous weapon as defined in the criminal code will be subject to a one calendar year expulsion from school.
- **Unlawful use or possession of illegal drugs or alcohol**, including, but not limited to:
  - Possession, distribution, sale, attempted sale, use, and/or under the influence of narcotics, alcohol, stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, drug paraphernalia or other intoxicants.
  - Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
  - Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.
- **Possession / use of an electronic cigarette or vaping device on school campus**  
\*All vaping devices will be treated as drug paraphernalia and turned over to local law enforcement. If devices test positive for narcotics, the offense will then be treated as a drug offense.
- **Possession of fireworks or any explosive.**

- **Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions**
- **Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions**
- **Physical violence against a teacher, school bus driver, or other school personnel:**
- **Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.**
- **Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school.**
- **Marking, defacing, or destroying school property.**
- **Stealing, theft, or extortion of school district property or the property of others.**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law**
- **Bullying**, Georgia law mandates that upon a tribunal finding that a student in grade 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- **Willful and persistent violation of the student code of conduct.**
- **Making a bomb threat**
- **ED offenses that involve threats, pornography, bullying and other criminal acts will result in automatic referral to law enforcement and will be subject to out-of-school suspension and referral to a "Disciplinary Tribunal Hearing" to determine the punishment, which can include expulsion from school.**
- **Sexual Offense/Misconduct**

### **PROGRESSIVE DISCIPLINE PROCEDURES**

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

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

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

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

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

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

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

### **Student Support Process**

Student support processes are designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school district and other public entities or community organizations which may assist students to address behavior problems.

Rabun County Schools provides a variety of resources to help address student behavioral problems. These resources include Student Support Teams, school counselors, principal and assistant principal, chronic disciplinary problem student plans, and the Rabun County Schools Attendance Protocol.

### **Parental Involvement Processes**

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

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

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

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

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

The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Rabun County Schools shall involve parents in updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code.

### **Bus conduct**

The student behavior code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school bus transportation. The following are additional provisions prescribing and governing student conduct and safety rules on all school buses and at school bus stops:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section. The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

A meeting of the parent or guardian of the student and appropriate school officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in a physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to assigned seating, ongoing parental involvement, a suspension from riding the bus, and suspension from school. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

Other infractions of bus conduct rules include:

- Failure to remain seated;
- Eating or drinking on the bus;
- Putting any part of the body outside a window;
- Consistent tardiness to bus stop;
- Unnecessary noise;
- Loading or unloading at unassigned stops; and/or
- Refusal to sit in assigned seat.

Disciplinary actions by an administrator include, but are not limited to:

- Conference with student;
- Conference with parent/guardian;
- Before School, After School, or Lunch Detention;
- Saturday School;
- In-school Suspension;
- Suspension from the bus transportation system; or
- Suspension from School.

Bus referrals are cumulative over the school year. Recommended action includes, but is not limited to:

- First referral - Form sent to parents;
- Second referral - Suspension for five days from the bus;
- Third referral - Suspension for nine days from the bus; and
- Fourth referral - Suspension from the bus for the remainder of the school year.

#### **A. PARENT CONFERENCE**

In instances where violations of the Student Code of Conduct occur, the local school administration may require a parent conference before a student is allowed to return to school.

#### **B. DETENTION**

Detention will be held each morning from 7:45 a.m. - 8:00 a.m. Tuesday and Thursday afternoon detention will be assigned from 3:15 pm - 3:45 pm. Lunch detention will be held concurrent with the student's regularly scheduled lunch period, and Cafeteria meals will be provided. The first no-show to detention may result in additional time in detention or in-school suspension. Additional no-shows may result in suspension.

#### **C. SUSPENSION**

##### **1. Short-term suspension**

Suspension of a student will usually be made to In-School Suspension (ISS) rather than a student's being suspended out of school. A student may not be suspended to ISS more than ten (10) consecutive days. During this time, a student will be excluded from all school-sponsored activities including, but not limited to, athletics and marching band during the suspension. (This includes athletic competitions and practices.)

##### **2. Out-of-School Suspension (O.S.S.)**

A student may be given "at home" suspension, which means the removal of the student from the school campus and exclusion from school-sponsored activities during the suspension. Students will be allowed to make up work, and the work is due the first day back to school. During this time, a student will be excluded from all school-sponsored activities including, but not limited to, athletics and marching band during the suspension. (This includes athletic competitions and practices.)

##### **3. Long-term suspension**

Long-term suspension means the removal of a student from school for more than ten (10) consecutive days.

##### **4. Suspension pending I.S.S.**

Under certain circumstances the principal, using his/her discretion, may suspend a student out of school pending suspension to ISS.

##### **5. I.S.S. pending O.S.S**

Under certain circumstances the principal, using his/her discretion, may place a student in I.S.S. pending O.S.S.

#### **D. TRIBUNAL HEARING**

A student may be referred for a hearing before the Tribunal Committee for possible long-term suspension or expulsion for violations specified in this code of conduct. Students will be notified as required by law and Board Policy JCEB.

#### **E. EXPULSION**

Expulsion is the removal of a student from the school system for an extended period of time beyond the current semester by the Tribunal Committee.

