

RABUN COUNTY ELEMENTARY SCHOOL
2022-2023
STUDENT/PARENT
HANDBOOK



MISSION

“Work Hard. Play Hard. Be Relentless at achieving personal excellence.”

VISION

For each student to cultivate a solid foundation of high-quality skills, habits, character traits and knowledge for long term success.

1115 East Boggs Mountain Road
Tiger, GA 30576
(706) 782-3116
Fax (706) 782-2828

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WELCOME TO THE 2022-2023 SCHOOL YEAR

*Rabun County Elementary School
East Boggs Mountain Road
Tiger, Georgia 30576
Phone 706-782-3831
FAX 706-782-7957*

Dear Students and Parents/Guardians,

I would like to take this opportunity to welcome you. At Rabun County Elementary School, we are proud to be members of the Wildcat Nation where we are each valued and are always expected to perform and conduct ourselves in a manner which allows us to meet our highest potential. In order to achieve this at school, I ask that you read this handbook carefully, as it contains important information regarding school policies and procedures. Everything you need to know is contained herein. If you have questions which remain unanswered after reviewing the handbook, please call the school office at the number listed above.

Our entire faculty and staff are excited to work with both the students and parents this year to ensure that everyone has the best academic experience available. It is our intent to create a positive atmosphere where learning is optimal and fun. Parents, TOGETHER, we can ALL make a difference in the life of your child. Please allow me to express my gratitude for your trust and confidence in the Rabun County School System.

Sincerely,

*Jonathan Welch
RCES Principal*

Work Hard. Play Hard. Be Relentless!

**Rabun County School System
2022-2023 District Calendar**

RABUN COUNTY SCHOOLS

2022 – 2023

Educating Every Child for Success in Life



July 2022							August 2022							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2														
3	4	5	6	7	8	9		1	2	3	4	5	6					1	2	3
10	11	12	13	14	15	16	7	8	9	10*	11	12	13	4	5	6	7	8	9	10
17	18	19	20	21	22	23	14	15	16	17	18	19	20	11	12	13	14	15	16	17
24	25	26	27	28	29	30	21	22	23	24	25	26	27	18	19	20	21	22	23	24
31							28	29	30	31				25	26	27	28	29	30	
October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1														
2	3	4	5	6	7	8			1	2	3	4	5					1	2	3
9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10
16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17
23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24
30	31						27	28	29	30				25	26	27	28	29	30	31
January 2023							February 2023							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April 2023							May 2023							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1														
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23/30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

New Teacher Orientation – July 27-28, 2022

Pre-Planning (All Schools) – July 29 & August 1-4, 2022 (5 Days)

****Early Release:**

In Service: Oct 17, Jan 3, Feb 21 (3 Days)

1st Semester Ends – 12-20-22 (86 Days)

2nd Semester Ends – 5-26-23 (94 Days)

Post-Planning (All Schools) – May 30-31, 2023 (2 Days)

1st Quarter – 10-7-22

2nd Quarter – 12-20-22

3rd Quarter – 3-10-23

4th Quarter – 5-26-23

**Report
Cards:**

10-21-22

1-11-23

3-17-23

8-10-22 Pre-K to start

 School Days for Students

 Bad Weather Make-up Day / Holiday

 New Teacher Orientation

 Teacher Planning / Professional Learning (Student Holidays)

 Early Release Days

RABUN COUNTY SCHOOL SYSTEM

2022-2023

Student Admission Requirements

In order for a student to enroll in the Rabun County School System the following records must be presented and maintained on file at the school:

1. **Proof of Residence:** Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to a fine and/or imprisonment (O.C.G.A. 16-10-20).
2. **Birth Certificate:** A certified copy of the birth certificate or an alternate document authorized by the State Board of Education must be presented at the time a student enrolls in school.
3. **Immunization Requirements for all Students:** Before Entering School - Immunization against polio, diphtheria, pertussis, measles, rubella, mumps, chicken pox, and tetanus. Before Entering Sixth Grade - A Second MMR (Measles, Mumps, Rubella) and varicella (Chicken pox). Original Georgia Department of Human Resources Certificate of Immunization must be on file. Failure to present an updated Certificate of Immunization within thirty (30) days of enrollment will result in withdrawal of student from school unless a waiver is granted in accordance with state law.
4. **Form 3300 Examination Requirements:**
 - Dental Screening
 - Vision Screening
 - Hearing Screening

Student Withdrawals - Please notify Rabun County Elementary School several days in advance of the date your child is withdrawing from our school or moving to another school. Each student must complete a withdrawal form and submit the form to the office. The form requires that the student clear any school charges (library, meal, classroom, etc.) before withdrawal.

Money / Personal Valuables

- Students are encouraged NOT to bring extra money or personal valuables to school.
- Teachers are not responsible for lost / stolen money or personal valuables.
- Students may NOT take valuables out of their backpacks at school (Cell Phones, IPOD's, MP3 Players, PSP's, toys, collector cards, jewelry, etc.)

