

2022-2023 Student Handbook
Rabun County Middle School

95 Wildcat Pride Way

Tiger, Georgia 30576

706-782-5470

Fax 706-782-4520



Table of Contents

STAFF MESSAGE:	8
GENERAL INFORMATION	9
ATTENDANCE	9
GEORGIA ATTENDANCE LAWS:	9
CONSEQUENCES AND PENALTIES FOR VIOLATING GEORGIA ATTENDANCE LAWS:	9
STUDENT CONSEQUENCES	9
PARENT(S) CONSEQUENCES	10
EXCUSED ABSENCES:	10
UNEXCUSED ABSENCES:	10
TARDY:	10
CHECKOUT:	11
GRADES AND ABSENCES:	11
MAKE-UP WORK:	11
STUDENT WITHDRAWAL CRITERIA:	14
ENROLLMENT REQUIREMENTS FOR DRIVER'S LICENSE/PERMIT (O.C.G.A. § 40-5-22):	14
ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION	14
CHALLENGED MATERIALS	14
EARLY DISMISSAL	14

ELIGIBILITY	14
FIELD TRIPS	14
FIRE DRILLS & EMERGENCY PROCEDURES	15
FORMAL COMPLAINTS & A STATEMENT OF NON-DISCRIMINATION	15
HOMELESS ACT	15
HOSPITAL HOMEBOUND	15
IMMUNIZATION CERTIFICATE	15
INTERNET ACCEPTABLE USE POLICY	16
MULTI-TIERED SYSTEM OF SUPPORTS	16
NURSES	16
PERMISSION TO RECEIVE TREATMENT FROM THE SCHOOL NURSE	17
EMERGENCY TRANSPORTATION AND TREATMENT RELEASE	17
STUDENTS WITH DIABETES	17
ACCIDENT/ILLNESS/MEDICATION	17
PARENT/GUARDIAN CONFERENCE	18
PROMOTION/RETENTION POLICY	18
PROOF OF RESIDENCE	18
REPORT CARD - HONOR ROLLS	18
RIGHT TO KNOW	18
STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT	19
WITHDRAWAL FROM SCHOOL	19

STUDENT INFORMATION	19
BOOKS AND EQUIPMENT	19
COUNSELING SERVICES	19
DAILY ANNOUNCEMENTS	19
DRESS CODE	19
FINANCIAL RESPONSIBILITIES	20
HALL PERMITS	20
LOCKERS	20
LOST & FOUND/PERSONAL PROPERTY	20
LUNCH AND SCHOOL NUTRITION	21
MEDIA CENTER	21
OFFICE USE	21
RESPONSIBILITY TO HIGH SCHOOL	21
SCHOOL INSURANCE	21
SCHOOL SOCIALS/DANCES	22
TELEPHONE USE	22
CELL PHONE USE	22
TRANSPORTATION	22
VISITORS/PARENTS	23
DISCIPLINE	24
STUDENT CODE OF CONDUCT	24

	5
STANDARDS FOR STUDENT BEHAVIOR	25
DISCIPLINARY PROCEDURES	25
DEFINITION OF TERMS	25
PROGRESSIVE DISCIPLINE PROCEDURES	29
STUDENT SUPPORT PROCESS	30
PARENTAL INVOLVEMENT PROCESSES	30
BUS CONDUCT	31
CLUBS & ACTIVITIES	32
NOTIFICATIONS	33
ASBESTOS MANAGEMENT PLAN NOTIFICATION	33
COMPLAINT PROCEDURES UNDER THE EVERY STUDENT SUCCEEDS ACT	33
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	34
STUDENT RECORDS/ FERPA	35
WELLNESS POLICY	36
NUTRITION GUIDELINES	37
PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION	38
OTHER SCHOOL BASED ACTIVITIES WHICH PROMOTE STUDENT WELLNESS	38
COMPLIANCE	39
WHO TO SEE FOR...	39
2022-2023 DAILY SCHEDULE	40

2022-2023 Student Handbook

Rabun County Middle School

95 Wildcat Pride Way
Tiger, Georgia 30576
706-782-5470
Fax 706-782-4520

Rabun County Board of Education

Mark Beck Steve Cabe
 Curt Haban Molly Lima
 Wayne Stephens

Rabun County Schools Personnel

Superintendent of Schools: April Childers
 Assistant Superintendent: Matt Remillard
 Assistant Superintendent: Kelly McKay
 Federal Programs: Amy Pruitt
 After School Program: Amy Pruitt
 Data Specialist: Julie Harvey
 Data Specialist: Jason Hogan
 Maintenance Supervisor: Roger Wolfrey
 Nutrition and HR Director: Kristin Schuppe
 Student Services: Will Howell