## F. IMPORTANT INFORMATION

1. Students under suspension or expulsion with the exception of I.S.S. students are not allowed on school campus or at school functions.
2. A student on his/her way to or from school, at any school function or activity (or school-related activity), or at any school event held away from the school under the jurisdiction of school authorities is subject to the rules and regulations as stated in this Student Code of Conduct.
3. In all instances of infractions of the Student Code of Conduct, which involve violations of the law or criminal acts, students may be referred to the law enforcement agency that has jurisdiction.
4. Students and parents shall recognize their responsibility to know the contents of this Student Code of Conduct and to ask faculty or staff members for any clarification.
5. Students found guilty of being accessories to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses.

## BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

### 1. Use or possession of illegal drugs or alcohol, including, but not limited to:

- Possession, distribution, sale, attempted sale, use, and/or under the influence of narcotics, alcohol, stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana (broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law), drug paraphernalia or other intoxicant or mind-altering substance, (whether legal or illegal).
- Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
- Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol. All medication taken at school must be administered by the school under the care of a school nurse or school official.

2. **Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1:** A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
3. **Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
4. **Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions:** possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
5. **Physical violence against a teacher, school bus driver, or other school personnel:**
  - a. Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.
  - b. Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
6. **Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
7. **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**
8. **Possession/use of tobacco products, electronic cigarettes, or vapor products. This prohibition includes any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia.**
9. **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours.**
10. **Theft.**
11. **Extortion or attempted extortion.**
12. **Possession and/or use of fireworks or any explosive.**
13. **Activating a fire alarm under false pretenses or making a bomb threat.**
14. **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives.**
15. **Disobeying directives given by teachers, administrators, or other school staff.**



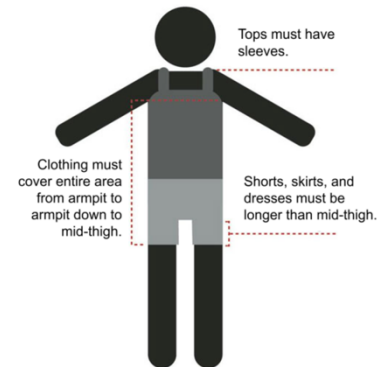
## 16. Violation of school dress code

The purpose of the RCHS Dress Code is to prepare students for a work force in which appropriate dress and respect for others is vital for success. Students are expected to dress in a manner that is not disruptive to the learning environment and shows respect for their teachers and fellow students. Hats, headbands, bandannas, sunglasses, or caps are not to be worn in the school building unless approved for a special occasion. Undergarments should never be visible. Shoes must be worn at all times. All decisions related to student dress are determined by the school principal or his/her designee.

### Examples of inappropriate dress are:

- Shirts, blouses, or t-shirts with vulgar, offensive, or suggestive words or pictures, or which advertise alcohol, tobacco, weapons, or controlled substances
- Shorts, dresses, and/or skirts which fall above the \*middle of a student's thigh or leggings with a short top
- Midriff tops, tank tops, sleeveless tops, backless tops, or see-through tops
- Chains used to attach items to clothing, spikes of any kind, or other sharp objects
- Pajamas and/or bathroom slippers
- Face paint, costume makeup
- Clothing with holes above the \*middle of a student's thigh
- Costumes or blankets
- Clothing or paraphernalia associated with gang affiliation or activity

*\*Mid-thigh is defined as the midpoint between a student's natural waist and knee cap.*



### Consequence for Violations of Student Dress Code

- **1st Infraction** – The student will need to change into appropriate attire and will receive a written warning. If appropriate attire is not readily available, the student will need to wait in the ISS classroom until appropriate attire arrives.
- **2nd Infraction** – The student will need to change into appropriate attire and will receive 3 days of lunch detention.
- **Subsequent Infractions** – The student will need to change into appropriate attire and will receive 1 day of ISS for each infraction. Parent contact will be made at each infraction. Should the charged student have more than 3 subsequent code of conduct infractions, the student may be referred to the Student Disciplinary Tribunal to determine the extent of the punishment to be imposed.

## 17. Use of profane, vulgar, or obscene words, gestures, or indecent exposure

No student shall curse or verbally abuse any person by demeaning them due to race, religion, sex, creed, national origin, disability, or intellectual ability.

## 18. Cell Phones & Electronic Devices

Upon any infraction of the policy, the ED will be confiscated immediately (includes SIM Card, Battery, etc.) and will only be released to a parent/guardian. The incident will be recorded as a disciplinary infraction.

Since it is the student's responsibility to assure that the ED will not be seen, heard, or used, the security of the ED rests with and is the sole responsibility of the student.

- **1st infraction** – The ED will be released only after a parent/guardian meeting with the administrator. The student and parent/guardian will once again be informed of the policy, sign it and warned of the consequences of future offenses.
- **2nd infraction** – The student will not be allowed to have an ED on campus for a period of not less than 30 school days and the student will be given 2 days of in-school suspension (ISS).
- **Subsequent Infractions** – the student will not be allowed to have an ED on campus for the rest of the school year. The student will be charged with a violation of Rule #31, "Willful and persistent violation of the student code of conduct", which will result in a minimum of 2 days of unexcused Out-Of-School suspension. Should the charged student have more than 3 subsequent code of conduct infractions, the student may be referred to the Student Disciplinary Tribunal to determine the extent of the punishment to be imposed.

ED offenses that involve threats, pornography, bullying and other criminal acts will result in automatic referral to law enforcement and will be subject to out-of-school suspension and referral to a "Disciplinary Tribunal Hearing" to determine the punishment, which can include expulsion from school.

