

# Pelham Elementary School

## Parent/Student Handbook 2022-2023



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Name

Grade

Teacher

This handbook will be provided in your native language upon request.  
Este manual se prestará en su idioma nativo a petición.

# PELHAM CITY SCHOOLS CHARTER SYSTEM

## SYSTEM ADMINISTRATION

Floyd Fort, Superintendent  
Laron Smith, Assistant Superintendent/Special Education Director  
Vince Frosteg, Director of Teaching and Learning  
Dera Harkins, Coordinator of Student Support and Athletic Director  
Robin Stokes, Food Service  
Ashley Adams, Business and Finance Director  
Karen Mobley, School Psychologist

## BOARD OF EDUCATION

Patti Adams, Chairperson  
Neal Hilliard, Vice Chairperson  
Lynette Griffin  
Joy Hurst  
Cindy Drury  
Patricia Wilkins  
Nikoia Epps

The agenda for Pelham City Schools Board of Education meetings is published a minimum of two days prior to the meeting and can be accessed at [https://simbli.eboardsolutions.com/SB\\_Meetings/SB\\_MeetingListing.aspx?S=4127](https://simbli.eboardsolutions.com/SB_Meetings/SB_MeetingListing.aspx?S=4127) .

Dear Parents, Guardians and Students:

Welcome back parents and students! It is my greatest hope that you had an amazing summer full of time spent together and happy memories made. As we join back together to begin a year that is certain to be full of excitement, I just want to say thank you for the amazing turn-outs we saw as we welcomed you back into the building at the end of last school year. From field day to awards and graduation ceremonies, seeing you again in the hallways and mingling with your child's teachers remind all of us here at Pelham Elementary School how happy we are to partner with you in your child's education. Our theme this year is Learning, Living, and Leading as we Aim to Excel! This theme joins hand in hand with one of our newest initiatives here at PES, Capturing Kids Hearts. This program, which was begun last school year, helps us take an intentional approach to relationship building within our school. We are so excited to welcome you into this and to show you all the ways we are thriving through this initiative. We are continuing to have a strong academic focus here at PES and are thrilled to have not only our instructional interventionist returning this year, but also our academic coaches. These faculty members help us build the strong academic program you have come to expect here at PES. We are also excited that we were able to keep our rising fifth graders for one more year. As Pelham City Middle School begins their renovation project we were given the privilege of housing their 5th grade on our campus. There are so many exciting things happening at Pelham Elementary School this year and it is Dr. Bruton and my greatest hope is that you will know how much we appreciate you and your child for all that you do to make PES an amazing place to be. Please know that we are always here for you and can be easily reached at [lwalton@pelham-city.k12.ga.us](mailto:lwalton@pelham-city.k12.ga.us) or 229-294-8170. Our door is always open and we will be happy to help in any way we can. I cannot wait to see all the areas in which our students will EXCEL in the upcoming year!

With warmest regards,



Laurie L. Walton, Ed.S  
PES Principal

Greetings,

I am truly honored to serve as the assistant principal at Pelham Elementary School during the 2022-2023 school year. I believe that we are poised for Learning, Living, and Leading with an Aim to Excel. We will strive to provide an equitable and enriching educational experience for all of our students from pre-kindergarten to fifth grade. I am excited about all of the opportunities and events we have planned to welcome not only our students, but also our parents and families back into our building.

As a school, we will use our Capturing Kids Hearts emphasis and educational focus to make this year exceptional! I look forward to working with you as we serve as champions for our children. During the school year please feel free to reach me at 229-294-8170 ext. 201 or [cbruton@pelham-city.k12.ga.us](mailto:cbruton@pelham-city.k12.ga.us).

With Gratitude,



Dr. Chantrell Bruton  
PES Assistant Principal

## **Pelham Elementary School Beliefs**

- ★ We believe that a safe and orderly environment is necessary for teaching and learning to occur.
- ★ We believe that our students are our future and have the right to learn.
- ★ We believe that educators, parents, and students should have a positive attitude toward learning.
- ★ We believe that students must be in good attendance to reach their fullest potential as students and productive citizens.

## **Vision Statement**

Our vision is to create an environment where children are safe, responsible, and ready to learn.

## **PCS Mission Statement**

A Commitment to Educational Excellence  
Every Day in Every Way

## **PES Mission Statement**

Pelham Elementary School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction. Our school promotes a safe, orderly, caring, and supportive environment. We strive to have our parents, teachers, and community members actively involved in our students' learning.



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**School Calendar  
2022-2023**

Teacher Pre-Planning.....	July 25-29, 2022
First Day of School.....	August 1, 2022
Labor Day Holiday.....	September 5, 2022
<b>*Early Release (HOMECOMING)</b> .....	September 22, 2022
End of 1st Nine Weeks.....	September 30, 2022
Fall Break.....	October 3-7, 2022
Teacher In-Service Days (Professional Learning).....	October 3-4, 2022
2nd Nine Weeks Begins.....	October 10, 2022
Thanksgiving Holidays.....	November 21-25, 2022
<b>*End of 2nd Nine Weeks/Early Release</b> .....	December 16, 2022
Christmas Holidays.....	December 19, 2022-January 3, 2023
Teacher In-Service Days (Professional Learning).....	January 2-3, 2023
3rd Nine Weeks Begins.....	January 4, 2023
Dr. Martin Luther King, Jr. Holiday.....	January 16, 2023
Winter Break.....	February 20-21, 2023
Teacher In-Service Days.....	
3rd Nine Weeks Ends.....	March 10, 2023
Teacher In -Service Day.....	March 13-14, 2023
4th Nine Weeks Begins.....	March 15, 2023
Spring Break.....	April 3-7, 2023
<b>*Last Day of School/Early Release</b> .....	May 19, 2023
Teacher In-Service Days.....	May 22-23, 2023
Graduation.....	May 20, 2023

**\*Students will be released at 12:00 pm on bolded dates.**

**REPORT CARDS**

Report cards will be issued to students at the end of each nine weeks approximately five (5) days after the end of the grading period.

**MID-QUARTER/PROGRESS REPORTS**

A progress report will be given to each student after four and one-half (4 ½) weeks of each nine (9) week grading period.

**Progress Report/Report Card Schedule  
2022-2023**

Progress Reports #1.....	Tuesday, September 6, 2022
End of 1 <sup>st</sup> Nine Weeks Report Card.....	Tuesday, October 11, 2022
Progress Reports #2.....	Tuesday, November 15, 2022
End of 2 <sup>nd</sup> Nine Weeks Report Card (1 <sup>st</sup> Semester).....	Tuesday, January 10, 2023
Progress Reports #3.....	Tuesday, February 7, 2023
End of 3 <sup>rd</sup> Nine Weeks Report Card.....	Tuesday, March 16, 2023
Progress Reports #4.....	Thursday, April 20, 2023
End of 4 <sup>th</sup> Nine Weeks Report Card (2 <sup>nd</sup> Semester).....	School Decision

## **PES SCHOOL HOURS**

School hours are from 7:45am. to 3:25pm. Doors will open for student entry at 7:30 A.M. Students may not be dropped off unattended before school staff are on post. Leaving a student unattended could result in the involvement of outside agencies. Students will dismiss at 12:00 P.M. on half-days.

### **DISMISSAL**

3:00 P.M.	1st Bus Load
3:10 P.M.	Walkers/Car Riders
3:15 P.M.	2nd Bus Load

**If it becomes necessary to change the way your child gets home, it will be your responsibility to contact the school BEFORE 1:30 p.m. or write a note to the child's teacher. If you write a note to the school for a transportation or bus change, be sure to include a phone number where you can be reached. You may be called to verify the transportation change. It is also important that you include the address of where your child is to be dropped off if there is a bus transportation change. Some bus routes are at full capacity and cannot accept students with transportation changes. If this is the case, students will be unable to board the changed bus.**

**STUDENTS SHOULD MAKE ARRANGEMENTS FOR AFTERNOON TRANSPORTATION BEFORE ARRIVING AT SCHOOL EACH DAY!**

### **PARENT/STUDENT RESPONSIBILITIES**

The rules outlined in this handbook are provided to guide students throughout their elementary career. It is the responsibility of students and parents to be aware of the rules and regulations of this instruction.