School Insurance

The Board of Education endorses an accident insurance policy for students. Students and parents are reminded that the school insurance will not pay 100% of a claim. Forms and information about the policy, including cost of the plan, are available online.

STUDENT ARRIVAL TO SCHOOL

- RCES School Hours: 8:05 A.M. – 3:10 P.M.
- Student arrival begins at 7:30 a.m. (Rabun County Board of Education Policy). Students arriving at school before 7:30 a.m. will be unsupervised. RCES employees will not be responsible for student injuries incurred before 7:30 a.m..
- If you park and walk your child into the school, you must walk your child all the way to the front office.
- At 7:30 a.m., all students will go directly to their homeroom. A free Grab and Go breakfast will be available to ALL students.
- If eating the school breakfast, please have your child at school by 7:45 a.m.
- Students arriving to the classroom after 8:05 a.m. will be counted tardy.
- Parents MUST escort students arriving to school after 8:05 a.m. to the office for a tardy slip before reporting to class.

STUDENT DISMISSAL

Afternoon dismissal begins at 3:05 p.m. for car riders, 3:10 p.m. for 1st load buses, and 3:20 p.m. for 2nd load buses.

Transportation Change Requests - must be submitted to the office before 2:15 p.m. daily. No changes will be made after

2:15. All requests must be made to the front office. Email or text requests sent straight to the teachers are not permitted.

Bus Notes - must include the bus driver's name and the 911 address for the drop-off location.

Early Checkouts - For safety issues, if you must check your child out of school early, do so before 2:30 p.m.

Parents arriving after 2:30 must wait until the car rider line is empty before their child will be called for checkout.

PARENT PICKUP

- **ABSOLUTELY NO SMOKING IN OR OUTSIDE OF VEHICLES ON SCHOOL PROPERTY.**
- Parent pickup will begin at 3:05 p.m.
- For the safety of our children, parents must wait inside the vehicle during pickup.
- Car riders must be picked up by 3:20.
- All pickup vehicles **MUST** have a visible RCES Vehicle Tag identifying the child/children.
- **Automobile Name Tags** - One tag will be issued to parents during registration. Additional tags are available in the front office. Anyone who comes through the car rider line without a car rider tag will be asked to park while we confirm pickup arrangements.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS & PARAPROFESSIONALS

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 and/or paraprofessional's qualifications, please contact your child's principal. _____

STATEMENT OF NON-DISCRIMINATION

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Card D. Perkins Vocational Education Act of 1984); age (Age Discrimination in Employment Act of 1967, 29 U.S.C.); religion (Section 702, Title VII, 42 U.S.C.); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students, and the general public are hereby notified that the Rabun County School System does not discriminate in any educational programs or activities or in employment practices. The person designated as coordinator of the system's effort to implement this non-discriminatory policy is Mr. Mark Wilcox, Title Services Director. Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the system may be addressed to the person listed above at the Rabun County Board of Education, 41 Education Street, Clayton, Georgia 30525; to the Regional Office of Civil Rights, Atlanta, Georgia 30334; to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201

CONFIDENTIALITY OF RECORDS

All records maintained on students are confidential. Records are accessible to those school personnel and school officials authorized to use them in the normal operation of programs and/or the school system. The parent has the right to examine records. No information will be forwarded to third parties without the written consent of the parents; however, information may be released without parental permission pursuant to subpoena or judicial order and/or as specified by state or federal laws. The parents shall be informed of records being released and may request copies of the records being released.

Parent and Family Engagement Plans and School Parent Compacts

All Title I schools are required to have Parent and Family Engagement Plans which are revised annually. The review and revision occur in the spring of each year at school events/meetings, school council meetings, and parent meetings/workshops. Additionally, input is taken throughout the school year. The school district uses the comments provided by parents during the annual review/revision of documents to revise the compacts and the parent and family engagement plans.

After the school system review/revision process, district and school parent and family engagement plans are made available to parents on the district website and on Title I schools' websites. Copies are also available at each Title I school.

Parent compacts will include responsibilities for the teacher, parent, and students. Compacts will be distributed to all parties involved for signatures in the fall of the year.

The Rabun County Board of Education believes that the public schools belong to the people who create them and that student educational goals should reflect the goals of the community. We affirm and assure the rights of parents to participate in the development of the goals and objectives of the public schools and encourage involvement in all areas of their children's educational experiences.

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

Protection of Pupil Rights Amendment (PPRA) Annual Notice to Parent

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*

SCHOOL VISITATION

- Parents and other interested persons are encouraged to visit our school.
- All visitors will be required to check-in at the front office and follow safety procedures.
- Parents will not be permitted to walk students to their classrooms.
- **After 8:00 A.M. each day, visitors to classrooms must make prior arrangements with the teacher before visiting the classroom.**

New Visitor Procedures at Rabun County Schools

Starting Monday, March 16, 2020, 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.