## Bring Your Own Technology (B.Y.O.T.) Responsible Use Agreement

### AVAILABILITY OF ACCESS

Access to the Rabun County School District's filtered wireless network utilizing personal wireless devices shall be made available to all students, employees and members of the Board of Education primarily for instructional and administrative purposes, in accordance with the Electronic Communications Policy (IFBGA), Acceptable Use Policy for Technology, Responsible Use Procedures for Technology, Cyber Bullying and this Agreement.

Conditions of use for the District's network shall be permitted as long as the user's actions:

- Comply with the responsibilities specified in the District's Acceptable Use Policy for Technology, Responsible Use Procedures for Technology and

Electronic Communications Policy;

- Impose no tangible costs to the District;
- Do not unduly burden the District's computers, or network resources;
- Have no adverse effect on an employee's job performance or on a student's academic performance;
- Do not cause a substantial disruption to the educational environment;
- Students and Parents have submitted the signature page of this agreement; and
- Students have completed the required hands-on BYOT Orientation workshop.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate District policies.

Violations may result in criminal prosecution as well as disciplinary action by the District.

Participation in the "Bring Your Own Technology" devices program is strictly optional, and completion of the BYOT Agreement and participation in the hands-on orientation is required.

## **PURPOSE**

The Rabun County School District is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. Providing students and staff with a 21st century digital learning environment is part of the Rabun County School District core values.

The District allows all students to bring their own authorized technology devices (currently includes laptops, netbooks, eReaders, iPads, and android tablets) for personal use at the following specified times during the school day: before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom, will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. Unless the classroom teacher specifically authorizes utilization of personal devices, such devices must remain off and put away. Personal electronic devices may not be used in certain places deemed inappropriate by administration.

All students and staff are required to access our wireless network when using the approved devices during the school day with the consent and supervision of the classroom teacher and the authority of the building principal or when using approved devices for personal use at authorized times. While users may operate their own devices to access the internet, they must do so by way of the District's filtered wireless connections. The use of private (3G/4G) network access on school grounds is prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

Many teachers and students utilize Google Applications (*including Gmail*), and other online resources for personal productivity and academic purposes. There are also students and staff members who require specialty software products not licensed by the district, or that require file space exceeding our parameters. Allowing the use of personal technology devices will facilitate timely accessibility for these users to their resources, enhancing the opportunity for productivity and success.

## **WIRELESS INFORMATION**

When a student brings his/her own technology device onto the Rabun County school campus, it is mandatory that these devices utilize the RCSS filtered wireless network for students only! For example, a RCHS student must choose the "RCSS-Public" wireless ID, and sign in using their assigned active directory username and password. By authenticating and logging into the network, the student is agreeing to comply with the terms of the Acceptable Use Policy. Once on the network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices.

## **DEVICE RESPONSIBILITY**

The Rabun County Board of Education is not responsible for any device brought onto campus. In the event a device is stolen, the system will assist in trying to locate by using wireless triangulation and normal investigation. The Rabun County Board of Education will not reimburse for any device damaged or stolen on school property. In the event a device is found to have a virus it will be blocked from access until it is cleaned and checked.

## **ACCEPTABLE DEVICES**

### **Computers**

Laptops and netbooks with either Windows or Apple operating systems are permitted on our network. It is expected that these devices will have 1) an updated web browser from which students are able to access necessary tools, 2) current antivirus software; and 3) be fully charged and maintained to work properly during the school day.

### **Mobile Devices**

Tablet technology and eReaders are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on our network. This category includes but is not limited to iPads, Android tablets (Samsung Galaxy, Asus Transformer, etc.), and eReaders (Kindles, Nooks, etc.).

**3G/4G Network Access is Prohibited:** Mobile devices such as laptops, tablets, e-readers, are often equipped with 3G/4G wireless accessibility, which the District is unable to filter or monitor. In legal compliance with the Children's Internet Protection Act, students and employees who bring

3G/4G-enabled devices must access the Internet via the District's filtered Wi-Fi connection, only! Violators may have their devices confiscated, their participation in the BYOT program restricted, and be subject to other disciplinary action.

#### **19. Use of RCHSALL Listserv**

No student shall use the RCHSALL listserv without expressed, written permission from the principal.

**20. Inappropriate public displays of affection:** A public display of affection (abbreviated PDA) is the physical demonstration of affection for another person while in the view of others. At RCHS, PDA **includes, but is not limited to**, holding hands, kissing, embracing, fondling, hugging, intimate bodily contact, or other physical demonstrations of affection deemed inappropriate in public by the faculty or administration of RCHS.

**21. Gambling or possession of gambling devices.**

**22. Moving and non-moving driving violations.**

No student shall violate school parking regulations or operate a motor vehicle in such a way as to cause damage to public or private property located on the school grounds, or drive in such a way as to endanger any person utilizing school facilities. All directions of the school security personnel must be followed immediately.

**23. Giving false information to school officials.**

Violation of this rule includes, but is not limited to: refusing to identify or providing a false identity, altering or misrepresenting written or verbal information presented to school officials concerning school records or forms, or by forging signatures.

