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General School System Information

THE SCHOOL BOARD

The schools are governed by a five-member board responsible for setting system-wide school policies designed to deliver the best possible education to each child. These policies govern budgetary, facility and personnel resources, as well as the students, faculty and staff at each school, and ensure that the local schools comply with state and federal laws. School board members are elected from five election districts and consider themselves servants of all Effingham County school children and their parents, representing the best interests of all citizens and all fifteen schools currently operating in the district. Board members are elected every two years on a staggered basis and hold four-year terms. Board members, as part of their service, expect to hear from constituents regarding school-related issues. Parents and individuals who seek information regarding their own children's unique circumstances are asked to review the policies contained in the Appendix, speaking first with their children's teacher, and then the school principal, before contacting other administrative personnel and board members about those issues. Contact information for current board members can be found on the district website at www.effinghamschools.com or by calling the Board of Education at 754-6491.

SCHOOL BOARD MEETINGS

The board meets twice each month, at 2 PM on the first Wednesday of each month, and at 7 PM on the third Thursday of each month, to handle routine business. These meetings normally take place at the Effingham County Board of Education Office, 405 N. Ash Street, Springfield, unless advertised in a different location. The board annually advertises their meeting dates and times for the coming year in *The Effingham Herald* and online at www.effinghamschools.com/eBoard. All meetings are open to the public (with the exception of executive sessions held to discuss personnel, possible land purchases, proceedings and hearings conducted under the Public School Disciplinary Tribunals Act, individual students educational records, or any pending legal actions). However, to obtain a place on the agenda, a written request should be submitted to the Superintendent of Schools at least seven days prior to the next scheduled board meeting. Public hearings on budget, millage rate and other issues as they arise are also advertised in *The Herald*, and at those meetings, citizens may address the board without appointment. All visitors to board meetings are asked to sign an attendance log, and copies of the agenda are available to any citizen in attendance.

SCHOOL DISTRICTS

Public education from kindergarten through high school is free for all children who are bona fide residents of Effingham County. Upon request by the school, the parent or guardian shall be required to present proof of residency (such as an electric bill, city water bill, etc.) and to certify that the student is a full time resident (i.e. 12 months a year). Each school age child must attend the appropriate school located in the school district of this county in which he or she resides unless formally approved to do otherwise. Anyone with a question regarding residency and the school district should contact the Transportation Coordinator, Mr. Brett Martin, at the bus shop at 754-3574. That office maintains detailed districting maps. The school districts are evaluated by the Board of Education from time to time as the county's population grows and new schools are built. There are no guarantees offered by the board to county residents and taxpayers regarding the lines separating school districts. The board reserves the right to adjust district lines to maintain appropriate school

and class size in the best interest of every boy and girl. The complete Resident Students Policy may be found in the Appendix.

SCHOOL COUNCILS

Effingham County schools have councils in place on each campus. Councils are primarily concerned with school improvement that leads to academic success for every student. Council members will be elected on a staggered basis every year to hold two-year terms. Anyone interested in learning more about school councils may contact their school principal.

SCHOOL INSURANCE

Student insurance will be available to all students through our district website, www.effinghamschools.com. You will find the insurance flyer and plans listed under "Parents", then click on Elementary School, Middle School, or High School and go to "Student Insurance". No information will be sent home with students. All transactions must be handled directly with the vendor.

VISITORS, VOLUNTEERS AND CHAPERONES

All visitors to school campuses must report to the front office before visiting other parts of the school, as required by O.C.G.A. 20-2-27. A visitor's badge will be issued that will provide identification for the individual visiting the campus. Persons not wearing such a badge will not be allowed on campus. Unauthorized visitors will be requested to leave, and failure to do so will result in official misdemeanor charges of a high and aggravated nature. Visitors are allowed to visit only the areas requested. Please check with the front office at the school site for further clarification of their visitation procedures. These measures are necessary to protect children from unauthorized persons.

The Effingham County School System does not require everyone who visits a school to complete the Mandated Reporter training process, so to help differentiate between a school visitor, volunteer and chaperone we have created brief descriptions.

A parental visitor acting in the role of a parent is not required to register as a volunteer or complete the child abuse training. Examples include, but are not limited to, visitors to the school for parent/teacher conferences, 504/IEP meetings, schoolwide and classroom programs or events, PTO events, field day, eating lunch with their child or any visit to sign in or check out their student. A non-parental visitor is not required to register as a volunteer or complete the Mandated Reporter training. Non-parental visitors include, but are not limited to, community members, business owners/partners, civic leaders or emergency personnel who are visiting the school for a short, singular time and are under supervision of an administrator and/or teacher at all times. All visitors must sign in at the front desk upon entering the school.

A school volunteer is a non-paid individual who serves, in any auxiliary capacity under the direction and supervision of school personnel. A volunteer is one who performs any essential duties that an employee could perform such as, but not limited to making copies, filing, escorting students, working with extracurricular activity groups of assisting with lunch duty, media center and front office tasks. Any person who leads or assists student groups or students other than their own in school or extracurricular programs is considered a volunteer. Volunteers will typically serve in this capacity multiple times throughout the school year. **All volunteers must complete the Mandated Reporter training prior to volunteering.**



A **chaperone** is any non-school personnel who attends an off-campus school activity, whether as a parent or official chaperone. **All chaperones must have completed the Mandated Reporter training prior to attending any off-campus school function.**

Only those children enrolled in an Effingham County school shall be able to utilize school facilities, equipment, and programs, and participate in extracurricular and co-curricular activities subject to all other existing rules of participation.

CENTRAL REGISTRATION CENTER

New students are enrolled at the Central Registration Center located at 306 N. Ash Street in Springfield. (912-754-2530). Appointments may be made online at www.effinghamschools.com.

PARENT & BOOSTER CLUBS

PTA and Booster organizations offer parents many opportunities to get involved and work in support of public schools to the benefit of our children. For more information about these organizations, check with band directors, athletic directors, coaches, and principals. ***(The school board prohibits door-to-door sales by students due to the fact that doing so can be dangerous and/or threatening to the safety of children. Students who participate in door-to-door fundraising for a school-sponsored organization do so without the school board's permission.)***

OUTSTANDING DEBTS

In the case of outstanding debts for lost books, photos, annuals, and lunches, schools may file the debt with small claims court.

ASBESTOS MANAGEMENT

The Effingham County School System maintains a complete, updated copy of the Asbestos Management Plan for its campuses. It is available for all workers before they begin work in any area of the buildings. This plan is available to the EPA, the state, parents and other members of the public, teachers, and other employees for inspection within five working days after receiving a request for inspection.

PARENTS' RIGHTS TO KNOW QUALIFICATIONS

Parents may request the following information regarding teacher qualifications as required by the "Every Student Succeeds Act" (ESSA): Information regarding their student's classroom teacher's certificate or credentials, and/or college major and graduate degree information. Parents may also request information regarding the licensing and training of paraprofessionals. Requests may be made in writing to the school principal or Mrs. Susan Hartzog, Executive Director of Human Resources, Effingham County BOE, 405 North Ash Street, Springfield, GA 31329.

NONDISCRIMINATION NOTICE

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. §20-2-315). Students are hereby notified that the Effingham County School System does not discriminate on the basis of sex in its education programs (including athletics), activities it operates, nor in admission to or employment in its education program or activities. The Sports Equity and Title IX Coordinator for this school system is Assistant Superintendent Mr. Tim Hood, Effingham County Board of Education, 405 N. Ash St., Springfield, GA 31329; phone 912-754-6491. Inquiries or complaints concerning sports equity in this system may be submitted to the Sports Equity/Title IX Coordinator. The complete Gender Equity in Sports Policy can be found online at www.effinghamschools.com/eBoard.

FOOD SERVICES

Effingham County Schools participate in the National School Breakfast and Lunch Programs. Meals are planned to meet USDA Dietary

Guidelines while providing students choices from a variety of nutritional food items offered.

Prices for elementary meals are as follows:

	Daily	Weekly
Breakfast:	\$1.75	\$8.75
Reduced:	.30	\$1.50
Lunch:	\$2.75	\$13.75
Reduced:	.40	\$2.00

Prices for middle & high school are as follows:

	Daily	Weekly
Breakfast:	\$1.75	\$8.75
Reduced:	.30	\$1.50
Lunch:	\$2.75	\$13.75
Reduced:	.40	\$2.00

Meals may be paid for at the point of purchase, or parents may opt to pre-pay for meals either by the week or for longer periods of time. Parents may pre-pay for student meals with cash, check, and credit or debit card using the online service "MySchoolBucks". Information on how to enroll and participate in this program can be found on the district website under Nutritional Services. Students who qualify for free meals may never be denied a meal, even if they have accrued a negative balance prior to the processing and approval of the current year's Free and Reduced Priced Meal Application. All reduced price and paid students will be able to charge the equivalent amount of two lunches and two breakfast meals according to their approved status. Once a student has reached that charge limit, he or she will be offered an alternate meal. The alternate meal consists of a cheese sandwich and milk. The student will continue to receive the alternate meal until adequate funds are received or up to three (3) consecutive days, whichever comes first. Students whose accounts hold a negative balance are ineligible to purchase extra or a la carte items until the balance is paid in full. Students with negative balances or who lack sufficient funds to purchase a reimbursable meal may purchase a main entrée item only at the a la carte price as long as they have the funds to do so. No extra or a la carte items may be charged. All negative balances must be repaid prior to the end of the current school year. Students will be provided low balance and negative balance slips as well as a notice home to the parents/guardians. Parents/Guardians will also receive a telephone call informing them of the student's negative account balance.

Checks will gladly be accepted as payment for the amount of a meal and for pre-payment, but parents are asked to send separate checks for each child. Two-party checks will not be accepted. All non-sufficient fund checks (NSF) are turned over to Envision Payments Solutions for recovery. Envision utilizes the federal and state laws allowing the electronic recovery of NSF checks. The cost of recovery becomes the responsibility of the one who writes the check. When a check is used as a payment, the check writer authorizes Envision either to use information from the check to make a one-time electronic fund transfer from the check writer's account or to process the payment as a check transaction. The check writer also authorizes Envision to collect a fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid. **THIS SAME PROCEDURE APPLIES TO ANY AND ALL CHECKS WRITTEN TO THE SCHOOL SYSTEM.** Questions regarding this procedure can be answered at



877-290-5460. **All students are issued a personal id number to access their meal accounts, and to maintain privacy, all students enter their number into a keypad at the register. Personal ID numbers remain with each student for the entire time they attend Effingham County Schools.** PreK, kindergarten and new students are issued a temporary card to use until they are able to memorize their number. Free- and reduced price-meal applications are provided to each student's parent. Only those parents wishing to apply should return the form. **Parents will complete one form per family, listing all eligible children on the same form. The form should be completed and returned with the youngest child within five days of enrollment. Students must pay for lunch and breakfast until the form is returned and the student(s) is approved for the program.**

In addition to the school meal, students may buy extra or a la carte items such as milk, juice, water, fruit and vegetable servings. Additional entree items may only be purchased in addition to the school meal. Drinks brought with sack lunches must not be in glass bottles. Students are not to bring cans or bottles of soda in lunches. **There are no heating facilities for a child's sack lunch.** When food substitutions are necessary due to a student's medical condition, food service personnel will work with parents to make those changes, based on a written statement from a recognized medical authority, such as the child's physician. Those statements must include information identifying the nature of the problem, and include a list of foods that should be omitted from the child's diet along with appropriate substitutions.

Lunchroom Safety – Students caught throwing food and endangering the safety of others, and any other inappropriate behavior, will be subject to the consequences of their behavior.

ENROLLMENT/WITHDRAWAL

According to Effingham County Board of Education policy, each school age child must attend the appropriate school in the district of the county in which he/she resides unless approval has been granted to do otherwise. Registration of students in grades Kindergarten-12 who have never attended an Effingham County School or have been off roll from Effingham County Schools for more than 10 consecutive school days must complete an online application and present enrollment documents at the district's Central Registration Center located at 306 N. Ash Street in Springfield. Upon completion of the online application, parents are required to make an appointment for registration by visiting the district website at www.affinghamschools.com or by calling Central Registration at (912) 754-2530. A link for online registration as well as the link for scheduling an appointment is provided on the main page of the district website. The enrollment age for Kindergarten requires that children be five years old on or before September 1 of the current school year; for first grade children must be six years old on or before September 1 of the current school year.

Only the parent or guardian who enrolls a student may withdraw said student, in accordance with O.C.G.A. 20-2-780.

Transfer students from other school systems are enrolled **pending receipt of their academic and disciplinary records** from the school they have previously attended. A transfer student's most recent report card and evaluation by Effingham school officials will determine a student's class assignment and placement. In the event that there is a delay in receipt of complete academic records, a student may be temporarily assigned to classes and programs based on information provided by the parent. In this event, class assignment and program placement may be changed upon receipt of complete academic records. Students transferring between two Effingham County schools as a result of an address change must present a Change of Address form and updated proof of residency. This documentation may be submitted to any Effingham County school or the district's Central Registration Center.

In the interest of maintaining a safe and productive school environment for all children, and in accordance with state law, parents will also be asked to provide any information about a child's history with law enforcement and the judicial system, if such exists. If the student has been expelled from another school system, the Effingham County Board of Education may deny admission.

Student Enrollment Requirements

The following documents are required upon registration at the Effingham County Schools' Central Registration Center.¹ Please assist us by having these papers with you when you arrive at the Center to register your child(ren):

- Proof of Residency - must be CURRENT (less than 30 days old):
 - Homeowners: Telephone, electric, or other utility bill that includes the physical address of the residence.
 - Renters: Telephone, electric or other utility bill that includes the physical address of the residence. If the rental agreement includes ALL utilities, then you can submit the rental agreement **and** a CURRENT rent receipt.
- NOTE: Cell phone bills will not be accepted as valid proof of residence.
- Most recent report card and current transcript from last school attended.
- Certified copy of student's original birth certificate or other acceptable evidence of age as specified in Effingham County Board of Education Policy JBC: School Admissions.
- A copy of the enrolling student's social security card.² (Parent may elect to sign a form at the time of registration stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. 20-2-150.)
- Completed Georgia Certificate of Immunization (From 3231) and Georgia Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300).³
- Custody papers through the court or applicable affidavit provided for in policy JBCA Resident Students if student lives with anyone other than the natural parents, as listed on the birth certificate.
- Any court orders that prevent or limit access of a parent to the child or the child's educational records.
- Any restraining orders or other legal documents specifically limiting the access of any individual to the student(s) being enrolled.
- Picture ID of parent / guardian registering child.⁴

If the family is living in the household with someone else, you must submit a Family Resident Affidavit signed by the homeowner stating that the parent and child(ren) live in the house with them, along with valid proof of residency. The signatures of both the parent / legal guardian and the person the family is living with must be notarized on this statement.

Also, when you arrive at the Central Registration Center to register your child, please have the following information available in order to complete the necessary enrollment papers:

- Student/Parent Phone Numbers, Addresses, and E-Mail Addresses (if applicable)
- Emergency Contact Phone Numbers
- Physician Name & Phone Number
- Documentation of any health concerns or allergies of which the school should be aware.

¹ In accordance with the Effingham County Schools JBC(1) Homeless Students policy and the federal McKinney-Vento Homeless Assistance Act, students experiencing homelessness shall not have their enrollment denied or delayed due to lack of any document normally required for enrollment.



² Social security numbers are used by Effingham County Schools as a student identifier when reporting to the Georgia Department of Education and to the Georgia Student Finance Commission, as required to establish eligibility for financial aid including HOPE scholarship. Social security numbers may also be reported to the Georgia Department of Human Services in billing for certain services provided to Medicaid-eligible students, with parental permission.

³ Alternately, parents may be issued a temporary waiver by providing an appointment card from a healthcare provider showing they have made an immunization appointment.

⁴ Picture ID may be government issued identification, employee identification, student identification, or other identification that provides acceptable evidence of the registering parent or guardian's identity.

ENROLLMENT: MAXIMUM AGE

All students who have not attained the age of 20 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students who have not dropped out of school for one complete semester or more and who have not attained the age of 21 by September 1 are eligible for enrollment, provided they have not received a high school diploma or the equivalent. Federal law declares that a free appropriate public education must be made available for all children three through 21 years of age with IDEA defined disabilities.

WITHDRAWAL

In accordance with state law, O.C.G.A. § 20-2-780, the parent or guardian who enrolls a student is the only person who may withdraw the student from school. When a sixteen or seventeen year-old student desires to withdraw from school, he/she must have the written permission of his/her parent or guardian prior to withdrawing. Prior to accepting such permission, a school administrator and the student's guidance counselor will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

Parents should notify the student's teacher a day or two in advance of withdrawal of a student. If transferring to a school outside of Effingham County, permanent records will be forwarded to the new school upon receipt of the request for records, signed by the parent. If transferring to another Effingham County school, the records will be automatically sent. Original permanent records will not be given to parents to hand-carry to a new school. All textbooks and media materials must be returned prior to withdrawal. If a parent wishes to withdraw a student, it is requested that the school be notified at least two days in advance, if possible, to allow time to complete the necessary paperwork and collect all materials. High school students should be especially mindful of these guidelines. Failure to adhere to these procedures may cause difficulty in receiving proper credit for completed courses towards graduation.

JCDA - STUDENT CODE OF CONDUCT (Revised 4/20/2017)

The purpose of this code is to provide students in the Effingham County School System an effective and safe learning environment. This code has been prepared in accordance with the Discipline Procedures of the Effingham County School System. It contains information for school personnel, students, and parents. Included in the code is an outline of expected behaviors and the consequences relating to various violations. Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. **Students and their parents**

need to know and understand this code in order to achieve these goals.

STUDENTS ARE EXPECTED TO:

- Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements of others and act as a good neighbor in the school community.

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

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and while waiting for and leaving such vehicles under observation of school personnel.
- Any time and place covered by the definition of the term "bullying," as defined in the Discipline General Terms Glossary.

Also, students may be disciplined for conduct off campus that is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Student Code of Conduct and to be supportive of it in their daily communications with their children and others in the community.

PARENTAL INVOLVEMENT

This Student Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. 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. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

Parents and students should contact the principal of the school if specific questions arise related to the Student Code of Conduct. The Student Code of Conduct specifies within its standards of behavior various violations of the code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

THE CHRONIC DISCIPLINARY PROBLEM STUDENT

Students who exhibit consistent patterns of misconduct will be identified as chronic discipline problem students. A student identified as a chronic discipline problem will begin a behavioral correction plan process that includes three steps to be implemented as the student violates the Student Code of Conduct. The third step is a suspension and referral to the superintendent's designee for discipline. At all points of the correction process, we encourage parents to come to school and take an active part in helping to correct their child's behavior.

If a student is identified as a chronic disciplinary problem student, the principal or designee must:

- notify the student's parent or guardian of the disciplinary problem by telephone and by mail,
- invite the parent or guardian to observe the student in a classroom situation, and
- require at least one parent or guardian to attend a conference in order to devise a disciplinary and behavioral correction plan.

Before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school administration and Superintendent's Designee for Discipline are required to meet with the parent or guardian to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. *After notice and opportunity for a hearing, the court may impose a fine, not to exceed \$500, on a parent or guardian who willfully disobeys an order of the court under this law.*

STUDENT SUPPORT PROCESSES

The Effingham County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include student support teams, school counselors, chronic disciplinary problem student plans, Individualized Educational Programs (IEP), and behavioral intervention plans that work within the IEP.

AUTHORITY OF THE PRINCIPAL

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

AUTHORITY OF THE TEACHER

The superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the Student Code of Conduct. Such behavior report, which describes the behavior and does not exceed one page, will be filed with the principal or designee within one school day of the most recent occurrence of such behavior.

The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

ADMINISTRATIVE PREROGATIVE

The administration may assign discretionary punishment as appropriate for all offenses covered, or not expressly covered, by the following rules, except those offenses that require a student disciplinary hearing under Georgia law. Depending upon the offense and the circumstances, the alternative punishment might be given in lieu of or in addition to the progressive punishment outlined in the Student Code of Conduct. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Effingham County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

PROGRESSIVE DISCIPLINE PROCEDURES

Definition: "Progressive discipline processes shall be designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed." (O.C.G.A. 20-2-735)

Guiding Principles

Each incident of inappropriate behavior is unique in terms of situational variables. Similarly, disciplinary action will reflect consideration of a number of factors specific to the student involved in the misbehavior. This code strives for a safe and orderly student learning environment through a systematic process of behavioral correction.

- Inappropriate behaviors are followed by consequences.
- Inappropriate behaviors are substituted with those that are consistent with the character traits identified in Georgia's Character Education Program.

Students in violation of the Student Code of Conduct cannot be assumed to have had sufficient instruction and/or practice in utilizing the particular character trait(s) related to the misbehavior. As such, disciplinary action should include engaging students in activities/events that reflect desirable character traits.

- Parents are viewed as integral partners to be utilized when addressing students' misbehavior.

Students, who engage in continual minor acts of misconduct, as well as those who engage in even a single act of more serious misconduct, are considered candidates for the school's behavior support processes.

Common Elements

Disciplinary action shall be in response to alleged violations of the Student Code of Conduct established and approved by local board policies.

1. Due process procedures required by federal and state law will be followed.
2. The degree of disciplinary action will be in proportion to the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, a number of factors must be considered. These include, but are not limited to:
 - Student's discipline history
 - Degree of premeditation, impulse, or self-defense
 - Age and/or disability
 - Strength of evidence
 - Cooperation/remorse

In most situations, disciplinary action should reflect both a consequence and an opportunity to be successfully engaged in related character traits from Georgia's Character Education Program.

Considerations:

1. All progressive discipline components noted in this section are minimum requirements. Additional components may be set forth by the local board of education.
2. Students are responsible to all those with whom they come in contact during the school day. As such, progressive discipline supports granting authority to professional staff members to impose discipline consequences for minor acts of misconduct. (Teachers, for example, may require students to serve a classroom detention after school for a minor infraction occurring during that class.) However, when a student is believed to be engaging in a similar pattern of minor misbehavior, or when a student has committed a more serious violation of the school rules, the principal must assume responsibility for the discipline process.
3. Georgia's Character Education Program reflects character traits that must be routinely demonstrated and identified by all stakeholders in the education process.
4. Utilization of the behavior support process should be considered for students who repeatedly engage in minor acts of misbehavior and for those who have engaged in behaviors resulting in more severe disciplinary actions. The following disciplinary actions may be imposed for any violation of this Student Code of Conduct. Professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:
 - a. Parental contact by teacher reporting the misbehavior.
 - b. Loss of recess or other free choice time.
 - c. Isolation during lunch.
 - d. Classroom isolation from peers.
 - e. Student participation in conference with parent/guardian and teacher.
 - f. Participation in a school-service project that enables the student to be engaged in the desired character traits.
 - g. Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character traits.

The principal and/or administration may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs, such as clubs, activities, teams, extra- and co-curricular events, field trips and special assemblies.
3. Administration of corporal punishment, excluding those students that have a documented waiver of corporal punishment on record.

4. Partial day in-school detention.
5. Full day in-school detention for one school day.
6. In-school suspension (Grades 6-12).
7. Participation in the cleaning/repair of any damage caused to the school-related environment.
8. Suspension from riding the bus.
9. Suspension from school.
10. Placement into an alternative school program (Grades 6-12).
11. Referral for probation to superintendent's designee for discipline to be placed on probation.
12. Referral to superintendent's designee for discipline for a disciplinary hearing for long-term suspension or expulsion.
13. Referral to law enforcement agencies.
14. Any other disciplinary technique that positively promotes the Student Code of Conduct and desired character trait(s).

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only after a disciplinary hearing as outlined in the Effingham County Board of Education policies. Parents or students may elect not to contest whether a student referred to a disciplinary hearing has violated the Student Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving the right to a hearing before a disciplinary hearing. Such an arrangement and waiver must be approved by the superintendent's designee for discipline in accordance with local board policy. Before a student is suspended from school for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior.

If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

DISCIPLINE GENERAL TERMS GLOSSARY

Alternative School - Students in grades 6-12 may be placed in the Effingham County Schools Crossroads Academy Alternative School. The length of a student's stay in this program will be determined according to various factors to include but not limited to the student's academic work, behavior, and attitude toward school.

Alternative School Placement - Students who exhibit extremely disruptive behavior or who continue with chronic disciplinary problems may be removed from the regular school program and placed in an alternative school setting.

Bus Suspension - The student is suspended from the bus for a specified period of time by the local school administrator or transportation administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Corporal Punishment - Physical punishment of a student by a school official in the presence of another school official.

Any parent or guardian who wishes that corporal punishment NOT be a disciplinary option should, on the first day of school each year, file a statement with the principal stating such wish. Suspensions from



school will be used as the alternative punishment where corporal punishment would have been administered but is declined by the parent.

Detention - Student attends a work/study session outside or inside of regular school hours. Student makes arrangements for transportation.

Disciplinary Probation - A student found guilty of certain offenses may be placed on probation by the local school and the superintendent's designee for discipline. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Due Process - A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

Expulsion - Suspension of a student from a public school beyond the current school semester. With certain limited exceptions permitted by Georgia law, in a case where a disciplinary hearing officer has found a student guilty of an act of physical violence against a teacher, school bus driver, or other school official or employee involving intentional physical contact which causes physical harm (unless such contact was in self defense), the student shall be expelled from school for the remainder of the student's eligibility to attend public school and shall be referred to juvenile court with a request for a petition alleging delinquent behavior. (O.C.G.A. §20-2-751.6(c)(2)).