In the Pelham City School System, we are committed to continually seeking to improve instruction for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations.

## **NONRESIDENT STUDENTS/ATTENDANCE ZONE STATEMENT**

Pelham City Schools welcomes students not living within the Pelham City limits to attend our schools, without the charge of tuition. As with all students, Pelham City sets high expectations in terms of academic achievement, attendance, and behavior.

Nonresident students attending schools in Pelham City are expected to attend school daily, pass all classes, and exhibit positive behavior. Failure to do so may result in the revocation of the student's right to attend Pelham City Schools by the Superintendent or his designee.

Any discipline problem severe enough to warrant suspension or any incident of truancy shall result in the revocation of the student's privilege of attending school in Pelham City by the principal, without convening a disciplinary tribunal. The principal's decision may be appealed to the Superintendent, whose decision shall be final.

Pelham City Schools' Out of District policy can be found in the appendix.

### **Attendance**

(Board Policy)

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the county's MAST Student Attendance Protocol Committee.

#### **Excused Absences**

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. 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.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or 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 will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.

Students shall be counted present when they are serving as pages of the Georgia General Assembly.

Students in foster care shall be counted present when they attend court proceedings relating to their foster care.



The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

### **Grades and Absences**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

### **Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.
3. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67.

Last Revised: 9/20/2016

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### **ATTENDANCE/M.A.S.T**

Children need to attend school consistently to learn. PES has a school-wide approach to ensuring successful attendance. If your child is sick, he/she should be kept at home, and you should notify the school of the reason for your child's absence either by a telephone call to the office or a signed note when your child returns. (Please refer to Board Policy JB).

#### **MAST- The Mitchell County Attendance Support Team**

The objective of MAST is to improve attendance and graduation rates of youth in Mitchell County. The purposes of this team are:

- To review attendance records of students who have been referred for chronic absenteeism and tardiness.
- To identify and remove barriers that may be prohibiting successful school attendance.
- To create public awareness of the importance of school attendance and its impact on academic achievement.

Our attendance program includes monitoring, intervention, and prevention. School personnel will use a record keeping system that identifies students with attendance problems quickly, and intervention will include telephone calls and/or home visits to parents/guardians.

#### Guidelines:

**At 3 unexcused absences or 5 total absences**, the principal or his designee will make a phone contact with the parent.

After the next absence (**6 total absences**), the principal or his designee will send a letter along with a copy of the Compulsory School Attendance Law to the parents and refer the name of the child and the parent to the school counselor for follow up.

**After 5 unexcused absences or 7 total absences**, the parent may be summoned by registered mail to appear before the MAST and attendance tribunal.

If the parent refuses to attend the MAST proceedings, their name is forwarded to the system social worker or school designee by the chairperson of the school's MAST. The social worker or designee will convene a meeting of the MAST and will summon by registered mail the parents and the students.

If the contract is broken, the name of the student is forwarded to the system social worker or school designee by the chairperson of the school's MAST. The social worker or designee will convene a meeting of the system level MAST and will summon by registered mail the parents and the student.

If they fail to appear, the social worker or school designee will file a petition in juvenile court and/or state court requesting court intervention.

## Awards

### HONOR ROLL

Honor Roll recognition only includes academic subjects. Honor Roll eligibility is based on a student's semester average. Honor Roll awards are based on a student's final grade.

**"A" Honor Roll** - includes a student who received all A's in all his/her academic subjects.

**"A/B" Honor Roll** - includes any student who has received all A's and B's in all his/her academic subjects.

**"Perfect Attendance"** - includes any student who has no absences for the entire school year.

**"Hornet Award"** - is awarded to specific students who exemplify the characteristics of being a PES Hornet.

## BREAK TIME (STUDENTS)

Students in Kindergarten through fifth grade will be allowed a minimum of one twenty minute break each instructional day. Breaks will not be taken before 11:00 a.m. to ensure a block of uninterrupted instructional time. Certified personnel and support personnel will be responsible for the supervision of the students. Break time may not be withheld for disciplinary or academic reasons.

## **CHECKING IN AND OUT OF SCHOOL**

Before a student can check out of school, his/her parents or legal guardian must be contacted by a school official if the person checking the student out is not listed on the contact card. Parents requesting permission for their son/daughter to check out of school will go through the secretary. A photo I.D. may be required for students to be checked out by any individual. Students must not leave school without the permission of a school official. Any student checking in after school begins must report to the office with a parent and sign in. Students signing in late will be considered absent and/or tardy for those classes affected.

## **COMPUTER/INTERNET USE**

Each child will be required to sign an Internet user agreement, which will be kept on file at the school. Signature on this agreement binds the user to proper use of the computer and Internet while at school. Please refer to Pelham City Schools' Board Policy IFBG.

**Board Policy Descriptor Code: IFBG**  
**Internet Acceptable Use**  
**Computer/Internet User Policy IFBGA 6-17-1997**

All computers in Pelham Elementary School are the property of the Pelham City School System. Students shall only use computers and software for educational purposes in conjunction with assignments given by faculty of PES. Any student that is found using computers or software in a non-educational setting will be subject to discipline procedures.

## **DELIVERIES**

In order to protect student's instructional time, all deliveries (birthday flowers, cupcakes, class party snacks, balloons, forgotten homework, extra clothes, etc.) must be dropped off in the front office to the school secretary. All items must be labeled with the student's name, grade, and homeroom teacher. Please remember that glass vases and balloons are not permitted on the school buses. If a student receives a gift that is not permitted, parents are responsible for picking their student (and item) up personally during car-rider time.

## **DRESS CODE FOR STUDENTS**

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Students in the Pelham City Schools Charter System are expected to follow good hygiene rules and to wear attire that adheres to acceptable norms for school, college, and careers. This includes, but is not limited to, the following:

1. Hair will be clean and neat and not styled in a distracting manner. Students will wear their hair so that it does not obstruct the face.
2. Students will wear shoes or other appropriate footwear
3. No midriff will be shown.
4. Tank tops and see-through blouses or shirts are not authorized. Sleeveless blouses may be worn as long as the armpit area is well fitted.
5. Appropriate foundation garments will be worn.
6. Clothing will not display offensive pictures or slogans. Clothing including buttons, stickers, etc., will not advertise nor advocate the use of drugs or alcohol.
7. Hats will not be allowed on campus unless approved by an administrator.
8. Sunglasses are not to be worn except prescription glasses when ordered by a doctor.
9. Students are permitted to wear walking shorts which come no shorter than three (3) inches above the kneecap.
10. Mini-skirts will not be worn. Mini-skirts are defined as those skirts that go to mid-thigh when the student is seated.
11. Tight or clinging clothing or clothing with deep splits, cuts, or tears that reveal the body or undergarments will not be worn.
12. Pants or shorts will not be allowed to sag. Belts, when worn, will be kept fastened at all times. Underwear will not be visible.
13. Leggings may be worn with loose fitting shirts that cover the entire buttocks and may also be worn under pants, shirts, shorts, dresses, and jumpers that meet the dress code requirement of Pelham City Schools Charter System.

All of the above standards are subject to interpretation of the administration. Students not adhering to the above will be required to make necessary changes. The administration and faculty of the Pelham City Schools desire to provide a pleasant learning atmosphere for all students. The above standards will help prevent unnecessary and unreasonable distractions from classroom instruction.

The above referenced standards will also be applicable to the uniform policy.

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The following guidelines identify the uniform standards for Pelham City Middle School and Pelham Elementary School. These guidelines will be strictly enforced and interpreted by the school administration. School uniforms may be purchased through any vendor as long as the attached guidelines are followed.

No cleavage should be visible.