Transportation: Marty Dixon

Rabun County Middle School Faculty/Staff

Principal: Kechara Partin
 Assistant Principal: **Colette Lovell**
 Counselor: **April Adcock**
 Media Specialist: Deana Dunn
 Athletic Director: **Jason Gibson**
 RCMS Athletics: **Ryan Backer**
 Cafeteria Director: Nacoma Speed
 Custodial Supervisor: Todd McClure
 School Nurse: Christina Worley
 School Resource Officer: **Eric McKinney**
 Technology Specialist: Daniel McElroy

8th Grade Teachers

Geneva Abernathy Jennifer Darnell
 Lori Keller Meleisa Stockel
 John Kilby Candace Mathis
Amanda Hadsall Ginger Scott

7th Grade Teachers

Ryan Backer Shannon Pausch
 Jacob Bennett Sherry Barron
 Jason Crain Emily Lovelady
 Jenee Burt Ed Polley

Student Services

Lisa Mooney* Shaleen Scot
 Truett Spivey Teresea Crowe

Connections Teachers

Shelby Day **Christy White**
 Julie Herb Nycole Leff
 CJ Stockel Stefanie Taylor
 Kelli Welch **Chorus Teacher TBD**

Support Personnel

Ashley Stephens Pat Farmer
 Kasi Flory Kim Bobo
 Ken Gross

Custodians

Todd McClure
 Daniel Guevara Tate Hunter
 Jim Dunham

Staff Message:

Welcome to Rabun County Middle School. We are so excited that you are here. It is our hope that this year you will learn more than you ever imagined, discover your many hidden talents, and make friendships that will last a lifetime. Please let us know how we can help you.

Sincerely,

RCMS Faculty and Staff

VISION:

Empower students to become lifelong learners and community leaders

MISSION STATEMENT

Our Mission at Rabun County Middle School is to provide all students with a challenging curriculum through strong instructional practices and high expectations while demonstrating relevant connections to the world around us in a positive, safe, and supportive environment that embraces the students as individuals and supports their efforts to become successful leaders. (RIGOR, RELEVANCE, and RELATIONSHIPS)

Any district changes in information contained within this document supersede the information contained herein. Students will be notified of any changes during the first week of school through a handbook addendum or through class meetings and/or homeroom teachers.

GENERAL INFORMATION

ATTENDANCE

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

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 twenty school days or more in a public school prior to their sixth birthday shall become subject to the compulsory attendance law even though they have not attained six years of age.

Consequences and Penalties for Violating Georgia Attendance Laws:

Rabun County Board of Education is required by law to report violations of Georgia attendance laws. Once all reasonable efforts to resolve and address absenteeism have been exhausted by the Board of Education, parents will receive a certified letter informing them a case is being filed with Juvenile Court. All violations will be filed with the Rabun County Juvenile Court for prosecution as a Child In Need of Services (CHINS) case and will result in the parents and/or students being served a summons to appear in court. All attendance specific CHINS cases will automatically become part of the "Success 180" Truancy Intervention Initiative.

"Success 180" is a Truancy Intervention Initiative established in partnership between the Juvenile Court of the Mountain Judicial Circuit and the Rabun County Board of Education. The goal of Success 180 is to address and improve school attendance, to increase awareness as to the importance of school attendance, to improve attitudes about being at school, to boost student achievement by ensuring students are at school and to provide accountability for students and parents in making sure students are at school every day.

"Success 180" is an accountability court specifically for juveniles who have attendance issues. Students and their parents, guardians and/or custodians will be expected to come to court once a month. At each court, the "Success 180" team (composed of the Juvenile Judge, DJJ, the school system, the child's attorney and any other service provider who may be involved) will meet with the student and their parents, guardians and/or custodians to discuss the student's progress (or lack thereof) in attendance and achievement. Sanctions, as outlined in Ga. Law and School Attendance Policies, will be used for failure to follow the rules and incentives will be used to reward compliance with the rules. The length of time in "Success 180" depends on the severity of the attendance issue and the progress (or lack thereof) of the juvenile in improving attendance and achievement.

Student Consequences

The Court may order the following dispositions in reference to the student, including, but not limited to: permitting the child to remain with their caregivers with or without conditions prescribed by the court; placing the child on probation; requiring community service; requiring the child to attend structured after school or evening program; requiring the child be supervised during the day; transferring temporary custody of the child; ordering the child and his or her parent, guardian,

or legal custodian to participate in counseling; ordering the Department of Family and Children Services to create a case plan and ordering parent participation; requiring as a condition of probation that the child obtain a high school diploma or equivalent; continuing court involvement supervision for the time necessary for compliance, not to exceed two years; and/or utilizing progressive discipline or sanctions as needed to protect and safeguard the best interest of the student's educational future.