Hearing Officer - A person appointed by the board of education or superintendent to conduct disciplinary hearings.

In-School Suspension – An alternative school program in which the student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers.

Referral to Law Authorities - Severe disciplinary offenses and violations of federal and state laws may require referral to local law enforcement agencies and the local district attorney's office as well as Department of Family and Children Services and Department of Juvenile Justice.

Referral to Superintendent's Designee - The superintendent has appointed a superintendent's designee for discipline whose responsibilities include working with school administrators and students' parents in determining the proper discipline to be received by students for violations of the Student Code of Conduct, placing students in an alternative school, and placing students on disciplinary probation.

Referral/Suspension to a Disciplinary Hearing - A student may be referred/suspended to a disciplinary proceeding for a determination of guilt of major Student Code of Conduct violations or for exhibiting a pattern of disruptive behavior demonstrated by cumulative violations of the Student Code of Conduct. These student disciplinary hearing proceedings and penalties shall comply with the guidelines set forth in the Public School Disciplinary Tribunal Act, as amended by Senate Bill 291. (O.C.G.A. §20-2-750 et. seq.).

Student Disciplinary Hearing - A proceeding at which a hearing officer hears evidence presented by the school and the student when a student has been referred/suspended by the local school principal or his/her designee to the superintendent's designee for a disciplinary hearing for expulsion. After the evidence is presented, the student's guilt or innocence is determined by the hearing officer and, if found guilty, the student's penalties are set by the hearing officer. Decisions of the hearing officer may be appealed to the board of education.

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

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

REFERRAL TO LAW ENFORCEMENT AUTHORITIES

The Effingham County Board of Education and its employees will adhere to all federal and state laws, which require reporting certain violations to law enforcement agencies. These violations include the following:

- Aggravated assault if a firearm is involved
- Aggravated battery
- Sexual offenses
- Carrying deadly weapons at public gatherings
- Carrying deadly weapons at school functions or on school property or within school safety zones
- Illegal possession of a pistol or revolver by a person under the age of 18
- Possession and other activities regarding marijuana and controlled substances
- False alarms

Other violations may be reported to law enforcement authorities based upon administrative prerogative.

Behaviors which will result in disciplinary action include the following:

Rule 1: Disruptive Conduct is behavior that disturbs or interferes with school activities or the educational process.

Rule 2: Unruly Behavior on School Bus

As defined by code section 20-2-1181, it shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Unruly behavior on the school bus is failure to comply with the following rules established for the use of school transportation.

Bus behavior is governed by the same rules stated in this handbook for behavior on school grounds or at school functions. Students are expected to follow school rules while waiting to board the bus and while on the bus. Loud disruptive behavior, being out of assigned seat, and not following directives of bus drivers is prohibited. In addition to the school rules set forth in this handbook, students are expected to:

- Respect their bus driver and cooperate with his/her instructions or requests.
- Remain in their assigned seats when the bus is moving and keep their hands and feet out of the aisle and off other riders or their property.
- Keep their heads, hands and feet inside the bus at all times.
- Remain absolutely quiet at all railroad crossings.

Students are likewise prohibited from:

- Fighting or “rough housing”, which includes disruptive behavior such as pushing, shoving, shouting, slapping, pinching, kicking, etc.
- Throwing items from the school bus.
- Acts of physical violence (as defined in O.C.G.A. §20-2-751.6), bullying (as defined in O.C.G.A. §20-2-751.4(a)), 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. *
- Having drugs, alcohol, weapons, fireworks or tobacco products (juul) in their possession when riding the school bus.
- Using profane, vulgar or obscene gestures to anyone on or outside the school bus.
- Eating, drinking or chewing gum on the bus.
- Damaging any portion of the interior or exterior of the school bus or its equipment.
- Having toys, pagers, radios, tape or compact disc players, tazers/shockers or other electronic devices, or using a cell phone (smartwatch/gizmo watch, etc.) on the school bus, and, even if permission to have possession of such items on the school bus has been obtained, to refrain from using such items in a manner that might interfere with the school bus communications equipment or the school bus driver’s operation of the bus.
- Using mirrors, lasers, flash cameras, or any other light or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.
- Using tobacco products at the bus stop or on the bus.

* *If a student is found to have engaged in physical acts of violence as defined by O.C.G.A. §20-2-751.6, the student shall be subject to the penalties set forth in such code section. If a student is found to have engaged in bullying as defined by O.C.G.A. 20-2-751.4(a) or in physical assault or battery of another person on the school bus, the school board’s policy requires a meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. (O.C.G.A. §20-2-751.5)*

Rule 3: Parking & Traffic Violations on Campus

(This rule only applies to students enrolled in high school.) Parking at school is a privilege, not a right. Students must have a valid driver’s license and insurance to obtain a parking permit. Students are to park cars immediately upon arrival at school and must leave the parking area immediately. Students must park in their assigned parking spaces. Vehicles parked in other areas are subject to being towed at the owner’s expense. Students may not visit autos until they are ready to leave campus at the end of the day unless the office gives special permission. (Refer to the Driving Rules and Regulations at ECHS, SEHS, ECCA, and Crossroads Academy for additional guidelines.) Vehicles parked on school grounds are subject to searches by school administrators and law enforcement officers at the request of the school administration.

No student shall abuse school parking regulations or operate a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas. This includes driving recklessly around school buses in route to and from school or school functions.

Students who have lost their driving and other privileges and who violate the intent of this policy by driving to school, parking on and off campus, shall be subject to discipline that may include permanent loss of parking and other privileges and punishment

for insubordination. Vehicles that are parked on school premises, which do not display a properly authorized parking permit, may be towed away at the owner’s expense.

Rule 4: Use of Profane, Vulgar and Obscene Words, including Obscene Gestures

Students will refrain from using profane, vulgar, or obscene language or gestures while under the jurisdiction of the Effingham County Board of Education. This includes the time while students are on school grounds, transported on school buses, attending activities or functions off school grounds, or at any time while they are under school supervision.

Rule 5: Attendance

Unexcused absence, chronic tardiness, skipping class, and leaving campus without permission are prohibited. Students must attend school as required by the Compulsory Attendance Law in Code Section 20-2-690.1. Failure to be at school and in class as specified by a student’s school class schedule, in accordance with the Effingham County Board of Education Attendance Policy, may result in disciplinary action.

Rule 6: Dress Code Violations

Students shall comply with the Effingham County Board of Education Administrative Procedures for Student Dress Code printed in this handbook.

Rule 7: Inappropriate Public Display of Affection

Embracing or other physical displays of affection will not be allowed, and may result in disciplinary action.

Rule 8: Food, Drink, Candy, and Gum

Food items brought for lunch are to be consumed in the cafeteria. No gum, candy, chips or drinks are allowed or sold in class or between classes, other than school-approved and sponsored activities, such as special assemblies and PTA or boosters functions. (water bottles from home must be in a clear container)

Rule 9: Insubordination/Non-compliance

Insubordination or Non-compliance is failure/refusal to comply with the reasonable rules or requests of school personnel. This behavior includes disorderly conduct, disobeying school rules, regulations or directives, and/or being dishonest or untruthful when questioned by school officials.

Rule 10: Cheating & Plagiarism

Cheating on tests or examinations will not be tolerated. No student shall cheat or copy on any exam, project, homework, storage device, or report. This includes providing answers, work, or materials for another student to use without the expressed consent of the classroom teacher. Students shall not use scanned documents in a plagiaristic or illegal manner.

Rule 11: Disrespectful Behavior/Verbal Assault

No student shall engage in disrespectful conduct or a verbal assault, including threatened violence, directed toward teachers, administrators, school bus drivers, other school officials or school personnel, other students or other persons attending school related functions. Disrespectful conduct includes, but is not limited to, the use of vulgar or profane language or behavior based on a person’s race, national origin, sex or disability that is unwelcome, unwanted, and/or uninvited by the recipient, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact that constitutes sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972. Violation of this rule may result in immediate suspension and possible referral to a student disciplinary hearing.

Rule 12: Damage

No student shall mark, deface or destroy school property or the property of another student. No student shall cause willful or malicious damage, during the school day or during off-school hours, to real or personal property of the school or to personal property belonging to a teacher, other school official, employee, student or any person legitimately at school. Such actions shall result in referral to a disciplinary hearing if, in the opinion of the school principal, the alleged damage could justify the expulsion or long-term out-of-school suspension of the student. No student shall cause or attempt to cause damage to property to include library books or reference materials. This includes vandalism of school furnishings, fixtures, and structures. Students are responsible for books and other materials or items assigned to them or checked-out by them. The Official Code of Georgia 20-2-1013 grants to local boards of education the right to set policies concerning lost or damaged school materials. "Such policies may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, library book, or media material at the replacement cost:

1. Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or
2. Withholding of all grade cards, diplomas, or certificates of progress until restitution is made."

Rule 13: Theft

No student shall take or misappropriate any property of another person or the school with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Rule 14: False Alarms

No student shall, either directly or through another person, cause a false report (of fire) or false public alarm (of bomb or other destructive device or hazardous material) at any school or at any school function or event. Such actions shall result in immediate suspension and referral to a disciplinary hearing and to law enforcement authorities.

Rule 15: Assault &/or Battery

No student shall cause or attempt to cause physical injury to another student, a teacher, administrator or other school employee or official, or a visitor while on school grounds or during a school activity, function or event off school grounds or while under school supervision. Students must make a good faith effort to peacefully settle all disputes without resorting to fighting or violent behavior, otherwise, disputes should be promptly reported to teachers, counselors, administrators, school bus drivers or other school personnel who are in positions of authority. Students shall immediately cease fighting and separate when ordered to do so by a teacher, counselor, administrator, school bus driver or other school personnel. Violation of this rule may result in immediate suspension and possible referral to a student disciplinary hearing. If a student is charged with any act of physical violence (that is to say, any intentional physical contact of an insulting or provoking nature or which causes physical harm) against a teacher, school bus driver, or other school official or employee, the student shall be immediately suspended and referred to a student disciplinary hearing.

Rule 16: Fighting, Aggressive or Confrontational Behavior (*Fighting Words, Posturing to Fight*)

Students are prohibited from fighting at school or any school-sponsored event. Any student who uses disgraceful, shameful or abusive words which incite or could incite a breach of the peace, that is to say, words which would provoke a violent response from another individual will be considered guilty of using fighting words. Any student who uses body language that could reasonably be considered to intimidate or provoke another person or who takes a posture that is representative of someone attempting to fight, that is to say, taking the stance called "throwing down," shall be considered guilty of posturing to fight. In addition, any student who uses his or her body to intentionally block another person's passage, to intimidate another

person, or grab, push or touch another person is also guilty of posturing to fight. Students shall immediately stop using fighting words or posturing to fight when ordered to do so by a teacher, counselor, administrator or other school personnel. Violation of this rule may result in suspension and possible referral to a student disciplinary hearing.

Students digitally capturing, transmitting, posting pictures or audio/video recordings of altercations at school is prohibited. Students may be assigned In School Suspension for three (3) days.

Rule 17: Bullying

Bullying – An act that is:

Code section 20-2-751.4 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

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

Acts of bullying shall be punished by a range of consequences through the progressive discipline process. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Any report of retaliation for reporting bullying will also be investigated and addressed in accordance with school procedures. **However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third**



time in a school year, the student shall be assigned to an alternative school.

Rule 18: Threats and Intimidation

Students will not threaten or attempt to threaten with statements, gestures, and/or drawings, or communicate or attempt to communicate these threats with language that is spoken, written, body, electronic or any means that could reasonably create fear or intimidation for any student, employee, official of the school system or any other person while on school grounds or in connection with school related functions and activities. This includes spreading rumors, regardless of their origin, that are threatening or create fear and intimidation. Violation of this rule may result in suspension and possible referral to a student disciplinary hearing.

Rule 19: Terroristic Threats

A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance, as such term is defined in Code Section 12-8-92, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience. Violation of this rule may result in suspension and possible referral to a disciplinary hearing as well as reimbursing appropriate agencies for any costs related to such action.

Rule 20: Articles Unrelated to School Instruction

Students shall not bring electronics, large sums of money, or any items not related to instruction. The use of cell phones or personal digital devices during the school day (first bell to last bell) is authorized only under the direction of the classroom teacher to support student instruction. The school assumes no responsibility or liability for lost or damaged cell phones or personal digital devices if brought to school. **Elementary School - All digital devices must be stowed away in student's book bag or purse. Unauthorized use of a cell phone, smartwatch, gizmo watch, or other digital device during the instructional day or on a school bus may result in the following:**

1. First offense – teacher confiscates and submits behavior referral, teacher contacts parents and returns device to student at the end of the day.
2. Second offense – teacher confiscates and submits behavior referral, gives to administration, administration contacts parents and returns device to student at the end of the day.
3. Third offense – teacher confiscates and submits behavior referral, call parents, child loses recess privilege, and parents pick up the device from the school at the end of the day.
4. Fourth offense – teacher confiscates and submits behavior referral, child loses recess privilege, and parent will be notified that they can pick up the device at the end of the school year.

Taking pictures or the recording of audio/video with cell phones or other digital device at school is prohibited unless under the express direction of a teacher as a component of instruction or a project. Students utilizing a cell phone or digital device for the capture of photographs or audio/video may be subject to additional punishment under this progressive discipline code.

Middle School/High School - Unauthorized use of a cell phone, smartwatch, or other digital device during the instructional day or on a school bus may result in the following:

1. First offense – device will be taken and parent called to pick up device.
2. Second offense – student will serve a day in ISS and parent will be called to pick up the device.
3. Third offense – student will serve a day in ISS and parent will be notified that (parent) can pick up the device at the end of the school year.

Taking pictures or the recording of audio/video with cell phones or other digital device at school is prohibited unless under the express direction of a teacher as a component of instruction or a project. Students utilizing a cell phone or digital device for the capture of photographs or audio/video may be subject to additional punishment under this progressive discipline code.

Rule 21: Tobacco and Nicotine Products

This includes the use, possession, or distribution of tobacco and nicotine products on school property or at school sponsored events. This includes possession and/or use of a lighter, matches, any tobacco paraphernalia, e-cigarettes (juul), vapor pens, or similar paraphernalia. Such actions may result in immediate suspension.

Rule 22: Unlawful Use or Possession of Alcohol and/or Illegal Drugs

No student shall use, possess, sell, distribute, or be under the influence of alcohol, illegal drugs, non-prescription drugs, or imitation substances at bus stops, on school property, or at school sponsored events. No student shall possess paraphernalia associated with drug use or solicit alcohol, drugs, or imitation substances at bus stops, on school property, or at school sponsored events. Violations may result in immediate suspension with possible referral to a disciplinary hearing. (Note: Students who need to have prescription drugs at school shall follow the procedures as specified under "Medications at School" in the student handbook. Students who are in possession of such prescription drugs who have not followed "Medications at School" procedures as stated in the student handbook shall be treated the same as one who possesses illegal drugs.)

Rule 23: Weapons/Dangerous Instruments

In accordance with JCDAE – Weapons, a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non lethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Any instrument which is designed for other purposes, but can easily be used to inflict injury (for example: a pencil, hair pick, compass, etc.) shall be considered a weapon/dangerous instrument if said instrument is used or intended to be used, in an aggressive, belligerent, threatening manner, or to defend against such behavior.

Each Effingham County School is considered a "school safety zone" as defined in The Official Code of Georgia. According to O.C.G.A. 16-11-127.1, a "school safety zone" means in or on any real property

or building owned by or leased to: (A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and (B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

Middle School and High School:

Any student in middle and high school, who has in his/her possession a weapon, shall be automatically suspended from school for a minimum of five (5) school days. During the suspension, a complete investigation of the incident shall be conducted by the school administration.

Should the investigation conclude that there was no threat or intent involved then the student and his/her parents must have a conference with the superintendent or his designee to determine if the student shall be allowed to return to school after the five (5) day suspension. A student who commits a second violation of this policy may be referred to a disciplinary hearing. A student who has in his/her possession a weapon with intent will be suspended from school for a minimum of ten (10) days and referred to the Superintendent's Designee for Discipline.

Students who possess any weapon described in **paragraph 1** in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in **paragraph 2** will be subject to a 5 day suspension and appropriate progressive discipline based upon the findings of the investigation.

Elementary Grades:

Any student, in elementary school, who has in his or her possession a weapon, or uses or threatens to use, any object to inflict injury on another person shall be disciplined by the school principal in the appropriate manner, and may be referred to a Disciplinary Hearing.

Reporting Requirements:

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Special Provisions:

Any proceedings, which involve a child with a disability who is determined to have brought such a firearm to school, must be conducted in accordance with the Individuals with Disabilities Education Act, Section 1400, et seq., of Title 20, United States Code.

Rule 24: Gang or Gang-like Activity

Gang and gang-like activity is strictly prohibited in accordance with O.C.G.A. 16-15-4. According to The Official Code of Georgia 16-15-2 "The General Assembly, however, further finds that the State of Georgia is in a state of crisis which has been caused by violent street

gangs whose members threaten, terrorize, and commit a multitude of crimes against the peaceful citizens of their neighborhoods. These activities, both individually and collectively, present a clear and present danger to public order and safety and are not constitutionally protected." No student shall use, employ, or rely upon gang membership or affiliation to threaten, intimidate, or to harass verbally or physically other students or employees of the Effingham County Board of Education. Such actions may result in immediate suspension, with possible referral to a disciplinary hearing.

Rule 25: Criminal Law Violators/Off-Campus Misconduct

In addition to the prohibition against cyberbullying, as defined in this code of conduct and local policy, a student may be subject to disciplinary action, including long-term suspension or expulsion, for any off-campus behavior which could result in the student being criminally charged with a felony or which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

The School Safety Act amends Georgia law so as to: require the superior court having exclusive jurisdiction over certain criminal offenses committed by juveniles to provide written notice to the local school system in which a juvenile is enrolled if the student is convicted of certain offenses or adjudicated delinquent on the basis of conduct which would constitute certain offenses; provide for notice to teachers regarding students who have been convicted of or adjudicated to have committed a designated felony, to provide for review of certain information. Such information shall be kept confidential. Such actions may result in immediate suspension, with possible referral to a disciplinary hearing.

Rule 26: Cumulative Offenses

Willful and persistent violation of the Student Code of Conduct may result in a referral to the superintendent's designee for discipline for appropriate action to include a disciplinary hearing for possible expulsion.

Rule 27: Acceptable Use of Internet

(Refer to Acceptable Use Agreement (AUA) found in the appendix.)

Rule 28: Encouraging or Counseling Another to Violate the Student Code of Conduct

Any student who incites, advises, or counsels another person to engage in prohibited actions shall be considered guilty of violating the Student Code of Conduct and may be punished accordingly.

Rule 29: Student Reporting Obligations

Any student who has knowledge that another has committed a serious violation (i.e. – drugs, weapons, alcohol, false alarms, bomb threats, etc.) of the Student Code of Conduct and that violation significantly impacts the safe and orderly environment of the school is bound to report such violations to the appropriate school officials. Violators of this rule will be subject to appropriate disciplinary action. (Students are encouraged to use the school district's Tip411 App to report any information related to violations of the Student Code of Conduct)

Rule 30: Falsifying Reports

No student shall falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such reporting shall result in disciplinary action. Any student having knowledge of such instances shall report the instance using the reporting process established by the Professional Standards Commission.



ADMINISTRATIVE PROCEDURES FOR - STUDENT DRESS CODE (Revised 6/5/2019)

All students in grades K-12 are expected to comply with the following Administrative Procedures for Student Dress Code. The K-12 dress code does not apply to Pre-K; except Pre-K students must wear fully closed-back shoes.

Students are expected to dress appropriately while in attendance at school. This includes wearing the adopted school uniform. This dress code addresses requirements for uniform dress days and dress down days. General appearance of students should be reasonable and not distracting to others. Students are expected and required to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance. Student clothing, hair styles, accessories, make-up, etc. must not be distracting, immodest, inflammatory, offensive, or hazardous. When questionable, the school principal will make the final determination of whether a student's attire or appearance is in conflict with the system policy. Students will observe the following dress code both at school and on the school bus:

Uniforms

The following mandatory uniform standards for student attire have been developed and are applicable to all elementary, middle and high schools.

1. TOPS

- Colors - white, black (or additional color designated by the school)
- Styles - a long or short-sleeved collared, polo shirt; no pockets; insignias or emblems no larger than standard credit card.
- Fit - Must be tucked and buttoned properly
- Under the school uniform – solid color (navy, white, ash or black) undershirt, camisole, or turtleneck
- In addition to the shirts described above, each school may include in its uniform dress code the option of allowing students to wear a school sponsored T shirt (which may have a crew neck rather than a collar.)

2. BOTTOMS

- Colors - khaki, navy or black
- Styles - skirt, shorts, slacks, capri pants, skorts; no form fitting fabric or styles; no ornamentation or insignia larger than a standard credit card, no more than 1 insignia/emblem per clothing article
- Fit - Skirts, shorts, and skorts may be no more than four (4) inches above the bend of the back of the knee (garments with slits will be measured from the top of the slit); pants and shorts must be worn and belted at the natural waist; pant legs must not drag the floor; correct size is to be worn to avoid sagging or overly snug fit.

3. JUMPERS/DRESSES

- Colors - khaki, navy or black
- Styles - no ornamentation and no insignia larger than a standard credit card, no more than 1 insignia/emblem per clothing article
- Fit - no more than four (4) inches above the bend of the back of the knee (garments with slits will be measured from the top of the slit.)

4. UNIFORM ACCESSORIES

SHOES

- Closed-toe and fully closed-back are required
- Matched pair

- Properly fastened

SOCKS & TIGHTS

- Socks – matched set of no more than 2 solid colors;
- Tights, leggings, and hose (must be worn under jumpers/dresses) - solid, neutral, black, white, navy or chosen school color; no pattern or designs

BELTS

- Colors - solid color
- Fit - worn inside the belt loops

PPE Masks

- No slogans or wording of any type.

Supplemental Wear

The uniform dress code shall not prohibit students from wearing coats, jackets and sweaters or layered garments when necessary due to weather conditions. Trench coats and dusters are not permitted. Garments which do not meet the description below under "Indoor Layering Garments" must be removed upon entering the building.

Indoor Layering Garments – If while in the building a student needs to wear a wrap for warmth, it must be worn over an approved uniform top. If the extra garment has a hood, the hood cannot be worn in the building.

- Colors - Majority solid with no more than two color combinations of solid navy, white, ash, or black or school designated color; prints, plaids, camouflage and other patterns or designs are prohibited
- Styles - Cannot bear a logo or name brand symbol or other insignia or message larger than the size of a standard credit card, no more than 2 insignia/emblems per clothing article

The uniform dress code prohibits students from wearing or displaying expressive items on the uniform that may contribute to disruption by substantially interfering with discipline or with the rights of others. It also prohibits items that undermine the integrity of the uniform, notwithstanding their expressive nature, such as a sweatshirt or other over-shirt that bears a message and/or covers or replaces the type of shirt required by the uniform dress code.

On special occasions schools will be allowed to have dress down days. The principal at each school will determine the dress down days for that site. Acceptable dress for dress down days will be consistent with the dress code as published in this policy and in the Effingham County Student and Parent Handbook.

High School students who participate in pathway or specialty programs that have prescribed uniform requirements may wear those uniforms throughout the school day provided that the uniforms meet the individual program requirements.

General Standards

The following provisions apply to both uniform and dress down days:

- Students are expected to wear clothing in a normal fashion. For example, shorts/pants must be worn with the waistband around the waist. Pant legs must not drag the floor. Clothing such as belts, flaps, shoes etc., must be fastened.
- Shirts may be unbuttoned three buttons down for polo shirts and only 2 buttons down for all other. All shirts, tops must be tucked in. No skin may be shown between the button line and the belt line.
- Any shirt or top that cannot be tucked in and remain tucked in cannot be worn. (Exceptions may be made for seasonal jackets, coats, sweaters and sweatshirts of appropriate size that are in accordance with the policy).



- Clinging, revealing, immodest or overly form-fitting garments are not allowed. Cleavage must not show. Sundresses that are cut low in the front or lower than the shoulder blades in the back are not allowed.
- No clothing or accessories which through language or graphics display, exploit, sanction or promote drugs, alcohol, tobacco, gangs, sex, violence, discrimination, vulgarity or unlawful activity are allowed.
- Dresses, skirts, and other similar garments shall be no more than four (4) inches above the bend in the back of the knee (measurement will be taken from top of the slit). Shorts, culottes, and other similar garments shall be no more than four (4) inches above the bend of the back of the knee (Shorts and other garments with slits will be measured from the top of the slit.) The wearing of leggings, tights or similar attire (under jumpers/dresses) does not provide for an exception to the length requirement for dresses, skirts or other similar garments. Acceptable legging colors include (worn under jumpers/dresses): white, tan, black, brown, navy or grey, in solid colors only.
- Proper and acceptable undergarments will be worn at all times. Undergarments should not be visible to others.
- While indoors, students may not wear the hood portion of a hooded jacket.
- Hair should be fixed in an appropriate and acceptable manner with no extreme styles such as mohawks.
- Matched-pair, fastened, closed-toe and closed-back shoes are required. Students are required to wear safe and appropriate shoes at all times.
- No clothing, jewelry or accessory which is deemed a safety risk is permitted. Any clothing, jewelry, hair, make-up, fingernails, or any other item which causes a disruption of the school environment may be banned at the discretion of the principal.
- The following are prohibited:
 - Hats, visors, head scarves, rollers, bandanas, caps sweatbands, do-rags, extreme headbands (such as "character" or "athletic" headbands)
 - Sunglasses
 - Visible tattoos (all tattoos must be covered)
 - Contact lenses that create an unnatural eye effect (such as "Halloween" contact lenses)
 - Visible body piercing (except ears and limited to three per ear in the lobe area)
 - Clear or covered body piercing(s)
 - Chained wallets, spiked jewelry, mouth grills or fronts
 - See-through garments; sheer see-through, or mesh see-through garments
 - Tank, halter, tube, strapless or crop, or midriff tops
 - Knit or spandex pants, leggings, jogging, exercise/yoga, cargo pants or shorts, skinny jeans, pajamas or loungewear
 - Torn, ripped, frayed or cut clothing
 - Flip flops, thongs, soccer sandals, bedroom shoes, heelys or similar type shoes
 - Extreme hair color, such as blue, orange, pink, green, unnatural red, etc. - hair must be a natural shade or tone

Certain school environments or classes may require more restrictive dress due to safety issues, i.e., Career/Technical classes, science labs, physical education. Students are expected to comply with safety guidelines.