**Pelham City Schools**  
**K – 8 Dress Code Guidelines**

**Dress Code Styles/Color:**

The following clothing styles will be considered appropriate:

1. Solid navy blue or khaki bottoms (pants, skirts, capris, jumpers/dresses, shorts – no more than three inches above the kneecap);
2. Solid white, blue, or yellow/gold collared polo style shirts or any school spirit shirt.

**Uniform Appearance:**

1. Polo style shirts may have a school insignia.
2. **No denim**, knit pants, jogging/sweatpants, wind suit pants, or leggings will be worn;
3. Tight or clinging clothes will not be worn;
4. Uniforms must be worn at the natural waist. They cannot be poorly fitted or oversized and baggy, so as to allow sagging of the pants. Belts must be worn, if needed. If belts have buckles, they must not be oversized or have any writing that is considered offensive.

**Accessories:**

1. Shoes or other appropriate footwear will be worn. No flip-flops, bedroom/shower shoes, sports sandals or backless shoes will be allowed.
2. No manner of clothing, jewelry, button, or pin may display drugs, cigarettes, sexually suggestive items, alcohol, profanity, gang related logos or messages, or pictures or words that are determined to be distracting or demeaning to others by the school’s administrators;
3. Hats, caps, sweatbands, bandannas, sunglasses, and other head coverings are not permitted inside the building, unless approved by administration;
4. Tattoos and body piercings are not permitted to be visible at school. At school, students may not wear items such as nose rings, nose pins, tongue rings, tongue pins, or any jewelry to accessorize facial or body piercing (this excludes earrings);
5. Extreme color/hairstyles, make-up, etc. must not be distracting, immodest, inflammatory, or offensive. The hairstyle must not cover the eyes or face;
6. Chains, wallet chains, and spiked jewelry are not allowed on campus or school related activities;
7. A student shall not wear or use emblems, insignias, badges, or symbols which are likely to distract the attention of other students in the classroom, cause disruptions or interference with the operation of the school, or violate health and safety standards of the school. No clothing shall be worn which displays messages that are profane, vulgar, lewd, indecent or sexually suggestive, or which contains alcohol, tobacco or drug advertisements, or which advocates criminal activity.

**Dress Down Days:**

School administrators will be permitted to allow “Dress Down Days” for incentive purposes. The following guidelines apply:

1. When designated by the school administration, students may wear any appropriate clothing of their choice (as long as it is in accordance with items 1-12 of the district dress code).
2. Clothes with deep slits, cuts, and/or tears, will not be worn.
3. Students may wear **blue** jeans without slits or holes (no skin showing);

**The Board of Education authorizes the superintendent to address non-compliance of the dress code policy by implementing consequences at the school level through the student code of conduct.**

**Dress Code Violations**

1st Offense - Parent Letter sent home and returned signed

2nd Offense - Administrative Parent Phone Call

3rd Offense - Parent may bring a change of clothes for the student or work will be completed in an alternative setting.

## **ELECTRONIC DEVICES BY STUDENTS**

The use of personal electronic communication devices, including cell phones, during classroom instructional time is prohibited. A student requiring the use of such a device shall have on file in the principal's office a statement from a licensed physician that such a device is necessary for the health of the student. Violations of this policy shall be handled in accordance with the student code of conduct. Please refer to Pelham City Schools' Board Policy JCDAF.

1st Offense - Parent Letter sent home and returned signed

2nd Offense - Administrative Parent Phone Call

3rd Offense - Phone will be collected and returned only to the parent by an administrator

4th Offense - Phone will be collected and a \$15 fee will be assessed. Phone will be returned to the parent when fee is paid.

## **EMERGENCY DRILLS**

### **SEVERE WEATHER DRILLS**

Every precaution is made to ensure the safety of your child during school activities. Periodic fire, evacuation, and tornado drills are executed to ensure students learn proper safety procedures and adhere to all safety guidelines.

### **FIRE/TORNADO DRILLS**

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. The fire alarm is a long uninterrupted buzzing alarm. When tornadoes are a threat or approaching (watches or warnings) an announcement will be made over the intercom. It is essential that everyone follow the procedures for exiting the building in fire drills or taking cover in tornado drills. Students are to remain silent throughout the procedures. Teachers will be asked to take roll to ensure that all children are safe and accounted for.

## **FEES AND FINES**

Any student who owes money to Pelham Elementary School (i.e. library fines, or damaged books) will not be allowed to receive his/her report card or participate in end of the year activities (FIELD DAY). The principal retains the option to work with the parent in order to seek a fair and equitable solution that may be beneficial to all parties.

## **FIELD TRIPS**

Field Trips and planned educational trips are important to the instructional program. In the event of a field trip, your child will receive a permission slip which the parent or guardian is required to sign. In signing, you give permission for your child to participate. There is a waiver of liability clause included. Students will not be denied field trips due to owed fees.

# **GIFTED EDUCATION**

## **GIFTED ELIGIBILITY AND TESTING POLICY/PROCEDURES**

A student is eligible for placement in the Gifted Education Program if he/she meets eligibility requirements through multiple criteria in either A or B.

- A. Achievement:90% minimum on an achievement test in total reading or total math or total battery(composite).

Mental Ability: 96% minimum on a mental ability test; total composite or component score.

Creativity:90% minimum on a standardized creativity test.

Motivation:3.5 grade point average during the last two years for students in 4-12 or 90% minimum on standardized motivational characteristics rating scale for students in K-3.

\*Requirements must be met in three out of four categories above.

- B. Achievement:90% minimum on achievement test in total reading or total math or total battery (composite).

Mental Ability: 99% composite on a mental ability test in grades K-2 or 96% minimum on composite in grades 3-12.

\*Requirements must be met in both categories above.

## **GIFTED: TESTING POLICY AND PROCEDURE**

- A.** The referral process begins at the student's school with a request for gifted evaluation. The request may be made by the teacher, peer, or by the parent based on demonstration of gifted behavioral characteristics, classroom performance, and achievement test scores. The coordinator of the gifted program will consider all information collected during the nomination process to determine whether it is appropriate to proceed with further assessment.

**B.** Automatic referrals are made each spring from data received through standardized achievement testing. The coordinator of the gifted program considers all information, including test scores, grades, motivation, and previous evaluations to determine whether it is appropriate to proceed with further assessments.
2. A permission form must be signed by a parent in order to administer tests to the student for gifted evaluation.
3. Testing for placement consideration will take place on several different days over a period of weeks. Test results and gifted placement status will be reported to the parents in writing at the end of the evaluation process.
4. Students who transfer from other Georgia public school gifted programs are eligible for placement.

Please refer to the Pelham City Schools' Board Policy IDDD.

## GRADING POLICY

### KINDERGARTEN

The report card for kindergarten students will indicate mastery or non-mastery of each given criteria. Numerical grades are not used for kindergarten until the end of the school year. These numeric grades are based on the percentage of readiness skills that are completed. Conduct grades will be given as S-satisfactory; N- needs improvement, I- improving, and U-unsatisfactory.

### FIRST THROUGH FIFTH GRADES

Each student will receive numerical grades in each area including the resource/specials classes as follows:

90-100 – A  
80-89 – B  
70-79 – C  
Below 70 – F

Students will receive report cards every nine weeks. Progress reports will be sent home at the midpoint of each nine weeks.

## HEALTH / IMMUNIZATIONS

See below. Please refer to Pelham City Schools' Board Policy JBC.

## ENROLLMENT REQUIREMENTS

When a student initially enrolls in the Pelham City School System, parents are responsible for providing the following documents:

Birth Certificate (Grades K and 1) At enrollment  
Immunization Record-Up to date (Georgia Form 3231) At enrollment  
Ear, Eye, Dental Screening (Georgia Form 3300) At enrollment  
Guardianship Papers (if student does not live with natural parents) At enrollment  
Records from Previous School (school will make a direct request 30 days  
to the previous school, but the responsibility rests with the parent)  
Proof of Residence At enrollment  
Social Security Number or Waiver or an Application for Social Security Number At enrollment  
Medical Information which will impact instruction At enrollment

**NOTE:** Parents who object to the state immunization policy for religious reasons may complete a notarized waiver. \* If there is an outbreak your child will be immediately sent home for the duration of the event.