Parent(s) Consequences

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

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

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

Excused Absences:

For an absence to be excused, the following three (3) conditions must be met:

1. A student shall not be absent from school or from any class or other required school hours except for conditions specified below:
 - Personal illness or attendance in school that endangers a student's health or the health of others.
 - A serious illness or death in a student's immediate family necessitating absence from school.
 - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 - The observance of religious holidays, necessitating absence from school.
 - Conditions rendering attendance impossible or hazardous to student health or safety.
 - A student whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five (5) school days per school year to visit with his or her parent prior to such parent's deployment or during such parents' leave.
2. Within three (3) days of return to school, students are required to present appropriate written medical documentation (doctor 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.
3. 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 doctor's excused absences) 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.

Unexcused Tardies per Semester

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Parent Contact
- 4th Tardy and and Subsequent Tardy: After School Detention

Students who are tardy to school more than 10 days in a semester will be placed on an attendance contract, and will be ineligible for field trips.

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.

Counting Present: Students shall be counted present when they are:

1. Present for at least half of the instructional time required at each grade level (grades 7-8, 165 minutes of 330).
2. Serving as pages of the Georgia General Assembly.
3. In attendance, in grades 9-12, by individual class.
4. Approved for interruption of instruction in grades 9-12.
5. Students in foster care shall be counted present when they attend court proceedings related to their foster care.
6. Receiving hospital / homebound services.

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.

Unexcused Absences	Notification
Beginning of School Year OR Upon Enrollment	<p>Written Notice to Parents: Parents/Guardians 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 a signature of receipt, a copy will be sent via certified, return receipt, or first-class mail. A copy of parent/guardian and student signature will be kept on file for the remainder of the school year.</i></p>
1+	<p>Phone Call: Parents/Guardians will receive a phone call from the school indicating the number of unexcused absences and reminding the parent of the importance of regular school attendance.</p>

	The parent will be encouraged to meet with the son or daughter’s school counselor to discuss attendance issues as appropriate.
5	<p>Letter: Parents/Guardians 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: Parents/Guardians will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss any support 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>
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.</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 second 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> <p>Certified Letter: Parents/Guardians 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>Juvenile Court Referral: Parents/Guardians will be notified by local law enforcement of the date and time to appear in court.</p>
15+ (and at each occurrence of 5 unexcused absences)	<p>Letter: Parents/Guardians will receive a letter from the school explaining the student has missed 15 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 third 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> <p>A letter will be sent at each additional occurrence of 5 unexcused absences.</p>

Tardies and Checkouts (total combined)	Notification
---	---------------------

14	Meeting: Parents/Guardians will be contacted and an Attendance Support Team (AST) meeting will be scheduled to discuss supports that can be provided to facilitate improved attendance. If the tardies and checkouts are excused with valid written excuses, the AST Chairperson will hold this meeting at his/her discretion. 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.
15+	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 the number of the tardies and checkouts, particularly when excessive tardiness and checkouts occur in addition to excessive unexcused absences.

Student Withdrawal Criteria:

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Rabun County Board of Education shall withdraw students in accordance with the requirements of SBOE 160.5-1-.28.

If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing and a conference must be held with the school principal or designee pursuant to O.C.G.A § 20-2-690.1(e).

Enrollment Requirements for Driver's License/Permit (O.C.G.A. § 40-5-22):

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

Attendance and Extra-Curricular Participation

To participate in any extra-curricular activity, a student must be counted present on the day of the activity or on Friday for a weekend activity. Emergencies will be handled by the principal.

Students are required to submit to the office any changes of address or telephone numbers. All parents should give a telephone number where they may be reached during the school day.

Challenged Materials

The time and effort of many individuals has gone into choosing the instructional material used in Rabun County. However, there may be times when a person may wish to challenge the use of certain material in the school. There is a formal procedure for challenging materials. Please contact the principal for information concerning this procedure.

Early Dismissal

In order to leave school early, the student must bring a note signed by a parent stating the reason and the time for the early dismissal. The note must be turned in to the attendance officer for verification and approval before 8:05 a.m. Any student who is to be dismissed early must be signed out in the office by the parents or an authorized person before leaving campus. Any student not following this procedure will face possible suspension. Our school day ends at 3:10. We strongly urge parents not to check out their child unless it is an emergency.

Eligibility

The Rabun County Board of Education is responsible for regulating competitive interscholastic activities in grades 6-8, and therefore adopts the requirements set forth in State Board Rule 160-5-1-.19 Grades 6-8: Competitive Interscholastic Athletics, as to student eligibility, physical examinations, time restrictions seasonal practice, special provisions and appeals.

Field Trips

Students must have written permission and a medical authorization form signed by a parent or guardian before they are permitted to go on any school-sponsored trip. All trips will be properly chaperoned. Students are subject to all school rules and regulations that apply on campus. Field trips are a privilege as well as a fun learning experience. Students who do NOT attend a field trip should still be in attendance at school. We believe that a student's behavior at school is a direct reflection of how he or she will behave on a field trip. Students with more than five days of ISS and/or OSS, more than 15 days absent, **or more than 10 tardies in a semester** will be excluded from field trips. To be eligible for field trips, a student must also be passing five out of six subjects. Students that owe money to the school for pictures, fundraisers, etc. are ineligible to participate in field trips. The principal may choose to reinstate any field trip privileges.