STUDENT RELEASE/CHECK OUT

All pupils are required to remain at school during school hours unless permission is granted by the principal, upon bona fide request of the parents or guardian, provided the reason adheres to attendance regulations. RCES personnel will not release any pupil to any individual without a specific request from the parent or guardian.

The following policy will be observed concerning check out from school:

1. If a child is sick, the parents or other adult whose telephone number has been established as an emergency number will be called.
2. Anyone picking up a student before regular dismissal time will checkout in the office.
3. Approval of any check out must come from the office and a check out permit will be signed from the office.
4. The front office clerk will keep a record of each check-out. Students in 3rd grade must be present 135 minutes of instructional time in order to be counted as present. Students in 4th – 5th grades must be present 150 minutes of instructional time in order to be counted present. Students in the 6th grade must be present 165 minutes of instructional time in order to be counted present.
5. Students may be released to individuals other than custodial parent(s)/guardian(s) if:
 - A. The custodial parent or guardian has notified the school that the person may pick up the student. This notification should be a written or a verbal statement from the parent/guardian to the principal or his/her designee, giving permission.
 - B. The school has not been notified of any legal and/or other reason why the student should not be released. If there is any doubt, the student will not be released to anyone other than the custodial parent or guardian.
 - C. If there are any indications that the safety of the student may be threatened, the student will not be released.
6. **NO CHECK-OUTS AFTER 2:45 P.M.**

STUDENT ATTENDANCE

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

*A full copy of the Rabun County Schools Student Attendance Protocol, which has been developed by the Rabun Student Attendance Protocol Committee in accordance with state law, State Board of Education rule, and local Rabun County Board of Education rules pertaining to attendance, can be requested from your child's school or can be found on the Rabun County School website at **www.rabuncountyschools.org**.*

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 20 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:

The 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 being served a summons to appear in court.

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 noncompliance 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. Each day's absence from school in violation of this part, after the child's school system has notified the parent, guardian, or other person who has control of charge of a child of five (5) unexcused days of absences, shall constitute a separate offense.

Excused Absences: For an absence from school or class to be excused, one of the following seven conditions must be met:

- Personal illness or attendance in school that endangers a student's health or the health of others.
 - 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/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 parental 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.
1. **Within three (3) days of return to school, students are required to present appropriate written medical documentation (doctor's note) or other documentation (parent note or legal document) 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.
 2. **A maximum of seven (7) days absent per school year may be excused with parent notes, provided they meet the above conditions. After seven (7) days of absences are validated as excused with a parent note, doctor's notes will be requested to validate additional excused absences.** After a maximum of seven (7) days of absences are validated as excused with parent notes, all other absences (other than excused absences by doctor's note) will be recorded as unexcused.

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.

Early 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 to the front office before the beginning of the official school day. All notes must be verified and approved prior to the student leaving campus.

Counted as Present: Students shall be counted present when they are:

- Present for at least half of the instructional time required at each grade level (grade 3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grade 6, 165 minutes of 330).
- Serving as pages of the Georgia General Assembly.
- In attendance, in grades 7-12, by individual class.
- Students in foster care attending court proceedings related to their foster care.
- Receiving hospital/homebound services.
- Attending a school-related function approved by the administration, such as a field trip.

ATTENDANCE PROTOCOL (SBOE Rule 160-5-1-.10)

Unexcused Absences Notification	
Beginning of School Year OR Upon Enrollment	<p>Written Notice to Parents: 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>Written Notice to Students: 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 signature of receipt, a copy may 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>
1+	<p>Phone Call: Parent may receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance. The parent will be invited/encouraged to meet with a school official to discuss attendance issues as appropriate.</p>
5	<p>Letter: 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>
7	<p>Meeting: Parent will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract will be developed by the AST Team.</p> <p><i>Best efforts including first class mail will be used to notify students.</i></p>

10	<p>Letter: Parent will receive a letter from the school explaining the student has missed 10 unexcused days of school and reminding the parent of the importance of regular attendance. <i>After two reasonable attempts to notify the parent/guardian, or other person who has control or charge of a child of the second occurrence of five unexcused days of absences without response, the school system may send such notice via certified, return receipt requested, or first-class mail.</i></p> <p>Certified Letter: Parent will receive a certified letter from the school informing them a court referral is being made with the Juvenile Court of Rabun County once the 10th unexcused absence has occurred and been validated as unexcused.</p> <p>The case will be turned over to the Rabun County School System social worker.</p> <p>Juvenile Court Referral: Parent will be notified by local law enforcement of the date and time to appear in court.</p>
Tardies and Checkouts (total combined) Notification	
14	<p>Meeting: If tardies and checkouts are unexcused the parent/guardian will be contacted and an Attendance Support Team (AST) meeting may be scheduled to discuss supports that can be provided to facilitate improved attendance. Students 10 years and older may participate in the AST meetings, as deemed appropriate by the AST chairperson. An Attendance Contract may be developed by the AST Team.</p>
15+	<p>Excessive tardiness and checkouts interrupt the school day and can negatively impact student learning. A referral may be made to Juvenile Court when all efforts have been exhausted by the Board of Education to reduce number of the tardies and checkouts, particularly when excessive tardiness and checkouts occur in addition to excessive unexcused absences.</p>

Grades and Absences: Final course grades of students shall not be penalized because of absences if the absences are justified and validated for excusable reasons and the make-up work for excused absences is completed satisfactorily.