Georgia law requires that every student enrolled in a Georgia public school must be immunized according to the rules and regulations established by the Georgia Department of Human Resources.

A **Certificate of Immunization (Form 3231)** must be on file. A Georgia physician or health clinic must complete the certificate. Students who do not provide the school with an approved certificate will not be allowed to remain in school. **A child enrolling in a Georgia school for the first time AT ANY GRADE LEVEL must be age-appropriately immunized with all required vaccines.** In addition, those students entering a Georgia public school for the first time must provide a **Certificate of Eye, Ear and Dental Examination (Form 3300)** at enrollment.



## HELPING YOUR CHILD LEARN

Start each day right; a calm beginning at home make the school day easier.

Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours.

Praise your child each day for something he/she has done. Have a special place to put your child's school work or whatever is brought home.

Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.

Attendance is vital. If your child is ill, home is the best place. Otherwise, your child needs to take advantage of every school day.

Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know, so the both of you can work out a solution.

Take your child to the library; encourage him/her to read.

Stress organization of school notebooks, materials, etc.

Provide supplies such as pencils, glue, scissors, paper, etc. for your child to use.

Work at home with skills taught at school.

## MAKE-UP WORK

See above policy. There are no provisions for allowing students to make up work for days absent while suspended from school. If a teacher assigns and grades homework, class work, labs or tests during a student's unexcused absence or suspension, that student may be given a grade of zero (0) for the work he/she missed.

## MEDIA SERVICES

The school media center is open daily from 7:30-3:30 and is accessible for all students and parents throughout the school day. Students select books to check out for a two week period. Students also use the media center for research, reports, and special projects. A well-equipped computer lab is available for students' use, and every class utilizes it on a regular basis.

## LIBRARY AND TEXTBOOK POLICY

Children are encouraged to enjoy the books provided by the library. The cost of replacing lost or damaged library books will be the original cost of the book. Each child is responsible for the library books he/she uses. Books should be returned at the end of the school year in the same condition in which they are issued. Students will be expected to pay for books damaged while in their possession. **If a child owes money for a lost or damaged book, the debt must be paid before their report card will be issued and participation is allowed at Field Day and other end of the year activities. Children who owe money for books will not be permitted to check out any books until their debt has been paid.**

## MEDIA CENTER RULES

Quiet listening is necessary so that everyone can hear and enjoy a story or instruction.  
Walk and do not crowd when entering and leaving the Media Center.  
Books should be handled with proper care.  
After handling books, please return them to their proper places.  
Keep books neat and clean. Do not use pencils, pens, or crayons in your library book.  
Have a safe place to put your book when you get home.  
Please help us take care of our library furniture; all chairs should be kept on four legs. No writing on the tables.  
Quietly select a book when you are browsing.  
Students may check out one book. It is due on their next visit to the Media Center with your class, or you may come in individually and check your book in.  
If a book is lost while it is in the student's care, he/she must pay for it, or he/she will not be able to check out another book from the Media Center.  
If a book is lost damaged accidentally while checked out by a student, do not mend it. Bring it back to the Media Center to be repaired.  
Student will assume a share of the responsibility for the appearance and orderliness of the Media Center.

## NURSE/FIRST AID

In order for the nurse to dispense medication or administer medication to a student, there must be an authorization form on file. Parents are required to complete a medical authorization form and may obtain a form from the school nurse. All medication must be presented in its original prescription bottle. No medication will be dispensed from containers other than the original container.

## NUTRITION

Listed below are a few items of interest that all parents should be aware of:

**BREAKFAST and LUNCH WILL BE FREE TO ALL STUDENTS THAT ATTEND PELHAM ELEMENTARY SCHOOL.**

**FOOD ALLERGIES:** We take the safety of the students very seriously at Pelham City Schools. It is required that all students with food allergies provide a written prescription from the Allergist/Physician pertaining to the specific food allergy. This prescription should be given to the Lunchroom Manager of the school where the child attends. The prescription should be kept current. All changes or updates must be in written form from the Allergist/Physician.

## PARENT COMMUNICATION

We strive to keep parents informed about every aspect of their child's learning experience. Parents should expect to be informed about the positive as well as the negative aspects of their child's participation in school activities. Your permission and notification will be secured in order for your child to participate in any off-campus or extra-curricular activities. With all of us working together, your child will have an enriching experience. **A working phone number must be on file. If there is a change in your phone number, notify the school immediately. Failure to provide a working contact number to the school may result in a referral to an outside agency.**

## **PARKING/TRAFFIC**

### **PES CAMPUS**

Safety is always a major concern. Parents who come to the school after the beginning bell must park in a **designated visitor parking spot** and stop by the office to **sign-in and receive a visitor's pass**. Please do not leave your car parked unattended in the lanes out front or in the back of the school building.

Parents may drive and park in the front drive between 8:30-2:30 for student checkout.

**Reminder: All early check outs should be done prior to the last half hour of school. Students may not be picked up from the office after 2:30. Parents will be redirected to the car-rider line at that time.**

Anyone who does not comply with the traffic and safety rules may be issued a citation by the police department.

## **PERSONAL BELONGINGS**

### **BOOK BAGS**

Due to safety reasons, rolling book bags are not allowed. If you have a medical authorization that necessitates a rolling book bag, please see the administration for approval.

### **MONEY**

Students should not bring any unnecessary money to school. Any large sums of money should be given to the teacher or office personnel for safekeeping.

### **LOST AND FOUND**

Property that is found should be turned in to the counselor's office where it may be claimed by identifying it. A student's name on a label in a coat, jacket, etc. will help the school return lost items to the rightful owner.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The PBIS framework utilizes a problem-solving approach that improves the entire school climate by using data to identify the reasons negative behaviors are occurring and implementing changes and interventions that address those reasons. PBIS is a preventative and proactive framework of addressing inappropriate behavior through fair and consistent practices.

The foundation of PBIS at Pelham Elementary School is following the **“Hornet Powers”!**

- o **Be Safe**
- o **Be Respectful**
- o **Be Responsible**

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. At PES, each student will be rewarded for meeting behavior expectations. When goals are met, students will earn rewards and celebrations.

To be successful, our behavior program needs to be a partnership between home and school. Please help support PBIS by:

- o Reviewing behavior expectations with your child
- o Using the three expectations at home
- o Providing positive reinforcement (acknowledge good choices)
- o Participating in school events

In addition to the **“Hornet Power’s”**, PBIS has three other components: 1) a behavior matrix which explains behavior expectations in each school setting; 2) direct teaching of the expectations; and 3) PBIS recognition.