Fire Drills & Emergency Procedures

Fire and tornado drills are conducted periodically throughout the school year. Fire drills will be signaled by the fire alarm or over the intercom. Tornado drills will be signaled by first announcing that we are under a Tornado Watch and then move to a safe area under a Tornado Warning. The intercom system will be used when possible to communicate with everyone during drills or actual emergencies. Setting off a false fire alarm is a misdemeanor, and the person doing so may be punished by incarceration in a local correctional facility for up to 12 months and/or a fine of up to \$1000.

Formal Complaints & A Statement of Non-Discrimination

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, 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 a listed below, who will implement the Board's discrimination complaints or harassment procedures. Students may also report harassment or discrimination to their counselor.

The Title VI Coordinator is:

Matt Remillard

963 Tiger Connector Road
Tiger, Georgia 30576
706-212.4350

The Section 504 and Americans with Disabilities Act Coordinator is:

Will Howell

963 Tiger Connector Road
Tiger, Georgia 30576
706-212-4350

The Title IX Coordinator is:

Matt Remillard

963 Tiger Connector Road
Tiger, Georgia 30576
706-212-4350

The Sports Equity Coordinator is:

Jason Gibson

230 Wildcat Hill
Tiger, Georgia 30576
706-782-4526

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

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.

Hospital Homebound

A student who is confined to home or hospital for medical reasons for ten consecutive (10) or more days may be eligible for hospital-homebound services. Contact RCMS or the Rabun County Board of Education office at (706) 212-4350 for more information.

Immunization Certificate

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

Internet Acceptable Use Policy

The Board of Education believes that the use of the Internet in instructional programs is an educational tool which facilitates communication, innovation, resource sharing, and access to information. Due to the complex nature of the accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the students.

All people using the Internet shall comply with the administrative procedures provided by the administration regarding Internet use. The Board, through its administrative staff, reserves the right to monitor all computer and Internet activity by students and staff. Everyone using the Internet must be advised that privacy is not guaranteed.

In addition, use of the Internet is a privilege not a right. Anyone violating the Board's policy and administrative procedure(s) shall be subject to revocation of privileges and potential disciplinary action and/or appropriate legal action.

In order for a student to gain access to the Internet, the student and student's parent(s)/guardian(s) must have a signed Internet Access Agreement on file in the library. Students disobeying the Internet Policy will be subject to up to 10 days ISS and/or referral to a tribunal hearing.

Multi-Tiered System of Supports

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

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

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

Nurses

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

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

Permission to Receive Treatment from the School Nurse

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

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

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

Emergency Transportation and Treatment Release

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

Students with Diabetes

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

Accident/Illness/Medication

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

RABUN COUNTY SCHOOLS LETTER TO PARENT REGARDING MEDICATION IN SCHOOL

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

- You may come to school and give the medication to your student at the appropriate time(s)
- Long Term prescriptions: Obtain a copy of a medication form from the school, take the form to your student's healthcare provider and have the form completed by listing the medications needed, dosage, and time of day the medication is to be administered. The health care provider and parent must sign the form. Prescription medicines must be brought to school in a pharmacy labeled container with instructions on how and when the medication is to be given. Pharmacies will provide a second labeled container for this use.
- Over-the-counter drugs and short-term medications must be received in **the original container** with the student's name, name of medication, times to be given, dosage to be given and a note signed by the parent including parent phone number to be reached if necessary. **DO NOT SEND MEDICATIONS WITH THE STUDENT ON THE BUS.**
- Emergency medications will be allowed to be carried by the student with an "Authorization to Carry Prescription" form signed by their physician, parent and student.

- School personnel will not give any medication to students unless they have received a medication form properly completed and signed by the appropriate persons, and the medication has been received in the original container. All medication MUST be brought to the school nurse or to the office by the parent/guardian.

Parent/Guardian Conference

Parents/guardians and teachers need to establish a cooperative relationship which is favorable to a child's progress. At these conferences, the teacher and parent/guardian may review the child's learning experiences and explore ways to improve them. Conferences may be initiated by teachers and/or parents/guardians.

Promotion/Retention Policy

A committee composed of persons having knowledge of the particular student and designated by the principal shall determine whether the student should be promoted, placed, or retained based on an evaluation of the student's year. In cases of disagreement within the committee, the principal will make the final decision considering promotion/retention. Specific guidelines for this policy can be obtained by contacting the middle school office at 706-782-5470.

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 fine and or imprisonment (O.C.G.A. 16-10-20).

Report Card - Honor Rolls

Students will receive report cards at the end of each nine-week grading period. Refer to the school calendar for approximate dates. All grade reports are to be signed by parents and returned to the school. Failure to return signed report cards may result in disciplinary action. Students will receive progress reports at the midpoint of the quarter. Incomplete grades must be made up within ten (10) calendar days.