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.

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.

Grading Procedures

Curriculum Standards		Specials Courses
Reading, Language Arts, Math, Science, Social Studies		Art, Music, Physical Education, Technology
A = 90-100	C = 70-79	M=Meets
B = 80-89	F = Below 70 (failing grade)	N = Needs Improvement

A / B Honor Roll

- All A's and B's on every report card (each nine week period) for the entire year for each of the Common GSE Courses

Principal's Honor Roll

- All A's on every report card (each nine week period) for the entire year for each of the Common GSE Courses

Promotion, Placement, and Retention Policy - Before a student is retained in any grades kindergarten through eighth, the school must schedule at least two conferences with the student's parents or legal guardian. A committee composed of the teacher(s), administration, parents, and/or other teachers in the school having knowledge of the student and designated by the administration to serve on the committee shall determine whether the student should be promoted or placed. *Teachers use several measures to determine placement of students the following year such as Georgia Milestones scores, academic performance, attendance, and behavior.*

Parent Conferences - Teachers will schedule at least one parent conference per semester. Our goal is to have face-to-face conferences, but phone conferences are acceptable if the parent/guardian are unable to attend a meeting at school.

Parent/Teacher Conferences - If parents wish to schedule a conference, please notify your child's teacher by leaving a message at the front office (706) 782-3116 or by sending a written note to school. Teachers are unable to hold unscheduled conferences during the school day, due to planning instruction, teaching, and dedicating class time to students.

Textbooks - Textbooks are provided to all students and are the property of the State of Georgia. Teachers issue textbooks and/or workbooks to the students. Each student is responsible for the proper use and care of all textbooks and workbooks issued to her/him. In the event the items are lost or damaged, the parent is responsible for paying for them.

Multi-Tiered System of Supports

Rabun County School System (RCSS) is implementing the 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.

Section 504 Complaint Procedure

Any student, parent, or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding the 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 of 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 SCHOOL NUTRITION SERVICES

The Rabun County School Nutrition program is committed to providing wholesome, nutritious meals to our students. Every effort is made to design a healthy breakfast and lunch menu that meets the USDA's nutrition standards as well as a menu the students will enjoy. For safety reasons, the cafeteria cannot warm or heat food from home.

Breakfast & Lunch Prices

The cost for lunch at Rabun County Elementary School is as follows:

Breakfast..... Free to all students

Reduced-\$ 0.40

Elem Lunch - \$2.25

Adult Breakfast \$2.00

Adult Lunch - \$4.00

Rabun County Elementary School is participating in the Provision II program for breakfast, and there will be no charge for any student to eat breakfast. Neither Federal nor State Funds are received for non-reimbursable meals and therefore Adults and Visitors are charged \$2.50 for breakfast.

**Manage your student's meal account at www.myschoolbucks.com (we will no longer be using K12paymentcenter.com). In an effort to keep the breakfast and lunch lines running smoothly and quickly, students are encouraged to prepay weekly or monthly for meals. Our point of sale program is able to track student purchases and meal balance. Students are notified by the cashier when their account is reaching a "low" balance.*

Student Charges

Students are encouraged to make arrangements to pay for their meals before meal service. No student will be refused meals because of a lack of funds. Students may not charge "a la carte" (extra) items. The student information system all-call technology, school-level administrators, or designee will contact parent/guardians concerning high debt levels. Weekly notices are also sent home via email/call/text to alert parents if a student's balance is negative. You can check your student's balance on PowerSchool or MySchoolBucks.

Free and Reduced Lunch

All parents are given the option of applying for free or reduced-price benefits as soon as their child is enrolled in the school system. Parents may also request an application at any time during the school year. Online applications are encouraged and can be completed at www.EZmealpay.com. Parents are expected to pay for charges which may have occurred before a child is approved for free or reduced-price meals. Approval can take up to 10 days.

A la Carte Foods

A la carte foods will be available for students to purchase. A la carte foods will include items such as baked snacks, frozen desserts, yogurt, juice, etc. Most of the items will cost \$0.50 - \$1.00. Students must have money in their lunch account or pay with cash at the time of purchase for the a la carte foods. Students will not be allowed to purchase a la carte foods in place of the regular breakfast or lunch meal. If a parent/guardian does not want the student to purchase a la carte items they can call the cafeteria manager and a note will be placed on their account.