Pelham Elementary School Behavior Matrix			
Environment	Be Safe	Be Respectful	Be Responsible
Arrival & Dismissal	<ul style="list-style-type: none"> <li>Walk</li> <li>Hands and Feet to Self</li> <li>Stay in line</li> <li>Maintain Social Distancing</li> </ul>	<ul style="list-style-type: none"> <li>Quiet lines</li> <li>Listen to &amp; Follow patrol instructions</li> <li>Use Kind Words</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned area</li> <li>Walk</li> <li>Follow in Line</li> <li>Sanitize hands when entering the school</li> </ul>
Buses	<ul style="list-style-type: none"> <li>bottom to bottom, back to back</li> <li>Keep hands, feet, and belongings to self</li> <li>Watch for cars when exiting</li> <li>Stay seated</li> <li>Maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Speak only to elbow partners at a Level 1</li> <li>Food Zone Free</li> <li>Listen and Follow Bus Driver's Directions</li> </ul>	<ul style="list-style-type: none"> <li>Keep book bag in assigned area</li> <li>Sit at assigned seat</li> <li>Keep face coverings on</li> </ul>
Hallway / Transitions	<ul style="list-style-type: none"> <li>Walk to the right</li> <li>Walk in a line</li> <li>When Stopped, Look down for brown square</li> </ul>	<ul style="list-style-type: none"> <li>Hands Down</li> <li>Use appropriate voice level</li> <li>Stand Tall off the Wall</li> </ul>	<ul style="list-style-type: none"> <li>6 feet when you meet</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Social distancing</li> <li>Wash hands before going outside and entering building</li> <li>Keep hands and feet to self while playing</li> <li>Stay in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing</li> <li>Include others</li> <li>Take turns</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing</li> <li>Line up six feet apart</li> <li>Throw trash in trash can</li> <li>Use equipment properly</li> <li>Line up quickly at Level 0</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Wash hands for 20 seconds</li> <li>Appropriate number of students in the bathroom at one time</li> </ul>	<ul style="list-style-type: none"> <li>Hush</li> <li>Flush</li> </ul>	<ul style="list-style-type: none"> <li>Rush- <u>Use restroom in timely manner.</u></li> </ul>
Lunchroom/Classroom	<ul style="list-style-type: none"> <li>Wipe off desks before and after lunch</li> <li>Keep food on desk and no sharing with others</li> <li>Only take off mask while eating</li> </ul>	<ul style="list-style-type: none"> <li>Talk only with face and elbow partners only</li> <li>Use appropriate voice level</li> <li>Stay in seat during lunch time</li> </ul>	<ul style="list-style-type: none"> <li>Keep area clean, put all trash in bag</li> <li>Raise and Wait</li> <li>Wash hands before and after eating</li> </ul>
Library	<ul style="list-style-type: none"> <li>Walk</li> <li>Gel in, Gel out</li> <li>6 ft Apart</li> <li>Push chair in</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Listen and follow directions the first time</li> </ul>	<ul style="list-style-type: none"> <li>Handle books properly</li> <li>Choose appropriate books</li> <li>Visit safe websites</li> </ul>

## PROMOTION AND RETENTION OF STUDENTS

### Policy

**Descriptor Code: IHE**

### Promotion and Retention

#### Promotion Requirements for Grades One Through Five

In order to be promoted to the next grade, students in grade one (1) through five (5) are required to achieve the following criteria.

All students shall meet all attendance requirements as specified by Pelham City Board of Education Policy JB.

Schools, including home schools, shall be determined by the placement procedures described in Pelham City Board of Education Policy JBC(4).

All students shall earn a yearly average of 70 or above to pass any subject area. Two semester grades will be used to obtain a yearly average.

#### To be promoted, a student shall pass reading and math and two other major subjects such as social studies and science.

A student will be allowed three (3) days to make up work missed due to short-term absences, provided that the absence(s) are excused. The principal may use his or her discretion to allow longer make-up periods for excused absences of a week or longer, provided that all make-up work be completed within fourteen (14) days after the close of each semester and provided this opportunity is available to all students.

**Education promotion requirements which are specified in the Individual Educational Plan (IEP) shall establish the promotion standards for students with disabilities. Any academic requirements for promotion stated in this policy which are not modified in the IEP for a student with disabilities shall remain as a requirement for promotion.**

**Promotion Requirements for Grades Six Through Eight.** In order to be promoted to the next grade, students in grades six (6) through eight (8) are required to achieve the following: All students shall meet all attendance requirements as specified by Pelham City Board of Education Policy JB. Schools, including home schools, shall be determined by the placement procedures described in Pelham City Board of Education Policy JBC (4). All students shall earn a yearly average of 70 or above to pass any subject area. Two semester grades within will school year will be averaged to obtain the yearly average for a course.

**To be promoted, a student must pass reading, language arts, math, science and social studies.**A student will be allowed three (3) days to make up work missed due to short term absences, provided the absences are excused. The Principal may use his/her discretion to allow longer make up periods for excused absences of one week or longer provided that all make up work is completed within 14 days after the close of each semester.

**Education promotion requirements specified in the Individual Educational Plan (IEP) shall establish the promotion standards for students with disabilities. Any academic requirements for promotion stated in this policy which are not modified in the IEP for a student with disabilities shall remain as a requirement for promotion.**

## PROMOTION REQUIREMENTS FOR GRADES ONE THROUGH EIGHT

Each school principal shall distribute student data from the Georgia Student Assessment Program to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.

Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.

The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student in accordance with State Board Rules and other criteria established in this policy.

The Board of Education (“the Board”) shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement and retention decisions for students.

The Board hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.

2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final.

### **SNACK STORE**

Students are permitted to purchase snack items at school. Snack money and student orders are taken at the beginning of each day and are provided to students after lunch. Prices of items range from \$0.25 to \$2.00. A list of snacks and costs will be sent home with your child on the first day of school.

### **STUDENT CONDUCT AND DISCIPLINE**

No student has the right to interfere in any way with his fellow classmates' right to learn. It is expected that each student will observe a code of personal conduct which will not interfere with the educational opportunities of other students. Students are expected to conduct themselves in compliance with school regulations and to exhibit courtesy and respect for authority at all times. The principal and faculty shall encourage desirable behavior and will enforce rules that are necessary for the efficient operation of their school. Rules for student conduct apply while the students are on school grounds at any time, off the school grounds at a school activity, function or event, en route to and from school whether walking or in a private vehicle, or school transportation, or in a private vehicle used to transport students to a school-sponsored function. Violation of school policies by students may jeopardize their right to attend Pelham City Schools. **Be in the right place, at the right time, doing the right thing.**

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**RULES GOVERNING STUDENT CONDUCT**

***Rule 1***

**DISRUPTION AND INTERFERENCE WITH SCHOOL**

No student shall:

<p>a. Block any entrance, occupy any school building, prevent any class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program, or activity associated with the Pelham City Schools.</p>	<p>1<sup>st</sup> offense: 1-3 days ISS                  2<sup>nd</sup> offense: 1-3 days suspension                  3<sup>rd</sup> offense: 3-5 days suspension and possible referral to police and/or sheriff's dept.</p>
<p>b. Set fire to or in any school building or property.</p> <p>b-1. Cause false fire alarm.</p>	<p>Mandatory 10 day suspension and possible tribunal. Possible referral to police and/or sheriff's dept.</p> <p>Mandatory parent conference and discipline measure will be at administrations' discretion</p>
<p>c. Discharge, display, or otherwise threateningly use any firearms or explosives</p> <p>(1) on the school grounds at any time;                  (2) at any school activity, function, or event;                  (3) in route to and from school functions</p>	<p>For all firearms and explosives:                  Mandatory 10 day suspension and possible tribunal. Possible referral to police and/or sheriff's dept.</p>
<p>d. Continuously or intentionally make noise or act in a manner that interferes seriously with the teacher's ability to conduct class.</p>	<p>1<sup>st</sup> offense: Administrative discretion                  2<sup>nd</sup> offense: 1 day ISS                  3<sup>rd</sup> offense: 1-2 days ISS or suspension</p>
<p>e. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, social media postings, or any other conduct, that intentionally causes the disruption of any lawful mission, process, or function of the school.</p>	<p>1<sup>st</sup> offense: 3-5 days ISS or suspension                  2<sup>nd</sup> offense: 3-5 days suspension                  3<sup>rd</sup> offense: 5-10 days suspension</p>
<p>f. Refuse to identify oneself or give false identity upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.</p>	<p>1<sup>st</sup> offense: Administrative discretion                  2<sup>nd</sup> offense: 1 day ISS or suspension                  3<sup>rd</sup> offense: 2 days ISS or suspension</p>



g. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.	1 <sup>st</sup> offense: Administrative discretion 2 <sup>nd</sup> offense: 1-3 days ISS or suspension 3 <sup>rd</sup> offense: 3-5 days ISS or suspension
h. Fail to go to the assigned classes or leave the school without permission of the principal or designee.	1 <sup>st</sup> offense: Administrative discretion 2 <sup>nd</sup> offense: 1 day ISS or suspension 3 <sup>rd</sup> offense: 2 days ISS or suspension
i. Have at school: collectable cards, toys, or other objects that may cause a disruption to the learning environment	1st offense: warning 2nd offense: confiscated item, returned only to parent  Repeated Offenses: items may be confiscated and returned at the end of the school year.