The principal shall have the authority to interpret dress code and make case by case determinations for the appropriateness of dress which is questionable or which is not covered in this policy. The principal may also make exceptions to this uniform and dress code for special events such as spirit week and approved school organization or team affiliated garments. **The principal will ultimately decide if the clothing is appropriate.**

K-2 Exceptions: The length rule for skirts and shorts will be relaxed; tank tops and sundresses will be allowed.

K-5 Exceptions: The rule regarding tucking in shirts and tops may be relaxed.

Compliance

Schools should strive for full compliance using positive reinforcement. Corrective action should only be used when all positive measures have been exhausted.

The correction plan below has been established to address incidents of noncompliance to the Uniform and Dress Code.

Incident #1 Warning, parental contact, and remedy uniform. Should the remedy require the student to sign out of school, the absence will be recorded as unexcused.

Incident #2 Loss of privileges, after-school detention, or ISS

Incident #3 Violation will be addressed in accordance with the Code of Conduct which provides for various consequences depending on a student's discipline record and the severity of the offense. Students not adhering to the dress code will be considered non-compliant except under the following conditions:

1. Students transferring from out of district during the first ten (10) calendar days after registration
2. Students on campus outside of school hours
3. Principals authorize dress down days or give special permission
4. Instructors/advisors obtain permission through the principal and require students to dress in uniforms such as band, ROTC, sports teams, etc.

BOOK BAGS

Book bags made entirely out of clear plastic or nylon mesh are the only type allowed in Effingham County schools. Book bags made of other materials will be confiscated, including athletic bags and other such accessory bags and cases.

If a student or parent becomes concerned with the weight of a book bag or backpack, the first step should be to review the backpack safety information distributed by the school system to determine if the book bag is the correct type and is being used correctly. (See the "Back2Back pack Basics" information at www.effinghamschools.com in the Student Parent/Handbook Section.) If it is determined that the student is wearing the backpack correctly and carrying only the necessary items and the book bag still weighs more than 20% of the child's body weight, make an appointment to meet with the student's teacher(s). (Note: middle and high school students may wish to consult directly with the principal.) If, after meeting with the teacher, it is determined that the student is following the correct guidelines for carrying the book bag properly and safely and it still weighs more than 20% of the child's body weight, make an appointment with the principal to discuss the use of an acceptable rolling backpack. If the principal approves the use of a rolling book bag, the rolling book bag must be inspected and approved by the principal prior to using it. If the school principal does not approve the use of a rolling book bag, students and parents may request a hearing with the school system's hardship committee. Parents may also request to purchase home sets of textbooks so their child does not have to carry textbooks back and forth to school. A request form for purchasing textbooks is available at each school. As a safety issue, parents are asked to keep children from hanging items, such as stuffed animals or long ribbons, from their book bags. Parents are also asked to adjust the length (cutting off excess, if necessary) of straps and drawstrings so that there are no long, dangling pieces. These items are prone to get caught in the doors and seats of buses and could cause injury.



ATTENDANCE

JB - STUDENT ATTENDANCE POLICY

(Revised 5/3/2017)

The Effingham County Board of Education believes that every child of school attendance age should attend school on a regular basis in order to maximize his/her educational opportunities. Students who are absent from school may never regain some of the experiences which take place during their absences.

It is the intent of the Board of Education that the Georgia Compulsory School Attendance Law is followed. Every student shall be in attendance each of the scheduled school days for the full-length of the school day. Arriving late or departing early from school are in violation of the Georgia Compulsory School Attendance Law (O.C.G.A. 2-2-690.1). Consequences are set forth in procedures Late Arrival/Early Departure as defined in the Student/Parent Handbook.

Excused Absences

Excused absences are those absences due to the following:

1. Personal illness and whose attendance may be detrimental to the health of themselves or others.
2. Illness or death in the immediate family. The excused illness provision applies to the student's mother, father, step-mother, step-father, or a blood or legal relative who resides in the student's household. The excused death provision applies to the above relatives or for the student's brother, sister, grandmother, grandfather, great-grandmother, great-grandfather, aunt, uncle, great-aunt, great-uncle, cousin, niece, or nephew.
3. Special and recognized religious holidays observed by their faith.
4. Mandated by the order of a governmental agency (such as jury duty or physical exam for the armed services).
5. 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.
6. A student serving as Page to the Georgia General Assembly with appropriate documentation.
7. A student in foster care shall be counted present when they attend court proceedings related to their foster care with appropriate documentation.
8. Any other absence not explicitly defined herein but deemed by the Superintendent or designee to have merit based on circumstances and may be a non-school sponsored activity.

Unexcused Absences

Unexcused absences are all other absences, which are not defined as excused.

Hospital Homebound

Students who expect to be absent from school for ten (10) consecutive days for medical reasons or who have a chronic illness should see the school teacher, counselor, or administrator to make application for the Hospital Homebound program as soon as there is an expectation of such consecutive absences.

Excused Absence Documentation

Students who are absent from school for excused reasons may have up to a maximum of five (5) absences per year excused by providing a written excuse stating the reason for the absence, signed by the parent or guardian. Any absences beyond five (5) per year must be accompanied by medical documentation from a healthcare provider in order to have the absences validated as excused. In the event that

funeral/bereavement leave causes a student to miss more than five (5) days per year, a copy of the obituary or verification of funeral attendance shall be submitted. All excuses should be submitted within three (3) days of return to school. The excuse must note the reason for the absence. A student cannot excuse his or her own absence. Excuses that are received after the third day back to school may not be accepted and the absence may be considered as unexcused.

Absences shall be governed under the following provisions:

Students in grades K-8 who have more than ten (10) unexcused absences from school may not be promoted to the next higher grade.

Students in grades 9-12 who have more than five (5) unexcused absences from a semester long course may not earn the unit credit for the course.

Students in grades 9-12 who have more than ten (10) unexcused absences from a yearlong course may not earn the unit credit for the course.

Students in grades 9-12 who have more than five (5) unexcused absences from a semester long course or who have more than ten (10) unexcused absences from a yearlong course will be reviewed by the School Hardship Committee.

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the School Hardship Committee. The school administration is responsible for initiating the attendance appeal process for the School Hardship Committee.

Students who have been enrolled in an Effingham County school for only a portion of the school year, as well as students who may be enrolled in courses that are scheduled for less than a full semester shall have attendance requirements and rules appropriately prorated.

School principals shall determine whether circumstances warrant the granting of make-up work for suspensions or other unexcused absences.

Policies and Procedures to Reduce Unexcused Absences: Notification

The Effingham County School System will notify the parent, guardian, or other person who has charge of the student when the student has accumulated 5 unexcused absences. The notice will be sent via the student and will outline the possible penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. If the parent returns the first notification acknowledgement signed, no further letters need to be sent. After one week with no response a second notification will be sent via the student. If the parent returns the letter with acknowledgement signed, no further letters need to be sent. After a week with no response a third letter will be sent by certified mail return receipt requested or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating O.C.G.A. 20-2-690.1 against a parent, guardian or other person residing in this state who has control or charge of a child or children, the school shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested.

School Hardship Committee

The school administration is responsible for initiating the attendance appeal process for the School Hardship Committee. A School Hardship Committee shall be established at each school to review student attendance, grades and documentation of absences for students who have exceeded the maximum number of allowable absences. The parent and student will be afforded an opportunity, after reasonable notice served personally or by mail, to discuss the attendance appeal process with the School Hardship Committee and provide any additional documentation.



The School Hardship Committee shall be composed of the following:

1. School Principal or designee
2. One School Guidance Counselor
3. County Attendance Officer (if requested by principal)
4. One of the student's academic teachers (appointed by the principal)
5. One teacher representative for the school (appointed by the principal)

The School Hardship Committee may grant a waiver to the attendance policy if it deems the student's absences to be beyond the control of the student and the result of some extreme hardship such as severe chronic health problems or a family crisis, as documented by a physician's notes.

After reviewing the documentation, the School Hardship Committee shall make one of the following determinations:

1. An attendance hardship exists for the student and the attendance policy is waived. The student in grades K-8 will be promoted to the next grade level without taking the comprehensive examination. The student in grades 9-12 with a passing grade in said course will earn course credit.
2. An attendance hardship does not exist for a student in grades K-8; however, the student earned a grade of 70 or higher in all four content areas (ELA/Reading, Mathematics, Science and Social Studies). For students in grades K-8, the school principal or designee shall administer the comprehensive examination to the student to determine if the student has mastered the required objectives of the subject in that grade. If the student masters seventy percent (70%) of the objectives then the student may be promoted to the next higher grade.

If an attendance hardship does not exist for a student in grades 9-12, the student's end-of-course test for each course will be evaluated for a grade of 70 or higher. If the course does not have an end-of-course test, the student will be administered a comprehensive exam to determine if the student has mastered the required objectives of the course. If the student masters seventy percent (70%) of the objectives then the credit for the course may be awarded.

If the student has unexcused absences during the time period for which he or she is seeking waiver of the attendance, the likelihood of the hardship committee granting a waiver and restoration of credit is greatly diminished. The School Hardship Committee shall make every effort to maintain the intent and purpose of the attendance policy while making allowances for bona fide hardships, which may affect the future well being of the students.

The results of all School Hardship Committee meetings will result in a letter being mailed home to the primary parent or guardian. In the event that the School Hardship Committee supports retention or credit denial, the School Hardship Committee must schedule a meeting with the student's parent/guardian.

If the student or his/her parent/guardian disagrees with the decision of the School Hardship Committee then he/she may appeal that decision to the local Board of Education for a final ruling. This appeal shall be limited to the record before the Hardship Committee and the role of the board shall only be to determine if the committee has followed the policy and ensure that the committee has not acted arbitrarily or illegally discriminated against a student.

**Certain schools may offer opportunities for "absence forgiveness" by offering an instructional day on a non-standard school day, such as a Saturday. While this may allow students to "cancel out" a previous absence, students shall not be eligible for perfect attendance recognition if absences were forgiven due to participation in an absence forgiveness day.*

***Parents should carefully review this policy which can also be found online at www.effinghamschools.com.*

ADMINISTRATIVE PROCEDURES FOR ABSENCES AND EXCUSES (Revised 5/28/2018)

Attendance, Grade, and Discipline Enhancement (Middle and High School Eligibility Requirements)

The Effingham County Board of Education recognizes that student attendance, grades, and discipline are of primary importance. Students with excessive absences, poor grades, and discipline problems are forfeiting a valuable degree of their total education experiences. Society as a whole suffers from this loss. In an attempt to improve attendance, academic achievement, and overall discipline at the middle and high schools, the following procedures shall be followed for students in grades six through twelve.

Students shall have the privilege of driving automobiles to school and shall be issued a parking permit if they qualify under existing procedures (i.e. parental consent, licensed, and properly insured).

To be eligible for driving privileges or participating in extracurricular activities (ie. clubs, pageants, field trips, "10-Day" activities), a student must:

- Earn a 70% or higher in 5 classes at the end of each nine-weeks' grading period
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in a nine-weeks' grading period

Students who do not meet the above criteria shall lose their driving privileges, opportunity to participate in extra-curricular activities, "10-Day" activities, and parking permit during the following nine weeks' grading period. Students applying for an initial driving permit shall be subject to the same criteria as above based upon their previous year's school record. Middle school athletics will follow high school guidance of eligibility changing at the semester.

Students with good attendance, good grades, and good discipline shall be allowed to regain their privileges to drive, to participate in extracurricular activities, and to participate in "10-Day" activities.

To regain eligibility for driving privileges or participating in extra-curricular activities (ie. clubs, pageants, field trips, "10-Day" activities), a student must:

- Earn 70% or higher in 5 classes at the end of a nine-weeks' grading period
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in a nine-weeks' grading period

For students attending school for only a portion of the year, absences, grade point averages, and discipline referrals will be appropriately prorated for the time enrolled in school when making an eligibility determination.

General High School Athletic (GHS) Eligibility Requirements

Students gain eligibility to practice or compete for the high school in Effingham County in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHS office, and after the students have met the standards of:

1. Academic requirements
2. Age
3. Semester in high school
4. Residence in the school's service area
5. Georgia High School Association transfer rules
6. Annual physical examination

Specific Academic Requirements - High School Athletics

To be eligible to participate, practice, and/or try out in interscholastic activities, a student must be academically eligible. First year students (entering 9th grade) are eligible academically. To be considered eligible for athletics, a student must:

- Earn a 70% or higher in 5 classes at the end of 1st Semester
- Yearlong final grades will be used for 2nd Semester reporting
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in a nine-weeks' grading period

The grade reported to GHS for the spring semester will be the yearlong grade.

Athletic academic eligibility last for one semester and must be reviewed after each and every semester. The Athletic Director at each high school will submit eligibility reports each semester to the Georgia High School Association. Each high school principal is required to provide and monitor the school's ineligibility list each nine-weeks' grading period.

GHS Eligibility Requirements - High School Credits

- 5 high school credits after 1st year
- 11 high school credits after 2nd year
- 17 high school credits after 3rd year

ADMINISTRATIVE PROCEDURES FOR SENIOR PRIVILEGE PERIOD

Rising seniors who have met the eligibility requirements at the end of the second semester of their previous school term may be eligible to be exempted from either the first or the last period of their seven period schedule during their senior year (Senior Privilege Period). Students will not be allowed to remain on campus during the Senior Privilege Period; therefore, personal transportation is required. This privilege is earned during the second semester of the junior year and may be lost if the student fails to follow school rules and Senior Privilege Period guidelines. To be considered for this exemption, a student must

- Earn a 70% or higher in 5 classes at the end of the previous semester
- Have less than six (6) unexcused school day absences in a 9 weeks grading period. For the purposes of eligibility, a student is considered present at school for a full day if they are present 4 of 7 periods.
- Have four or less discipline referrals in the previous nine-weeks' grading period

- have completed/be completing the fourth year of high school
- have earned the minimum credits for promotion to grade 12 as required by the local system's policy.

Seniors may have their Senior Privilege Period revoked at the principal's discretion for violation of rules within the Effingham County School System Code of Conduct. Parent permission is required for student to participate.

ADDITIONAL GUIDELINES

Students, and their custodial parent(s) or guardians, are ultimately responsible for attendance and absences; however, school officials may attempt to contact, notify and inform custodial parent(s) or guardians of students who have unusual patterns of absences in any class, for any reason, during a nine-week grading period.

Under no circumstances is it acceptable for a student to falsify their attendance records.

Pre-K students follow the attendance guidelines provided by Bright from the Start and Preschool Intervention Program (PSI) students will follow the same guidelines.

LATE ARRIVAL/EARLY DEPARTURE PROCEDURES

For unexcused late arrivals to school and unexcused early departures from school, the following procedures will apply:

- Students who have a total of five (5) yearly cumulative unexcused late arrivals and/or early departures from school will be considered in violation of the Compulsory School Attendance Law and notice will be sent home regarding violation of this law.
- Excuses for tardies/early departures shall be accepted for the following reasons:
 - Personal illness and whose attendance may be detrimental to the health of themselves or others.
 - Illness or death in the immediate family.
 - Special and recognized religious holidays.
 - Mandated by the order of a government agency (such as jury duty or physical exam for armed services).
 - Serving as Page to the Georgia General Assembly.
 - 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 active duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted excused late arrivals or early departures to visit with his or her parent prior to the parent's deployment or during the leave.

Indication of an excused early departure or late arrival specified on a school sign in/out sheet by a parent/guardian shall be accepted as a substitute for a written excuse.

- Perfect attendance will not be awarded if a student accumulates more than eight (8) excused or unexcused late arrivals and/or early departures in a school year.
- Students who accumulate excessive unexcused late arrivals or early departures from school during a 9-week grading period shall receive the following consequences:

1. Elementary Schools:

- a. Grades – Upon the third (3rd) and any subsequent unexcused late arrival or early departure per 9-week grading period, the student may receive a zero for class participation in the first (for late arrival) or last (for early departure) academic subject of the day for each and every violation during the 9-week period. This is a site-based decision at the authority of the principal.
- b. Make-Up Work – Teachers may not be required to provide make-up work for unexcused late arrivals/early departures unless the school principal determines that circumstances



warrant the granting of such make-up work. If the student needs to complete make-up work due to unexcused late arrivals and/or unexcused early departures, the student shall make up the work during P.E., music, or recess on the same or following day.

- c. Pre-k – Bright from the Start policy states: “Children who do not attend class, are late, or leave early for 10 consecutive days without a medical excuse or other reasonable explanation, must be removed from the roster, and Bright from the Start must be immediately notified in writing that such action has been taken.”

2. Middle Schools:

- a. Discipline – Students who accumulate more than two (2) unexcused late arrivals and/or more than two (2) unexcused early departures from school during a 9-week grading period shall be subject to the appropriate consequences according to progressive discipline measures which may include detention, in-school suspension, and out-of-school suspension. * Days suspended will increase accordingly after eight (8) unexcused tardies/early departures during a 9-week period.
- b. Grades – Students whose unexcused late arrival or early departure results in missing more than 10 minutes of a class period shall result in a zero for the day for the class(es) that are affected and work missed may not be made up.
- c. Make-Up Work – Teachers shall not be required to provide make-up work for unexcused late arrivals/early departures unless the school principal determines that circumstances warrant the granting of such make-up work.

3. High Schools:

- a. Discipline – High school students missing more than 10 minutes from any class are considered absent for that class. Missing less than 10 minutes from any class is considered to be a tardy/early departure. Students who accumulate more than two (2) unexcused late arrivals and/or more than two (2) unexcused early departures from any class during a 9-week grading period shall be subject to the appropriate consequences according to progressive discipline measures which may include detention, in-school suspension, and out-of-school suspension. *Days suspended will increase accordingly after six (6) unexcused tardies/early departures during a 9-week period.
- b. Grades – High school students missing more than 10 minutes from any class are considered absent for that class. Missing less than 10 minutes from any class is considered to be a tardy/early departure.
- c. Make-Up Work – Teachers may not be required to provide make-up work for unexcused late arrivals/early departures unless the school principal determines that circumstances warrant the granting of such make-up work.

Unless a student is signed out of school at least ten (10) minutes prior to the regular school dismissal time, the student will need to remain in class until the regular dismissal time.

TEEN-AGE & ADULT DRIVER RESPONSIBILITY ACT

Georgia’s Teen-age and Adult Driver Responsibility Act of 1997 requires that local school systems certify whether or not a student’s attendance pattern and discipline record allow him or her to have a Georgia Driver’s permit or license. This section of the law became effective on January 1, 1998. O.C.G.A. 40-5-22 stipulates that the issuance of a driver’s license and driver’s permit to minors will be based on student enrollment. Driving curfews also apply to any Class D license holders prohibited from driving between 12 and 5 AM. During the first six months an individual holds a Class D driver’s license, they may not drive with any non-family passengers under the age of 21.

Certificate of School Enrollment:

Students must present a Certificate of School Enrollment when applying for a driver’s license or permit. This certificate may be obtained from the counselors’ office for a \$5 fee. Allow at least 48 hours (two working days) for the certificate to be prepared. This certificate is good for thirty (30) days. If a driver’s license or permit is applied for after the certificate has expired, then the student must obtain another certificate for \$5 and allow at least two working days for processing.

Students who plan to obtain a permit or license during the summer months must obtain a Certificate of School Enrollment prior to summer break. Certificates issued prior to summer break are valid for ninety (90) days.

INSTRUCTION, TESTING, SCHOLARSHIPS

EFFINGHAM COLLEGE AND CAREER ACADEMY

The Effingham College and Career Academy (ECCA) is a charter school of the Effingham County School System and provides technical and career instruction to prepare students for post secondary employment or advanced education. Visit the ECCA website at www.effinghamschools.com/ecca for more detailed information about programs of study. The ECCA is an adjunct facility of the district’s two high schools. All district policies applying to high school students apply to students attending the Effingham College and Career Academy unless otherwise directed by the academy’s chief executive officer or principal.

BOOKS

Textbooks issued to students are the property of the Effingham County School System. There is no charge for the use of these books. If a book is lost or damaged, however, students are expected to pay for a replacement copy. Textbooks are expensive — some as much as \$150 to \$200 each. Parents are encouraged to take an active role in teaching children the proper care of books. All textbooks should be appropriately covered by the end of the first week. Some book covers are provided at school; if students choose, brown grocery bags may be substituted. No tape or sticky paper, such as contact paper, should be used on textbooks. It has also been found that the book covers that cling to the book can melt to some degree, sticking to the book over time; therefore, parents and students are asked to refrain from covering books with this material.

In the case of lost or damaged books, if there is an outstanding book debt at the end of the school year, the school may file the debt with the small claims court.

CLASS RANK

Only students pursuing a program of study leading to a regular high school diploma shall be included in calculations for the purpose of determining class rank.

DUAL ENROLLMENT

Dual enrollment refers to several enrollment programs through which a high school student takes one or more courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution. Dual enrollment guidelines vary according to the option the student pursues. Depending on the dual enrollment option chosen, eligible students may enroll either part-time or full-time in approved credit-bearing courses. Students typically begin dual enrollment coursework in their junior or senior year. Any student who wishes to be dually enrolled should schedule a conference with a counselor who can provide details regarding the requirements and benefits of various options for dual enrollment. Student and parent participation in an advisement session with a school official is a requirement for any dual enrollment program.



For Dual Enrollment students, if the post-secondary institution awards a numerical grade, that grade will be recorded on the transcript. If the postsecondary institution awards letter grades, the letter grades will be correlated and recorded on the transcript as follows:

A = 99 B = 89 C = 79 D = 70 F = 69

FIELD TRIPS

Field trip experiences are designed to enhance the instructional program of the school. Pre-kindergarten students take several field trips throughout the year, under the guidelines set forth by Bright from the Start, which oversees that program. Students in kindergarten through eighth grade are generally allowed one field trip per year. Additional trips are sometimes provided through grants or businesses. Many trips are a result of extra-curricular and co-curricular activities, such as clubs, athletics and the arts, and as such, are handled by each supervising instructor and school administrator.

All overnight trips must receive approval from the Superintendent or Superintendent's designee prior to planning.

Parent permission must be received for students to travel away from the school campus. Students will also wear temporary identification bracelets when on field trips.

Parent involvement may be sought by teachers and supervising instructors. Parents who accept chaperone responsibilities or choose to accompany the class on the field trip are **required to complete the Mandated Reporter training and are not allowed to bring the student's siblings or other non-school children**. The field trip is designed for the child and his or her classmates. Parents' undivided attention during field trips will improve the experience for all students and parents involved.

ADULT EDUCATION/GED Preparation and Testing

The Savannah Technical Adult Literacy Program operates an office at the Savannah Technical College located on Highway 21 (adjacent to the State Patrol Office). For GED testing information, call (912) 754-2880 (or Savannah Technical College on White Bluff Rd., Savannah, GA (912) 443-5825).

GEORGIA SPECIAL NEEDS SCHOLARSHIP

The Georgia Special Needs Scholarship Program may provide eligible special education students the opportunity to attend an approved private school or another public school. Please go to the Georgia Special Needs Scholarship website at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program-Resources.aspx> for more information.

PROGRESS REPORTS

In order for parents to monitor their child's progress more closely, a progress report for grades 1-12 will be published to Infinite Campus Portal in the middle of each nine-week grading period.

Parents desiring to check on a student's progress at other times may utilize Infinite Campus Portal or contact the student's teacher or the counselor's office.

GRADING SYSTEM/REPORT CARDS

Students and parents of students in grades KK-12 should request a login to the district's web-based student information system via Infinite Campus Portal. Portal accounts allow parents and students the ability to track assignments, grades and attendance on an on-going basis throughout the school year. KK access will only provide attendance information.

Portal accounts are automatically generated for students and can be accessed using the student's ID number. At the time of registration, parents of new students will be given an account authorization code

and directions for generating a Parent Portal account. Parents of currently enrolled students who have not already obtained a Portal account and wish to do so must present themselves with a picture ID at an Effingham County school attended by one of their children. Once identity is verified by a staff member, Portal access will be given to all students for whom the parent is a guardian beneath a single login.