Fast Food and Soft Drinks

Food wrapped in fast food restaurant packaging and regular soft drinks are prohibited from the cafeteria.

Food Allergies/Medical Issues

Please notify the school nurse and school nutrition manager if your child has been diagnosed with a food allergy or has a medical condition that involves nutritional concerns. Juice cannot be served as a part of the reimbursable meal as a substitute for fluid milk.

USDA Nutrition Regulations

School Nutrition programs are required to offer items from each of the food groups. Students are required to pick up a serving

of fruit or vegetable with lunch.

RABUN COUNTY SCHOOLS 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.
5. 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
- a 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
- encouragement of 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

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 have 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. Classrooms may NOT draw names or exchange gifts at school. Students may NOT bring individual party invitations to be given out at school.

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 minimal 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 professional 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.

Guidance and Counseling Department

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

encounter difficulties in school or are seeking assistance in their educational plans and goals are encouraged to contact the counselor for support. Some of the services which are offered from the Rabun County Elementary School Guidance Office include: counseling individual students, small and whole group lessons, collaboration with staff and students, consultation and coordination of activities related to student achievement, preparation for college and careers through the new College and Career Performance Readiness Index (CCRPI) and community/agency resource referrals.

Challenge of Materials

There is a formal procedure for challenging materials. Please contact the principal for information concerning this procedure.

Homeless Act

The McKinney Vento Act, 40 U.S.C.11432(g)(6), requires homeless student liaisons to work with homeless children and youth and their families to provide stability in school attendance and educational services. Information is available at each school.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct (O.C.G.A. & 20-2-751-.7(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.

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 the 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.

Complaints of Discrimination/Harassment

The Rabun County School District does not discriminate on the basis of race, color, national origin, disability or sex in educational programs and activities, including its athletic programs. Any student, employee, parent or other individual who believes he or she or any student has been discriminated against or harassed in violation of board policy should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discrimination complaints or harassment procedures. Students may also report harassment or discrimination to their counselor.

<u>Title VI Coordinator & Title IX Coordinator:</u>	<u>Section 504, Americans with Disabilities Act Coordinator & Rabun County Schools Student Services Director:</u>	<u>Sports Equity Coordinator:</u>
Matt Remillard 963 Tiger Connector Rd. Tiger, Georgia 30576 706-212-4350	Will Howell 963 Tiger Connector Road Tiger, Georgia 30576 706-212-4350	Jason Gibson 963 Tiger Connector Road Tiger, Georgia 30576 706-212-4350

Students will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discrimination complaints procedure under Policy JAA (Equal Educational Opportunities) 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.

Lost and Found - All personal items, including coats and jackets, should have the child's name located on it in permanent (non-removable) ink. This will help with the return of lost items. Unclaimed items in Lost and Found at the end of each semester will be given to a charitable organization. Inquiries about Lost and Found items can be made at the front office..

Field Trips

- Students are required to have a signed permission slip form in order to participate in any school field trip.
- **Students and chaperones** on a field trip are subject to all school rules and regulations that apply on campus.
- Students with prior disciplinary referrals may be excluded from field trips.
- Students must be transported to the field trip destination by the school provided transportation.
- Field trips are considered a part of the instructional day. **Students planning to leave the field trip destination with a parent must make arrangements with the homeroom teacher 24 hours prior to the field trip.** A "checkout" will be counted for the student.
- Chaperones accompanying students on an overnight field trip must receive mandatory Darkness to Light and Mandated Reporter Training through the Rabun County Board of Education. These chaperones must also be fingerprinted as part of a criminal background check and will be responsible for any fees resulting from the process. For additional information, contact the Rabun County Board of Education.

Media Center - The Media Center is open from 7:30 A.M. until 3:00 P.M. The Media Center closes at 2:30 P.M. each Friday. When using the Media Center, students are expected to check out Media Center materials, return materials on time, take proper care of materials, and respect the rights of others while in the Media Center. Parents will be responsible for the payment of all loss or damage to books or other items checked out to the students.

Internet/Email Network Access

All students must abide by the Board of Education Internet Network Access policy and procedures. The use of the Internet and access to it is a privilege, not a right, and all students must comply with the following terms: To use the Internet network for appropriate educational purposes and research; to use the Internet network only with permission of designated school staff; to be considerate of other users on the network and use appropriate language for school situations; not to intentionally degrade or disrupt Internet network services or equipment (This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws); to immediately report any security problems or breaches of these responsibilities to appropriate school staff; to comply with all of the rules and expectations included in the policy and procedures; not to divulge personal information such as addresses and telephone numbers over the Internet. Students will have no right to privacy when using the school Internet network, and must consent to staff monitoring of all communications. Any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of network access and possible disciplinary action.

Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet; therefore, parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use. Generally, students do not accidentally bump into objectionable materials in the course of most educational searches. Accessing or transmitting obscene language or pornography is prohibited. Students will lose their privileges immediately and will be disciplined according to the student handbook.