**24. Cheating on school assignments.**

- Consequences are at the discretion of the classroom teacher in collaboration with administration

**25. Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law.**

- A student who checks in between 8:05 and 8:25 a.m. will be considered tardy. For the remainder of the day, any student who is not in class, following the teacher's expectations, from the tardy bell until ten (10) minutes after the tardy bell will be considered tardy.
- Skip any class. A student is considered to be AWOL if he/she is absent from class for a period of ten (10) minutes or more without prior consent from the teacher of the class he/she is missing.
- Once a student arrives on campus, the student is considered to be at school and must obtain permission to leave campus for any reason by checking out at the front office attendance desk, even if classes have not yet begun. A student is considered AWOL and subject to behavior consequences, including temporary or permanent revocation of campus parking privileges if you:
  - Leave campus without checking out
  - Are absent from school without parent permission
  - Skip a portion of a class, a full class, or several classes
  - Are out of class without a pass from your teacher
  - Go to your vehicle without permission

**26. Bullying:** Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Bullying is defined in the Discipline Glossary.

**27. Inciting, advising, or counseling of others to engage in prohibited acts.**

**28. Willful and persistent violation of the student code of conduct.**

**29. Criminal law violations/Off-campus misconduct:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

**30. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.**

#### **GANG ACTIVITY**

No student shall act in any way which would lead school officials to believe the student to be affiliated with gangs in any capacity. For the purpose of this policy, gangs are defined as "groups or individuals who promote activities which potentially disrupt the learning environment and are harmful to the educational process." The following are strictly prohibited and will not be tolerated:

1. Any effort to recruit gang members
2. Apparel that would be determined as gang-related
3. Possession of any gang writing on any materials
4. Gang graffiti
5. Flashing gang signs (hand signals)
6. Any intimidating behavior that would be considered gang-related
7. Any act of violence that could be determined as gang-related

#### **COVID-19**

Students are required to adhere to all COVID-19 related safety precautions deemed necessary by Rabun County High School, the Rabun County

Board of Education, the local and state Department of Public Health, and the Centers for Disease Control. Failure to adhere to these safety guidelines could result in disciplinary action.

## VII. SCHOOL SUPPORT SERVICES

### A. Multi-Tiered System of Supports (MTSS)

Rabun County School System (RCSS) is implementing Georgia's Multi-Tiered System of Supports for Students (MTSS). This practice allows teachers to intervene quickly in response to the different styles of learning for all students. This tiered system includes evidence-based interventions and screenings that will provide the different levels of support needed to maximize student achievement and reduce behavior problems.

MTSS includes the following three-tiered approach to prevention and intervention with varying levels of support beyond that used as the core curriculum:

- **Tier I** – This is the primary level of prevention. Classroom teachers use different strategies and may use additional or different materials so your child is successful.
- **Tier II** – An intervention team meets to assist students having difficulties in the regular classroom and to tailor an individual academic support plan that provides supplemental instruction to your child in the area of need. Tier II interventions are applied for a minimum of 9-12 weeks in order to give your child additional instruction using scientifically based strategies and materials. Strategies are implemented to support your child in achieving the educational standards necessary for success in the Rabun County School System.
- **Tier III** – In the event that your child needs additional help to meet the standards, we utilize a third tier, which provides additional and more intensive intervention. Our Student Support Team will assist in developing an intervention plan at Tier III. At this tier, it may be necessary to alter your child's schedule and make some choices regarding subjects and provisions of educational services so the educational interventions may occur. Tier III is for a minimum of 12 weeks with frequent progress monitoring.
- If your child does not respond to the intensive interventions at Tier III, the Student Support Team may choose to refer your child for consideration of eligibility for Special Education services.

### B. School Nutrition

A variety of menu items are offered daily for high school students including hot food items, a pizza bar, salad bar and sandwiches. In order to maintain an atmosphere that will be enjoyable for all students, we ask that each student abide by the following rules:

1. Do not run to lunch or break in line ahead of other students.
2. When you finish eating, clean up the area around you, and return your tray and utensil to the dish room window. Plastic drink bottles are to be placed in the recycle container.
3. In an effort to speed lunch lines, students are encouraged to prepay for meals and may do so on Monday mornings between 7:30-8:00a.m. Additionally, change will not be given. Instead, the entire amount of cash or check will be deposited into the student's lunch account.
4. Students may not charge for ala carte items such as desserts, chips, snack items or bottled drinks. If the student does not have money in his/her account or cash to pay for the item, the student will be asked to put the item back.
5. Regular sodas and food from fast-food restaurants are **not** allowed in the cafeteria.
6. During lunch, students should be in the cafeteria or courtyard.
7. Cost of Meals:

	<u>Student</u>		<u>Teacher</u>
Breakfast:	No Charge		\$2.00
Lunch	\$2.50 (paid)	.40(reduced)	\$4.00

**\*Manage your student's meal account at [www.myschoolbucks.com](http://www.myschoolbucks.com)**
8. Please notify the school nurse and school nutrition manager if you have a food allergy or medical condition that involves nutritional concerns. Juice **cannot** be served as a substitute for fluid milk in a reimbursable meal.
9. According to USDA policy, students are required to pick up a serving of fruit or vegetable with lunch.
10. Free and reduced lunch applications can be found online at [www.EZmealapp.com](http://www.EZmealapp.com), or you can request a paper copy from RCHS front office.

#### Student Charges

Students are encouraged to make arrangements to pay for their meals before meal service. No student will be refused meals because of lack of funds. Students may not charge ala carte (extra) items. Student information system all-call technology, school-level administrators or designee will contact parent/guardian concerning high debt levels.