***Rule 2***

**VANDALISM, TRESPASSING, DAMAGE, OR DESTRUCTION OF PROPERTY**

A student shall not willfully and/or maliciously destroy, damage, or deface public or private property, real or personal. No student shall enter or remain on school campus or school board facility without authorization.	1-10 day (s) ISS or suspension and possible tribunal. Possible referral to police and/or sheriff's dept. Restitution in all cases.
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***Rule 3***

**DAMAGE, DESTRUCTION, THEFT, EXTORTION, BURGLARY, LARCENY, OR ROBBERY OF PRIVATE OR PUBLIC PROPERTY**

A student shall not cause or attempt to cause damage or destruction to private or public property, shall not burglarize, shall not commit larceny/theft or robbery, either on the school grounds or during a school activity, function, or off school grounds or while under school supervision. This also includes theft or attempted theft of a motor vehicle.	1-10 day (s) ISS or suspension and possible tribunal. Possible referral to police and/or sheriff's dept. Restitution in all cases.
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**Rule 4**

**VERBAL AND/OR PHYSICAL ASSAULT AND/OR PHYSICAL VIOLENCE ON A PERSON EMPLOYED BY THE SCHOOL**

<p>a. A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee on the school grounds or while the school employee is engaged in the performance of his/her official duties at a school related function. This includes touching, striking, pushing or threatening bodily or psychological harm to any school employee.</p>	<p>1-10 day (s) ISS or suspension and possible tribunal. Possible referral to police and/or sheriff's dept.</p>
<p>b. A student shall not commit any act of physical violence against a teacher, school bus driver, or other school official or employee while the school employee is engaged in the performance of his/her official duties at a school related function.</p>	<p>1-10 day (s) suspension and possible tribunal. Possible referral to police and/or sheriff's dept.</p>

**Rule 5**

**ASSAULT AND/OR BATTERY ON A PERSON NOT EMPLOYED BY THE SCHOOL**

<p>a. No student shall threaten, intimidate, harass or bully another with or without physical contact on or off school grounds or at a school related function or by use of data or software that is accessed through a computer, computer system, or computer network or through other electronic technology of a local school system, or other means of technology including social media.</p>	<p>2-5 days ISS or suspension; possible referral to tribunal and/or police or sheriff's department</p>
<p>b. No student shall fight, or cause physical abuse or injury to any person on school grounds during, immediately before, or immediately after school hours or at any other time when the school is being used for a school function.</p>	<p>2-5 days suspension; possible referral to tribunal and/or police or sheriff's department</p>
<p>c. No student shall videotape a fight or any other form of physical aggression that creates a hostile educational environment.</p>	<p>1-10 days ISS or suspension; possible referral to police or sheriff's department</p>

**Rule 6A**

**POSSESSION OF A WEAPON ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS**  
**(policy JCDAB)**

A student shall not carry, possess, or have under control, any weapon on school property, at a school function, on a bus or any other transportation furnished by the school.	10 day suspension; referral to tribunal and police or sheriff's department
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The term “weapon” means and includes any firearm or any object from the list of devices found in OCGA16-11-127.1 used in a threatening or intimidating manner. The following things may be defined as weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind. Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes shall not apply.

**Rule 6B**

**POSSESSION OF A DANGEROUS OBJECT ON SCHOOL PROPERTY OR AT SCHOOL**  
**FUNCTIONS**

A student shall not carry, possess, or have under control, any dangerous object on school property, at a school function, on a bus or any other transportation furnished by the school.	3-10 days ISS or suspension; mandatory parent conference
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The term “dangerous object” means any object listed in 6A, OCGA 6-11-127 that is not used in a threatening or aggressive manner.

**Rule 7**

**NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS, OR ANY OTHER CONTROLLED SUBSTANCE (policy JCDAB)**

<p>a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Ga. State Board of Pharmacy (unless lawfully prescribed for use by such student). This includes lighters, rolling papers, pipes, baggies, or any other drug paraphernalia.</p>	<p>Mandatory parent conference. 1 - 10 day(s) ISS or suspension possible and/or referral to the hearing officer and/or police or sheriff's department.</p>
<p>b. A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage or intoxicant of any kind, nor shall any student possess, sell, or transmit any substance, represented to be one of such prohibited substances while on school grounds or during a school activity, function, or event off school grounds or while under school supervision.</p>	
<p>c. A parent / student shall deposit in the nurse's station (or other location determined by the principal) all lawfully prescribed drugs when he/she arrives at school. A student shall not sell, use, or transmit any medication, prescription or non-prescription to another student while on school grounds or during a school activity, function, or event off school grounds or while under school supervision. Parents must fill out a permission from with the nurse for all medications.</p>	

**Rule 8**

**DISREGARD OF DIRECTIONS OR COMMANDS**

<p>a. A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessionals, principals, school bus drivers, or other authorized personnel when on school grounds or during a school activity, function, or event off school grounds or while under school supervision.</p>	<p>1<sup>st</sup> offense: Administrative discretion 2<sup>nd</sup> offense: 1 day ISS or suspension 3<sup>rd</sup> offense: 2 days ISS or suspension Mandatory parent conference and discipline measure will be at administrations' discretion.</p>
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**Rule 9**

**USE OF PROFANE, VULGAR, OR OBSCENE WORDS, OR OTHER ACTIONS WHICH DISRUPT SCHOOL SYSTEM OPERATIONS**

a. Directed toward a staff member, bus driver, or any other school or school-related employee.	1 <sup>st</sup> offense: Administrative discretion 2 <sup>nd</sup> offense: 1-3 days ISS or suspension 3 <sup>rd</sup> offense: 3-5 days ISS or suspension
b) Directed toward a student.	1 <sup>st</sup> offense: Administrative discretion 2 <sup>nd</sup> offense: 1-3 days ISS
c) In general conversation with other students.	3 <sup>rd</sup> offense: 1-3 days ISS or suspension

**Rule 10**

**GAMBLING ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION**

Gambling on school property or at a school function is prohibited	Confiscation of proceeds and paraphernalia, suspension permissible
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**Rule 11**

**MISBEHAVIOR ON BUS (policy JCDAD/EDCB)**

In view of the fact that a bus is an extension of the classroom, the Board shall require all students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. On the school bus, students are subject to all rules under this policy. (See School Board Policy JCDAD)  The age of the child and the severity of the offense will be taken into consideration in the administration of disciplinary action.	1 <sup>st</sup> : Admin. warning or bus suspension 1-3 days 2 <sup>nd</sup> : Bus suspension 1-3 days 3 <sup>rd</sup> : Bus suspension 3-5 days 4 <sup>th</sup> : Bus suspension 5-10 days 5 <sup>th</sup> : Revoke bus riding privileges for the remainder of semester, or 10 days, whichever is greater
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**Rule 12**

**CRIMINAL LAW VIOLATIONS**

A student who could be and/or has been formally charged with violation of the criminal law off campus and whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations	Student will not be allowed to attend Pelham Elementary School in regular classes and an alternative educational setting will be found.
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**Rule 13**

**RUDE AND DEFIANT BEHAVIOR**

No student shall curse, talk back, “sass” or intentionally argue in a demanding or disruptive manner with any school system employee or another student.	1 <sup>st</sup> offense: Administrative discretion 2 <sup>nd</sup> offense: 1-3 days ISS 3 <sup>rd</sup> offense: 1-3 days ISS or suspension
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**Rule 14**

**USE OR POSSESSION OF TOBACCO**

Possession and/or use of tobacco in any form is prohibited on campus, on school buses, and at school activities and functions. This includes lighters, matches, and any tobacco paraphernalia including e-cigarettes (vapes).(confiscation for all offenses)	Mandatory parent conference and discipline measure will be at administrations’ discretion.
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**Rule 15A**