Email Address - Students of the Rabun County School System are issued an internal email address for district communication and software program logins. The address does not accept mail from outside the rabuncountschools.org unless it has been approved by the system. Like the internet, there is always a chance of a flaw in the ever changing technology. RCSS makes every effort to prevent this by the use of filtering software. It is very helpful to the students and teachers to be able to communicate in this manner.

RABUN COUNTY SCHOOL SYSTEM “BRING YOUR OWN TECHNOLOGY” POLICY 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; Assign chaperones and review chaperone responsibilities with them. 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. Starting with the 2014-2015 school year, 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 RCES 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.

PARENT AND STUDENT SIGNATURE PAGE FOR PARTICIPATION IN B.Y.O.T.

Any parents permitting their child(ren) to use a personally-owned technology device in accordance with this agreement on Rabun County School District property must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his / her device in his / her possession or properly securing it at all times. District personnel are not responsible for the security or condition of student's personal devices.
2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. The District reserves the right to confiscate and/or inspect personal technology devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
4. Violations may result in the loss of privilege to use personal technology in school and / or disciplinary and legal action, as appropriate.
5. The student must comply with the teachers' requests to refrain from using a device, verify / display the authentication login screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit, or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time without the expressed permission of a district faculty member.
7. The student should only use personal technology devices with consent from and under the direct supervision of a district faculty member.
8. All users are required to utilize the District's secured wireless network to access the Internet.
9. All devices **MUST** be charged at home.

NOTE: The use of private 3G and 4G wireless connections is not allowed!!

ACCIDENTS / ILLNESS / MEDICATION

It is important that all accidents or injuries be reported to the teacher. In the event of an accident, students will be brought to the office or the nurse for first aid. Parents will be notified immediately if their child is hurt. Every effort will be made to encourage students to remain at school when they complain of minor pains and discomfort. Be assured that we will call home for 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 that the child is not contagious.

A LETTER TO PARENTS FROM RABUN COUNTY SCHOOLS REGARDING MEDICATION IN SCHOOL

Dear Parent/Guardian:

We understand that in order to be safe and able to benefit from the educational program, some students will need to take medicine 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).
- For long-term prescriptions, you may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your student's healthcare provider and have the form completed by listing the medication(s) needed, dosages, and number of times per 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. Please do not send more than 30 in the container, as we do not have storage space.
- Over the counter drugs (such as Tylenol, Benadryl or ointments) and short term medications (antibiotics, cold medicines or drops) 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 giving the parent's telephone number to be reached if necessary. Do not send more than 30 in the container. **Do not send in baggies, etc.**
- Students will be allowed to carry emergency medications with an "Authorization to Carry Prescription" form signed by their physician.
- You may discuss with your healthcare provider an alternative schedule for administering the medication, such as outside school hours.

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 an **appropriate** container. All medication **MUST** be brought to the school nurse or to the office by the parent/guardian.

PERMISSION TO RECEIVE TREATMENT FROM SCHOOL NURSE

Below is a list of treatments the school nurse may use for students:

- Peppermint for sore throat
- Ginger ale for nausea
- Meat tenderizer for stings
- Vaseline
- Salt water gargle for sore throat
- Cold/Warm pack
- Elastic support wrap
- Eye rinse
- Saltines
- Alcohol for cleaning
- Calamine lotion

Questions, inquiries, or requests for modifications to treatments used at school should be directed to the school nurse.

SCHOOL NURSES

School nurses assist students with medication, care for minor wounds, audit immunization forms, check for head lice, and perform hearing, vision, and dental exams. First aid supplies are kept in the nurse's station. If the nurse is not available, teachers, paraprofessionals, or office staff will care for student needs. Additionally, school nurses will, with the assistance of the parent/guardian and child's health care provider, formulate an Individualized Healthcare Plan for students with chronic illnesses such as asthma, diabetes, and seizure disorders. Parents who believe that their child is in need of an Individualized Healthcare Plan for care during school hours should contact the school nurse for implementation. The school nurse will communicate all necessary student health information with school staff, as applicable, for the safety and well being of the student.

DISPENSING OF MEDICINE- PROCEDURE FOR CARRYING INHALER, INSULIN, EPIPEN AT SCHOOL AND ON BUS

While medications are usually stored in the school clinic, there are times when, in the best interest of the student's health, the medication should be carried by the student throughout the school day and on the bus. Each of these situations must be evaluated individually. The prescriber may, by written order, initiate the guidelines allowing the student to carry the inhaler, insulin, epipen during school hours.