Teachers are generally expected to enter grades within one week of assignment completion. Comprehensive projects and extended writing assignments may take longer to score. Parents and students are asked to be reasonable in their expectations of teachers. Concerns regarding information displayed on Infinite Campus Portal should be first addressed with the teacher and referred to a school level administrator if a resolution cannot be reached.

Effingham County Schools will no longer mass print student report cards and progress reports. PDF versions of report cards for students in grades 1-12 will be available to parents and students within Infinite Campus Portal. Parents who do not have internet access may request a printed copy be provided by the school. Kindergarten report cards will be distributed by each homeroom teacher on the same dates as grade level report cards.

Final Report Card

The last report card will be released on Infinite Campus Portal for students in grades 1-12. Final report cards for Kindergarten students will be distributed on the last day of school. Alternately, parents of students in grades 1-12 may pick up final report cards from the school **within five days** of the last day of school **or submit a postage-paid, self-addressed envelope and request the report card be mailed to the student's home address**. If you did not make arrangements to access your child's final report card by sending a self-addressed stamped envelope to the school or by downloading it from Parent Portal, you may pick up your child's final report card when schools reopen in July, two weeks before the first day of school. **Please note that report cards will not be available through the Central Office.**

Kindergarten students receive a standards-based report card, where students are assessed as beginning, developing, proficient, or distinguished for their academic performance levels towards standards mastery. In grades 1-5, students will receive an assessment of Satisfactory, Needs Improvement, or Unsatisfactory in Music, Art, Technology, P.E. and Penmanship. All other elementary content will receive numerical grades. Students in grades 6-12 receive numeric grades. There are no grades issued for pre-k students; assessments are shared with parents throughout the year.

Teacher and/or department grading policies will be provided to students and will be on file in the principal's office. The grading system will not be changed during the year without concurrence of the principal. If the parent feels there is a discrepancy in the grade that the child receives, he/she may request a conference with the teacher and principal.

The following criteria will be used in establishing the grading system:

- a. RANGE: zero to 100;

A = 90-100	C = 70-79
B = 80-89	F = 0-69
- b. PASSING: 70 or above. Any grade below 70 is failing.
- c. SEMESTERS: Each of the two semesters consists of two (2) nine weeks grading periods.
- d. CREDIT FOR HIGH SCHOOL: Units of credit shall be granted for courses that meet state-adopted curriculum for grades 9-12 based on satisfactory performance.
- e. MAKE-UP DUE TO ABSENTEEISM: Students who are absent must take responsibility for missed work the first day back at school following the absence. Teachers are encouraged to



- work with students to provide the needed information and opportunities for students to make up work. Teachers will determine dates for make-up work.
- f. **MAKE-UP WORK DUE TO APPROVED ACTIVITY DAYS AT HIGH SCHOOL:** Make-up work must be arranged with teachers the day prior to the missed day.
 - g. Teachers may plan special reports or projects to improve a student's failing grades. Any work assigned after school concludes must be approved by the principal.

- **Grades 1-5:** Students must achieve a combined overall average of 89.5 or higher in Language Arts, Math, Science and Social Studies, with no individual grade lower than an 85.
- **Grades 6-8:** Students must achieve a combined overall average of 89.5 or higher for all courses, with no individual grade lower than an 85.
- **Grades 9-12:** Students must achieve a combined overall average of 89.5 or higher for all courses.

HIGH SCHOOL REQUIRED ASSESSMENTS

The Georgia Milestones End-of-Course (EOC) shall be used as the final exam in the course assessed by the Georgia Milestone EOC. EOC scores must be recorded on, in, or with the individual student report card.

In order for a student to earn unit credit for a course that is assessed by a Georgia Milestones EOC, the student's final numeric score in the course weighs 80% and the numeric score on the EOC weighs 20%.

All students enrolled in Ninth Grade Literature and Composition, Algebra I, and Biology must take the EOC regardless of pursuing Advanced Placement (AP) or dual enrollment. As there are currently no AP courses for Geometry or Physical Science, students enrolled in these EOC-required courses will also take the EOC.

Students enrolled in AP American Literature, U.S. History, and Economics are exempt from the EOC; however, the student must pass the AP course for the related subject. Students are not required to take the AP exam to be exempt from the EOC. Students that fail the course will be required to take the EOC when the student repeats the EOC course.

Students who earn a postsecondary credit for Physical Science, American Literature, U. S. History, and Economics through dual enrollment are exempt from the EOC.

Local End-Of-Course Tests (LEOCTs) shall carry the same weighted calculation as Georgia Milestones End-of-Course assessments.

HONOR POINTS

Honor points will be assigned to grades given in all Advanced Placement courses and designated honors courses.

Five (5) points will be added to students' grades each nine-weeks period for the Honors and AP courses. **(No honor points are added to local or state end of course tests.)** To take full advantage of participation in the Advanced Placement courses, students should take the Advanced Placement Exams. A score of three or higher may earn the student credit for the course at most colleges and universities.

Note: Honors Points are subtracted from final grades for HOPE calculation purposes. AP courses are re-weighted by the Georgia Student Finance Commission. Consult the Gafutures website for more information at www.GAfutures.org.

HONOR GRADUATE

At the end of the students' 12th grade year, all students with 89.5 or above cumulative grade point averages will be considered Honor Graduates

HONOR ROLL

The honor roll for all schools is published after the end of each grading period. The Effingham County Board of Education has established the following guidelines for making the honor roll:

HOPE SCHOLARSHIP

Funded through the state lottery, HOPE Scholarships assist with tuition at Georgia's post-secondary institutions which include the technical colleges. An online resource called GAFutures is a mentor system available to students and their families to help select a college, apply for admission and plan to finance higher education. GAFutures offers access to comprehensive information about colleges, universities and technical colleges in Georgia and the most current information about the changes to the HOPE scholarship. The site also enables students to apply for admission to each school listed. Note: Although the mentor site (www.GAfutures.org) is free, students are responsible for whatever fees are charged by a college upon submitting an application for admission. Counselors can assist students and parents with related questions about the HOPE scholarship.

HOPE Scholarship GPA is not the same as a students' high school GPA. The major difference in the two calculations is that the HOPE Scholarship GPA includes only grades earned in the core subjects of English, mathematics, science, social studies and foreign language.

Georgia Department of Education's (GaDOE) high school core and foreign language course numbers that begin with the following prefixes will be included in the HOPE GPA calculation: 23 (English), 26 (Life Sciences), 27 (Mathematics), 40 (Physical Sciences), 45 (Social Sciences), 60-64, 66 (Foreign Language). There are some specific courses, as indicated on GaDOE's Fourth Science List, that may also be included in the HOPE GPA calculation. Effingham County offers the following courses that may count towards satisfying the fourth science requirement and may be included in the HOPE GPA calculation: Applications of Biotechnology; Essentials of Biotechnology; Essentials of Healthcare; Sports Medicine; Forest Science; General Horticulture and Plant Science; Animal Science Technology/Biotechnology; Food & Nutrition Through the Lifespan; Advanced Placement Computer Science; Computer Science Principles; Programming, Games, Apps and Society.

All grades earned for attempted coursework in the core subjects during the student's 9th through 12th grade years that could be used to satisfy a core curriculum graduation requirement, according to the GaDOE, is equated to a grade on a 4.0 scale, where an "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0.

From that core coursework, any weighting added by the high school is removed, then half a point (0.5) is added back to Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) core course grades of B,C,D, and F only (maximum of four points per grade). Honors coursework does not have the half a point added.

HOPE Scholarship GPA calculation will count all attempts of the same course if taken more than once.

High school credits earned in middle school will satisfy graduation requirements, but the credits do not count towards HOPE GPA.

A student's final HOPE Scholarship GPA will only be calculated if he or she has first met the Academic Rigor Requirements applicable to his or her high school graduating class.

Students may check their HOPE Scholarship GPA at www.gafutures.org.



GRADUATION CEREMONIES

A student must meet graduation requirements as prescribed by the applicable local board policy **IHF - Graduation Requirements**. If all course work has been successfully completed, with grades of 70 or better, the student participates in the graduation ceremonies. If any coursework has not been completed, the student will not be allowed to participate.

CROSSROADS ACADEMY - (Graduation)

All students who attend Crossroads Academy and finish their high school program of study at Crossroads Academy must graduate through a Crossroads Academy Ceremony. Students will not be eligible to return to their home school to participate in Class Night or the school's Graduation Ceremony. Crossroads Academy will offer two formal graduations each year—one in January and one in May.

GRADUATION REQUIREMENTS

The issuance of a high school diploma to any student will be contingent upon the fulfillment of Board of Education and Georgia State Department of Education requirements. Any local system may require more than 23 units for graduation. Each institution has the authority to establish higher standards than those listed.

Effingham County School System High School Graduation Rule FOR FRESHMAN CLASS ENTERING FALL 2017 AND THEREAFTER (CLASS OF 2021 & THEREAFTER)

The Effingham County Board of Education recognizes the importance of assuring an adequate educational opportunity for each student. This goal is to be supported by quality secondary school programs which promote personal development, academic growth, and career preparation. Such programs are to be based on a broad, flexible curriculum, which addresses each student's needs, interests and abilities.

The board defines as a major role of the high school the responsibility for providing the youth of Effingham County with opportunities to acquire and to apply basic skills necessary for contemporary adult life. Such skills are defined as those which enable one to address effectively and efficiently the decisions and opportunities presented in a technological and free society.

Secondary school instructional delivery and support services shall reflect the high school graduation requirements and assist all students to develop their unique potential to function in contemporary society.

PURPOSE This rule specifies high school programs of study that shall be offered by the Effingham County Board of Education and lists specific courses that meet core, required or elective credits for students.

DEFINITIONS

Alternate Diploma - the document awarded to students with the most significant cognitive disabilities who were assessed using the alternative assessment aligned to alternate academic achievement standards. While this diploma is standards-based and aligned with state requirements for the regular high school diploma, it is not a regular high school diploma. Therefore, an alternate diploma does not terminate Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP).

Pathways - three elective units in a coherent sequence in Career, Technical, and Agricultural Education (CTAE), Modern Foreign Language, or Fine Arts.

Core Courses - courses identified as "c" or "r" in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses for the specified program of study.

Elective Courses - any courses identified as "e" in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

Georgia Alternative Assessment (GAA) - an alternate assessment based on alternate academic achievement standards. The GAA is a standardized, task-based assessment, with multiple access points designed for students with significant cognitive disabilities under the Individuals with Disabilities Education Act (IDEA) whose Individualized Education Program (IEP) team has determined they are unable to meaningfully access the regular assessment program, even with maximum appropriate accommodations. The purpose of the GAA is to ensure that students with significant cognitive disabilities are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.

Required courses - specific courses identified as "r" in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Courses that each student in a program of study shall pass to graduate from high school.

High School Diploma - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1.07 Testing Programs - Student Assessment.

Individualized Course of Study for a Diploma - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their IEP.

Significant Cognitive Disabilities - students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

Unit - one unit of credit awarded for mastery of standards in an approved program of instruction.

REQUIREMENTS

The Effingham County Board of Education shall provide secondary school curriculum, instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

The Effingham County Board of Education requires that:

Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1-.07 (Testing Programs - Student Assessment).

The awarding of unit credit for courses on the transcript of a transfer student shall be determined following a thorough review of the transcript and the student's date of entry into school. (Reference Georgia Board of Education Rule 160-5-1-.15 and local board policy JBC (4) - Acceptance of Transfer Credit and/or Grades.)

Students who enroll in the ninth grade for the first time in the 2018-2019 school year shall meet the graduation requirements specified in this rule and the assessments specified in Georgia Board



of Education Rule 160-3-1-.07 (Testing Programs - Student Assessments). If a student withdraws and re-enrolls, the student will be required to satisfy the graduation requirements for his or her cohort year.

UNITS OF CREDIT REQUIRED FOR GRADUATION

The Effingham County Board of Education makes available to all students the required areas of study. A course shall count only once for satisfying any requirement for graduation.

	<u>Units Required Entered Ninth Grade 2012-2013 2013-2014 2014-2015 2015-2016 2016-2017</u>	<u>Units Required Entered Ninth Grade 2017-2018 2018-2019 2019-2020 2020-2021</u>
English/Language Arts*	4	4
Mathematics*	4	4
Science*	4	4
Social Studies*	3	3.5
CTAE or Modern Foreign Language/Latin or Fine Arts	3	3
Health and Personal Fitness**	1	1
State required elective units***	4	3.5
Locally required elective units	1	1
TOTAL UNITS (minimum)	24	24

*Required and/or Core Courses

**Three units of JROTC may be used to satisfy this requirement.

***All students are encouraged to earn two units of credit in the same modern language. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language/Latin.

COURSE CREDIT

Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Performance Standards (GPS) or Georgia Standards of Excellence (GSE) for grades 9-12 or those approved by the State Board of Education. High school unit credit may be awarded in middle school for courses in which instruction is based on the GPS or GSE for grades 9-12.

Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

High School Credits in the Middle School

Eighth grade students enrolled in Effingham County Schools have the opportunity to earn credits in Honors Physical Science, Honors Algebra I, Basic Agricultural Science, Spanish I and/or French I. These credits

count towards high school graduation. Credits for each successfully completed high school course are posted on the high school transcript. Units of credit awarded at the middle school level are included in the high school grade point average (GPA). Five honors points will be added to the students' grade for Honors Physical Science and Honors Algebra I. Basic Agricultural Science, Spanish and French will not earn additional points.

High school course credits taken during middle school may be declined. To decline a credit, the student and parent must meet with the high school counselor to sign the Option to Decline Credit Form. The form must be signed and completed within five (5) days after the last day of the school year for which the credit was earned. If the student and parent elects to have this credit removed from his/her high school transcript, they must understand that the student will not have the opportunity to have the credit reinstated after the credit has been removed from the official transcript.

High school credits earned in middle school will satisfy graduation requirements, but the credits do not count towards HOPE GPA.

Students entering an Effingham County school are subject to local board policy on the Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades JBC(4). The entire policy can be found online at www.effinghamschools.com/eBoard.

COURSES FOR AREAS OF STUDY

Courses for areas of study that shall earn unit credit are listed in Georgia Board of Education Rule 160-4-2-.20 List of State-Funded K-8 Subjects and 9-12 Course.

English/Language Arts: Four units of credit in English language arts shall be required of all students. A full unit of credit in American Literature/Composition and a full unit of credit in Ninth Grade Literature and Composition shall be required.

Mathematics: Four units of credit in Mathematics shall be required of all students. A full unit of credit in GSE Algebra I, a full unit of credit in GSE Geometry and a full unit of credit in GSE Algebra II or an approved equivalent course shall be required.

The mathematics requirements above apply to each student with a disability, consistent with his or her Individualized Education Program. Students with Disabilities who earn credit in GSE Algebra I and the associated mathematics support course, and GSE Geometry and the associated mathematics support course may, upon determination through the Individualized Education Program Team, meet mathematics diplomas requirements by completing GSE Algebra II for a total of 3 mathematics core credits. Successful completion of 3 core units of mathematics may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

Students with disabilities, who were identified prior to enrollment in high school and have a disability affecting mathematics achievement, may follow an alternate course sequence to meet the mathematics course requirements of the Georgia Board of Education Rule 160-4-2-.48. These students shall successfully complete GSE Algebra I and GSE Geometry. These students must also successfully complete two additional mathematics core courses. Successful completion of this mathematics course sequence may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

Science: Four units of credit in Science shall be required of all students including one full unit of Biology; one unit of either Physical Science or Physics; one unit of either Chemistry, Earth Systems,



Environmental Science or an AP/IB course; and one additional science unit. Any AP/IB science course may be substituted for the appropriate courses above.

Social Studies: Three and one-half units of credit shall be required in social studies. One unit of credit shall be required in United States History. One unit of credit shall be required in World History. One unit of credit shall be required in Economics. One-half credit shall be required for American Government/Civics.

CTAE or Modern Foreign Languages/ Fine Arts: A total of three units of credit shall be required from one of the following focused areas: CTAE or Modern Foreign Language/or Fine Arts.

Career, Technical, and Agricultural Education (CTAE) Pathways: Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.

Modern Foreign Language: Students who select this pathway must earn three units of the same modern language. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language.

Students whose native language is not English may be considered to have met the foreign language requirement by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal examination shall be administered as evidence of proficiency. American Sign Language may be taken to fulfill the modern language requirements.

Fine Arts: Students who select this pathway must earn three units from one of the following fine arts areas: Band, Chorus, Visual Arts or Theater Arts.

Health and Personal Fitness: One unit of credit in Health and Personal Fitness is required. Students shall combine one-half credit of Health (17.011) and Personal Fitness (36.051) to satisfy this requirement. Three units of JROTC (Junior Reserve Officer Training Corps) may be used to satisfy this requirement when the courses include Comprehensive Health and Physical Education Rule requirements in Georgia Board of Education Rule 160-4-2-.12.

STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

Students with significant cognitive disabilities who entered the ninth grade for the first time prior to the 2020-2021 school year may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

- completed an integrated curriculum based on the GSE that includes instruction in Mathematics, English/Language Arts, Science, and Social Studies as well as career preparation, self determination, independent living, and personal care to equal a minimum of 23 units of instruction, and
- participated in the GAA during middle school and high school, and
- reached the 22nd birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

Significant cognitive disabilities who entered the ninth grade for the first time on or after the 2020-2021 school year may graduated and receive an alternate diploma when the student's IEP team determines that the student has:

- Completed an integrated curriculum based on the Georgia Standards of Excellence (GSE) that includes instruction in

Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and

- Participated in the GAA during middle school and high school, and
- Has transitioned to an employment/education/training setting in which supports needed are provided by an entity other than the local school system.

SUPPORT SERVICES

The Effingham County Board of Education shall provide instructional support and delivery services. These services include, but are not limited, to the following:

- A continuous guidance component beginning in middle school. The purposes of the guidance component are to familiarize students and parents with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
- Record keeping and reporting services that measure individual student progress toward graduation and include information for the school, parents and students.
- Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
- Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.
- Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.
- State course titles and numbers utilized as established by the State Department of Education.

SCHOLAR ENDORSEMENT REQUIREMENTS FOR FRESHMAN CLASS ENTERING FALL 2014 AND THEREAFTER (CLASS OF 2018 & THEREAFTER)

In addition to satisfying the high school graduation requirements, students are eligible for the Scholar Endorsement. Students are recognized at Class Night for earning the Scholar Endorsement. The Scholar Endorsement recognizes students that have completed a rigorous coursework requiring advanced content, challenging intellectual engagement, daily homework, extensive critical reading and out-of-class research and/or projects. These courses are designed to prepare students for subsequent Advanced Placement coursework as well as enhanced admissions consideration at competitive post-secondary institutions. Students may not have failing course grades recorded on the high school transcript.

Graduation Requirements for Scholar Endorsement

	Units Required
English/Language Arts (Minimum of four units from the following): Honors 9th grade Literature Honors 10th grade Literature AP English Language AP English Literature Any AP or Dual Enrollment English course	4



<p>Mathematics Accelerated Algebra I/Geom A or GSE Honors Algebra I Accelerated GeomB/Algebra II or GSE Honors Geometry GSE Honors Algebra II Accelerated Pre-calculus Calculus AP Mathematics - Calculus or Statistics Any AP or Dual Enrollment mathematics course</p>	4
<p>Science Honors Biology I Honors Physical Science Chemistry, Honors Chemistry or AP Chemistry Physics or AP Physics AP Biology AP Environmental Science Any AP or Dual Enrollment science course</p>	4
<p>Social Studies Honors World History AP Government AP European History AP US History AP Economics AP Human Geography Any AP or Dual Enrollment social studies course</p>	3
<p>Modern Foreign Language Sequential foreign language courses</p>	3
<p>Electives in one of the following areas</p> <ul style="list-style-type: none"> • 3 additional academic credits not including the required foreign languages • 3 courses in one CTAE Pathway • 3 courses in a Fine Arts Pathway 	3
<p>*Core classes taken at the middle school level for high school credit do not have to be designated as honors to count for Scholar Endorsement.</p>	

STEM ENDORSEMENT REQUIREMENTS FOR FRESHMAN CLASS ENTERING FALL 2015 AND THEREAFTER (CLASS OF 2019 & THEREAFTER)

The Effingham College and Career Academy/STEM Academy is designed to prepare students for success in post-secondary education, career, and citizenship. It appeals to students who seek a small-school approach to learning where academic subjects are connected students are engaged in rigorous science and mathematics content with a STEM-themed pathway. In addition to satisfying the high school graduation requirements, students are eligible for the STEM Endorsement. Students are recognized at Class Night for earning the STEM Endorsement. The STEM Endorsement recognizes students that have completed a rigorous coursework requiring advanced content, challenging intellectual engagement, daily homework, extensive critical reading and out-of-class research and/or projects. These courses are designed to prepare students for subsequent Advanced Placement coursework as well as enhanced admissions consideration at competitive post-secondary institutions. Students may not have any failing course grades recorded on the high school transcript.

Graduation Requirements for STEM Endorsement

	Class of 2021 and thereafter Units Required
<p>Mathematics (any of the following) GSE Honors Algebra I GSE Honors Geometry GSE Honors Honors Algebra II Accelerated Pre-Calculus Calculus AP Calculus A/B AP Calculus B/C AP Statistics Any AP or Dual Enrollment mathematics course</p>	6
<p>Science (any of the following) Honors Biology I Honors Physical Science Honors Chemistry Honors Biology II Honors Physics AP Biology AP Environmental Science AP Chemistry AP Physics Any AP or Dual Enrollment science course</p>	5
<p>English/Language Arts (any of the following) 9th Grade Literature 10th Grade Literature American Literature British Literature Honors 9th grade Literature Honors 10th grade Literature AP English Language AP English Literature Any AP or Dual Enrollment English course</p>	4
<p>Social Studies (any of the following) World History Government US History Economics Honors World History AP World History AP Government AP US History AP European History AP Economics AP Human Geography Any AP or Dual Enrollment social studies course</p>	4
<p>Modern Foreign Language Sequential foreign language courses</p>	3



STEM Pathway Area of Concentration	3
Scientific Research	3
Health (.5 unit)/Personal Fitness (.5 unit)	1

EMBEDDED COURSES

The State Board of Education recognizes that the course standards embedded in the CTAE course, Essentials of Healthcare, has embedded core academic standards for Human Anatomy and Physiology. Students who earn one unit of credit for Essentials of Healthcare will be required to receive one unit of credit for Human Anatomy and Physiology.

The Essentials of Healthcare course satisfies the fourth science requirement for high school graduation and meets the fourth science requirement for admission to the University System of Georgia and the Technical College System of Georgia. The Essentials of Healthcare course will be counted as the CTAE course for the Health Science pathways and Human Anatomy and Physiology course will be counted as an elective science course. The final course grade assigned to the Essentials of Healthcare will be assigned to the Human Anatomy and Physiology course.

Students are required to complete the science graduation requirement listed in the current graduation rule. Based on the Effingham County School System's graduation policy, students are still required to earn four units of credit in science. The four units of credit shall be required for all students, including one full unit of Biology; one unit of either Physical Science or Physics; one unit of either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one additional science unit. The fourth science unit may be used to meet both the science and elective requirements.

The State Board of Education recognizes that the course standards embedded in the Fine Arts course, Dramatic Writing, has embedded core academic standards for the English language arts course, Advanced Composition. Beginning in the 2019-2020 school year, students who earn one unit of credit for Dramatic Writing will receive one unit of credit for Advanced Composition.

The Dramatic Writing course meets the fourth English language arts requirement for high school graduation and meets the fourth English language arts requirement for admission to the University System of Georgia and the Technical College System of Georgia. The Dramatic Writing course will be counted as the Fine Arts course for the Theatre/Film Pathway and the Advanced Composition course will be counted as the fourth English language arts course. The final course grade assigned to the Dramatic Writing course will be assigned to the Advanced Composition course.

Students are required to complete the English Language Arts graduation requirement listed in the current graduation rule. Based on the Effingham County School System's graduation policy, students are still required to earn four units of credit in English Language Arts. The four units of credit shall be required for all students, including one full unit of Ninth Grade Literature and Composition; one full unit of American Literature/Composition; and two additional English language arts units.

If a parent/student wants to deny an embedded credit, the student and parent must meet with the high school counselor to sign the Option to Decline Credit Form to deny the credit. This form must be signed and completed within five (5) days after the last day of the school year for which the credit was earned. If the student and parent elects to have this credit removed from his/her high school transcript, they must understand that the student will not have the opportunity to have the credit reinstated after the credit has been removed from the official transcript.

Under NCAA requirements, units of credit earned through embedded credits will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships.

HOMEWORK

Homework reinforces concepts presented at school and is an integral component of each student's educational experience. It allows students the opportunity to practice skills on their own and become confident in their skills.

MEDIA CENTER

The media center at each campus is open daily and provides students with materials to help with classwork and projects and to encourage reading for enjoyment. Individuals, small groups and classes may visit the media center. Students may borrow books to take home and read, and parents are encouraged to set aside a place for borrowed media center books to avoid losing or damaging the books. Lost or damaged books must be paid for before the student will be allowed to check out any other books. If there is an outstanding media debt at the end of the school year, the school may file the debt with the small claims court.

OPTIONAL TESTS

The **Preliminary Scholastic Aptitude Test (PSAT)** is offered for college-bound students. It is given once each October. Tenth graders seeking a regular education diploma take the test free of charge. Ninth and eleventh grade students may take the test for a small fee. Eleventh graders who take the test participate in the National Merit Scholarship competition.