<b><u>CHEATING</u></b>	Mandatory parent conference and discipline measure will be at administrations’ discretion. Student may receive a zero for the assignment.
<b>Rule 15B</b> <b><u>FORGERY</u></b>	1 <sup>st</sup> : Administrative discretion 2 <sup>nd</sup> : 1 day ISS 3 <sup>rd</sup> : mandatory parent conference

**Rule 16**

**SEXUAL HARASSMENT/MISCONDUCT**

a. Sexual harassment may include teasing, jokes, remarks, questions, pressures for dates, exposing one's intimate body parts, leering, touching, pinching, commenting about a person's body, writing suggestive notes, drawing offensive pictures, making obscene gestures, or possession of offensive literature on school property, during school functions, or under school supervision. Including pornography of any kind.	1 -10 days ISS or suspension; mandatory parent conference
b.. Public Display of Affection	1 <sup>st</sup> : warning with parent notification 2 <sup>nd</sup> : 1 day ISS and parent notification 3 <sup>rd</sup> : 1– 5 days ISS or suspension and parent notification

**Rule 17**

<b><u>RACIAL HARASSMENT</u></b>	Mandatory parent conference. 1-10 day(s) suspension and/or referral to the police or sheriff's department
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**Rule 18**

**CUMULATIVE OFFENSES**

Students who have repeatedly violated the rules of the <u>Student Code of Conduct and Discipline</u> over a period of time will be cumulative offenders	At any point in the discipline process, administrators will meet to review the considered behaviors and make recommendations for appropriate disciplinary action. (Legal reference: O.C.GA.20-2-764, 1995)
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**Rule 19**

**VIOLATIONS OF STRICT PROBATION**

A student shall not fail to comply with strict probation imposed by the Tribunal or the Board of Education.	Mandatory parent conference and discipline measure will be at administrations' discretion
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**Rule 20**

**TECHNOLOGY FRAUD, ABUSE, OR MISUSE**

Willful or intentional unauthorized access to alter, damage, destroy or attempt to destroy any computer, computer system, computer network software, program, or data. The transmission of any material by e-mail or file transfer that violates state or federal regulations (or which is obscene/vulgar) is prohibited.	1-10 day(s) ISS or suspension possible and/or referral to the hearing officer and/or police or sheriff's department
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*The administration of Pelham Elementary School reserves the right to make any additions, deletions, or revisions to the Code of Student Conduct and Discipline for the well-being of the student body and the educational process.*



## DISTRICT DISCIPLINE POLICIES

### **Policy Bullying**

**Descriptor Code: JCDAG**

The Pelham City School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

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

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

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

**1. Investigate**

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

**2. Notify**

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

**3. Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances. Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals. Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

**4. Follow Up**

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

Pelham City Schools

Date 2/15/20  
Adopted:11

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**FIGHTING**

Students will be deemed to be fighting if they are actively engaged in physical combat with other student(s) or staff. It is the responsibility of the school principal to determine the degree of involvement of each person involved in a fight. Student(s) may be subject to out-of-school suspension, opportunity room, disciplinary hearing, or expulsion. Police may be called to fights.

**CORPORAL PUNISHMENT**

The Pelham Board of Education has authorized the use of corporal punishment. All students are subject to corporal punishment except any student whose parents on the day of enrollment has filed a statement with the superintendent and/or principal against its use on the grounds that it is detrimental to the student's mental or emotional stability. It

shall not be used as a first line of punishment unless the student was informed beforehand that specific behavior could occasion its use (See PCS Board Policy: Descriptor Code: JDA Corporal Punishment).

### **CHRONIC DISCIPLINARY PROBLEMS**

Students who are chronic disciplinary problems will not be tolerated at PES. Disciplinary action will be taken to correct the student's behavior which will include parent conferences, disciplinary and behavioral correction plans, and out-of-school suspension. If all corrective measures are unsuccessful, the student shall be recommended to the Superintendent of Schools for long-term suspension or expulsion from PES.

### **SCHOOL SAFETY ZONE/WEAPONS NOTICE**

It shall be unlawful for any person to carry, possess, or have under such person's control while within a school safety zone (all property in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education ) or at a school building, school function, or on school property or on a bus or other transportation furnished by the school, any weapon or explosive compound. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile or any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, and other knife having a blade three or more inches, straight-edged razor, razor blade, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or taser. OCGA 16-11-127.1

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

Punishment: A fine of not more than \$10,000; imprisonment not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-601.

### **SCHOOL SAFETY HOTLINE**

The Georgia Department of Education and the Georgia Bureau of Investigation have established a school safety hotline. Students are encouraged to report anyone who has brought or threatened to bring weapons to school, as well as any other school safety issues. Callers are not asked to reveal their identities. The school safety hotline is **1-877-SAY-STOP**.

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

### **STUDENT REPORTING OF SEXUAL ABUSE OR MISCONDUCT**

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

#### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

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

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

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

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

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

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

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

#### **FALSE ACCUSATION OF AN EDUCATOR-HB 1321**

The Georgia Legislature enacted a law, which became effective July 1, 2008, addressing falsified, omitted, or erroneous reports of inappropriate behavior by educators towards students. The following procedure will be followed:

1. Students will provide a written statement of complaint to the school principal.
2. The school principal will notify the parent/guardian and the Superintendent the day the written statement is received.
3. The school administration will begin to investigate the accusation the day the written statement is received, keeping the teacher, parent/guardian, the Superintendent, and law enforcement apprised of all developments.
4. A ruling will be determined within three working days of the receipt of the student's written complaint.
5. If the allegation is substantiated, school system procedures will take place for the discipline of the educator and the reporting to the Professional Standards Commission.

6. If the allegation is deemed unsubstantiated, the student will be suspended for a minimum of five days and can be expelled if deemed necessary by school and system officials. In addition, court ordered community service or any other court sanction may occur for students over ten years of age. Students under ten years of age can be suspended for up to ten days.

## **TEACHER CONFERENCES**

Teachers welcome all opportunities to meet with parents/guardians about their children. Parents may request conferences as needed or desired. Appointments are necessary. Conferences may be scheduled during planning time or after school. Please call the office to schedule an appointment with your child's teacher. You can expect to discuss the following items at a Pelham Elementary parent conference:

- Academic Progress (Grades)
- Socialization & Behavior Issues
- The child's current reading and math levels
- Standardized Test Scores
- Intervention Strategies
- Child's strengths/weaknesses

## **TRANSPORTATION**

Transportation is provided for students living more than 1 ½ miles from the school if space allows. The times and routing schedules are issued by the Transportation Department. Students are required to obey rules or forfeit their transportation privileges.

Consistent transportation from school should be established for safety. **If it becomes necessary to change the way your child gets home, it will be your responsibility to contact the school** or write a note to the child's teacher and call the office BEFORE 1:00 p.m. If you write a note to the school for a transportation or bus change, be sure to include a phone number where you can be reached. You will be called to verify the transportation change.

**Transportation arrangements should be made before arriving to school each day!**

### **TRANSPORTATION: RULES AND REGULATIONS**

#### **RULES FOR STUDENT RIDING BUSES**

Policy  
Bus Conduct

Descriptor Code: JCDAD

1. Purpose: This policy establishes the school bus code of conduct for students in Pelham City Schools.
2. The Superintendent of Schools will insure that all bus drivers know and understand their responsibilities for establishing and maintaining appropriate student behavior on school buses. The administrative procedure for School Bus Conduct will be provided for each driver on an annual basis.
3. Proper behavior on school buses is expected and most important. Students are expected to follow safety procedures concerning loading, unloading, seating and emergency evacuation as directed by their driver, teacher and principal. Students who misbehave on buses will be disciplined. Repeated, or serious violations will result in short or long term loss of bus privileges. Options for discipline are not limited to, but include, detention, ISS, bus suspension, suspension from school, or expulsion.
4. Transportation rules and pupil responsibilities will be published for the safety, health and welfare of all students who are transported. School bus drivers will confirm that the students have received a copy of the rules at the beginning of each school year. Students will be instructed to give these to parents. Parents are requested to review and impress on their children to obey these rules. A copy of school bus safety rules and regulations will be posted in each bus.
5. All drivers will emphasize safety instructions and emergency evacuation procedures during the first week of school. At least one emergency evaluation drill will be conducted during the school year.
6. Drivers shall be responsible for keeping order on their bus. Problems/misbehavior must be reported to the administration of the school, which the pupil attends. It shall be the duty of the driver to report such problems/misbehavior personally, in the presence of the student, to the administration. Each school will notify parents of incidents and discipline involving their child on the bus.
7. School Bus Rules and Pupil Responsibilities:
  - A. Students shall be prohibited from acts of physical violence (20-2-751.6) such as bullying (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.
  - B. 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 without headphones, or other electronic devices that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus.
  - C. Students shall be prohibited from using mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
  - D. All rules and regulations in the Student Code of Conduct (JCDA and JCDA-E) are applicable to the transportation of students.