- Written order (including prescription for use, drug, frequency, and precautions) are necessary to carry on person.
- Parent's written consent for student to use specific medication at school and for student to carry medication on person must be on file at the school.
- The nurse will conference with parent and student regarding need for medication, expected results from medication, and steps to be taken if results are not obtained within expected time frame.
- The student will demonstrate the ability to use the medication properly. The student will agree to self-chart times medication is used, see the nurse if desired effects are not obtained within the expected time frame, and express understanding of safety factors and responsibility related to carrying medication. If it is learned that the student is not complying with the prescriber's instructions or demonstrates lack of ability or understanding to use the medication, the nurse will notify those involved to review the situation and make necessary changes in the health care plan.
- The situation will be re-evaluated annually and anytime there are major changes in the student's medical condition and/or treatment plan and anytime the student misuses the medication or shows lack of responsibility in handling the medication.
- The prescriber, parent, and student will sign the "Authorization to Carry Prescription" form each school year.

In order for the student to have access to his/her medication at all times, it is recommended that one be kept in the school medicine cabinet as a backup to the one carried by the student. The one in the school medicine cabinet can be used if the student should come to school without his/her medication.

STUDENTS WITH DIABETES

School personnel will be trained to implement a student's "Diabetes Medical Management Plan" - a document developed by the student's doctor. If authorized by the management plan and the parent/guardians, the student will be able to manage his/her own condition and carry the necessary supplies and equipment at all times.

HOSPITAL HOMEBOUND SERVICES

Hospital Homebound is available to students who miss ten (10) or more consecutive days of school due to hospitalization or confinement to the house. The county office must approve Hospital Homebound students before beginning the program. Teachers will be responsible for supplying the Hospital Homebound teacher with class work and tests during the assigned time. For more information, call Will Howell at the Central Office (706) 212-4350.

Asbestos Management Plan Notification

There are no buildings occupied by the Rabun County School System which are known to have asbestos-contained materials. The Rabun County Department of Education's AHERA Management Plan is available for public inspection upon request at the Rabun County Board of Education Office in Mountain City, GA. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, and October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan which includes the following items:

1. Location, amounts, and types of asbestos-contained materials in all schools and support buildings.
2. Response actions to the asbestos-contained materials, selected by the Rabun County Board of Education.
3. Plans for re-inspection, periodic surveillance and operation and maintenance programs.
4. Public Notice procedures.

Anyone interested in reviewing this plan should contact:

Roger Wolfrey, Maintenance Director Rabun County Board of Education
Telephone: (706) 212-4350
963 Tiger Connector
Tiger, Georgia 30576

STUDENT DISCIPLINE

At RCES we use an evidence-based, data-driven framework known as Positive Behavior Intervention and Supports (PBIS) that is proven to reduce disciplinary incidents, increase a school's sense of safety, and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with feedback of positive student behavior, will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning. Students are recognized and rewarded for meeting behavior expectations, and whole classes, as well as individual students, can be rewarded throughout the school day.

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

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, the student body, 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/in 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 courtesy with 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 Elementary School standard of grooming and dress;
- Respect the rights and privileges of other students, teachers, and other employees of Rabun County Schools;
- Respect the property of others, including Rabun County School's 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 Georgia law, bullying is defined as 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;
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 1. Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1 or visible bodily harm as such term is defined in Code Section 16-5-23-.1;
 2. Has the effect of substantially interfering with a student's education;
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 4. Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

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

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

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

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 non lethal air gun, and any stun gun or taser. Such term shall not include any of these

instruments used for classroom work authorized by the teacher.

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 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.

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 purposes 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 Elementary School dress code;
- Forgery;

- Possession of explicit/obscene material;
- Profanity;
- 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, electronic cigarettes, or vapor 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 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 or making a bomb threat
- 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 nonmoving driving violations
- Giving false information to school officials
- Chronic disciplinary problems

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.
- Use or possession of 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.
- 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 to paraphernalia.
- 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 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.

****Academic Dishonesty***

•Mandatory parent conference and 3 Days ISS

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 replace 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
- 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 punishment for an offense includes 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 (10) 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. Student's 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. Cell phones/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.

Information for Parents regarding the Seclusion and Restraint Rule

"The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint."

Search and Seizure Policy

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever the Administration has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched.
2. **Seizure of Materials:** If one of the above properly-conducted searches yields inappropriate or illegal materials, such findings may be turned over to the proper authorities.

Student Behavioral 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 provide a variety of resources to help address student behavioral problems. These resources include Student Support Teams, school counselors, principals and assistant principals, chronic disciplinary problem student plans, and the Rabun County School's 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 school officials identify 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 the assigned seat.

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

- Conference with student;
- Conference with parent/guardian;
- 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 5 days from the bus;
- Third referral - Suspension for 9 days from the bus; and
- Fourth referral - Suspension from the bus for the remainder of the school year.