The **Pre-ACT** may be taken during a student's sophomore year. Results from the Pre-ACT provide an estimated ACT score, identify skills and knowledge required to succeed in college, identify areas where extra help is needed, and provide career areas that match student's interests.

The **Scholastic Aptitude Test (SAT)** is offered for a fee to any high school student. It is offered several times a year at various locations; check with the counselor's office for more information. The SAT is not required for admission to Georgia two-year colleges or technical colleges.

The **American College Test (ACT)** is administered by the American College Testing Program, and measures educational development in the four subject areas of English, mathematics, reading, and natural sciences. The ACT is one of the two standard college entrance exams given at specified test centers throughout the year.

Advanced Placement Exams are offered as a part of the AP Program. Students enrolled in AP classes may take the tests in May of each year. Students scoring a three or above in the five-point scale may receive college credit for that class.

The **Armed Services Vocational Aptitude Battery (ASVAB)** is a group of 12 tests that measures aptitude in five separate career areas and is an indicator of the students' qualifications for military occupations. Juniors and seniors may take the test.



The **Accuplacer** is an on-line assessment available to measure students' mathematics, reading, and writing skills and then report results immediately. Accuplacer is used as a placement test and is accepted by technical colleges throughout the state. Once the student has started taking each test and a low score is determined, the adaptive system can automatically reroute the student to the diagnostic section of the test and determine the specific areas in which the student is proficient or needs additional work. Students taking the test in their sophomore or junior year of school can use the Accuplacer results to revise their schedules to take the courses necessary to improve any deficiencies.

PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school any time a conference is desired about student's schoolwork. In order to keep the campus secure and safe for all children, and to limit interruptions in instruction, parents must call in advance to plan a conference. In most cases, conferences must be scheduled before or after school, or during a teacher's planning period. Conferences are planned to ensure that student information may be kept confidential, and to provide parents with all the necessary information relating to the child's progress.

Two formal parent-teacher conference dates are planned each year, one in the fall and one in the winter. Pre-K guidelines require that teachers meet with parents at the end of each semester to review their child's progress and portfolio. Schools notify parents of these conferences.

ADMINISTRATIVE PROCEDURES FOR PROMOTION & RETENTION

Promotion, grade-level advancement and course credit shall be based on academic achievement and demonstrated proficiency of the content standards of the course or grade level. No student shall be socially promoted to a grade level for which he/she is not prepared for without appropriate intervention measures as outlined in district procedures.

The scope of this policy is comprehensive and contains both system standards and state requirements for grades K-12.

SYSTEM PROMOTION STANDARDS FOR GRADES K-8

Kindergarten Proficiency Requirements

Promotion from Kindergarten is dependent upon meeting the Effingham County Attendance Policy and mastering the standards, as indicated on the Kindergarten report card. An accelerated, differentiated, or additional instruction plan will be developed for each student that requires an additional year of Kindergarten.

If the proficiency requirements are not satisfied, the Placement Committee or IEP Committee would convene to review the overall academic achievement and to determine placement.

School level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final and not subject to further appeal.

Grades One through Five Proficiency Requirements

Promotion from grades one through five is dependent upon meeting the Effingham County Attendance Policy and mastering the local and state mandated standards. These standards are incorporated into the curriculum for the subjects listed on the report card. Mastery of these standards is indicated by a yearly average of 70 or above. Students must pass language arts AND mathematics to be promoted to the next higher grade.

No third grade student shall be promoted to the fourth grade if the student does not achieve grade level expectations for reading on the Georgia Milestones Assessment.

No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level expectations for language arts AND mathematics on the Georgia Milestones Assessment.

If the proficiency requirements are not satisfied, the Placement Committee or IEP Committee would convene to review the overall academic achievement and to determine placement.

School level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final and not subject to further appeal.

Grades Six through Eight Proficiency Requirements

Promotion from grades six through eight is dependent upon meeting the Effingham County Attendance Policy and mastering the local and state mandated standards. These standards are incorporated into the curriculum for the subjects listed on the report card. Mastery of these standards is indicated by a yearly average of 70 or above. To be promoted the student must pass a minimum of three of the four academic classes (Language Arts, Mathematics, Science and Social Studies). In addition to passing three of the four academic classes, the student shall not fail two or more Connections classes.

No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level expectations for reading AND mathematics on the Georgia Milestones Assessment.

If the proficiency requirements are not satisfied, the Placement Committee or IEP Committee would convene to review the overall academic achievement and to determine placement.

School level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final and not subject to further appeal.

GENERAL PROMOTION GUIDELINES FOR GRADES 3, 5 AND 8 - GEORGIA MILESTONES ASSESSMENT

When a student does not achieve grade level expectations in grades 3, 5, or 8 on the Georgia Milestones Assessment, the principal shall notify the parent of possible retention and retest opportunities.

A student who is absent or otherwise unable to take the Georgia Milestones in English Language Arts and/or Mathematics on the first administration shall take the Georgia Milestones in English Language Arts and/or Mathematics on the second administration day(s). Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

A student's failure to take the Georgia Milestones in grades 3, 5, and 8 in English Language Arts and/or Mathematics on any of the designated testing date(s) shall result in the student being retained. Prior to the student's retention, the student's parents must be notified and given the opportunity to attend a meeting to discuss student placement.

PROMOTION (HIGH SCHOOL)

ECHS & SEHS students must earn the following units to be promoted to the next grade level:

Minimum Credit Requirements	9th to 10th Grade	10th to 11th Grade	11th to 12th Grade	Graduation
Entered Fall 2012 and Thereafter	6	12	18	24



Effingham STEM students must have the following credits to be promoted to the next grade level.

Minimum Credit Requirements	9th to 10th Grade	10th to 11th Grade	11th to 12th Grade
Entered Fall 2019 and Thereafter	9	17	23

STUDENTS WITH DISABILITIES

Promotion standards for students with disabilities will be established by the student's individual education plan (IEP) with consideration given to student performance on Georgia Milestones or the Georgia Alternate Assessment (GAA) and as determined by the student's IEP committee. The student's IEP committee shall act as the student's placement committee.

STUDENT ACHIEVEMENT / INTERVENTIONS

The Pyramid of Interventions is in place in Effingham County to help educators determine if students are progressing as expected or if students need additional help to be successful in school. It is a proactive approach that does not wait for students to fail before intervening. It focuses on identifying students who are struggling and then provides layers of intensive interventions and progress monitoring.

- Tier 1** provides effective instruction in every classroom for every student based on the Georgia state-adopted curriculum. It includes academic content areas, speech, behavior and social development.
- Tier 2** provides pre-planned interventions for students who are not successful in Tier 1.
- Tier 3** is guided by a Student Support Team. When students continue to make inadequate progress in Tiers 1 & 2, educators and parents meet to determine more individual and intensive interventions. Students who are still unsuccessful may be referred for special education and related services.

TRANSCRIPTS

Active students and those who have graduated or withdrawn within the prior six months may request free copies of their academic transcripts by contacting the schools' counseling office. In addition, unofficial transcripts for high school students are posted to Infinite Campus Portal and may be accessed by active students or their parents. Students who have graduated or been out of school more than six months may request an official transcript from the Effingham County Board of Education, 405 North Ash Street, Springfield, GA 31329. The cost for processing archived transcripts is \$6.00 per copy. A "Request for Transcript" must be completed by either 1) the parent/guardian or 2) the student, if 18 years of age or older. A "Request for Transcript" may be completed electronically at www.effinghamschools.com. This request must be dated no more than ten (10) days prior to the request being received by the Effingham County Board of Education. Alternative forms requesting the Effingham County Board of Education to provide such information shall be verified by the guardian and/or student before transcripts will be released to the third party.

AWARDING UNITS AND TRANSFERRING CREDIT

Students entering an Effingham County school are subject to local board policy on the Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades JBC(4). The entire policy can be found online at www.effinghamschools.com/eBoard.

The Effingham County Board of Education shall award units of credit for middle school courses that are based on state-adopted curriculum

for grades 9-12. Credits for each successfully completed high school course are posted on the high school transcript. Units of high school credit are awarded at the middle school level and included in the high school grade point average (GPA). Credits earned in middle school will satisfy graduation requirements, but the credits do not count towards HOPE GPA. If the parent declines the credit, the student must retake the course or the equivalent. The Option to Decline Credit Form is available for parents in the high school counselor's office. This form must be signed and completed within five (5) days after the last day of the school year for which the credit was earned. If the student and parent elect to have this credit removed from his/her high school transcript, they must understand that the student will not have the opportunity to have the credit reinstated after the credit has been removed from the official transcript.

Students withdrawing from an Effingham County school, especially those who plan to return to a system high school, should carefully review the system policy in order to determine how credits will be reviewed for acceptance in the awarding of credits upon re-enrollment. Only courses accepted for transfer credit will count towards the system's graduation requirements.

High School Credits are awarded at the completion of a course. Students who transfer from the Effingham County School System prior to the completion of the course will not receive credit for the course as credits are not prorated at the high schools.

EARNING UNITS OF CREDIT BY TESTING-OUT

Students may earn course credit by scoring a performance level of "Distinguished" on a Georgia Milestones End-of-Course (EOC) assessment prior to taking the course. To earn credit by testing-out of any course with an associated EOC, students cannot be currently or previously enrolled in the course and must have: earned a B in a course in the same content area as the EOC course the students is attempting; received a recommendation from a teacher in the same content area as the EOC course; and, obtain parent/guardian permission. Eligible students are allowed only one opportunity per course to test out, and those who pass the EOC with a score lower than the "Distinguished" level will be required to take the associated course and retake the EOC. Students may earn no more than three units of credit by testing out. Students and their parents are required to meet with a school official and complete an application in each instance that a student wishes to exercise the testing out option. The application process requires the payment of the testing fee prior to participation in the EOC administration. A student who scores at the "Distinguished" level will be refunded the testing fee.

The grade equivalent scores will be included in the student's local GPA. Under NCAA requirements, units of credit earned through testing-out using the EOC will not count as a core course credit for athletic aid for any student seeking NCAA Division I or II athletic scholarships. Course credit earned will be reported for HOPE and other state required purposes.

EARNING UNITS OF CREDIT IN LIEU OF ENROLLMENT FOR FOREIGN LANGUAGE COURSES

Effingham County Schools provides an opportunity for an exemption from the foreign language high school graduation requirements for students who are fluent in a language that is not English.

WORK-BASED LEARNING

This program of study provides a junior or senior with an opportunity to learn a highly skilled occupation at a work site while earning high school credit. The student will follow a structured plan including on-the-job training and classroom instruction. On-the-job training affords the participating student the opportunity to master skills and competencies of a given trade. Applications and guidelines are available from the Work-Based Learning Coordinator or the CTAE Supervisor at each high school.



SPECIAL PROGRAMS

CREDIT RECOVERY

Each high school provides students an opportunity for credit recovery for courses where no credit was earned. Interested students should contact the counselor's office or instructional supervisor for additional information. Opportunities for credit recovery during the summer months may be made available depending upon state funding.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

Effingham County Schools offer English language support services to qualified students in grades K-12 who have a home language other than English. At the time of enrollment, these students are administered an English language proficiency assessment to determine eligibility for additional language support. Identified English Learners are evaluated annually to determine progress towards English language proficiency.

GIFTED PROGRAM

Effingham County Schools offer gifted programs for students in Kindergarten through 12th grade, in accordance with state law. Students may receive services through one or more State approved delivery models. Anyone familiar with a student's academic performance and ability may make a referral for consideration of testing into the gifted program.

To be considered eligible for GT placement, a student must meet the following criteria set forth by the state of Georgia:

- Psychometrically: Score at the 99th percentile (K-2) or the 96th percentile (3-12) on the composite or full scale score of a standardized test of mental ability OR
- Multiple Criteria Approach: Qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability (intelligence), achievement, creativity and motivation.
 - Mental Ability: minimum score of the 96th percentile on the composite or component score;
 - Achievement: a minimum score of the 90th percentile on the total battery, total reading or total math;
 - Creativity: a minimum score of the 90th percentile on a standardized test of creativity;
 - Motivation: Grades K-8– A minimum score of the 90th on a standardized gifted evaluation scale. Grades 9-12 - a minimum grade point average of 3.5 on a 4.0 scale where 4.0=A and a 3.0=B using an average of grades from the regular school program over the previous two school years. Grades from the following subjects will be used: math, science, English / language arts, social studies, and foreign language. (GA regulations state that the GPA should be at that level which is achieved by no more than 10% of the students in each grade level.)

Parents may schedule conferences with the school's gifted resource teacher or gifted program facilitator to discuss the program, referral procedures and eligibility requirements, as well as the student's eligibility status after an evaluation. Students will not be evaluated more than once within two calendar years.

GUIDANCE COUNSELING & SERVICES

Each Effingham County school employs a minimum of one counselor. School counselors design and deliver comprehensive school counseling programs that promote student achievement. These programs are comprehensive in scope, preventive in design and developmental in nature. A comprehensive school counseling program is standards-based and data driven, and an integral component of the school's academic mission. It focuses on academic, career, and

social/emotional curriculum that is delivered through classroom lessons, small group, and individual consultation.

READING RECOVERY

The Reading Recovery Program serves first grade students at all elementary schools to help correct reading deficiencies for eligible students in a one-on-one atmosphere. Reading Recovery teachers also serve students working below grade level in grades K-5 as needed in small group atmospheres to target reading and writing deficits.

SPECIAL EDUCATION/EXCEPTIONAL STUDENTS

Special education is specially designed instruction provided at no cost to parents that meets the unique needs of a student with a disability. Children are identified and served from age three through 22 in accordance with state and federal law.

1. The law ensures that all eligible children with disabilities have available to them a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living; [34 C .F .R . § 300 .1 (a)]
2. Ensures that the rights of children with disabilities and their parents are protected; [34 C .F .R . § 300 .1 (b)]
3. Assists educational agencies to provide for the education of all children with disabilities; and [34 C .F .R . § 300 .1 (c)]
4. Assesses and ensures the effectiveness of efforts to educate children with disabilities; [34 C .F .R . § 300 .1 (d)]

For more information about the referral, assessment, eligibility, placement and/or the IEP process, please contact the Department of Exceptional Students at 754-5623 or visit our system website, <http://www.effinghamschools.com>.

PARENT REQUEST FOR STUDENT OBSERVATION BY SELF OR OTHER

Parent is required to complete *Request for Observing a Student* and *Effingham County School District Confidentiality Agreement*. Parent will contact school administrator to obtain these forms.

PARENT REQUEST FOR OBSERVATION BY PRIVATE THERAPIST

Parent will complete *Request for Observing a Student* and the private therapist will complete *Memorandum of Understanding/Observation by Private Therapist*. Parent will contact school administrator to obtain these forms.

PRIVATE THERAPY DURING SCHOOL DAY

Therapy provided by a private therapist is not permitted on school campuses; however, Georgia APEX is an approved school-based mental health provider. In addition, enCompass Academy students may receive private therapy approved through the Department of Exceptional Students.

MINDSET/CRISIS PREVENTION AND RESPONSE

In compliance with State Board of Education Rule 160-5-1-.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS, Effingham County School District utilizes MindSet protocol when responding to students in crisis. Through the implementation of MindSet, our system responds to students in crisis with an emphasis on counseling and de-escalation in an effort to eliminate the need for therapeutic/physical restraint. In accordance with State Board Rule 160-5-1-.35, therapeutic restraint is only used as a last resort when there is harm to self, harm to others, or harm is imminent. Each school has a team of trained staff



members who have successfully completed the MindSet curriculum training, to include a written assessment and demonstration of skills. Please contact Dr. Ashly Hunter for more information. ahunter@effingham.k12.ga.us or visit <https://mindsetinstructortraining.com/>

SECTION 504 PROCEDURAL SAFEGUARDS AND NOTICE OF RIGHTS

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, please contact Ms. Deidre Ford at 754-6491 or visit our system website, <http://www.effinghamschools.com>.

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Any student, parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices. (Harben, Hartley, & Hawkins, LLP, 2012)

TRANSPORTATION LACK OF SUPERVISION

Per Georgia Department of Human Resources guidelines, children eight years or younger should not be left alone. Children between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief periods of time (less than two hours); and children thirteen years and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter, as authorized by the parent, for up to twelve hours.

Any child eight years or younger that rides the school bus home in the afternoon will need a parent or babysitter that is visible to the bus driver, not in a vehicle or in the house. The babysitter or other designated adult must be registered with the school on the child's emergency contact list. If the parent or babysitter is not at the designated stop when the bus arrives, the bus driver will radio the school so a parent can be contacted and the incident will be documented. The parent and/or babysitter will be allowed three incidents before action is taken. After three documented incidents from the driver to the school the following protocol will occur:

Incident #3 - a letter is sent home to the parent from the school with the documented days

Incident #4 - all riding privileges shall be suspended until the parent has a parent conference with a school administrator and an administrator from the Transportation Office

Incident #5 - Loss of bus riding privileges for the remainder of the school year

RIDING A SCHOOL BUS

Although we are committed to the safety of students on the bus and at the bus stop, there are situations that require your assistance and participation in order to ensure the safety of your children when walking to and from the bus stop. Sometimes, children can be exposed to a dangerous situation because of their own or others behavior.

Riding the school bus is a privilege for students, and maintaining proper behavior while on the bus is expected in order to protect the safety of all students. Riding the bus also ensures that students will



arrive to school on time each day. All pupils being transported are under the authority of the bus driver and must obey his/her requests. Students must be at the bus stop 5 minutes before the time for the bus to arrive. The bus will not wait on students who are not at the stop when it arrives. This is necessary in order to complete routes in the time allotted and have students arrive at school on time. Students should remain 12 feet away from the road in a safe area while waiting on the bus. Students must not eat or drink on the bus for their safety and the safety of others. Students may not transport anything on the school bus that will not safely sit on their laps while in their seated position. Students must sit in the seat assigned by the driver or school administrator. School rules apply on the bus just as on campus or at other school events, and bus behavior is specifically covered in the **Code of Conduct**. Bus drivers will make disciplinary referrals to the school administration that may result in a conference and warning, or the denial of a student's right to ride the bus for a given number of days and/or the remainder of the school year. The administration reserves the right to exercise administrative prerogative as necessary. Parents, guardians and others should not attempt to board a school bus during the bus route. Georgia Code 20-2-1181: It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature.

School Bus Stop Safety/Behavior

There are serious safety issues for students while waiting at the school bus stop. Students are responsible for their actions and behavior while waiting at the school bus stop. School bus transportation can be denied if students do not conduct themselves properly.

The following are essential behaviors for student safety while at the school bus stop. Students should:

1. Get up and get ready on time. Arrive at the bus stop five minutes before the bus is scheduled to come.

Students have been struck by their school bus when they arrived late in the boarding process and the bus driver was unaware of their presence. The five minute target ensures the loading of the bus takes place in a routine manner, even if the student is running a couple of minutes late or the bus is running a couple of minutes early. Any break in the normal safety routine places the student in grave danger.

2. Go back home and get help or phone for assistance if you miss the bus. Get someone you know to take you to school. NEVER CHASE AFTER THE BUS, NEVER WALK TO ANOTHER BUS STOP AND TELL YOUR PARENTS TO NEVER DRIVE YOU TO ANOTHER BUS STOP. Your bus driver will not be expecting you and you will be in grave danger when approaching the unsuspecting school bus driver. It is better to be late for school and be safe!

Students have been struck by vehicles or by their school bus when they missed their bus and tried to board a school bus at an unscheduled stop. Any break in the normal safety routine places the student in grave danger.

3. Have all items in your book bag before you leave home so you don't drop anything.

Students have been struck by other vehicles when they dropped something and went after it at the bus stop or struck by their school bus when they dropped something and tried to retrieve it when getting onto the bus.

4. Wait in a safe place, 12 feet away from traffic.

Students have been struck by passing vehicles at the bus stop when they got too close to traffic.

5. Never speak to strangers at the bus stop and never get into the car with a stranger. Tell your bus driver, your teacher or your parents if a stranger tries to talk to you or pick you up.

6. Respect the property of homeowners at the bus stop and also keep the noise down.

7. Respect the rights and safety of other students.

8. Wait in a "single file" line or in an orderly group.

9. Avoid horseplay.

10. Refrain from pushing or shoving.

11. Form an orderly line as the bus approaches, with the 1st student in line standing 12 feet away from the road.

12. Keep electronic equipment packed away when preparing to board. Never use an electronic device or wear ear buds/headphones when boarding. You MUST be able to hear!

13. Wait before moving to the school bus.

ALTERATIONS TO REGULAR TRANSPORTATION

When students make a change to their daily transportation pattern, a written notice from the parent/guardian with a phone number at which the parents can be reached is required. For example, if a student routinely rides the bus but will be picked up by a parent or someone else for a single day or several days, then a note would be required.

RIDING ANOTHER BUS/GOING HOME WITH A FRIEND

Students are expected to ride the bus to which they have been assigned. Students wishing to ride another bus, such as to a friend's or babysitter's house, must follow these procedures:

1. Bring a written request from the parent/ guardian with a phone number at which a parent can be reached to verify the request. If the parent cannot be reached to verify the note, the principal may choose to deny the request and the student will be sent home in the usual manner. Any student bringing a note that is not written by the parent/guardian will be subject to the disciplinary action associated with the policy on forgery. The physical address of where the student is to be dropped off must be included in the note.
2. Report to homeroom or class and present a note from their parent/guardian to the teacher. Notes will be verified and a Boarding Pass will be returned to the student.
3. Give the Boarding Pass to the bus driver as you board the bus. Students who fail to follow this procedure and whose notes cannot be verified with a call to the parents will not be allowed to leave school on other than their assigned bus.

Note: Students who are attending school under School Choice Privilege are not allowed to utilize school transportation.

STUDENTS' DIRECTORY INFORMATION

MILITARY RECRUITMENT

Federal law requires that secondary student information (names, addresses, and telephone listings) be released to armed forces recruiters. As a part of this law, parents have the right to notify the school in writing to not release the name, address, and telephone number to recruiters of the armed forces of the United States or institutions of higher education.

PUBLICITY RELEASES

In addition to the honor roll, Effingham County Schools publicize students' outstanding achievements and the activities of the students through various media.

We welcome the myriad of media coverage of our students, staff and programs and provide access to all public information through cooperative efforts among representatives of the media and district personnel, giving due consideration to the responsibilities and operating guidelines of both the schools and the media.

Effingham County Schools will not knowingly allow reporters to interview students under 18 years of age without parental consent. Site principals will determine the best time for any interviews, minimizing class time missed.

Media representatives may be present at school events, and students occasionally participate in live, public programs. College students completing internships and practicums compile portfolios of their experiences, which sometimes contain photos of students. Schools also publish yearbooks that contain photographs and names of students as well as honor roll, awards & student work.

- Specifically, regarding publishing of student work and information on school-sponsored websites, the following guidelines apply:
 - Publishing student photographs and exceptional work is permitted except for students whose parents have declined permission by submitting a written statement to the school;
 - All published material and external links must clearly support and/or augment the curricular objectives.

Information about school related activities may be found on the internet as well as on school-sponsored publications. Accordingly, the district reserves the right to exercise editorial control over such publications.

STUDENT RECORDS AND DIRECTORY INFORMATION

It is the policy of the Effingham County Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia. All parents, guardians and students over the age of 18 have the right to inspect and review education records for accuracy, as provided by federal law under FERPA. In addition, the Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. **The Board has determined that the following can be released as "directory information" unless a parent, legal guardian or eligible student makes a timely request, in writing, to the principal of the school where the student is enrolled that such information not be designated as directory information:**

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's district assigned e-mail address;
- Student's participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at schools within the school district;
- Honors and awards received during the time enrolled in the district's schools;
- Photograph; and
- School and grade level.

The Board of Education further protects the directory information of students by limiting release of directory information to certain parties and for approved purposes, as specified below:

- School publications, such as a school yearbooks, website, school newspapers, etc.

- Media outlets providing coverage of student academic, athletic, and extracurricular competitions, honors, and awards.
- Certain vendors, approved by the Superintendent, who provide specialized items of interest to high school students including, but not limited to, those vendors marketing class rings, graduation invitations, and graduation attire.
- Non-profit organizations who have been determined by the Superintendent to provide services that may enhance the instructional program of the school, including, but not limited to, the local YMCA, 4-H Club, Boys and Girls Clubs of America, and Big Brother / Big Sister organizations.
- Outside researchers, when research is determined by the Superintendent to have merit to the improvement of the school system.
- Other purposes, as approved by the Superintendent.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

The above information can also be found in the Student Records Policy, which may be viewed online at www.effinghamschools.com/eBoard.

UPDATING STUDENT INFORMATION

Any changes in a student's residence, family circumstance, and phone numbers should be immediately reported to the school office or the district's Central Registration Center to maintain accurate student data.

PARENT / STUDENT NOTIFICATION SYSTEM

The district utilizes a notification system to send parents and students general and targeted notifications via voice, text, and e-mail messaging. Parents and students are encouraged to update their preferences for receipt of such notifications via the Contact Preferences link on Infinite Campus Portal.

STUDENT HEALTH

HEAD LICE MANAGEMENT

Schools will recognize a maximum of three days of excused absences for the treatment of head lice per school year. Days in excess of three will be considered as unexcused. Schools will take an active role in educating parents and children about head lice and its prevention. Teachers, counselors, nurses and administrators will seek to find the best means to communicate effectively with these groups. The following procedures have been developed for dealing with the head lice problem.