### C. Guidance and Counseling Services

The purpose of the Guidance and Counseling Department at Rabun County High is to assist students in ways which will help make their high school career as meaningful as possible. The counselors are trained to assist students, parents, and faculty in a positive pursuit of the young person's education. Individual counseling is provided for every student to help with personal, academic, and vocational interests and needs. Students may meet with the counselors by appointment; however, in crisis situations they may seek immediate help.

The counselors assist students in preparing for their future, whether their choice is college, vocational school, military, or entry into the job market, by providing them opportunities to meet with the representatives from the various agencies, either through individual appointments, classroom presentations, or guest speakers, arranged by the counselors. Students are exposed to many available opportunities beyond high school.

Another service of the counselors is assisting the students toward a career pathway and guiding them to the proper classes to prepare them for their future. The counselors coordinate the SAT, PSAT, ACT, ASVAB, COMPASS and Advanced Placement Exams. The counselors also coordinate the information for scholarships, honors programs, job corps, special interest, and enrichment programs.

Students are encouraged to take advantage of the Career Center, which includes videos, pamphlets, catalogues, and access to [www.gafutures.org](http://www.gafutures.org). Georgia Career Information Center has information on occupations, college programs, and employment.

The guidance office is open from 7:45 a.m. to 3:45 p.m. Later or earlier appointments can be made.

### D. Challenging Material

The time and effort of many individuals have gone into choosing the instructional material used in Rabun County. However, at times, a person may wish to challenge the use of certain material in the school system. A formal procedure exists for challenging materials. Please contact the principal for information concerning these procedures.

### E. Media Center

The Media Center is open from 7:45 a.m. to 3:35 p.m. each school day. **All students must sign in at the circulation desk upon entering the media center.**

Students are expected to observe all school rules. No food or drinks will be allowed in the media center.

Lost or damaged materials must be paid for by the student to whom they were issued. Overdue fines will be \$0.05 per day with a maximum fine of \$5.00.

### F. Athletic Department Policy

#### 1. Philosophy

Participation in athletics is a privilege of interested students. Athletics provides an opportunity for students to build character, set and reach goals, accept discipline, and experience unselfish teamwork. Athletics should work with the other extracurricular and curricular activities of Rabun County High School to provide students with a well-rounded education that prepares them to be productive citizens.

#### 2. Activities

Rabun County High offers a variety of activities for male and female students. The sports offered by season include the following: (Fall Sports) Cheerleading, Volleyball, Football, Cross Country, and Softball; (Winter Sports) Boys' and Girls' Basketball, Wrestling, Cheerleading; (Spring Sports) Boys' and Girls' Soccer, Boys' and Girls' Track, Boys' and Girls' Tennis, Baseball, Boys' and Girls' Golf.

#### 3. Participation Requirements

1. Academic Eligibility: All students must pass five (5) classes the semester prior to participation. All students must meet the following "On Track" requirements:

##### **Graduating 2023**

- Beginning 3rd semester – 5 units
  - Beginning 5th semester – 11 units
  - Beginning 7th semester – 18 units
4. Physical examination – A student must have and pass a physical exam given by a Medical Doctor. A copy of the school physical exam form must be on file before a student can participate in any athletic activity (practice or contest). Physical exams are good for one (1) calendar year.
  5. Insurance – Each student athlete must be covered by insurance. Parents may purchase school insurance or provide proof of personal insurance coverage.
  6. Release forms – Each student athlete must have on file a completed medical release form and a parent consent to participate form. This form describes the possibility of injury from participation in competitive athletics and releases the coach and/or school official to approve any emergency treatment necessary.
  7. Athletic Letters – Student athletes may earn a letter by participation in a varsity sport. Criteria for earning a letter in each sport will be covered by team coaches. Students who meet the criteria for lettering may order a letter jacket. Jackets will be ordered three times a year.
  8. Awards – Teams and individual athletes may receive plaques, trophies, and other types of recognition awards at banquets sponsored by the Athletic Booster Club.
  9. Uniforms and Equipment – All athletes must return all equipment and uniforms at the completion of the season. No student will be allowed to participate in any other activity until responsibility for non-returned uniforms or equipment is settled.

10. Travel – All team members will travel to and from athletic events on school transportation. Team unity is essential to the success of an athletic program, and requests for emergency situations may be handled by individual coaches, but must be handled personally between parents and coach. Students will not be released to friends or relatives.
11. Discipline – Disciplinary Action will be based on the infraction and the circumstances of each individual incident. Disciplinary actions may include the following consequences as determined by the coach, athletic director, and administration. The consequences are listed from least to most severe. These are:
  - a. Verbal reprimand
  - b. Physical activity (extra running, etc.)
  - c. Reduction in playing time
  - d. Suspension from the team (cannot practice, dress out, or participate; in any team activity. Length of suspension and terms of reinstatement will be determined by coach and A.D.)
  - e. Dismissal from the team
  - f. Dismissal from participation in athletic program
12. All student athletes will be eligible for a random drug test to be administered at the High School at designated times. Students selected will be notified on the day of the test.
13. Acts that may result in suspension or dismissal of an individual from participating on a team or the athletic program, may include, but are not limited to:
  - a. Use of illegal drugs, alcohol, or tobacco;
  - b. Acting in an unsportsmanlike manner when representing the school;
  - c. Suspension from school by administration;
  - d. Any act at school or away from school which in the opinion of the coaches or administration reflects on the athletic program in a negative manner;
  - e. Missing practice without permission;
  - f. Any act of dishonesty;
  - g. Flagrant acts of disloyalty to his or her team, coaches, or school;
  - h. Consistent lack of effort;
  - i. Refusal to accept the discipline related to the rules of the team.
14. If an athlete is ejected from play during a sanctioned GHSA event, GHSA will fine the high school \$200.00. This fine will be paid by the student ejected.