The grading system used is as follows:

A - 90-100 B - 80-89 C - 70-79 FAILURE - Below 70

90-94.9 - Honor Roll; 95-100 - Principal's Honor Roll. Honor rolls are based on 1st and 2nd semester grades. Eligibility for 2nd semester is determined by averages achieved by cutoff date. Cutoff date for the 2nd semester Principal's Honor Roll is **May 12, 2023**.

Right to Know

Parent's Right to Request a Teacher and a Paraprofessional's Qualifications:

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.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

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.

Withdrawal from School

Any student wishing to withdraw must contact the front office and complete a withdrawal form. **All financial obligations must be met before withdrawal is complete.**

STUDENT INFORMATION

Books and Equipment

Each student is responsible for all books and equipment issued to him/her. If an item issued to a student is misplaced, stolen, or damaged, the student will be required to make appropriate restitution. Students are expected to take books and materials to class every day. All students have a locker available to them and ample time to get books during the day from that locker. There should be no reason why students should leave books or any personal items lying around unsecured.

Counseling Services

The guidance department offers a variety of services for students. Each part of the program is aimed at helping children learn and develop to their highest potential. Some of the services include the following: individual counseling, group counseling, classroom guidance, mentor program, parent conferences, and Advisor-Advisee Program.

April Adcock – Counselor

Daily Announcements

To keep everyone informed, announcements will be made at 8:05 a.m. and 3:05 p.m. each day.

Dress Code

Students at RCMS are expected to be appropriately dressed for school. The student appearance and dress should reflect appropriate choices for the educational setting.

Appropriate dress does not include any clothing that distracts/disrupts the learning environment or educational process, or is offensive. Examples of distracting/disruptive clothing include, but are not limited to the following:

1. Attire which promotes alcohol, drugs, sex, violence, profanity, any substance illegal to minors or that is disruptive or offensive, is prohibited. (Examples include but are not limited to Virginity Rocks and I Love Hot Moms apparel)
2. Shorts should reach **no higher than 4 inches above the TOP of the knee all around (not cut up higher than 4 inches on the side) when worn at the waist.** Skirts and dresses should be at the top of the knee when standing upright regardless of what is worn underneath.
3. Pajamas and or/ slippers are not appropriate attire for school and may not be worn. Blankets may not be brought to school. Students are encouraged to wear a sweatshirt or jacket if the classrooms or the buses are too cool for them.
4. Tank tops, athletic tops, midriff blouses, T-back blouses, and transparent blouses are **not permitted.**
5. No tops or blouses can be worn which expose any part of the midriff or back. Low-cut necklines are not permitted.
6. Clothing **with holes above the knee**, spandex, or bicycle pants are not permitted. **(Holes above knee-when standing- that expose skin or undergarments are not allowed.)** Students will **not** be allowed to tape up holes that are not in compliance. Leggings or shorts **may be worn under jeans to provide coverage above the knee.**
7. Sunglasses inside the school building, unless they are prescription sunglasses, may not be worn. (Wearing sunglasses for an eye illness must be approved by an administrator.)
8. Hats, caps, head covering (hoods), bandanas, gloves, etc. are not allowed.

9. Sagging pants and/or underclothes 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. If leggings, stretch pants or other similar pants are worn, they **MUST** be worn with a top that is long enough to **completely** cover the student's rear end **when arms are raised up**, and the top must be at least this same length on all sides. Tunics or skirts must still be appropriate for school as determined by administration.

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, they must call home for a change of clothes. **Clothes will not be provided to them from the clothes closet.** Consequences for dress code violations may include the following: Parent (s) contacted to bring appropriate clothes, lunch detention, loss of Wildcat Points, ISS and even OSS. Students will not be allowed to attend class until the inappropriate dress is corrected and **may be asked to wait on clothes in ISS until someone can bring a change to school.** If a student has three or more dress code infractions, they may receive 1 day in school suspension (ISS). **Each offense thereafter may result in additional office referrals and discipline.**

PE Dress Code

1. Tennis shoes and socks
2. Athletic pants or shorts; Shorts must be between mid-thigh and fingertip length-when arms are relaxed) (No exceptions).
3. T-shirt or sweatshirt; No tank tops, cut-off tops, or sleeveless tops.
4. **No bicycle shorts (no exceptions)** **If leggings, stretch pants or other similar pants are worn, they MUST be worn with a top that is long enough to completely cover the student's rear end when arms are raised up, and the top must be at least this same length on all sides.**

Financial Responsibilities

Students must clear up all financial obligations for any fines or fees by the end of the year. Failure to do so may result in withholding report cards or progress reports until fees are paid.