BUS Transportation Policy

A public school transportation program has but one purpose- to transport the students safely. Therefore, it is extremely important that each student is aware of his/her role and responsibility in seeing that the entire operation works smoothly and efficiently. Several of the important areas in which students are asked to cooperate are as follows:

1. Bus Stop Conduct

- A. You and your parents are responsible for your conduct at the bus stop, from home to the bus stop, and from the bus stop home.
- B. If you must cross a heavily traveled street or road to get to the bus stop on the opposite side, you are to wait until the bus arrives and cross in front of the bus.
- C. Be at the bus stop on time, but not too early. The bus driver is responsible for maintenance of his schedule and cannot wait for tardy pupils. Each student should have books in hand and be ready to board the bus by the time the driver opens the door.
- D. Any student who leaves the school grounds while waiting for a bus to arrive will not be allowed to ride a bus home after returning to the school grounds. Individuals who leave the school grounds will be reported to the principal for disciplinary action.

2. Entering and Leaving the Bus

- A. Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- B. Load starting at the rear of the bus and sit three-to-a-seat unless otherwise directed by the driver.
- C. Enter and leave the bus in an orderly and quiet manner.
- D. Enter and leave the bus only at the front door, except in case of an emergency.
- E. After leaving the bus, if you must cross the highway, you should do the following:
 1. Make certain that the bus is stationary, the door is still open, and the stop signal is extended.
 2. Walk—do not run—in front of the bus and within sight and hearing of the driver, look both ways, and stay out of the line of traffic until the path across the roadway is free of any danger.
- F. A student will not be put off for misconduct at any place other than his/her home or school.

3. Bus Conduct

- A. Obey the bus driver who is responsible for the safety of all passengers.
- B. Do not disturb the driver while he/she is driving.
- C. Stay in your seat and do not change seats.
- D. Sit down while the bus is in motion.

- E. Keep voices low--no shouting or whistling.
- F. No roughhousing- pushing, fighting, throwing things, or using profanity.
- G. Do not open or close the windows of the bus without the driver's permission.
- H. Keep all parts of the body inside the bus.
- I. Help keep the bus clean, sanitary, and orderly. Students are encouraged to help care for and protect the valuable equipment in which they ride.
- J. A student shall not operate bus doors (front or rear) except during an emergency situation.

4. Bus Restricted Items

- A. Eating or drinking is not permitted on the school bus.
- B. No glass container of any kind will be allowed on the bus.
- C. No balloons are allowed on the bus.
- D. Mirrors, lasers, flash cameras, lights, or reflective devices that interfere with driver's operation of the school bus are NOT allowed on the bus.
- E. The use of electronic devices during the operation of the bus, including but not limited to: cell phones, pagers, iPods, MP3 players or CD players without headphones is NOT allowed on the bus.

5. Bus Assignment

- A. Pupils will ride on the assigned buses.
- B. Pupils will board and disembark from their assigned bus at selected designations unless written permission is granted to be let off at other than the regular stop. This request should be made in writing to the principal. The permission slip is to be signed by an administrator or member of the front office staff and then given to the bus driver. Without permission, no one is to be allowed to ride a bus other than the buses assigned to him or her. The parents will assume the responsibility of the child when such a request is made and granted.

DRESS CODE

Each student and faculty member is expected to dress in such a manner that does not cause disruption, ridicule, harassment, or distraction among students or faculty members. Please abide by the following guidelines:

1. Attire which promotes alcohol, drugs, sex, violence, profanity, or any substance illegal to minors is prohibited.
2. Shorts should reach mid-thigh when the shorts are at the waist. Skirts and dresses should reach the knees.
3. Tank tops, athletic tops, midriff blouses, T-back blouses, or transparent blouses are not permitted.
4. No tops or blouses which are revealing or expose any part of the midriff or back are not permitted. Low-cut necklines are not permitted.
5. Spandex, or bicycle pants are not permitted. Pants with holes above mid-thigh that expose skin or undergarments are not allowed.
7. Sunglasses inside the school building, unless they are prescription sunglasses, may not be worn. Wearing of sunglasses for an eye illness must be approved by an administrator.
8. Hats, caps, bandanas, gloves, etc. should not be worn inside the building.
9. Sagging pants and/or under clothes worn below the hip, thus exposing the student, are not permitted. Pants must be worn at the waist.
10. Any clothing which shows the undergarments is inappropriate.
11. Gang-related dress apparel such as but not limited to trench coats are not permitted.
12. Graffiti on clothing or on your person is not permitted.
13. Shoes or boots that cause scuff marks on the floors will not be allowed.
14. If leggings are worn, the shirt or skirt must reach mid-thigh.

The administration reserves the right to determine whether any form of dress or grooming is inappropriate. Students violating the dress code will be required to change, or they will not be allowed to attend class until the inappropriate dress is corrected. Continual violation of this rule will be considered insubordination and disciplinary action will be taken.

RCES Student Handbook Sign-off

The RCES Student Handbook is located on the RCES website. If you would like a paper copy of the handbook, please check the appropriate area below.

_____ I have read the RCES Student Handbook on the RCES website.

_____ Please send me a paper copy of the RCES Student Handbook.

Date _____ Student Signature _____

Date _____ Parent Signature _____