1. If a child is suspected of having head lice, the school clinic/nurse will be notified. Parents who find and treat head lice at home should immediately notify the school nurse. The child must be brought to school by the parent/guardian for clearance before attending school and riding the bus.
2. Children showing active symptoms will be checked by the school nurse, or his/her designee.
3. The parent will be asked to pick up the infested student immediately. An information sheet will be provided to inform parents about how to get rid of the infestation. The child having head lice will be excluded from class until he or she is picked up, treated, and lice free.
4. When the students have left at the end of the school day, the school classroom where an incidence of head lice has been found will be cleaned to help prevent the spread of the condition. Parents should follow the instructions for home environment cleaning to prevent re-infestation. No toxic chemical sprays should be used.



5. The school principal will communicate with the parents in the classroom informing them of the presence of head lice and the precautions that should be taken.
6. When the hair has been properly treated and the nits/lice removed, parents must bring the child to school with evidence of treatment used to be rechecked by the school nurse. Please note that students cannot ride the bus until they have been checked and cleared for return to class. If no head lice are found, the child will be readmitted to class. If the school nurse determines that an infestation remains, the parent must continue treatment at home until the nurse clears the child to return to class.
7. Chronic or recurring cases will be referred to the local Department of Family and Children Services for assistance in dealing with the problem. Chronic or recurring cases that result in excessive absences will result in referral to the attendance officer and may cause failure to progress to the next grade or to receive credit for the course.

CHRONIC HEALTH CONDITIONS

Any student with a chronic health condition (such as asthma, diabetes, severe allergies, seizure disorders, etc.) must provide an Action Plan (care plan), signed by the parent and physician. The Action Plan details specific care and management of the condition at school. In addition, all supplies, equipment, and medication needed for the chronic condition are to be provided by the parent. In order to provide safe and appropriate care for your child at school, the Action Plan with doctor's orders, medications, and/or equipment must be provided within 2 weeks of starting school. Failure to provide these items will result in the parent providing the care at school or the student will be excluded from school until all necessary items are received by the school nurse. Action Plan forms are available from the school nurse or on the system web site at www.effinghamschools.com.

ILLNESS AT SCHOOL

Any student who becomes ill at school should immediately notify his or her teacher, or if between classes, the teacher of the next class, receiving a pass to the nurse's office. In the case of a medical emergency, or if a student is too ill to remain in class, every effort will be made to contact the parents/guardians or the emergency contact person listed on the student's registration form. **Sick students who are contagious with active symptoms such as vomiting, diarrhea, congestion, cough, shortness of breath, recent loss of taste or smell, have had close contact or cared for a person with COVID 19, rashes and/or fever must not be sent to school. Students with a fever of 100.2 or above must be excluded from school and should not return until they are fever free or active symptom free for 24 hours without Tylenol or other fever reducing medications. Students returning too early may be sent home.**

Please alert the school about any medical condition and/or allergy a student has that may require attention at any time during the school day. Students who demonstrate symptoms of severe allergic reaction and/or anaphylactic shock, may be given emergency epinephrine injection.

IMMUNIZATIONS

The state law of Georgia requires that all students enrolled in a public school must have an up to date immunization record provided by the parents / guardians, unless an affidavit of religious objection to immunization is submitted in accordance with the provisions of O.C.G.A. 51-2-2-.07. Minimum immunization requirements for the issuance of Georgia School Immunization Certificate (Form 3231) & attendance in Georgia schools are determined by the Georgia Department of Public Health and are available, upon request, at the local health department. Students who do not have a current complete immunization form 3231 will be withdrawn from school.

JGCD - MEDICATION ADMINISTRATION AT SCHOOL POLICY (Revised 4/20/17)

In the interest of maintaining a healthy environment for student learning, and to provide for the welfare of students, the Effingham County Board of Education has established the following provisions for the administration of medication at school.

Students requiring medication for their medical condition should under normal circumstances take such medication either before coming to school or after they return home. It is essential that the parents or guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which might reasonably require the services of the school nurse during the school day.

To the extent such medication must be taken during school hours or while school-related and extra-curricular events are on-going, it is the responsibility of the parent or guardian to follow this policy regarding administration of medication:

- All prescribed medication will require signed and dated physician's orders.
- Parent or guardian must sign and place on file with the nurse or school principal, a medication permission form available in the nurse's office;
- Parents or a guardian must deliver all medications to the school along with the signed medication form. In the event that a parent or guardian cannot deliver medication to the school, alternate arrangements must be made with the school principal.
- Students may NOT transport medication to the nurse.
- Nurses must receive medication in its original pharmaceutical container, clearly labeled as to the name of the student, name of medication, appropriate dosage, times of dosage and will administer only the actual amount as prescribed on the label.
- In the absence of a school nurse, the teacher, coach, or other supervising adult designated by the school principal shall administer medication, provided the written documentation permitting such is on file with the school, in accordance with board policy and state law.

The sole exception to these procedures allows students for whom the school has on file supporting medical documentation to carry at all times, with parental/guardian permission: inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission for the school nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's medical management plan developed and implemented pursuant to state law. The parent or legal guardian must provide to the school a:

1. signed, written authorization by the parent or legal guardian for such self-administration of asthma medication, auto injectable epinephrine, or medical needs for diabetes, as well as,



- permission to consult with the doctor regarding medication questions.
2. a signed, written statement from a licensed physician or physician's assistant containing the following information:
 - a. the name and strength of the asthma medication, the auto injectable epinephrine for allergic reactions, or medical needs for diabetes;
 - b. prescribed dosage; and the time or times at which, or the special circumstances under which the medication is to be administered, and
 - c. confirmation that the student is able to self-administer the medication.

The information provided to a school in accordance with this policy will be kept on file in the office of the school nurse or, in the absence of a nurse, the school principal. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons are also authorized to administer levalbuterol sulfate inhaler, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Such persons are additionally authorized to administer Naloxone, an opioid reversal agent, to a student believed to be experiencing an opioid related overdose. Any school employee who in good faith administers or chooses not to administer auto injectable epinephrine, levalbuterol sulfate inhaler, or Naloxone, to a student in such circumstances shall be immune from civil liability.

All students, parents and guardians are also expected to cooperate with the school in its Drug Abuse Prevention Program. In order to protect all students, especially those who may have a known or unknown reaction to certain drugs, students who have in their possession prescription or over-the-counter medication not in accordance with these guidelines including aspirin, vitamins, cold medications, etc., or controlled substances will be considered in violation of the school district's drug policy and shall be subject to the discipline set forth in the student code of conduct and student/parent handbook.

*Cough drops are allowed under this policy.

ADDITIONAL MEDICATION GUIDELINES

- Herbal/Alternative/Complementary Medications or Dietary Supplements: Herbal medications/supplements are not to be given or self administered at school. These products are not approved by the FDA; FDA regulates only product label information and often lacks data regarding safety, efficacy, and dosages in children. There may be side effects when mixing herbal medications/supplements with other medications the student may be taking. Use of these products should be managed at home. Students who carry these products to school will be violating the school drug policy.
- Experimental (or Off Label) medications: Children requiring treatment of a condition with these medications will require written documentation from the prescribing physician including the name, dose, condition prescribed for, and current information on side effects and precautions, as well as any specific directions for administration at school.

Unanticipated exposure to blood or body fluids: If a staff member or student is exposed to blood or body fluids, the affected area is to be immediately washed with soap and water or the area flushed with water, and the following protocol followed and documented:

1. Report exposure to the school nurse immediately following washing the area. If there is a needle stick, the nurse will report to the Board of Education Director of Benefits/Worker Compensation immediately but not later than 2-4 hours after the exposure. Employees will follow the guidelines for Worker Compensation injuries. Students/visitors will be referred to the local ER for evaluation of needed treatment.
2. School nurse will contact the local Public Health Office.
3. The Board of Education may require permission of the person whose blood was exposed to be tested for any serious infectious disease such as Hepatitis B and/or HIV.

Any additional medication situations, not specifically addressed in this policy will follow the School Health Manual guidelines.

HOSPITAL HOMEBOUND

Students who expect to be absent from school for ten (10) consecutive days for medical reasons or who have a chronic illness should see the teacher, counselor, or administrator to make an application for the Hospital Homebound program as soon as there is an expectation of such consecutive absences. For more information regarding Hospital Homebound, please contact Dr. Sandra Nethels at 754-5629 or visit our system website, <http://www.effinghamschools.com>.

GEORGIA STUDENT HEALTH SURVEY

As part of the Georgia Department of Education (GaDOE) Office of School Safety and Climate and other school/educational programs, students will participate in anonymous surveys periodically. If you prefer that your child NOT participate, please notify your child's principal in writing. Otherwise, consent is implied. Copies of all surveys are available upon request.

STUDENT ACTIVITIES AT SCHOOL

PERSONAL PROPERTY

It is a good practice to mark coats, hats and personal belongings with a student's name. Students are advised to bring with them to school only those items essential for their classwork. Other items frequently cause disruption, get misplaced or stolen. Cosmetics, personal hygiene, and similar type items are unnecessary in the classroom. Items such as deodorants, perfumes and sprays are not to be used on school buses at all, and should remain inside a student's bag while in transport. Teachers are authorized to collect any items which may be unnecessary for class and pose an interruption or interfere with classroom instruction or good order. High School students' vehicles parked on school grounds are subject to searches by school administrators and law enforcement officers at the request of the school administration. Students are responsible and will be held accountable for the contents within their vehicle.

DELIVERIES (FLOWER/BALLOONS/GIFTS)

Students are not allowed to receive flower, balloon or gift deliveries at school.

PARTIES/SOCIALS

Parties are designed primarily for the benefit of students enrolled in the school. Parents should refrain from bringing siblings or other non-enrolled children to school parties. Schools will provide guidance regarding parties/socials procedures.

DISTRIBUTION OF MATERIALS

Effingham County school students, parents and staff shall not distribute pamphlets, letters, brochures, petitions or other such printed materials, to or through students or their immediate families during school, without written approval of the school administration. Please refer to the school system's advertising policy, which applies to employees as well as students, parents and the community.

STUDENT CLUBS AND ORGANIZATIONS

Per State law, the Effingham County School System is required to notify parents or legal guardians regarding the various school clubs and organizations offered at each school. If a parent or legal guardian does not want their child to participate in a particular club or organization, they must, within the first 10 days of each school year, inform the school in writing.

“Clubs and organizations” means a group comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction and control of the school. This term shall include any activities reasonably related to such clubs and organizations, but shall not include competitive interscholastic activities or events.

List of Current School Clubs and Organizations

Because school club and organization activity may change yearly, parents or legal guardians are advised to review this section of the Student and Parent Handbook every year in order to make informed decisions regarding their child’s participation. ***In the event that a club or organization not listed below is created after a school year starts, an information letter will be sent home requiring the parent or legal guardian to give permission for their child to participate.***

ELEMENTARY CLUBS AND ORGANIZATIONS

Unless indicated otherwise, the following clubs and organizations are offered at each of Effingham County’s Elementary Schools:

4 H – Effingham County’s 4 H program, a Unit of Cooperative Extension, the University of Georgia and Georgia 4 H (a partner in Public Education), assists students in grades 4-6 in acquiring knowledge, developing life skills, and forming attitudes that will help them become self directing, productive, and contributing citizens. 4 H provides events, classes, activities, and forums at local, state, and national levels. All events are planned to enhance positive youth development and education. *Advisors:* ECMS – B. Morgan and K. Brophy; SEMS – C. Kirkland; SEES – L. Lancaster; MES – 4th & 5th Grade Teachers; SES – 4th & 5th Grade Teachers; BES – 4th & 5th Grade Teachers; RES – 4th & 5th Grade Teachers; EES – 4th & 5th Grade Teachers

Art Club – Blandford,, Rincon and Springfield Elementary schools offer an art club. The art club is dedicated to making a positive difference in the lives of students by developing their potential leadership, personal growth, and career success through hands-on art education. Meeting times vary by school. *Advisors:* BES – L. Gerow;; SES – B. Lein; MES – T. Karatassos; RES – M. Winzenrith

Beta Club – Springfield, Ebenezer, Blandford, Rincon, Marlow, South Effingham Elementary and Sand Hill Elementary schools sponsor a National Beta Club for fifth grade students who maintain an “A” average. The club promotes the ideals of character, service and leadership and rewards meritorious achievement. Each year, the club will participate in a school and community project. *Advisors:* SES – K. Schimmel; EES – T. Kessler; BES – M. Morris & K. Bothwell, C. Bradley; RES – M. Long and A. Lee; MES –A. Marrero, E. Nyguen, and L. Williams; SHES – T. Davis; SEES – J. Allen

Chorus – The elementary chorus is designed to allow students in fourth and/or fifth grade to enhance their knowledge of music and develop their talents in the area of music, drama, and dance. Elementary chorus meets as needed during the school day and as needed after school to prepare for special concerts and presentations as arranged by the chorus director. Most elementary choruses perform a winter and spring concert. Some are invited to perform at local community or civic events. *Advisors:* Elementary music teachers serve as the faculty advisors.

Chess Club – Elementary Chess Clubs are offered at Blandford, Rincon, Sand Hill, Ebenezer, South Effingham and Springfield elementary schools. Students in grades 3-5 may participate. Playing chess is a critical thinking and problem solving activity that helps develop spatial reasoning, strategic inquiry, complex memory skills, evaluative processes, sequential patterning, logical thinking and critical analysis. The chess club meeting times vary by school and clubs may choose to participate in intra-club chess tournaments with schools in other systems. *Advisors:* RES – C. Howard; SHES – T. Davis; BES – K. McGee; EES – T. Kessler; SES – K. Morgan; SEES – A. Barefield; GES – S. Davis

Fitness Club – Marlow and Blandford, Elementary schools sponsor a student Fitness Club to promote a healthy lifestyle through exercise and fitness education. Meeting times vary by school. Permission forms are required. *Advisors:* MES – C. Wood and K. Seckinger; BES – M. Burns and L. Jarriel;

Girls on the Run – South Effingham Elementary and Rincon Elementary host Girls on the Run for third, fourth, and fifth grade girls. The organization inspires girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. Practices at SEES will be held 2 days a week after school from 2:34-4:00. Practices at RES will be held once a week. *Advisor:* SEES – Kayla Mullins; RES – A.Hallman, M. Kennedy, S.Staver

Good News Club – Kids love Good News Club! Every club is packed with positive reinforcement in the lessons, games, mission stories, memory verses, and discussion time. Lessons teach personal responsibility, respect for authority, treating others like you want to be treated, who God is and how much He loves us, and much more. Each child will experience being mentored in life lessons by trained leaders. *Advisor:* BES – E. Chaffin; EES – A. Green ; SES – T. Sikes; MES – P. O’Toole

Helping Hands –, Springfield and Marlow Elementary schools sponsor Helping Hands, a student group that allows older students to assist younger students in reviewing skills under the direct supervision of the homeroom teacher. Students who serve as tutors experience a satisfaction in helping others. All students benefit from the interaction and helping relationships that this program provides. In order to participate, students must maintain an “A” average (not required at SES), meet their AR goal and demonstrate responsible behavior. The group will participate in fundraisers to help fund special projects and activities for the group and/or the school staff. The SES group does not do fundraisers. *Advisors:*; MES – T. Ward, Counselor; SES – D. Kessler

Lit Club – South Effingham Elementary hosts a Literature club for 3rd-5th graders on the 1st and 3rd Thursday of every month from 3:00 - 4:00. The club will read and discuss novels of different genres by a variety of authors. The club will have guest speakers, illustrators, and publishers to help enlighten the students on the process of creating literature. *Advisor:* Beverly Summitt

Math Club – Guyton Elementary school sponsors a Math Club dedicated to inspiring student interest, promoting achievement, and fostering a welcoming environment when learning mathematics. Club members in grades 3, 4 and 5 participate in individual and group competitions at the school level which builds on critical thinking skills and math sense.

Recorder Club – Offered at Blandford Elementary. All students in the 4th and 5th grade learn how to play the recorder during regular music instruction. The Recorder Club meets weekly and was founded in an effort to provide additional support and belt testing. This is a non-auditioned group. *Advisor:* A. Gonzales

Science Olympiad – Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education by students and teachers. Members have the opportunity to participate in 18 different events at the annual competition. *Advisors:* SHES – L. Osborne; GES – S. Davis; SEES – L. Lancaster

Safety Patrol – South Effingham Elementary’s safety patrol consists of 5th grade students, recommended by teachers for demonstrating exceptional traits of responsibility and trustworthiness. These students increase safety by monitoring hallways and high traffic areas, reinforcing PBIS expectations to all students during dismissal. *Advisor:* Bobbie Tootle

STEM Club – The purpose of the STEM club is to give students the chance to explore aspects of science, technology, engineering and math. *Advisors:* RES - tbd; SHES – L. Osborne; SEES – L. Miller, J. Manior; SES – T. Henry, K. Morgan, and J. Smith, EES – T. Kessler

Student Ambassadors – The Student Ambassador program provides a framework for K-5th grade students to collaborate on service learning projects within the school. This program influences a positive school culture and provides effective risk prevention by promoting good citizenship. Some projects that the students embark upon are peer guidance of younger students, being a leader, supporting the PBIS program, and assisting with other needs within our school. The program is facilitated by the School Counselor to promote leadership skills, peer collaboration and self-confidence. *Advisors:* BES – E. Watson;;

Student Council – South Effingham Elementary School sponsors a student council. dedicated to social and organizational activities of the entire student body. The student council promotes the importance of leadership and organizational skills. In the past, this organization has purchased new equipment for the P.E. department, donated funds to help purchase instructional items to aide in improving students’ CRCT skills, and held mock school-wide national elections. Community service projects have included delivering Easter baskets to residents of the Effingham County Nursing Home and holding canned food drives for Thanksgiving. *Advisors:* SEES – L. Jenkins;

Ukulele Club – Offered at Blandford Elementary. This is an auditioned group for 5th graders. In this club, students learn to play the ukulele. This club performs at least once a year during a PTO program. *Advisor:* A. Gonzales

MIDDLE SCHOOL CLUBS AND ORGANIZATIONS

4 H – (See elementary school clubs)

Beta Club – Ebenezer, Effingham County and South Effingham middle schools sponsor a Beta Club for students that maintain exemplary grades and behavior. Beta Club is a national honor society and service organization. Members must also demonstrate responsibility in the classroom. Past activities included sponsoring a food drive for the Manna House, visiting and taking gifts to the Effingham County Nursing Home, serving refreshments to faculty and staff during parent/teacher conferences, assisting the school nurse with the Diabetes Association fundraiser and taking various field trips. *Advisors:* EMS – L. Burke; ECMS – L. Long; SEMS – TBA

Book Club – The purpose of the Book Club is to read in an interactive, social experience. Students read independently and gather to discuss texts, establishing a reading community. The goal of the Book Club is to create lifelong readers who read to learn, for enjoyment, and for self-improvement. SEMS – C. Kirkland

Chess Club – The club’s mission is to teach a love for the game of chess and increase analytical thinking in student members. In addition

to learning how to play chess, members will have the opportunity to participate in tournaments with schools in other systems. *Advisor:* EMS – L. Watson; SEMS – G. Nail; ECMS – H.Ward

Chorus – South Effingham, Effingham County, and Ebenezer Middle schools sponsor a chorus to enhance students’ knowledge of music and develop their talents in the area of music. Members present a chorus concert each year. *Advisors:* SEMS – T. Woodard; ECMS – K. Kicklighter; EMS – J. Russell

Drama Club – Ebenezer Middle School and Effingham County Middle School sponsors a drama club to provide students the opportunity to improve speaking and acting skills while working as a team on a production. Members will develop personal skills through drama activities then apply those skills to perform a one-act play for an audience. *Advisor:* EMS – B. Kincade; ECMS – B. Sikes

FCAs – South Effingham, Effingham County, and Ebenezer middle schools sponsor a Fellowship of Christian Athletes organization. It is a nationally recognized student-led club that focuses on the mission of making a positive influence in others’ lives by being a Christian role model. *Advisors:* SEMS – C. Klassen; ECMS – K. Johnson; EMS – B. Reid

FFA – All middle schools sponsor National FFA organizations and are dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Members participate in leadership activities such as the Greenhand Jamboree, FFA Career Conference and Summer Leadership Camp. Members have the opportunity to participate in Career Develop Events, which are based on courses taught at each school. Some of these events include Ag Communications, Ag Sales, Electrical Wiring, Floraculture, Job Interview, Livestock Evaluation, Nursery/Landscape and Tractor Operation and Maintenance. *Advisors:* ECMS – K. Brophy; EMS – A. Sapp; SEMS – C.J. Pinson.

Historical Miniatures Club – Effingham County Middle School sponsors the ECMS Historical Miniatures Club, an extra-curricular activity that uses *Flames of War* WWII miniatures and rules to learn about armed conflict during World War II. Students learn to assemble, paint and fight with miniature armies of their choice. Battles fought on terrain tables with hills, forests, buildings and plains similar to what the U.S. Army uses to train its officers. Not only do students develop a keen interest in history but also develop critical thinking and socialization skills. *Advisor:* A. Sheridan

Math Club – (See high school clubs)

Math Olympiad – Effingham County Middle School sponsors a Math Olympiad team for students in grades 6-8. Math Olympiad is an international organization devoted to stimulating enthusiasm and love for mathematics, introducing important mathematical concepts, teaching major strategies for problem solving, developing mathematical flexibility in solving problems, strengthening mathematical intuition, fostering mathematical creativity and ingenuity, and providing satisfaction, joy, and the thrill of meeting challenges for students in elementary and middle school. Members have the opportunity to participate in five contests throughout the year. Practice is held weekly from October through March. *Advisor:* D. Bunn

Model United Nations – Effingham County Middle School sponsors a Model U.N. organization. This organization exists as an authentic simulation of the U.N. General Assembly and other multilateral bodies. The purpose of Model U.N. is to promote student interest in international relations, increase the capacity for students to engage in problem solving and conflict resolution and to sharpen research and communication skills. The team meets once a week after school throughout the year and members have the opportunity to compete in two competitions. *Advisors:* ECMS – L. Perkins;



Mustang Pride Club – South Effingham Middle School sponsors the Mustang Pride Club for the purpose of keeping SEMS safe, clean, and appropriate for student learning. Students will meet once per month after school to clean school grounds of trash. Students, parents, administration, as well as faculty & staff can submit areas of need or concern to be addressed at a future meeting. SEMS is a beautiful school, and the Pride Club wants to help keep it as such. Club focus areas are the front entrance, outside student areas (particularly after incentive days) and other areas, both inside or outside, as needed. *Advisor:* C. Kirkland

Science Club - Ebenezer Middle School sponsors a science club dedicated to helping students become scientifically literate, to go beyond what is learned in the science classroom, and to develop a deep commitment to serving our community. Students will engage in hands-on activities, campus projects, community service activities, and field trips. *Advisor:* C. Durden

Science Olympiad – South Effingham Middle School sponsors a Science Olympiad team for students in grades 6-8. Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education by students and teachers. Members have the opportunity to participate in 23 different events at the annual competition. Practice is held daily, including some Saturdays, from October through March. *Advisor:* SEMS – S. Hobbs

Show Choir – Ebenezer Middle School sponsors a student show choir for students in grades 6-8. Students must audition and be selected to participate. The choir rehearses after school two days a week. Membership dues are required to cover the cost of uniform cleanings, shoes, music and practice CD's. The show choir performs various types of music including pop, jazz, theatre and more. Some songs include choreography. Past performances included the Winter and Spring Chorus Concerts, school assemblies, award ceremonies and 5th grade orientation. *Advisor:* EMS – J. Russell

Student Council – Student Council members campaign to be elected by their peers and act as a link between the student body and the faculty and administration. The Council also promotes student leadership and school spirit, organizes fundraisers, and assists with various school-related events. *Advisors:* SEMS – S. Hall and T. Cannon ECMS – G. Kessler

TSA – (See high school clubs)

Writing Club – South Effingham Middle School sponsors a writing club so that students may expand on various genres of writing. Club members will share their work with other members, enter contests, and enjoy the company of other aspiring writers. *Advisor:* B. Caldwell

HIGH SCHOOL CLUBS AND ORGANIZATIONS

Beta Club – ECHS, SEHS, and ECCA sponsor National Beta Club organizations. The purpose of the Beta Club shall be to promote the ideals of character, service and leadership secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Members participate in community service projects and have the opportunity to compete at the State Beta Club convention held in Atlanta. *Advisors:* ECHS – J. Cribbs and S. Albrecht; SEHS – D. Brandenburg & K. Powell; ECCA (STEM Only) –, S. Straub, and S. Martin

Calculus/Physics Club – ECHS sponsors a Calculus Club sponsors a Calculus/Physics Club dedicated to enabling students to perform well on the AP Calculus exam and to participate in extra math/science activities. Members also have opportunities to participate in community service projects such as the Dimes for Down Syndrome

campaign. Future activities may include peer tutoring and participating in Science Day at the elementary schools. *Advisors:* ECHS – W. Fears

Chess Club – ECHS, SEHS, and ECCA sponsor a Chess Club that offers students the opportunity to perfect chess skills and analytical thinking skills along with strategy. The students also build cooperative skills as a team. The club participates in club day and fundraisers and will compete in a regional competition. Awards are given at the end of the year for the Senior 1st seed male/female and the underclassman 1st seed male/female. *Advisors:* ECHS – M. Hayes; SEHS – M. Vaquer; ECCA (STEM Only) – A. Conner