Hall Permits

Students must have a hall pass. **The RCMS student agenda will serve as the hall pass and students are required to have an agenda with them at all times. Each student will receive an agenda upon arrival. In the event that they misplace their agenda, a new one must be purchased for 5.00 from the front office. After school detention will be assigned if a student does not have their agenda when outside of the classroom during instruction.**

Lockers

Lockers are provided for the storage of books and equipment. The locker becomes the student's responsibility but does not become the student's personal possession; therefore, it is the school's right to open and search lockers at any time without prior notice to the student. Defacing the locker doors will result in paying the cost of \$120.00 for the locker door. Locker rental cost is \$5.00. Please remember, you are responsible for your own locker combination and allowing others to know that combination is forbidden. **It is in the student's best interest to use a locker as no bookbags will be permitted in the classrooms during class time.**

Lost & Found/Personal Property

Coats, book bags, band instruments and other articles of value should be labeled. It is best not to bring anything of value to school, especially large amounts of money, **expensive electronic devices (air pods, Apple Watches, cell phones, or tablets).** If you lose something, check first with your teachers. Lost & Found is located in the commons area. Found items will be kept until the end of the semester at which time unclaimed items will be donated to Sharing and Caring. **The school is not responsible for lost items.**

Lunch and School Nutrition

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

1. Do not run to lunch or break in line ahead of other students.
2. When you finish eating, clean up the area around you, and return your tray and utensil to the dish room window. Plastic drinks bottles are to be placed in the recycle container.
3. In an effort to speed lunch lines, students are encouraged to prepay for meals and may do so on Monday mornings between 7:30 – 8:00 a.m. Additionally, change will not be given. Instead, the entire amount of cash or check will be deposited into the student's lunch account.
4. Free and reduced meal applications can be picked up in the office and completed anytime during the school year. Apply online at www.ezmealapps.com for faster processing.
5. Students **may not charge for ala carte items** such as chips, snack items or bottled drinks. If the student does not have money in his/her account or cash to pay for the item, the student will be asked to put the item back.
6. Regular sodas and food from fast-food restaurants are **not** allowed in the cafeteria.
7. During lunch, students should be in the cafeteria.
8. **Prices: Student: Breakfast – Provision II program (no charge), Lunch-\$2.50, Reduced - \$.40, Adult staff: breakfast - \$2.00, lunch - \$4.00**
 *Manage your student's meal account at <http://www.myschoolbucks.com>
 *Apply for free or reduced meals at <http://www.ezmealapp.com>
9. Please notify the school nurse and school nutrition manager if you have a food allergy or medical condition that involves nutritional concerns.
10. According to USDA policy, students are required to pick up a serving of fruit or vegetable with lunch.

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

Media Center

1. The Media Center is open from 8:00 a.m. until 3:30 p.m. each school day.
2. Any student visiting during class time will need to show a pass to the media specialist.
3. Students may check out two books at a time for a period of two weeks.
4. It is the student's responsibility to return the books promptly and in the condition in which the books were received. **If a student loses or damages a book, he or she is responsible for the fine or replacement cost before being allowed to check out additional materials.**

Office Use

Students are not permitted to be in the office area unless permission is granted by a school official.

Responsibility to High School

Middle school students are **not** allowed to be in the high school areas or interact with high school students during school hours without permission. Disregarding this can result in 1-10 days suspension.

School Insurance

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

School Socials/Dances

Socials are a fun and rewarding experience, but to keep them as such, we find a need for the following rules to apply:

1. Only currently enrolled RCMS students may attend.
2. If you leave the building, you will not be readmitted.
3. Students must make arrangements before the social for transportation home. Students assigned to ISS or OSS, or who have not been at school that day (unless an exception is made by an administrator) cannot attend the social.
4. All school rules apply.
5. Students will not be allowed to participate in dancing that is inappropriate. This includes, but is not limited to, any dancing with suggestive moves or any inappropriate body contact.
6. There will be a designated detention area for those who break these rules. There will be no warnings given. A second infraction will result in the student's admission to school socials being denied.

Telephone Use

Students are not permitted to use the telephone for anything other than an emergency. Permission must be given by a teacher or other school official before using the telephones. **Failure to make plans for after school is not an excuse to use the phone.**

Cell phone Use

Cell phone usage in class is not allowed. **Cell phones must be stored in the cell phone pocket chart in the classroom, backpacks, or in the lockers during class time. Cell phones may be used during lunch only.** If a phone is out without permission, it will be sent to the office and a parent must come pick it up. Cell phones or listening devices (air pods, ear buds, head phones, etc.) may not be used without permission to listen to music in the classroom or in the hallways.

Transportation

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 students. 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
- 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:
 - a. Make certain that the bus is stationary, the door is still open, and the stop signal is extended.
 - b. Walk do not run in the 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 buses.
- D. Mirrors, lasers, flash cameras, lights, or reflective devices that interfere with the driver's operation of the school bus.
- E. Using electronic devices during the operation of the bus, including but not limited to: cell phones, pagers, radios, tape or CD players without headphones, in a manner which might interfere with the school bus communications equipment or the driver's operation of the school bus.