## **CODE OF CONDUCT FOR INTERSCHOLASTIC STUDENT-ATHLETES**

We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory and honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character"). This Code applies to all student athletes involved in interscholastic sports.

### **TRUSTWORTHINESS**

1. **Trustworthiness** – be worthy of trust in all you do.

**Integrity** – live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.

**Honesty** – live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

**Reliability** – fulfill commitments; do what you say you will do; be on time to practices and games.

**Loyalty** – be loyal to your school and team; put the team above personal glory.

### **RESPECT**

2. Respect – treat all people with respect all the time and require the same of student-athletes.
3. Class – live and play with class, be a good sport, be gracious in victory and accept defeat with dignity, help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre-and post-game rituals.
4. Disrespectful Conduct – don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. Respect Officials – treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

### **RESPONSIBILITY**

6. Importance of Education – be a student first and commit to earning your diploma and getting the best education you can. Be honest with yourself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes who do not have a serious commitment to their education, the ability to succeed academically, or the character to represent their institution honorably.
7. Role Modeling – Remember that participation in sports is a privilege, not a right, and that you are expected to represent; your school, coach, and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model.
8. Self-Control – exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

9. Healthy Lifestyle – safeguard your health; don't use any illegal or unhealthy substances, including alcohol, tobacco, and drugs, or engage in any unhealthy techniques to gain, lose, or maintain weight.
10. Integrity of the Game – protect the integrity of the game; don't gamble or associate with or deal with professional gamblers.
11. Sexual Conduct – sexual or romantic contact of any sort between students and coaches is improper and strictly forbidden. Report misconduct to proper authorities.

#### **FAIRNESS**

12. Be Fair – live up to high standards of fair play; be open-minded; always be willing to listen and learn

#### **CARING**

13. Concern for others – demonstrate concern for others: never intentionally injure any player or engage in reckless behavior that might cause injury to you or others.
14. Teammates – help promote the well-being of teammates by positive counseling and encouragement or by reporting unhealthy or dangerous conduct to coaches.

#### **CITIZENSHIP**

15. Play by the Rules – maintain a thorough knowledge of and abide by all applicable game and competition rules.
16. Spirit of Rules – honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

### **VIII. FEDERAL, STATE, AND LOCAL MANDATES**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the Rabun County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the system superintendent's office at 963 Tiger Connector, Tiger, GA 30576 or at (706) 212-4350 or by contacting one of the system designees below:

Mr. Jason Gibson  
Athletic Director  
230 Wildcat Hill Dr. Tiger, GA 30576  
(706) 782-4526  
jagibson@rabuncountyschools.org

Mrs. Cindi Dean  
Director of Human Resources  
963 Tiger Connector, Tiger, GA 30576  
(706) 212-4350  
cdean@rabuncountyschools.org

Mr. Will Howell  
Special Education Director  
963 Tiger Connector, Tiger, GA 30576  
(706) 212-4350  
whowell@rabuncountyschools.org

Mr. Matt Remillard  
Title IX Coordinator  
963 Tiger Connector, Tiger, GA 30576  
(706) 212-4350  
mremillard@rabuncountyschools.org

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discrimination or sexual harassment complaints procedure under Policy JAA (Equal Educational Opportunities) and/or Policy JCAC (Sexual Harassment of Students), as appropriate, or under Policy IDFA (Equity in Sports) is located in the Rabun County Board of Education Policy Manual which is available in the school office or the central office and online.

#### **Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parents**

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. *Consent* before students are required to complete a survey that contains one or more of the following protected areas if the survey is funded in whole or in part by a program of the U. S. Department of Education.

- Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
  - Religious practices, affiliations or beliefs of the student or parents; or
  - Income, other than is required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of –*
- Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect, upon request and before administration or use –*
- Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The District has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year and after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participating in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution;
- administration of any protected information survey non-funded by the U.S. Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent and Opt-Out Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901*

**Professional Standards Commission Mandated Process for Students to Report Employee Acts of Sexual Abuse or Sexual Misconduct**

*"20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated processes and shall include the mandated process in student handbooks and in employee handbooks or policies.*

**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 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 the 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 by 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 Ethics Division.

#### **504 Statement**

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator will obtain an impartial review official. This official will not be an employee of the District or a school board member and will have knowledge of Section 504 of the Rehabilitation Act of 1973. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

#### **Rabun County Wellness Policy**

The Rabun County Board of Education (District) is committed to student wellness as a vital component of the school district's educational program. To that end, the Board directs and authorizes the Superintendent to implement any regulations as may be necessary to establish a comprehensive school wellness program. At a minimum, the Superintendent or designee thereof must ensure that:

1. The School District engages students, parents, health and physical education teachers, food service professionals, school health professionals, board members, school administrators, and other interested community members in the development, implementation, and periodic review and update of the wellness program;
2. The wellness program includes setting measurable goals for promoting healthy eating behaviors, educating students about exercise and nutrition, and encouraging physical and other school-based activities that promote wellness;
3. The wellness program establishes nutritional guidelines for all foods available in schools during the school day and that those guidelines are intended to promote student health and reduce childhood obesity; and
4. The School District informs and updates parents, students, and other relevant members of the school community about the extent to which schools are in compliance with the wellness policy.