Chorus – ECHS and SEHS sponsor a Chorus which provides students an opportunity to experience a diverse spectrum of quality choral music. Students are also given the opportunity to serve in leadership roles and learn valuable skills working with others. High school choruses participate in all GMEA sponsored events throughout the year, including District Honor Choir, Solo and Ensemble; All-State Chorus; and Large Group Performance Evaluation (formerly known as Festival). Chorus members usually take an out-of-town trip each year and perform in numerous concerts and at school events. *Advisors:* ECHS – W. Perkins; SEHS – L. Wood

Creative Writing Club - This SEHS club meets every two weeks to read and critique original student works of poetry and short fiction. We engage as a group in a traditional workshop, and everyone has a chance to have their work read and discussed. Our goal is to grow as writers and to help others craft their best work. *Advisors:* M. Vaquer

Drama Club – ECHS and SEHS sponsor a Drama Club, which is dedicated to exploring all aspects of the theater arts. The club produces two main stage productions and participates in the GHSA One-Act Competition. Every three years the SEHS drama club travels to New York City, exposing students to a variety of occupations in the dramatic arts. *Advisors:* ECHS – Y. Osella; SEHS – L. Wood and R. Imre

Equality Club – SEHS sponsors the Equality Club. The Equality Club promotes an accepting atmosphere for all students regardless of ethnicity, religion, sexuality, cultural background, or physical limitations. The club will meet once a month. These meetings will provide an opportunity for students to embrace who they are and to learn about other cultures one-on-one. The club will provide educational opportunities for students to learn how different and how alike they are. *Advisor:* L. Rabich

FBLA – ECCA, ECHS and SEHS sponsor FBLA chapters. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Members participate in community service projects such as canned food drives and March of Dimes. They also compete in leadership conferences held at the region, state and national levels. *Advisors:* ECHS – TBA; SEHS – T. Bradley; ECCA (STEM and CTAE) – N. Exley and K. Larson

FCCLA – SEHS, ECHS, and ECCA sponsor FCCLA, which stands for Family, Career and Community Leaders of America. It is a nonprofit vocational student organization for young men and women through grade 12. FCCLA is the only vocational organization with the family as the central focus. The club's mission is to promote personal growth and leadership through family and consumer sciences education. Dues paying members enjoy attending the Fall Leadership Conference at the Georgia National Fair. A student-led executive council plans and conducts monthly meetings that center on national programs, such as STOP the Violence and others. In the past, FCCLA has raised money to support the Savannah Care Center, a crisis pregnancy center, the National Parkinson Foundation and other charitable causes. *Advisors:* SEHS – B. Pritchler; ECHS – C. Masters; ECCA (CTAE Only) – K. Shuman

FCA – SEHS and ECHS sponsor the Fellowship of Christian Athletes, a student-led group that meets every Monday evening at 6:30. The group meets to discuss how to apply God's principles to everyday life, on and off the field or court. Guest speakers are invited to meetings and student athletes also have the opportunity to meet with college coaches. *Advisors:* SEHS – A. Ratchford; ECHS – J. Darling

FCS – SEHS, ECHS, and ECCA sponsor the Fellowship of Christian Students, which meets on Friday mornings before school. FCS is affiliated with the national FCA organization and is a student-led group that allows students of all faiths to participate in Christian fellowship through worship and bible study. A praise band and inspirational speakers lead the meetings. Past community service projects included raising money for hurricane relief funds. *Advisors:* SEHS – A. Ratchford; ECHS – TBA; ECCA (STEM Only) – A. Conner

FFA – ECHS and SEHS sponsor National FFA organizations and are dedicated to making a positive difference in the lives of students by developing their potential for leadership, personal growth and career success through agricultural education. Members participate in leadership activities such as the Greenhand Jamboree, FFA Success Conference and Summer Leadership Camp. Members have the opportunity to participate in Career Develop Events, which are based on courses taught at each school. Some of these events include Ag Communications, Ag Sales, Electrical Wiring, Floraculture, Job Interview, Livestock Evaluation, and Tractor Operation and Maintenance. *Advisors:* ECHS – M. Arrington and A. Burns; SEHS – Richardson and Richardson

French Honor Society – ECHS and SEHS sponsor a French Honor Society to stimulate interest in the study of French, to promote and reward high standards of scholarship, to create enthusiasm for and understanding of Francophone cultures and to further solidarity in the French-speaking world. Candidates must maintain an A in French and an overall B average in all courses. They are inducted into the honor society during their second semester of French. The group promotes French on campus with trivia questionnaires, surveys, food-tasting during French Week and various cultural activities. The French Honor Society has plans to support community charities and introduce young children to the French language. *Advisor:* ECHS – E. Lockhart; SEHS – V. Granzow

Future Educators of America (FEA) Future Georgia Educators (FGE) – ECHS and SEHS sponsor the Future Educators of America organization. FEA is a club whose purpose is to introduce students to the field of education. Students participate in shadow days, which give them an opportunity to see first hand the objectives in teaching. Membership is open but not limited to those who are considering opportunities in education. FEA also gives scholarship money to all of its senior members. The club has given over \$10,000 since 1998. Some of the club's past members have gone on to be teachers and principals in Effingham County. FEA members have participated in scholarship fundraisers, Teacher Appreciation Week and Georgia Southern University's Introduction to Teaching Program. *Advisors:* ECHS – A. Terry; SEHS – J. Gerbasi

History Club – ECHS sponsors a History Club, dedicated to developing students' potential for premier leadership, personal growth and career success through civic educational opportunities and community projects. Club members aim to be an active part of the community by participating in various activities such as Adopt-a-Highway litter control projects, Adopt-an-Elderly (nursing home), and exposing students to various cultures through school sanctioned field trips. *Advisors:* J. Lynes and J. Hayes

HOSA – ECCA, SEHS and ECHS sponsor the Health Occupations Students of America organization. HOSA is a vocational club that is geared toward helping students get started on their careers in the medical field. Students have opportunities to compete at state and

national levels. Students will participate in community service activities and fundraisers to pay for competition fees. *Advisors:* ECHS – V. Neurath; SEHS – L. Swope; ECCA – A. Platt and V. Renfroe

Interact Club – ECHS and SEHS, sponsor Interact Clubs. Interact is Rotary International's service club for young people ages 14-18. Past activities included assisting with Special Olympics events, raising money for the Hurricane Katrina Relief Effort and raising funds for other charitable organizations. *Advisors:* ECHS – R. Conner; SEHS – E. Roberts and S. Tant

Journalism Club - This SEHS club develops student publications for internal and external outlets. Featured works appear in the local newspaper. *Advisor* - E. Wright

Literary Society & Book Club - This SEHS club offers students an opportunity to read for enjoyment, personal enrichment, knowledge attainment, and learn the value of reading for life. *Advisors* - R. Imre, M. Bir, L. Rabich

Math Club – The Math Club is dedicated to inspiring student interest, promoting achievement, and fostering a welcoming environment when learning mathematics. Club members participate in competitive events such as the Georgia Mathematics League, Kennesaw State mathematics tournament and Pi Day. *Advisor:* SEMS – K. Brantley; ECHS – TBA; SEHS – D. Brandenburgh, S. Tant, ECCA – E. Jung

Mock Trial Team – ECHS sponsors a Mock Trial Team that gives students the opportunity to simulate a case in a real courtroom setting. This involves research, understanding of the law and working with the Georgia Bar Association's certified attorneys as they role play the witnesses, defendants and attorneys. The team competes at the regional level. *Advisors:* ECHS – N. Starling;

Model United Nations – ECHS and SEHS sponsor Model U.N., a team that researches various countries and writes resolutions that propose solutions for world problems such as war, famine and disease. Members utilize diplomacy and public speaking skills. Students have the opportunity to participate in competitive events and conferences. *Advisors:* ECHS – N. Starling; SEHS – K. Denney and A. Stafford

Mustang Ambassadors - This SEHS club provides leadership development and volunteer opportunities for various campus activities throughout the year. *Advisor* - K. Stone

Mustang Mentors - This SEHS club offers service opportunities for juniors and seniors are selected through an application process. Students have the opportunity to mentor students at SEMS and SHES, as well as underclassmen at SEHS. *Advisor* - S. Hickox

National Art Honor Society – SEHS and ECHS sponsor a National Art Honor Society that is affiliated with the National Art Education Association. NAHS membership is based upon outstanding artistic scholarship and service to the school and community through the development of artistic endeavors and a strong moral character. Past activities included regular meetings, art workshops, touring Savannah art galleries and hosting art and fashion shows. *Advisors:* SEHS – D. Province, L. Gerow; ECHS – D. Holder

National Honor Society – SEHS, ECHS, and ECCA each sponsor a chapter of the National Honor Society in order to recognize students in the areas of scholarship, leadership, character and service. Members must have and maintain a 93 average and submit documentation of at least 20 hours of community service each year. NHS has raised money for Habitat for Humanity, participated in Relay for Life and awarded scholarships to outstanding senior members. *Advisors:* SEHS – L. Howard, B. Howard; ECHS Crawford and Penny; ECCA (STEM Only) – R. Habersham

SADD (combined with Interact Club) – ECHS and SEHS offer students the opportunity to be involved in the Students Against Driving Drunk organization. This group is dedicated to making students, their friends, and their families aware of the dangers of drug and alcohol abuse; to involving students in positive experiences in school and in the community; and to helping students make positive decisions in their lives. SADD sponsors the September birthday party at the Effingham Extended Care Facility, Red Ribbon Week in October, and Prom Promise in April/May. *Advisor:* ECHS – R. Shearouse; SEHS – B. Alford

Science Club (ECHS) – Science Club is a group with diverse interests. Students have initiated a school wide recycling program for drink containers, performed water quality monitoring for the Ogeechee River, participated in the first marine debris survey on Wassaw Island, visited the UGA aquarium on Skidaway Island, made giant bubbles for the Buddy Walk, and the list continues to grow. Join the science club, where your ideas can make a difference. *Advisor:* L. Ike and K. Mayes

Science National Honor Society - This SEHS club is offered to recognize & promote scientific thoughts & achievements, to challenge our students to exceed expectations in science, to form partnerships with universities and businesses throughout the country, to help our students network and achieve at the next academic level (and beyond), to promote curiosity in a new generation of scientists and future leaders in the field, and to participate in community service and aid the civic community in its understanding of science. *Advisor* - E. Lind

Science Olympiad – South Effingham High School and ECCA sponsor a Science Olympiad organization devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education. Members have the opportunity to participate in competitions, which test their knowledge in various science disciplines. *Advisors:*; ECCA (STEM Only) – M. Thompson

SkillsUSA – SEHS, ECHS, and ECCA sponsor SkillsUSA, a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. Students have the opportunity to compete in Construction, Automotive, Graphic Arts, Broadcast/Video Production, Journalism, Criminal Justice, Cosmetology, Early Childhood Education, and many other competitive areas. *Advisors:* SEHS – J. Gaines, ECHS – H. Dickerson and N. Powell; ECCA – M. Turner

World Cultures Club – ECHS offers the Rebel Spanish Club which exists to provide positive cultural experiences to all students so that they may develop an appreciation of a global society. *Advisors:* C. Hutchinson and E. Lockhart

Spanish Honor Society - This SEHS offers opportunities for selected students the opportunity to collegially enhance their knowledge, understanding, and immersion in Spanish language and culture. *Advisors* - J. Alford, A. Kimbal

Student Council – ECHS, SEHS, and ECCA each sponsor student council organizations. Members campaign to be elected by their peers. The Student Council acts as a link between the student body and the faculty and administration and also promotes student leadership and school spirit. The Student Council organizes fundraisers, decorates for Homecoming and Prom, and assists with Special Olympics and various other school-related events. *Advisors:* ECHS – D. Holder and A. Moore; SEHS – D. Brandenburgh, K. Doolittle, E. Evans.; ECCA (STEM Only) – M. McDonald and L. Hill

Technology Student Association (TSA) – ECCA sponsors the TSA Club. The Technology Student Association is a national student organization devoted exclusively to the needs of students engaged in science, technology, engineering and mathematics (STEM). TSA is open to students enrolled in or who have completed engineering and/or

technology education courses. TSA is supported by educators, parents and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events at the local, state and national level. ECCA – A. Specht and D. Paradise; EMS - A. Parker; SEMS – J. Sisk

APPENDIX

All information contained in the Appendix are local Effingham County Board of Education policies, or state and federal law which binds their policies. It is the information contained in this section and in all school board policy that governs all school personnel, operations and procedures. The complete Effingham County Board of Education policy manual can be viewed at www.effinghamschools.com/eBoard.

JBCA - RESIDENT STUDENTS POLICY (Revised 3/15/2018)

I. Definitions

1. Parent / Guardian - A natural or adoptive parent, guardian by order of the court, or other person having control or charge of a child that produces one of the following at the time of registration:
 - a. A Power of Attorney in accordance with O.C.G.A. 19-9-129. 19-9-120 (Relative) or O.C.G.A. 19-9-132 (Military)
 - b. Other person having full-time control of a student, having completed a Kinship Caregiver Affidavit in accordance with Effingham County Schools Policy JBC School Admissions.

II. Resident Students

Public education from Kindergarten through high school is free for all children who are bona fide residents of Effingham County. The Effingham County Board of Education has a legitimate interest in protecting and preserving the quality of the Effingham County School System and the rights of bona fide residents to attend public schools on a tuition-free basis.

In order for a child under the age of eighteen (18) years to establish a bona fide residence for the purpose of attending the free public schools of this county separate and apart from his or her parent / guardian, it must be clearly established to the satisfaction of the school district that his or her presence in this county is full time (i.e. 12 months a year), and that it is not for the primary purpose of attending its free, public schools.

A student whose residence is situated on a parcel of land which has a boundary extending into Effingham County shall be considered as a resident for the purpose of attending its free public schools.

Provided there is sufficient room on an existing bus route as determined by the manufacturer's rated capacity and the Transportation Coordinator, bus transportation to and from a student's provider of care may be permitted. This provision only applies within the district boundaries of the school.

At any time, upon request by school or district staff, the parent / guardian shall be required to present proof of residency (such as an electric bill, city water bill, etc.) and to certify that the student is a full time resident, (i.e. 12 months a year). This certification may also be dependent on visual inspection by school district officials. If visual inspection (or home visits) do not confirm residency, the child shall not be considered a bona fide resident. A child who lives with a relative or a temporary guardian during the school year but returns to the home of his or her parent(s) after the school year ends, unless required to return to a parental home by court order, shall not be considered a bona fide resident for the purpose of attending public schools on a tuition-free basis.

Each school age child, not enrolled in a valid home study or private school program, should attend the appropriate school located in the

school attendance zone of this county in which he or she resides unless the parent makes application and is approved to attend a school in an attendance zone other than the one in which the student resides under one or more of the following provisions:

- Provisions of state or federal law;
- The Provisions of Effingham County Board of Education Policy JBCB Non-Resident Students;
- If a parent/guardian moves to another attendance zone outside the normal or requested attendance zone but within Effingham County after the school year has started, the parent may be approved to remain at that school for the remainder of the school year if the parent can provide transportation. If the student is a junior or senior in high school, the student can complete graduation requirements at the same school.
- In cases where there are siblings living in the same household and one of the children is required to attend a school on a full time basis outside of the normal attendance zone because of low incidence special education class assignments, the parent / guardian may request that the other siblings attend the same school as the special education student provided there is available space (as defined above) in said school, the appropriate grade levels are offered in said school, and the parent/guardian provides the necessary transportation.
- Unusual hardship situations which may require an exception to this policy shall be referred to the Superintendent's designee who shall have the authority to review appeals individually or to convene a hardship review committee as deemed appropriate. After hearing evidence regarding the request for a waiver, the Superintendent's designee or committee shall decide whether or not the circumstances warrant a waiver from the existing policy.

The superintendent shall be authorized to set aside the decision of the Superintendent's designee or committee on appeal if he/she believes that the nature of the situation dictates other action. If the superintendent sets aside the decision and rules on the appeal and the person making the appeal wishes to make further appeal, then the board of education may consider the matter at its next regularly scheduled meeting.

School Choice Privilege

A parent/guardian may elect to make a written request to the superintendent's designee that their child(ren) in grades K-12 attend another school within Effingham County. The Effingham County School System shall provide notice no later than July 1 of each year the procedures and timelines for acceptance of applications for transfer to another school for the upcoming school year. This notice shall include a listing of which schools have available space and which of these schools parents may choose to request a transfer for their students. Transfer requests shall be subject to the following stipulations:

1. A valid hardship must be presented for cases in which other stipulations prevent enrollment;
2. The student's program needs must be met;
3. The parent / guardian shall assume the responsibility and cost of transportation of the student to and from school with the student arriving and departing each day according to the school's schedule for arrival and departure; the school principal or superintendent's designee may, at his or her discretion, require a meeting with the parent / guardian to discuss excessive absences, tardies, or early/late pickups. If it is determined that the student's attendance issues are a result of non-zoned school attendance, the student may be required by the district to transfer to his or her zoned school;
4. If a parent / guardian requests a transfer to a school that does not have the services required by the current Individualized Education Plan (IEP), Individualized Accommodation Plan (IAP), or the school does not have space available in particular classes preferred or required classes by a student's graduation

- requirements, the school is not required to develop those services as long as they are available within the district;
5. Any student transferring pursuant to this policy will be subject to the eligibility requirements of the Georgia High School Association;
6. In the event that a high school student has parking / driving privileges revoked due to violation of Effingham County Board of Education Administrative Procedures for Absences and Excuses or denial of a drivers' license by the Department of Driver Services, or is for any other reason unable to drive his or herself to school, it shall be the responsibility of the parent / guardian and student to arrange for transportation to and from school; otherwise, the student shall transfer to the zoned school where the student may utilize transportation provided by the school district;
7. A student who is granted a transfer request pursuant to this policy may at his or her election, continue to attend such school until the student completes all grades at that particular school without making a new request annually;
8. A student who completes all grades at a given school does not automatically receive enrollment preference to the feeder schools. The school district will determine the appropriate school for enrollment based upon the residence address. A parent / guardian may make application under this policy if the parent wishes for the student to attend another Effingham County school with available space;
9. This process does not apply to certain categories of schools including charter schools or newly opened schools for a period of four years from the opening date; and
10. Space must be available after the school's assigned students have enrolled.

INTERNET ACCEPTABLE USE AGREEMENT (AUA)

(Revised 4/20/2017)

The Internet is available to students and school employees to increase the use of technology as a teaching and learning tool. Our goal is to promote student achievement and facilitate communication in order to share resources in education, business, government, and science. Use of these resources is considered a privilege to which great responsibility is attached. To that end, the Board of Education has enacted a strict agreement governing acceptable use of the Internet and technology resources. Parents wishing to prohibit their child's ability to access the Internet should provide notice in writing to the school.

The Board of Education realizes the significant importance of access to the Internet and the wealth of information and educational resources that are made available through it. As such, staff and students shall be afforded equitable access to these resources to pursue the educational mission of the Effingham County School District. This access is provided contingent upon the following:

TERMS AND CONDITIONS

Acceptable Use: The purpose of providing access to the Internet and any device(s) providing access to district network resources is to promote learning through research and collaboration. The use of the Internet must be consistent with this and with the instructional objectives of the Effingham County School System. Internet use for professional development purposes is acceptable, as well, so long as it does not interfere with instructional use.

Privileges: The use of the Internet and any device(s) providing access to district network resources is a privilege, not a right. Inappropriate use will result in revocation of those privileges. Building administrators may determine what is inappropriate use within the framework of this policy. Administrators and staff may request that Internet privileges be denied, revoked, or suspended, if the AUA is violated.

Users must agree to abide by the following guidelines:

- Users may not give out personal information such as names, phone numbers, or addresses of themselves or others, over the Internet, with the exception that staff may do so in conducting the business of the school.
- Users may not access or send material that is obscene, child pornography, or harmful to minors, and the Board of Education shall install and operate technology protection measures including commercial Internet blocking and filtering software that blocks or filters access to such material and any other materials that are determined to be inappropriate by school or system administrators. The terms "obscene", "child pornography" and "harmful to minors" have the meanings given such terms in section 1460 of Title 18, section 2256 of Title 18, and section 254 (h)(7)(G) of Title 47, United States Code, respectively.
- Users may not violate copyright laws of the United States or the established copyright policies of the local Board of Education.
- Users may not engage in any unauthorized access, including so-called "hacking", or other unlawful activities while using district computer resources.
- Users may not engage in non-educational games or waste valuable bandwidth (network capacity).
- Users may not download software (to include weather applications, browser toolbars, etc) from the Internet without the permission of the Information Technology Department.
- Users may not engage in acts of vandalism, including harming or destroying data of another user. This includes uploading, downloading, or creating computer viruses.
- Users may not harass others by persistent annoyance or interference while others are online. This includes, but is not limited to, sending unsolicited e-mail (SPAM).
- E-mail sent by district personnel, utilizing the district e-mail system should always be professional in nature. The district e-mail address you use identifies you as representing the district, and therefore should only be used to communicate matters related to the business of the school. At no time should the district e-mail provided to personnel be used to sell goods or services or solicit funds or participation in any cause or activity not related to the business of the school unless prior approval is received from the Superintendent or the Superintendent's designee.
- Users must observe common rules of network etiquette such as politeness and allowing others ample online time.
- Users are not to bypass district protection measures via proxy or any other mechanism.

Security: Users are required to notify the classroom teacher or school administrator if they observe a security problem to include vandalism, theft, sharing of personal information, hacking, and any violation of the guidelines listed above. In turn, this individual will notify the Information Technology Coordinator of the problem. Use of the Internet, including e-mail, chat rooms, social networking, and other forms of direct electronic communications, are not private and for the safety and security of the users will be monitored. Inappropriate or unlawful messages will be reported to the appropriate authorities.

Home Networking Equipment: Users are NOT to bring networked equipment to include WiFi access points, home assistants such as *Amazon Alexa*, *Google Home*, etc. Additionally, mobile "hot spots" or "jet packs" must not be used in the schools. All personal devices must use the GUEST INET network for access to the district's network resources.

Social Networking: Employees may participate in social networking services (e.g. Facebook, Twitter, etc.) or internet based applications for personal use. Any communication between student and employee on these sites should exhibit the proper student/employee relationship and maintain professional etiquette. The title of "student" – according to the Georgia Professional Standards Commission Code of Ethics for

Educators – is applicable until August 31 of the year the student has graduated.

Employees shall not create a webpage, website, blog, social networking site or any other resources that represents a school-sponsored activity, club, team, organization, etc. without prior approval from the Director of IT and Media Services. Accepted Internet resources used to represent district programs, personnel and organizations shall be provided and maintained by the district. Personnel should utilize these resources as opposed to other freely available resources on the Internet. In the event a district-funded resource does not provide specific functionality seen within a non-supported resource, staff members should consult with the Director of IT and Media Services before integrating it into their instruction plans.

Publishing on the Internet: Student work will be published only under the direction of the supervising teacher(s) who will be responsible for verifying permission via the handbook acknowledgment form submitted annually by the student's guardian(s).

***Note to Parents/Guardians:** *Parents, legal guardians or eligible students may make a written request to the principal of the school where the student is enrolled, within 10 days of enrollment or the first 10 days of the academic school year, to request that such information (as indicated above) not be published or used on any school-sponsored websites.*

ADMINISTRATIVE PROCEDURES FOR STUDENT DRUG ABUSE PREVENTION

Rationale: A top priority of the Effingham County School System is to provide a safe and secure environment for all students in order to protect the health and well-being of each individual. An appropriate learning climate must be maintained to ensure such an environment. Because alcohol and other drug use is illegal, hazardous to health, contagious, and interferes with effective learning and proper development of children and adolescents, the system has a legal and ethical obligation to prohibit drug possession or use and to maintain a safe and drug-free educational environment. Effingham County schools maintain a "zero-tolerance" policy in regard to alcohol, illegal drug use, and possession of illegal drugs or imitation illegal drugs.

Standards of Conduct: No student shall possess, sell, use, distribute, or be under the influence of any legal or illegal drug in any form whatsoever, including, but not limited to alcohol, narcotics, cocaine, marijuana, depressants, stimulants, inhalants, hallucinogens, amphetamines, ecstasy, barbiturates, anabolic steroids, any additive or controlled substances, and intoxicants of all kinds, or any substance represented to be or reasonably appearing to be any type of drug. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule provided it is handled properly through the school nurse office. This rule applies to all students when:

- On the school grounds before, during, and after school hours, and at any time when the school is being used by any school group;
- Off the school grounds while attending a school activity, function, or any other school related event;
- Off the school grounds and in any manner subject to the jurisdiction of school officials, and
- Engaged in travel to and from school.

Procedures in Reporting Drug-Related Activity:

- Report the incident to the school principal or his/her designated representative. (Students are encouraged to use the districts Tip411 App as a reporting tool).
- Notify student's parents or guardians and request them to come to school.
- Notify police.
- Confer with parents or guardians to inform them of prescribed penalties.
- Inform parents or guardians of community resources offering treatment or other assistance for drug/alcohol related problems.
- Assist students who use drugs or abuse alcohol by providing school counseling and drug abuse education and work in cooperation with the county health department, and individual physicians in appropriate health education and health care, and by other appropriate means.