5. Bus Assignment

- A. Students will ride on the assigned buses.
- B. Students 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 the principal 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.

Visitors/Parents

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

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

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

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.**

If you have further questions, please contact your school administration.

DISCIPLINE

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

The principal is the designated leader of the school and, in concern with the staff, 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 any such action does not violate school board policy or procedures.

DISCIPLINE PLAN:

STUDENT CODE OF CONDUCT

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

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

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

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

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

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

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

Standards for Student Behavior

The students of Rabun County Middle School are asked to follow these rules

1. Demonstrate courtesy with all individuals regardless of circumstance;
2. No food, gum, drinks (**except water in transparent water bottles**), cell phones, or bookbags in the classrooms;
3. Prepare for each class by taking appropriate materials and completing all assignments;
4. Meet the Rabun County Middle School standard of grooming and dress;
5. Respect the rights and privileges of other students, teachers, and other employees of Rabun County Schools;
6. Respect the property of others, including Rabun County Schools property and facilities;
7. Cooperate and assist the school staff in maintaining safety, order, and discipline;
8. Transition to and from classes in a quiet, orderly manner free from yellin, running, and horseplay
9. Be respectful and responsible at all times.
10. 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 which occurs on school property, on school vehicles, at 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, that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

- a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
- b. Has the effect of substantially interfering with a student's education;
- c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d. Has the effect of substantially disrupting the orderly operation of the school.

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

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 days' warning so that arrangements for transportation can be made by the parents or guardians.

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

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

Drug: The 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 chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

Sexual Harassment: Sexual harassment 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 mis-appropriating 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 purpose of this handbook includes any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being.

LEVEL 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 vaping devices.** This prohibition includes any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law, and related paraphernalia. *All vaping devices will be treated as drug paraphernalia and turned over to local law enforcement. If devices test positive for narcotics, the offense will then be treated as a drug offense.
- **Possession of fireworks or any explosive.**
- **Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions**
- **Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions**
- **Physical violence against a teacher, school bus driver, or other school personnel:**
- **Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.**
- **Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school.**
- **Marking, defacing, or destroying school property.**
- **Stealing, theft, or extortion of school district property or the property of others.**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law**
- **Bullying**, Georgia law mandates that upon a tribunal finding that a student in grade 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
- **Willful and persistent violation of the student code of conduct.**
- **Explicit sexual misconduct**

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, sexual misconduct, or harassing other students or any school employee.**
- **Failure to comply with the local and district-wide provisions relating to the use of the electronic communication network as defined by policy IFBG - *Internet Acceptable Use*;**
- **Leaving campus without proper authorization.**
- **Failure to comply with compulsory attendance as required under Code Section 20-2-690.1 and the Rabun County Schools Attendance Protocol.**
- **Repeated occurrence of offenses listed under Level Three.**
- **Activating a fire alarm under false pretenses 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 non-moving 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 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 Middle 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.**

PROGRESSIVE DISCIPLINE PROCEDURES

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

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

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

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

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

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal.

Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is **reasonable suspicion** the student is in possession of an item that is illegal or against school rules. Students' vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. 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.

Student Support Process

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

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

Parental Involvement Processes

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the

learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

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

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

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

Georgia law mandates that any time **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 five days from the bus;
- Third referral - Suspension for nine days from the bus; and
- Fourth referral - Suspension from the bus for the remainder of the school year.

Clubs & Activities

Clubs and other extracurricular activities are an integral part of the RCMS program. The participation of students in these activities is highly encouraged, but the safety of the students is of utmost importance. No activity will be approved unless the sponsor can be present during the scheduled activity. All school functions must be properly chaperoned by school personnel. All school activities and functions must be placed on the school calendar and approved in advance by the principal. No students should remain after school unless they are involved in a scheduled activity.

NOTIFICATIONS

ASBESTOS MANAGEMENT PLAN NOTIFICATION

There is currently only one building occupied by the Rabun County School System which is known to have asbestos-contained materials. That building is the Rabun County Board of Education Office in Mountain City, Georgia. 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, 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
 963 Tiger Connector Road
 Tiger, Georgia 30576
 Telephone: 706-212-4350

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.

Complaint Section 504

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

Protection of Pupil Rights Amendment (PPRA)

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
 - 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
 - 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 US Department of Education; and
- any non-emergency, invasive physical examination or screening as described above.