The Superintendent or designee will ensure the compliance and implantation of this wellness policy throughout the district.

#### **DEVELOPMENT AND IMPLEMENTATION OF WELLNESS PROGRAM**

In accordance with federal law, the District has involved parents, students, representatives of food services, board members, school administration, health and physical education teachers, and the public in developing a district-wide wellness policy. After considering input from various stakeholders interested in the promotion of overall student health and well-being, the District has created this regulation which includes goals to promote student wellness.

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis,
- Foods and beverages sold or served at school will meet the Federal nutrition requirements,
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program, and At-Risk After School Meal Program (Supper).
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and the School Nutrition Program.

- The school district is committed to implementing a Farm to School initiative focused on serving locally grown foods as defined by the School Nutrition Program. This effort will be supported with nutrition education in the schools. Locally grown fruits and vegetables will be served in the cafeteria whenever possible.

### **NUTRITION GUIDELINES**

Meals served through the National School Lunch, Breakfast and Supper Programs will:

- follow the United States Department of Agriculture (USDA) regulations;
- be appealing and attractive to children while being served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- encourage the consumption of a variety of fruits, vegetables, whole grain and low fat/fat free dairy products.
- plan menus to accommodate the seasonality of local agriculture according to availability of produce from local farms and school gardens
- provide breakfast, lunch and supper meals in accordance with the District's approved free and reduced-priced meal agreement in compliance with local, state, and federal guidelines.
- ensure snack foods and beverages sold to children at school during the school day are USDA compliant.
- **Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.**
- encourage standards that allow schools to offer healthier snack foods to children and ensure that students are only offered tasty and nutritious foods for a la carte sales.

### **NUTRITION PROMOTION AND EDUCATION**

The District shall teach, encourage, and support healthy eating by students. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at attaining the following goals:

- The Nutrition Education program shall meet State standards.
- Emphasize the skills students need to adopt healthy eating habits.
- Be integrated into health education, physical education and core curriculum including math, science and language arts and is provided by staff with appropriate training.
- Schools shall conduct nutrition education promotions that involve parents and students.
- School menus are followed and analyzed using USDA-approved software and cafeteria lines are arranged to promote increased selections of healthy foods and identification of healthy choices.
- Teachers will be encouraged to incorporate the school garden as part of curriculum to enrich students' learning opportunities by presenting academic projects around food, nutrition, mathematics, science, language arts and the environment.
- **Use offer versus serve in grades K-12 to promote healthy food choices and prevent food waste.**
- **Schools will be USDA Team Nutrition Schools.**

### **PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION**

All students in grades K-12 shall have opportunities, support and encouragement to be physically active on a regular basis. The District shall provide:

- physical education consistent with federal and state requirements
- physical education will be taught by a certified physical education teacher
- standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health
- integration of physical activity into the classroom to support student achievement
- promotion of physical activities
- physical education resources readily available for students.
- encourages physical activity outside of the school day (before and after school day)
- recreational facilities that are safe, clean and accessible for all students
- opportunities for physical activity that are not withheld as punishment
- encouragement to provide recess in PK-5 prior to lunch

\*\*Rabun County High School is not responsible for any items left unattended in locker rooms.

### **OTHER SCHOOL BASED ACTIVITIES WHICH PROMOTE STUDENT WELLNESS**

#### **Meal Times and Scheduling**

School dining areas shall have sufficient space for students to sit and consume meals; be clean, safe and pleasant environments that reflect the value of the social aspects of eating; and provide enough serving areas to ensure student access to school meals with a minimum of wait time. Lunch times shall be scheduled near mid-day (suggested times between 11:00 a.m. and 1:00 p.m.); be a minimum of 30 minutes in length to allow students adequate time to enjoy healthy meals with friends. Schools will not schedule

tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat school meals during such activities. Schools will provide students access to handwashing or hand sanitizing before they eat meals or snacks. Food from fast food restaurants will not be allowed in the school cafeteria.

## **FUNDRAISING**

School fundraising shall be encouraged to offer healthy food choices or non-food sale items. The District requires that all fundraising conducted during the school day (midnight to 30 minutes after school dismissal), must meet the federal or state fundraising requirements. Fundraising food sales are not allowed 30 minutes before or after or during meal service. (See Board policy EEF).

### School Parties, Celebrations and Rewards

School administrators shall determine ways to highlight seasonal events and birthdays in a way that is age appropriate and provides equal opportunity for each student to be involved. When food and beverages are provided during such activities, the provision of healthy food and beverage choices are recommended. Food as a reward or punishment will be discouraged.

### Vending Machines

Only foods and beverages that are USDA compliant are made available to students in vending machines throughout the school campus. The sales of foods of minimum nutritional value are banned.

### Water

All school meal periods must offer access to drinking water for students during meal times. Students are allowed to have access to drinking fountains either in or near the cafeteria during meal times.