Requirement for Drug Curricula Teacher Training: The Effingham County School System offers students instructionally sound drug education units that are progressively reinforcing from kindergarten through twelfth grade. Developmentally age-appropriate based grade level curricula is measured by the following criteria:

- Is well integrated into the traditional curricula;
- Builds awareness of the harmful effects of alcohol, tobacco, marijuana, cocaine, and other mind-altering drugs;
- Contains a strong no-use message;
- Sets positive standards of behavior for youth;
- Contains current, accurate information, and scientifically researched based prevention strategies;
- Reveals health consequences from latest research;
- Provides multiple opportunities to build decision making, and peer refusal skills;
- Projects parents, teachers, and other authority figures as reasonable and supportive allies in the decision to remain drug free, and
- Teaches students that most people do not illegally use drugs.

All teachers responsible for instruction in the drug education curriculum shall be given in-service training to include essential information about drugs and their effects on physical growth, development, and emotional maturation; and hands on work with various exercises initially presented by a qualified resource person.

Search and Seizure: The school principal or his/her representative may institute a search if there are reasonable grounds to believe that the search will reveal evidence that the student is in violation of the law or the rules of the school.

Searches based upon reasonable grounds may proceed without hindrance or delay, but must be conducted in a manner that is not excessively intrusive in light of the age and sex of the student. If the search of the student's person, or of his/her possessions, locker, or vehicle reveals that the student is concealing a substance prohibited by federal, state, or local law, school officials may notify law enforcement authorities in order that they may take appropriate action.

Procedures for Handling Drug Abuse Violations: Any student who is under the influence of or has in his/her possession any legal or illegal drug in any form whatsoever, including, but not limited to alcohol, marijuana, or any other illegal drug, or imitation controlled substances on the school grounds before, during, and after school hours, and at any time when the school is being used by any school group; off the school grounds while attending a school activity, function, or any other school related event; off the school grounds and in any manner subject to the jurisdiction of school official; and, engaged in travel to and from school may be suspended from school for a minimum of five (5) days and possibly referred to a Disciplinary Hearing.

The school administration shall conduct a complete investigation of the incident. Upon completion of the investigation, the school administration may report the incident to the Juvenile Court System.

The student shall be suspended from participating in any extra-curricular activities for one complete calendar year for drug related offenses. The student shall also be placed on probation for as long as he/she is a student in an Effingham County school.

Drug-Related Emergency: School administrators shall use their discretion to determine whether an event such as severe intoxication or drug overdose constitutes an emergency.

In the event the administrator determines there is an emergency, the school staff should follow these steps:

- Call for medical assistance immediately (ambulance, rescue squad).
- Contact parents immediately.
- If parents cannot be reached, continue emergency medical assistance.
- Attempt to obtain information about the ingested drug from the student.
- Designate a faculty member to accompany the student to the medical facility.

Informing Faculty, Students, and Parents: All faculty members, students, and parents/guardians shall be informed of the contents of this administrative procedure through the receipt of the Student and Parent Handbook and the Employee Handbook and of their rights and responsibilities as set forth herein.

ADMINISTRATIVE PROCEDURES FOR STUDENT DRUG TESTING

Purposes and Intent

The Effingham County Board of Education encourages students to participate in school-sponsored extracurricular activities but believes that the opportunity to participate is a privilege offered to eligible students on an equal opportunity basis. The use of alcohol or other drugs by students participating in school-sponsored extracurricular activities presents a hazard to the health, safety, and welfare of the student participant. The Board recognizes that the unlawful use of alcohol and drugs seriously impairs the health, safety, education, and future success of students engaged in that use.

The Board further recognizes that while the unlawful use of alcohol and drugs is a potential problem for all students, students engaged in school-sponsored extracurricular activities are confronted by special risks which make them particularly vulnerable to the harms presented by that use. Finally, the Board also recognizes that students engaged in school-sponsored extracurricular activities are often viewed by fellow students as holding or enjoying positions of notoriety, such that the unlawful use of alcohol and drugs by students engaged in school-sponsored extracurricular activities may impact or influence the attitudes and actions of other members of the student body.

Thus, the Board believes that testing student participants in school-sponsored extracurricular activities serves the important purpose of detecting and preventing illegal drug and alcohol use among all students in the system.

This policy is intended to support the comprehensive educational policies and programs of the Effingham County School District in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of alcohol and drugs.



The policy is further intended to provide incentives to high school students engaged in school-sponsored extracurricular activities to avoid such use and to strive for effective rehabilitation when such use has occurred. The results of any drug test administered under this policy will be used only to determine eligibility for participation in school-sponsored extracurricular activities.

The policy is not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for the prosecution of the student.

Applicability

This policy applies to all high school students (grades 9-12) who participate in a school-sponsored extracurricular activity within the Effingham County School District. To be eligible to participate in any school-sponsored extracurricular activity, these students must agree to participate in a drug-testing program that includes random drug testing during the school year.

A "school-sponsored extracurricular activity" means, without limitation, all interscholastic athletics, cheerleading, band, drill team, academic clubs, special interest clubs, musical performances, dramatic productions, student government, fine arts organizations, industrial technology and agricultural organizations, and any other activity or group that participates in contests, competitions or community service projects on behalf of or as a representative of the school system. "School-sponsored extracurricular activity" also specifically includes parking a vehicle on school property.

Consent

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall sign a consent form agreeing to participate in the drug-testing program established by this policy. If the student or his or her parent or guardian declines to sign the consent form, the student will not be permitted to participate in school-sponsored extracurricular activities. Consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities.

Testing Program

Testing pursuant to this policy shall be accomplished by the analysis of urine specimens obtained from the student participant. Any student who refuses to be tested as required under this policy, or who alters or falsifies or attempts to alter or falsify a test, shall be removed from all school-sponsored extracurricular activities. Collections and testing procedures shall be established, maintained, and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified with the appropriate student participant, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.

The urine specimens of participating students shall be tested for all substances which are illegal to buy, possess, use, sell or distribute under state or federal law, including the following substances:

(a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates, (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) Methadone, (i) methaqualone, (j) LSD, (k) alcohol, and (l) performance enhancing substances, including anabolic steroids.

Sanctions

Any participating student whose drug test administered pursuant to this policy renders a positive test result as indicated by the testing facility shall be subject to the following consequences:

First Positive Drug Test Result - The participating student and his or her parent or legal guardian will be required to attend a conference with a representative of the Effingham County School District

designated by the Superintendent. The student and his or her parent or legal guardian shall be required to attend a program of counseling regarding substance abuse for a period of at least forty-five (45) days. The expense of said program of counseling shall be the responsibility of the student. The student will be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Second Positive Drug Test Result - The participating student will be suspended from participating in any school-sponsored extracurricular activity for one (1) calendar year. The student will be subject to recurring drug tests, not random, at times not to be previously disclosed to the student to deter him or her from committing a subsequent violation of the policy for one (1) calendar year.

Third Positive Drug Test Result - The participating student will be prohibited from participating in any school-sponsored extracurricular activities for the remainder of the student's eligibility.

Drug Testing Procedures

Prior to giving a urine specimen, each student participant shall complete a medical history form (which shall include disclosure of all prescription drugs currently taken). This form shall identify the student participant only by a confidential number and shall be placed in a sealed package, which shall be forwarded to the testing laboratory along with the urine specimen. All students participating in school-sponsored extracurricular activities shall be subject to random drug testing at any time during the school year. Students eligible for testing will be determined by a roster which compiles the names of all students who have completed the required consent form and notification of drug testing policy.

The participating student's parent or legal guardian shall be notified on any day the student is selected for testing.

Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain complete confidentiality of test results. To that end, the procedures must require:

- The presence of a representative of the Effingham County School District immediately prior to the collection process to ensure proper student identification;
- The presence of one or more representatives of the testing laboratory when the specimen is taken;
- The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine. The student shall be provided absolute privacy during the collection process;
- Immediately prior to entering the secured room used for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representative present for student identification; and
- Prior to entering the secured room utilized for the collection process, the testing laboratory shall treat the water in the secured room with a coloring substance (frequently referred to by testing laboratories as "blueing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.

The professional testing laboratory shall conduct all scientific analyses of the collected specimens. Each specimen shall initially be tested by using a highly accurate immunoassay technique known as "EMIT." Initial positive results must be confirmed by gas chromatography / mass spectrometry "GC/MS." If the initial presumptive positive result is

not confirmed by the GC/MS technique, the test shall be deemed to be negative. Only after GC/MS confirmation shall a test result be reported as positive.

A portion of each urine specimen that tests positive for alcohol or drugs shall be preserved by the testing laboratory for at least six (6) months.

Written confirmation of all test results shall be forwarded by the testing laboratory to a representative of the Effingham County School District designated by the Superintendent.

In the event that a participating student's urine specimen produces a positive result, a representative of the Effingham County School District designated by the Superintendent shall meet with the student and the student's parent or legal guardian to disclose and discuss the test results. At this meeting, the designated school representative shall advise the student and his or her parent or legal guardian of further rights under this policy.

Any student participant who has tested positive, or the student's parent or legal guardian, may contest the test result by informing the representative of the Effingham County School District designated by the Superintendent of their wish to have a hearing within seventy-two hours of receipt of notice of the positive test result. The student participant and his or her parent or guardian shall be entitled to present any evidence they desire to defend the charge of violating this policy prior to the implementation of sanctions. The designated school representative before whom the hearing is conducted may require written documentation (such as a doctor's statement) of any evidence the student or his or her parent or legal guardian may wish to present. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this policy for a positive test result. Any further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory and shall be conducted at the student's expense. A final decision of the designated school representative shall be made within five (5) days of receiving notice to contest the test result.

If the student participant chooses to appeal the decision of the representative of the Effingham County School District designated by the Superintendent, the student may appeal it to the Effingham County Board of Education within three (3) days after it is rendered. The Effingham County Board of Education shall issue a final decision on the appeal within five (5) days after the next regularly scheduled meeting conducted after the notice of appeal is filed. The appealing student shall be ineligible to participate in school-sponsored extracurricular activities during the pendency of the appeal.

If a participating student is 18 years of age or turns 18 years of age during the school year, the student must agree to release all test results to the student's parent or legal guardian.

One (1) year after the participating student turns 18 years old or one (1) year after the student's graduation, whichever is later, all records in regard to this policy concerning each student shall be destroyed. At no time shall these results or records be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those stated herein.

Confidentiality

The results of any drug test conducted pursuant to this policy will be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the Superintendent. Said results shall be kept in a file separate from the student's other educational records and shall not be released to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

Notice

All students wishing to participate in a school-sponsored extracurricular activity and their parent or legal guardian shall also sign a statement indicating that the student and the student's parent or legal guardian have received, read and understand this policy. If the student or his or her parent or guardian declines to sign the notification form, the student will not be permitted to participate in school-sponsored extracurricular activities. Notification forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in school-sponsored extracurricular activities.

Voluntary Participation

Any student who does not participate in a school-sponsored extracurricular activity may participate in the drug-testing program established by this policy on a purely voluntary basis. However, if such a student later seeks to participate in a school-sponsored extracurricular activity, these Voluntary Participation provisions will no longer apply.

Any student wishing to participate in the drug-testing program established by this policy on a purely voluntary basis and his or her parent or legal guardian shall sign a consent form agreeing to such participation. If the student or his or her parent or legal guardian declines to sign the consent form, the student will not be permitted to participate in the drug-testing program. These consent forms are valid for the current school year only and must be renewed annually in order for the student to continue to participate in the drug-testing program.

The Testing Program set forth herein shall be the same for students who participate in the drug-testing program established by this policy on a purely voluntary basis; however, any student participating in the drug-testing program on a purely voluntary basis who refuses to be tested, or who alters or falsifies or attempts to alter or falsify a test, shall not be removed from any school-sponsored extracurricular activity or otherwise subjected to school discipline. The Sanctions for positive drug test results set forth herein shall not be applicable to a student participating in the drug-testing program on a purely voluntary basis, although the student and his or her parent or legal guardian will be notified of the positive test result. The Drug Testing Procedures set forth herein shall be the same for students who participate in the drug-testing program established by this policy on a purely voluntary basis; however, the provisions relating to contesting the test results or appealing the matter to the Effingham County Board of Education shall not be applicable. The Confidentiality provisions set forth herein apply equally to students who participate in the drug-testing program established by this policy on a purely voluntary basis.

Any student wishing to participate in the drug-testing program established by this policy on a purely voluntary basis, and his or her parent or legal guardian, shall also sign a statement indicating that the student and the student's parent or legal guardian have received, read and understand this policy. If the student or his or her parent or legal guardian declines to sign the notification form, the student will not be permitted to participate in the drug-testing program. Notification forms are valid for the current school year and must be renewed annually in order for the student to continue to participate in the drug testing program.

Amendment

This policy may be amended at any time by the Effingham County Board of Education.

Non-discrimination Notice

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, OCGA § 20-2-315). Students are hereby notified that the Effingham County school system does not discriminate on the basis of gender in its athletic programs. The Title IX Gender Equity Coordinator for this school system is: Dr. Yancy J. Ford, Effingham County Board of Education, 405 N. Ash St., Springfield, GA 31329; phone, 754-5630. Inquiries or complaints



concerning the sports equity in this system may be submitted to the sports equity coordinator.

IDFA - GENDER EQUITY IN SPORTS POLICY

(Approved 4/20/2017)

In compliance with the Equity in Sports Act, O.C.G.A. § 20-2-315, no student in the Effingham County School System shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the school system, nor shall the school system provide any such athletics separately on such basis, except as specifically authorized by the Act itself.

As a part of achieving this goal, the school system annually shall notify all of its students of the name, office, address, and office telephone number of the equity in sports coordinator. This notification shall be included in the student handbook and distributed to all students, as well as being posted in the school.

An equity in sports grievance procedure will be developed consistent with the requirements of state law and designed to implement the purposes of this policy. The grievance procedure will provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the act. The school system shall comply with all the requirements of state board rules concerning gender equity in sports, including records retention and the filing of any and all reports.

All donations of services or items, including booster club support, to any athletic program, shall be accepted or rejected in accordance with Effingham County Board of Education Policy DFK concerning donations to the school system.

The grievance procedures for addressing such discrimination can be found in policy IDFA in the Effingham County Board of Education Policy Manual.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

The following is the 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.

- 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.
- Any teacher, counselor or administrator receiving a report of sexual abuse or 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 misconduct, the oral and written report should be made to the superintendent or the superintendent's designee.
- 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, 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.

INTERROGATIONS AND SEARCHES OF STUDENTS

(Revised 05/19/04)

Interrogations

The principal of each school in the Effingham County School System, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.

Searches

The Effingham County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal of each school in the Effingham County School System, or his/her authorized representative, possesses the authority to conduct inspection of students' lockers or articles carried upon their persons. Such search shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secreted noise-makers, water guns, contraband, drugs, handguns or other dangerous weapons.

Principals of each school where lockers are issued shall insure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations, and avoid any practices which lead students to believe that lockers are under their exclusive control.

In the event a search of a student's person, his/her personal possessions, or his/her locker reveals that the student is concealing material(s), the possession of which is prohibited by federal, state or local law, local law enforcement authorities shall be notified so that they may take appropriate action.

KJ - ADVERTISING IN THE SCHOOLS POLICY

(Revised 4/20/2017)

- A. Commercial organizations offer many free materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis and may be appropriate for use in the classroom. Other materials are primarily advertising and have only limited educational value and may not be appropriate for use in the classroom.

In general, supplementary printed and free materials from commercial, political, religious, or other non-school sources must have the approval of the superintendent and/or principal before being used in the schools. This approval may be given to materials which are of obvious educational quality with limited advertising emphasis, which supplement and enrich text and reference book materials for definite school courses, which are timely and up-to-date, and which promote democratic ideals, moral values, and coincide with the principles of the



Effingham County Character Education program.

Teachers may use special appropriate teaching aids (non-printed materials) such as models, cuts, films, slides, pictures, charts, exhibits, videos, etc. for educational purposes with the approval of the superintendent and/or principal although such materials may bear the name of a commercial business firm or organization which may have provided the teaching aid.

(NOTE: All teaching materials and teaching aids must also conform to all other applicable board policies and administrative procedures related to materials selection.)

The name of the commercial firm or other organization appearing on free teaching materials or aids shall not be construed as advertising.

- v. Gambling
- vi. "Head Shops" or other establishments whose activity concentrates on drug related paraphernalia
- vii. Lotteries
- viii. Motion pictures rated "R", "NC17", or "X" by the Motion Picture Association of America
- ix. Prescription drugs
- x. Feminine hygiene products
- xi. Solicitation of funds
- xii. Tobacco products (including cigarettes, cigars, pipe tobacco, and "smokeless tobacco")
- xiii. Any other product or service which the principal and/or the superintendent deems to be inappropriate in a school environment.

B. Advertising materials of commercial or religious nature shall not be displayed or distributed in the schools or on the school grounds except in the following cases:

- a. Schools with interscholastic athletic programs may display advertisements in athletic areas such as gyms, football fields, baseball fields, etc. as a service to commercial business sponsors who help support the athletic programs.
- b. Schools with sponsors who financially support other extra-curricular activities or events may display advertisements at such respective activities or events.
- c. Schools may distribute school related items such as book covers, school annuals, etc. that contain advertising from commercial business sponsors, organizations, or private individuals who have either provided the items or have helped defray the cost of the distributed items.

C. General

- a. Students may not be used as the agents for distributing any non-school related material containing advertising to their homes except YMCA, Boy Scouts, Girl Scouts, the Effingham County Recreation Department, and the City of Rincon Recreation Department when such material has been approved in advance by the superintendent and/or principal.
- b. Individuals, businesses, and non-school related groups or agencies are prohibited from advertising anything through the schools except as stated in Section B above.
- c. No school affiliates or school properties shall be used for the purpose of political campaigning including advertisements, displaying of political posters or political banners; however, disseminating political campaign materials such as cards or brochures would be allowed at public events if such dissemination was not disruptive or a nuisance to those in attendance. The only exception would be when a school facility is used by a community organization to hold a political forum or other similar activity for the public at large.
- d. Businesses may provide gifts to faculty and students with prior approval from the superintendent and/or principal when such are deemed to be appropriate and consistent with board policies and procedures.
- e. The following products and/or services shall not be allowed to advertise in any manner in the Effingham County School System:
 - i. Abortion clinics
 - ii. Alcoholic beverages (including beer, wine, and distilled spirits)
 - iii. Contraceptive products
 - iv. Firearms, ammunition, and fireworks

JCAC - HARASSMENT PROHIBITED POLICY

(Revised 4/20/2017)

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Directory of Effingham County Schools

Elementary Schools

Blandford Elementary

LaToya Jones, Principal, ljones@effingham.k12.ga.us
Lori Newkirk, Assistant Principal
Donna Strickland, Assistant Principal/Instructional Supervisor
Missy Dodd, Administrative Secretary
4650 McCall Road, Rincon, GA 31326
Phone: 826-4200 ~ Fax: 295-4933 ~ Hours: 7:35-2:25

Ebenezer Elementary

Dana Wright, Principal, dwright@effingham.k12.ga.us
Cheryl Zettler, Assistant Principal
LeAnn Mikulsky, Assistant Principal/Instructional Supervisor
Elizabeth Neidlinger, Administrative Secretary
1198 Ebenezer Road, Rincon, GA 31326
Phone: 754-5522 ~ Fax: 330-1523 ~ Hours: 8:20-3:20

Guyton Elementary

Charlotte Connelly, Principal, cconnelly@effingham.k12.ga.us
Stacy Boyett, Assistant Principal
Jennifer Peavy, Assistant Principal/Instructional Supervisor
Regina Hunter, Administrative Secretary
719 Central Blvd Hwy 17 N., Guyton, GA 31312
Phone: 772-3384 ~ Fax: 226-1331 ~ Hours: 8:15-3:15

Marlow Elementary

Leslie Dickerson, Principal, ldickerson@effingham.k12.ga.us
Matthew Hunnewell, Assistant Principal
Jennifer Lyerly, Assistant Principal/Instructional Supervisor
Karen Hall, Administrative Secretary
5160 Highway 17 S., Guyton, GA 31312
Phone: 728-3262 ~ Fax: 226-1480 ~ Hours: 7:45-2:35

Rincon Elementary

Dr. Kirbi Ratner, Principal, kratner@effingham.k12.ga.us
Greg Manior and Melissa Long, Assistant Principals
Hannah Kessler, Assistant Principal/Instructional Supervisor
Lisa Giavatto, Administrative Secretary
1703 Ft. Howard Rd., Rincon, GA 31326
Phone: 826-5523 ~ Fax: 295-4756 ~ Hours: 7:45-2:35

Sand Hill Elementary

Michelle Corless, Principal, icorless@effingham.k12.ga.us
Anthony Murray, Assistant Principal
Tiffany Parker, Assistant Principal/Instructional Supervisor
Cathy Seward, Administrative Secretary
199 Stagecoach Avenue, Guyton, GA 31312
Phone: 728-5112 ~ Fax: 226-6180 ~ Hours: 7:45-2:35

South Effingham Elementary

Anna Barton, Principal, abarton@effingham.k12.ga.us
Bobbie Tootle, Assistant Principal
Jessica Lyn Javo, Assistant Principal/Instructional Supervisor
Denia Boone, Administrative Secretary
767 Kolic Helmey Road, Guyton, GA 31312
Phone: 728-3801 ~ Fax: 226-2259 ~ Hours: 7:45-2:35

Springfield Elementary

Lisa Woods, Principal, lwoods@effingham.k12.ga.us
Tony Sikes, Assistant Principal
Melissa Phillips, Assistant Principal/Instructional Supervisor
Dana Gnann, Administrative Secretary
300 Old Dixie Highway S., Springfield, GA 31329
Phone: 754-3326 ~ Fax: 330-1557 ~ Hours: 8:10-3:10

Middle Schools

Ebenezer Middle

Tammy Jacobs, Principal, tjacobs@effingham.k12.ga.us
Robbie Batchelor and Heather Strickland, Assistant Principals
Crystal Jordan, Assistant Principal/Instructional Supervisor
Kaleigh Perry, Administrative Secretary
1100 Ebenezer Road, Rincon, GA 31326
Phone: 754-7757 ~ Fax: 330-1526 ~ Hours: 8:25-3:35

Effingham County Middle

Travis Dickey, Principal, tdickey@effingham.k12.ga.us
Ginger Kessler and Holly Usher, Assistant Principals
Holly Scott, Assistant Principal/Instructional Supervisor
Kay Powell, Administrative Secretary
1659 Highway 119 S., Guyton, GA 31312
Phone: 772-7001 ~ Fax: 772-7005 ~ Hours: 8:25-3:40

South Effingham Middle

Christy Brown, Principal, cbrown@effingham.k12.ga.us
Lisa Grassi and Jeremy Turner, Assistant Principals
Vanessa Denison, Assistant Principal/Instructional Supervisor
Janna Dyals, Administrative Secretary
1200 Noel C. Conaway Road, Guyton, GA 31312
Phone: 728-7500 ~ Fax: 226-7385 ~ Hours: 8:20-3:50

High Schools

Effingham County High

Amie Dickerson, Principal, adickerson@effingham.k12.ga.us
Matthew Huntley, Assistant Principal/Athletic Director
Dr. Nate Hayes and Keri Morgan, Assistant Principals
Katie Whitten and Blake Kessler, Assistant Principals
Jessica Stephenson, Assistant Principal/Instructional Supervisor
Gina Bland, Administrative Secretary
1589 Highway 119 South Springfield, GA 31329
Phone: 754-6404 ~ Fax: 330-1617 ~ Hours: 8:25-3:40

South Effingham High

Dr. Torian White, Principal, tawhite@effingham.k12.ga.us
Jeff Faith, Assistant Principal/Athletic Director
Brett Griffin and Jennifer Curry, Assistant Principals
Jennifer Lawson and Nicholas Smith, Assistant Principals
April Harvey, Assistant Principal/Instructional Supervisor
Lori Farley, Administrative Secretary
1220 Noel C. Conaway Road, Guyton, GA 31312
Phone: 728-7511 ~ Fax: 348-0947 ~ Hours: 8:20-3:50

Effingham College and Career Academy

Ashley Kieffer, CEO, akieffer@effingham.k12.ga.us
Dr. Brigid Nesmith, Principal, bnesmith@effingham.k12.ga.us
Dr. Kathy Pevey, Assistant Principal/Instructional Supervisor
Mark Weese, Assistant Principal
Diane Center, Administrative Secretary
Carrie King, Administrative Secretary
2940 Hwy 21 S., Rincon, GA 31326
Phone: 754-5610 ~ Fax 330-4296 ~ Hours: 8:00-4:00

Central Registration Center

306 N. Ash Street, Springfield, GA 31329
Phone: (912) 754-2530 ~ Fax: (912)330-4287
Hours: 7:30-5:00 – Monday-Thursday, Closed Fridays

Crossroads Academy Alternative School (RLC)

David Smith, Coordinator, davidsmith@effingham.k12.ga.us
501 N. Richland Ave. Rincon, Ga 31326 ~ Phone: (912) 754-2511
Hours: 7:30-5:00 – Monday-Thursday, Closed Friday

enCompass Academy

Dr. Derek Skaggs, Coordinator, dsdaggs@effingham.k12.ga.us
116 E 5th St. Rincon, Ga 31326
Phone: (912) 754-2522 ~ Fax: 330-4290



Effingham County Board of Education
Central Office Directory
405 N. Ash Street
Springfield, GA 31329

Main Office: (FAX: 330-1590)..... 754-6491

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