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

Student Records/ FERPA

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the

Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

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

(3) The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (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/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.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the 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, video-taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

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

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

Wellness Policy

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

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

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

DEVELOPMENT AND IMPLEMENTATION OF WELLNESS PROGRAM

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

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

NUTRITION GUIDELINES

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

- follow the United States Department of Agriculture (USDA) regulations;
- be appealing and attractive to children while being served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- encourage the consumption of a variety of fruits, vegetables, whole grain and low fat/fat free dairy products.
- plan menus to accommodate the seasonality of local agriculture according to availability of produce from local farms and school gardens
- provide breakfast, lunch and supper meals in accordance with the district's approved free and reduced-priced meal agreement in compliance with local, state, and federal guidelines.
- ensure snack foods and beverages sold to children at school during the school day are USDA compliant.

Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.

- encourage standards that allow schools to offer healthier snack foods to children and ensure that students are only offered tasty and nutritious foods for a la carte sales.

NUTRITION PROMOTION AND EDUCATION

- The district shall teach, encourage, and support healthy eating by students. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at attaining the following goals:
- The Nutrition Education program shall meet State standards.
- Emphasize the skills students need to adopt healthy eating habits.
- Be integrated into health education, physical education and core curriculum including math, science and language arts and is provided by staff with appropriate training.
- Schools shall conduct nutrition education promotions that involve parents and students.
- School menus are followed and analyzed using USDA-approved software and cafeteria lines are arranged to promote increased selections of healthy foods and identification of healthy choices.
- Teachers will be encouraged to incorporate the school garden as part of curriculum to enrich students' learning opportunities by presenting academic projects around food, nutrition, mathematics, science, language arts and the environment.

Use “offer versus serve” in grades K-12 to promote healthy food choices and prevent food waste.

Schools will be USDA Team Nutrition Schools.

PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

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

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

OTHER SCHOOL BASED ACTIVITIES WHICH PROMOTE STUDENT WELLNESS

Meal Times and Scheduling

School dining areas shall have sufficient space for students to sit and consume meals; be clean, safe and pleasant environments that reflect the value of the social aspects of eating; and provide enough serving areas to ensure student access to school meals with a minimum of wait time. Lunch times shall be scheduled near mid-day (suggested times between 11:00 a.m. and 1:00 p.m.); Schools will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat school meals during such activities. Schools will provide students access to handwashing or hand sanitizing before they eat meals or snacks. Food from fast food restaurants will not be allowed in the school cafeteria.

Fundraising

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

School Parties, Celebrations and Rewards

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

Vending Machines

Only foods and beverages that are USDA compliant are made available to students in vending machines throughout the school campus. The sales of foods of 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 professionals will manage and administer the School Nutrition Program. Continuing professional development should be provided for all nutrition professionals in compliance with USDA Professional Standards for All School Nutrition Program Employees effective July 1, 2015. Staff development programs should include appropriate certification and/or training programs for District School Nutrition Director, managers, and school nutrition assistants according to their level of responsibility.

COMPLIANCE

Implementation and Monitoring

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

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

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

Policy Review

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

WHO TO SEE FOR...

Activity Approval	Ms. Partin
Accident Insurance Claims Forms	Ms. Farmer
Admit slips, Attendance, Announcements	Ms. Stephens
Athletics	Ryan Backer (middle school) Jason Gibson (high school)
Challenged Materials	Ms. Partin
Entering or withdrawing school	Ms. Stephens
Fees/Fines	Ms. Farmer
Lockers	Ms. Lovell
Lost & Found	Front Office
Lunchroom	Ms. Speed
Medical Attention	Admin. Office/ Nurse Worley
Medicine	Ms. Worley
Student needs	Ms. Adcock
To report a crime	Ms. Partin/ SRO
Work Permit	Ms. Adcock

2022-2023 Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom 8:05 - 8:10	Homeroom 8:05 - 8:10	Homeroom 8:05 - 8:10	Homeroom 8:05 - 8:10	Homeroom 8:05 - 8:10
Period 1 8:15-9:05	Period 1 8:15-9:05	Period 1 8:15-9:05	Period 1 8:15-9:05	Period 1 8:15-9:05
Period 2 9:10-10:00	Period 2 9:10-10:00	Period 2 9:10-10:00	Period 2 9:10-10:00	Period 2 9:10-10:00
Period 3 (ELT and Lunch) 10:05-11:30	Period 3 (ELT and Lunch) 10:05-11:30	Period 3 (ELT and Lunch) 10:05-11:30	Period 3 (ELT and Lunch) 10:05-11:30	Period 3 (ELT and Lunch) 10:05-11:30
Period 4 11:35-12:25	Period 4 11:35-12:25	Period 4 11:35-12:25	Period 4 11:35-12:25	Period 4 11:35-12:25
Period 5 12:30-1:20	Period 5 12:30-1:20	Period 5 12:30-1:20	Period 5 12:30-1:20	Period 5 12:30-1:20
Period 6 1:25-2:15	Period 6 1:25-2:15	Period 6 1:25-2:15	Period 6 1:25-2:15	Period 6 1:25-2:15
Period 7 2:20-3:10	Period 7 2:20-3:10	Period 7 2:20-3:10	Period 7 2:20-3:10	Period 7 2:20-3:10