#### **TRANSPORTATION RULES AND PUPIL RESPONSIBILITIES**

- The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
- Be on time; the driver cannot wait beyond his or her regular schedule for those who are tardy.

- Wait in an orderly line off the street or road..
- Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 Feet)
- Do not run toward a school bus while it is in motion.
- Ride only the bus assigned by school officials.
- Do not try to get on or off the bus or move about within the bus while it is in motion.
- Pupil must remain seated while the bus is moving. Ride two in a seat, if necessary, and do not exchange seats unless given permission by the driver while the bus is stopped.
- Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
- Students are prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, and other unruly behavior.
- Students are 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 discs without headphones, or any other devices in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
- Students are prohibited from using mirrors, lasers, flash cameras, or any other reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- Do not engage in any activity which might divert the driver's attention and cause an accident such as:(a) Loud talking or laughing, or unnecessary confusion.(b) Unnecessary conversation with the driver;(c) Extending any part of the body out of the bus windows or doors.
- Pupils are not to open or close doors at any time nor shall they regulate or operate any part of the bus.
- Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:(a) Smoking, eating, possession or use of alcoholic beverages on the bus.(b) Spitting or throwing anything in or from the bus.(c) Bringing animals on the bus.
- Pupils will not leave the bus on the way to school or home without permission of the driver. Driver will not give permission except in case of personal emergency, or upon request of the principal or pupil's parents. A written request is required.
- Pupils must be courteous to drivers, to fellow students, and to passersby at all times.
- Report promptly to the driver any damage done to the bus. The person causing damage shall be expected to defray its full cost.
- All School Board Policies governing Student Discipline and Conduct will be observed. Misconduct on the bus is subject to the same disciplinary measures as misconduct at school.
- When necessary, the principal, or other responsible school system administrators may suspend or revoke riding privileges.

**THE AGE OF THE CHILD AND THE SEVERITY OF THE OFFENSE WILL BE TAKEN INTO CONSIDERATION IN THE ADMINISTRATION OF THE RULES.**

## **VISITORS**

All visitors **must report to the main office** and register with the receptionist. **All visitors must visibly wear a visitor's tag** while in the building. While we welcome your visit, support and involvement, we must ensure that instruction is not interrupted or compromised. Parents and visitors should not proceed to their child's classroom without prior consent from the teacher and principal.

\*Forgotten books or other materials that you wish to deliver to your child may be left at the front office.

### **PELHAM CITY BOARD OF EDUCATION**

#### **NON-DISCRIMINATION POLICY**

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and the Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.



**Employees, students, and the general public are hereby notified that the Pelham City Board of Education and the Pelham City Schools do not discriminate in any educational programs or activities or in employment practices. Inquiries concerning any of these matters may be addressed to Mr. Floyd Fort at 203 Mathewson Avenue, Pelham, Georgia 31779, telephone 229-294-8715 or to the following individuals:**

Title VI Coordinator  
Vince Frosteg  
Director of Teaching and Learning  
203 Mathewson Avenue  
Pelham, Georgia 31779  
229-294-8715

Title IX Coordinator  
Dera Harkins  
Athletic Director  
203 Mathewson Avenue  
Pelham, Georgia 31779  
229-294-8715

Section 504/ADA Coordinator  
Vince Frosteg  
Director of Teaching and Learning  
203 Mathewson Avenue  
Pelham, Georgia 31779  
229-294-8715

Title VI-B Coordinator  
Laron Smith  
Assistant Superintendent/Director of Special Education  
203 Mathewson Avenue  
Pelham, Georgia 31779  
229-294-8715

Title II Coordinator  
Vince Frosteg  
Director of Teaching and Learning  
203 Mathewson Avenue  
Pelham, Georgia 31779  
229-294-8715

Sports Equity Coordinator  
Dera Harkins  
Athletic Director  
203 Mathewson Avenue  
Pelham, Georgia 31779  
229-294-8715

Inquiries concerning any of these matters may also be addressed to the Regional Office for Civil Rights, Atlanta, Georgia, 30323, or to the Director, Office for Civil Rights, Education Department, Washington, DC 20201.

**NOTA DE NO DISCRIMINACION**

Es la política de la Junta Educacional del Condado de Decatur de no discriminar en función a raza, color, origen nacional, sexo, edad, estatus de veterano, o condición de discapacidad en sus programas educacionales, actividades, y prácticas de empleo. La Junta cumplirá con todos los aspectos del Título IX de las Enmiendas de Educación de 1972, Título VI de la Ley de los Derechos Civiles de 1964 (modificado, 1973), Título VII de la Ley de los Derechos Civiles de 1964, (modificado, 1974), Título XXIX del la Ley de Discriminación por Edad de 1967, y sección 504 de la Ley de Rehabilitación de 1973, y

Título II de la Ley de Educación Profesional Carl D. Perkins de 1984. Para información de conformidad contactar al **Mr. Floyd Fort, 203 Mathewson Avenue, Pelham, Georgia 31779, 229-294-8715.**

## Appendix

- Pelam City Charter System Out of District Contract



## PELHAM CITY SCHOOLS CHARTER SYSTEM

Floyd P. Fort, Ed. S.  
Superintendent  
ffort@pelham-city.k12.ga.us

203 Mathewson Ave.  
Pelham, Georgia 31779  
229-294-8715  
Fax 229-294-2760  
www.pelham-city.k12.ga.us

Laron Smith, Ed. S.  
Assistant Superintendent  
lsmith@pelham-city.k12.ga.us

Pelham City Schools Charter System welcomes students who live outside our attendance area. Since your family has chosen Pelham City Schools Charter System as your system of choice, students must meet the following criteria in order to remain enrolled in Pelham City Schools.

Conditions for initial entry in Pelham City Schools Charter System as a non-resident student can be found in Board Policy *JBCB: Nonresident Students*. A copy of this policy is attached and can be accessed from the Pelham City Schools Charter System website at any time.

For continued enrollment in the Pelham City Schools Charter System, students are expected to attend school daily, abide by the code of conduct of their school, and make progress toward passing their classes. Parents are expected to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children, the school, the larger community, and social media.

If any of the following occurs, the student may be withdrawn from Pelham City Schools Charter System:

- The student misses more than 6 days in a school year.
- Fails 2 or more classes for the year (PES & PCMS) or the semester (PHS)
- The student commits any of the following major disciplinary violations:
  - possesses or is under the influence of drugs or alcohol.
  - possesses a weapon.
  - possesses a dangerous instrument with intent to cause harm.
  - involved in a fight, an assault, or commits verbal or physical battery.
  - commits an assault on a school employee.
- The student receives 2 major disciplinary violations for any reason during the school year.
- The student is **scheduled** for a disciplinary tribunal.

A student handbook is provided at the beginning of each academic year and upon initial enrollment. Each school's handbook details the policies and procedures of each school in Pelham City Schools Charter System.

**This contract is binding as long as the student resides at an address outside of the Pelham City Schools Charter System attendance zone. If a change of address occurs, the school where the student is enrolled must be notified within ten (10) school days of the change.**

\_\_\_\_\_  
*Residence Address*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administrator During Initial Enrollment*

\_\_\_\_\_  
*Date*