### Qualifications of School Nutrition Staff

Qualified nutrition professionals will manage and administer the School Nutrition Program. Continuing professional development should be provided for all nutrition professionals in compliance with USDA Professional Standards for All School Nutrition Program Employees effective July 1, 2015. Staff development programs should include appropriate certification and/or training programs for District School Nutrition Director, managers, and school nutrition assistants according to their level of responsibility.

## **COMPLIANCE**

### Implementation and Monitoring

Rabun County Schools will keep our school community informed about the local school wellness policy by placing the information in the student handbook, displaying it on the school's website, sharing it with their food service staff and parent organizations, and will be available in Parent Resource Centers.

The superintendent or designee will ensure the compliance and implementation with this wellness policy throughout the district. School principals shall be responsible for communicating the contents of this regulation and the implementation of the regulation in their respective schools. Principals shall report on their compliance as directed by the Superintendent.

The School Nutrition Director for the District shall be responsible for the nutritional component of this policy and shall be the functional expert in school nutrition matters, ensure compliance with nutrition staff and oversee the daily operation of the District's School Nutrition Program.

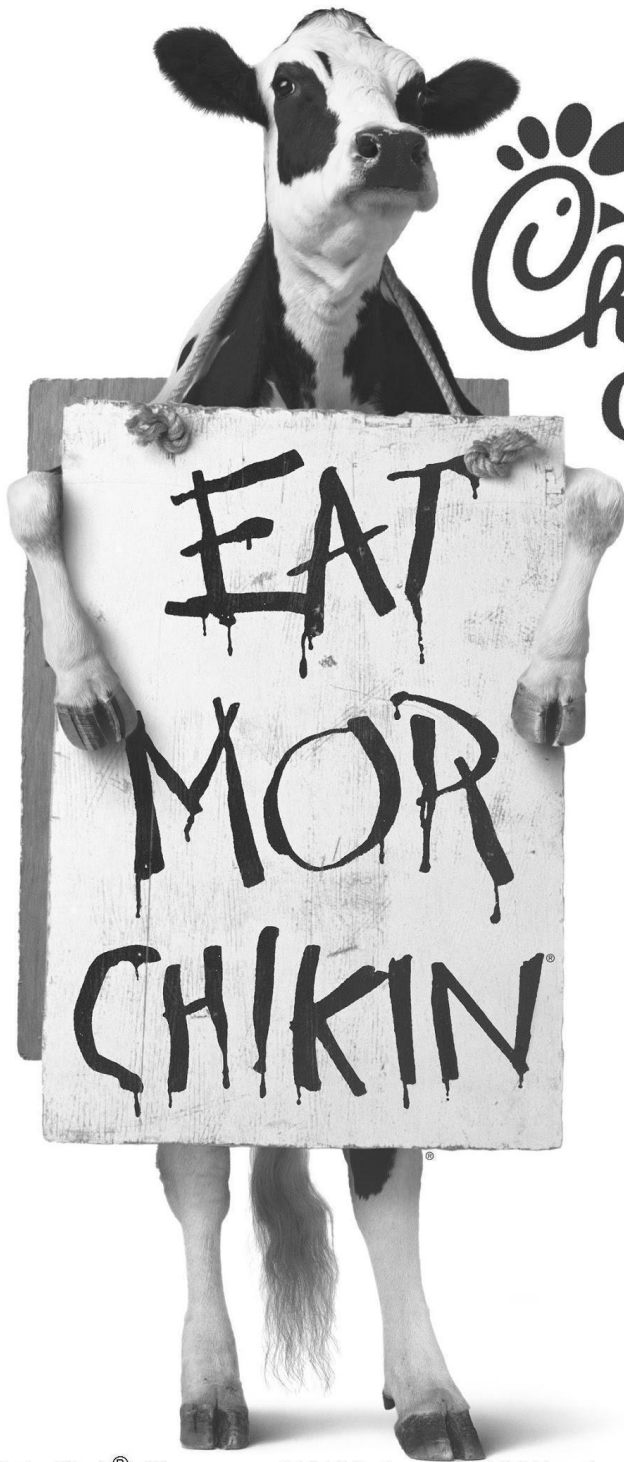
### **Policy Review**

Assessment will be conducted every three years in order to review policy compliance, assess progress, and determine areas in need of improvement. As a part of that review, the District will review the nutrition and physical activity policies; an environment that supports healthy eating and physical activity; nutrition and physical education policies and program elements. The District will revise the wellness policies and develop work plans to facilitate the implementation, if necessary.

## **Rabun County Department of Education**

### **Complaint Procedures under the Every Student Succeeds Act**

**Any individual, organization or agency may file a complaint with the Rabun County Department of Education if that individual, organization or agency believes and alleges that the Rabun County Department of Education, the Georgia Department of Education, or an agency or consortium of agencies is violating a Federal statute or regulation that applies to a program under Every Student Succeeds Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. A copy of the Complaints Procedures under the Every Student Succeeds Act is available in the school office, central office, and from the district webpage.**



  
Chick-fil-A®  
Clayton

Chick-fil-A® Clayton • 151 Highway 441 North • Clayton, GA 30525 • 706.212.0022

© 2014 CFA Properties, Inc., Chick-fil-A®, the Chick-fil-A Cows®  
and Eat Mor Chikin® are registered trademarks of CFA Properties, Inc.